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3 **TOWN OF DURHAM**  
4 **DURHAM PLANNING BOARD**

5 **Wednesday, October 25, 2023**

6 **Town Council Chambers, Durham Town Hall**

7 **7:00 pm**

8 **DRAFT MINUTES**

9  
10 **MEMBERS PRESENT:** Paul Rasmussen (Chair), Heather Grant (Vice Chair), William McGowan,  
11 Richard Kelley, Peyton McManus, Sally Tobias, Chuck Hotchkiss (Alternate Council Rep), Tom  
12 DeCapo (Alternate)

13 **ABSENT:** Emily Friedrichs (Council Rep), Chris McClain (Alternate), Town Planner Michael  
14 Behrendt

15  
16 **I. Call to Order**

17 Chair Rasmussen called the meeting to order at 7:00 pm.

18  
19 **II. Roll Call and Seating of Alternates**

20 Chair Rasmussen seated Chuck Hotchkiss for Emily Friedrichs as Council Rep.

21  
22 **III. Approval of Agenda**

23 Chair Rasmussen deleted number **IV** due to absence of Town Planner.

24  
25 ***Mr. Kelley MOVED to approve the Agenda for October 25, 2023 as amended; SECONDED***  
26 ***by Councilor Hotchkiss; APPROVED 7-0 Motion carries.***

27  
28 **IV. Town Planner's Report**

29  
30 **V. Reports from Board Members who serve on Other Committees**

31 Reporting from Town Council: Councilor Hotchkiss said the Council met October 16; presentation  
32 from Paul Rasmussen on behalf of Planning Board; from Rich Reine about Wagon Hill Road bridge  
33 and trail project; Quarterly financials by Gail Jablonski; accepted grant money to design fish passage  
34 at Oyster River Reservoir Dam and grant money to help fund Mill Pond Dam removal.

35  
36 Reporting from AG Commission: Mr. DeCapo said the last AG Commission meeting was cancelled  
37 due to lack of quorum.

38  
39 Reporting from IWMAC: Vice-Chair Grant said a meeting was held October 18 which she could not  
40 attend; Committee focusing on composting in general and next phase in to incorporate compost  
41 pickup into Waste Management System; equipment approved recently; see Friday Updates for  
42 more information.

43

1 Reporting from Housing Task Force: Chair Rasmussen said HTF had a presentation from Nick Taylor  
2 of Workforce Housing Coalition; asked for copies of presentation to post; discussed representations  
3 of missing middle housing in New Hampshire and current gaps.  
4

5 Reporting from Conservation Commission: Mr. Kelley said the Commission met Monday with  
6 presentation of Land Stewardship update by Sara Callaghan; 5 motions on the table to unencumber  
7 funds previously allocated back into CC fund and Town Land Stewardship Trust for Doe Farm;  
8 motion supported to commit funding to mow Thompson Farm field; reviewed CC initiatives and  
9 discussed better coordination between Planning Board and Conservation Commission.

10  
11 Reporting from Sub-Committee meeting of WCOD/SPOD Rewrite: Chair Rasmussen there was  
12 discussion of how to get feedback from Conservation Commission: suggested Commission send a  
13 note with every application to PB so they are aware of what they looked at and will have their input  
14 to draw on. Mr. Kelley said the CC also focused on feedback going the other way as well, as  
15 application evolves and changes.

16  
17 *Technical difficulties with Zoom not broadcasting, but it is recording.*  
18

19 **VI. Public Comments – None**  
20

21 **VII. Review of Minutes (old):**  
22

23 **VIII. Public Hearing – Harmony Homes – Day Care Center.** 55 Briggs Way (off Route 4).  
24 Conditional use application to convert existing accessory day care facility to day care center  
25 open to the public. Grant Circle LLC, c/o John Randolph, property owner. John Randolph  
26 and Maggie Randolph, applicant. Tax Map 209, Lot 77. Durham Business Park Zone.  
27 Recommended action: Final action.  
28

29 ***Mr. McGowan MOVED to open the Public Hearing for Harmony Homes; SECONDED by Mr.***  
30 ***McManus; APPROVED 7-0 Motion carries.***

31 Public Hearing opened at 7:10 pm.  
32

33 There were no Public Comments, and the Board had no concerns about the request. Chair  
34 Rasmussen said the Draft Notice of Decision was simple and basically approved application as  
35 submitted.  
36

37 ***Ms. Tobias MOVED to close the Public Hearing for Harmony Homes; SECONDED by***  
38 ***Councilor Hotchkiss; APPROVED 7-0 Motion carries.***

39 Public Hearing closed at 7:12 pm.  
40

41 ***Mr. Kelley MOVED that the Planning Board approve a CU application and convert existing***  
42 ***accessory Daycare Facility to Daycare Center open to public, Grant Circle LLC, Mr. John***

1           **Randolph property owner and Maggie Randolph are applicants, Tax Map 209, Lot 77 in**  
2           **Durham Business Park Zone; SECONDED by Mr. McManus; APPROVED 7-0 Motion carries.**

3  
4           No Questions for applicant; Public Hearing closed at 7:16 pm.  
5

6           **IX. Public Hearing - Lot Line Adjustment – Back River Road.** Lot line adjustment between two  
7           lots:

8           a) 33 Back River Road, Map 209, Lot 5, *Durham*/117 Piscataqua Bridge Road, Map 11,  
9           Lot 9, *Madbury* – owned by Lisa Beaudoin Trust

10  
11           b) 115 Piscataqua Bridge Road, Map 11, Lot 9B, *Madbury* – owned by Jay and Susan  
12           Trahan.

13           Scott Boudreau, Surveyor. Residence Coastal. Recommended action: Final action.  
14

15           **Mr. McGowan MOVED to open the Public Hearing for Back River Road Lot Line**  
16           **Adjustment; SECONDED by Ms. Tobias; APPROVED 7-0 Motion carries.**

17           Public Hearing opened at 7:15 pm.  
18

19           No questions for applicant; no concerns from Scott Boudreau about Draft Notice of Decision.  
20

21           **Mr. McGowan MOVED to close the Public Hearing for Back River Road Lot Line**  
22           **Adjustment; SECONDED by Councilor Hotchkiss; APPROVED 7-0 Motion carries.**

23           Public Hearing closed at 7:16 pm.  
24

25           **Mr. McGowan MOVED that the Planning Board approve the Lot Line Adjustment for Back**  
26           **River Road as presented this evening between 2 lots: 33 Back River Road, Map 209, Lot 5**  
27           **and 115 Piscataqua Bridge Road, Map 11, Lot 9B; SECONDED by Councilor Hotchkiss;**  
28           **APPROVED 7-0 Motion carries.**  
29

30           Chair Rasmussen said the Planning Board asked for a few corrections to the plan which will need  
31           to be brought back to Madbury for approval and a final copy sent to the Board.  
32

33           **X. 81 Dover Road – Community Center.** Conditional use application from Arts in Reach to  
34           establish a community center for arts programming. The nonresidential program serves  
35           youth 11 to 18 in school, after school, during school vacations, on weekends, and during  
36           the summer. The existing single-family house and barn will be converted for this purpose.  
37           Jennifer Minicucci, Executive Director, applicant. Todd Cain, property owner. Tax Map 209,  
38           Lot 7. Office Research District. Recommended action: Schedule public hearing.  
39

1 Chair Rasmussen said this application does not have a Site Plan attached or a Site Plan review  
2 and the Board will just be looking at Conditional Use; the only change being made to the site is  
3 the addition of parking with buildings staying as they are.

4  
5 Jennifer Minicucci, Executive Director of Arts in Reach, said there would be about 12 parking  
6 spaces; there is a large space by the barn with tree stumps which will be removed, and gravel put  
7 down. Vice-Chair Grant said the house is the prominent feature so parking would be in back and  
8 asked about the number of people going in and out; Ms. Minicucci said 75% of the children arrive  
9 by van. Mr. McManus asked if there was a plan to use the barn and the house; Ms. Minicucci said  
10 the barn will eventually be renovated while currently using the house.

11  
12 Ms. Minicucci said there is a total staff of 5 with 3 programming staff attending programs 3:30-  
13 6:00 pm with currently 15 participants in each program which may be 30 if the barn can  
14 accommodate 2 programs. She said currently there are 3 cars plus the van with at most 6 cars  
15 and 2 vans. Mr. DeCapo asked what was anticipated for the house once the barn is renovated;  
16 Ms. Minicucci said it will be used for office space and some small programs.

17  
18 Chair Rasmussen scheduled the Public Hearing for 81 Dover Road - Community Center for  
19 November 8, 2023.

20  
21 Mr. Kelley asked about visiting the site and said he would go through Town Planner Mr. Behrendt  
22 to reach out to Mr. Todd Cain.

23  
24 **XI. Other Business**

25  
26 **XII. Review of Minutes (new): September 27, 2023**

27 Chair Rasmussen said Mx. Friedrichs has made substantial changes on page 3, lines 16-38, re  
28 discussion of Tech Drive CU wetland plantings, and requests replacing with actual words from  
29 tape. Board agreed.

30  
31 ***Chair Rasmussen MOVED the Planning Board to accept the Meeting Minutes of***  
32 ***September 27, 2023 as amended; SECONDED by Mr. McGowan; APPROVED 5-0 with 2***  
33 ***abstentions, Motion carries.***

34  
35 **XIII. Adjournment**

36  
37 ***Mr. McGowan MOVED to adjourn the Planning Board Meeting; SECONDED by Mr. Kelley;***  
38 ***APPROVED 7-0, Motion carries.***

39  
40 Chair Rasmussen adjourned the meeting at 7:30 pm.

41  
42 Respectfully submitted,

- 1 Patricia Denmark, Minute Taker
- 2 Durham Planning Board

DRAFT