



# Town Of Durham

## Planning Board Minutes

Town Offices, 6:30 pm  
December 6, 2023

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### 1. Roll Call & Determination of a Quorum

**In attendance:** John Talbot (Chair), Juliet Caplinger (Vice Chair), Allan Purinton, Tyler Hutchison, Brian Lanoie, and George Thebarga (Town Planner).

**Absent:** Anne Torregrossa

### 2. Amendments to the Agenda:

- Move Item 4b (informational exchange with residents) ahead of 4a (informational exchange town officials).
- Add discussion of proposed mitigation for folks impacted by our resource protection ordinance. (Add this to Item #6)

### 3. Acceptance of the Minutes of prior meeting (November 1, 2023)

**Juliet Caplinger moved** to accept the November 1<sup>st</sup>, 2023 meeting minutes, **Allan Purinton seconded**, motion carried **4 – 0 – 1** (Tyler Hutchison abstained, absent from previous meeting.)

### 4. Informational Exchange on Non-Agenda Items:

#### a.) Residents – Lois Kilby-Chesley (Runaround Pond Road)

- Ms. Kilby-Chesley complained that the Town Planner had misrepresented the Board's decision in its action on the amendments to grant relief to landowners impacted by the new Resource Protection District Zoning.
- She urged the Board to make its motions clear to avoid misinterpretation.

#### b.) Town Officials:

##### George Thebarga

- 18 Single Family Building Permits have been issued for the year (as of October 2023).
- The Comprehensive Plan directs the Planning Board to monitor development levels and pursue Town action if the level exceeds 45 new housing starts in a single year.

**John Talbot**

- Requesting that all Board members attend the next Planning Board Meeting on January 3, 2024. The Planning Board will also need to schedule formal public hearings for solar in the upcoming months. The Union Church Committee completed their work and will present their findings at the December 12<sup>th</sup> Select Board Meeting at the Fire Station.

**c.) Non-residents – None**

**5. New Business:**

**a. Completeness Review of Site Plan Review Application for Expansion of the Leisure Campground for 40 RV sites, Map 2, Lot 13 (Public comment will not be taken)**

Juliet Caplinger, a neighbor to the applicant, recued herself from the Planning Board discussion.

Town Planner Summary:

On September 6, 2023 the Planning Board approved the Conditional Use Permit for the addition of 40 new RV sites and the approval and approval conditions are included in the [agenda packet](#). The Planning Board received the existing conditions plan with an indication of some of the improvements that are to be made as part of the campground expansion, and the applicant submitted a review fee and an escrow. The calculation of the site plan review fee and escrow are typically based on either the square footage of the commercial building or the square footage of the parking lot that is being built. In this case, the RV sites were calculated as the parking area to calculate the review fee. The applicant has submitted the site plan application, including the check list.

Applicant: (Ken and Gwenn Huot, 24 Leisure Lane)

Some of the RV sites were moved due to the need to create a curvature of the road for the offset for the site at the end of the 400-foot setback.

The Board went through the Site Plan Review Regulations to determine if the applicant needs to provide additional information or documentation or request a waiver. **Tyler Hutchison moved** that the site plan review for 24 Leisure Lane is incomplete, pending waiver or submissions as noted in the document notice prepared by the Town Planner. **Allan Purinton seconded. Motion carried 4 – 0.**

**6. Other Business:**

**a. Board Discussion of Draft Land Use Ordinance Amendments**

**Town Planner Summary:**

- On November 15, the Planning Board conducted a public information meeting on the draft housing density amendments.

- The packet contains a memo summarizing the public input received and responses to the questions raised at the meeting.
- At the end of the information meeting, some Board members indicated interest in revisiting the issue of requiring larger lots for multiple dwelling units.
- If the Board decides to go back to the version reviewed in August, the Town Planner will have slides and the draft amendments showing the multiple possible outcomes based on differential treatment of duplexes.
- The Conservation Commission will be meeting on November 29 to finalize a draft of amendments to the Land Use Ordinance to address solar energy systems.
- The Commission will hold a public information meeting on those draft amendments on December 7.
- Those draft amendments will include the language needed to support all fees in the Select Board's fee schedule.
- The Town Planner reported to the Town Manger and Select Board the decision of the Planning Board to discontinue the process of drafting Ordinance or Zoning Map amendments to grant landowner relief from restrictions on residential expansions in the Resource Protection District.
- That process can be revisited by the Planning Board and the land use policy summit after the April 2024 Town Meeting.

**Tyler Hutchison moved** that the Planning Board support the LD 2023 implementation proposal as presented on November 15, 2023 with the modification outlined under item 4 of the agenda packet “will comply with the multiple dwelling units to apply to non-conforming lots” as the only change to the presented proposal. **Allan Purinton seconded. Motion carried 5 – 0.**

## **7. Adjourn**

**Allan Purinton moved** to adjourn the meeting. **Juliet Caplinger seconded**, motion carries **5 – 0**. Meeting adjourned at 8:48 pm.