



TOWN OF DURHAM

8 Newmarket Rd

Durham, NH 03824-2898

603/868-8064

Michael Behrendt, Durham Town Planner

mbehrendt@ci.durham.nh.us

*****Please see sections on Zoom Access and
Other Information at the end of this agenda.**

DURHAM PLANNING BOARD

Wednesday, December 13, 2023

Town Council Chambers, Durham Town Hall

7:00 p.m.

AGENDA

Planning Board members

(7 voting)

Paul Rasmussen, *Chair*
Heather Grant, *Vice Chair*
Emily Friedrichs, *Council Rep*

Richard Kelley
William McGowan
Peyton McManus
Sally Tobias

Tom DeCapo, *Alternate*
Chuck Hotchkiss, *Council
Alternate*

Chris McClain, *Alternate*
Erika Naumann Gaillat,
Alternate

Michael Behrendt, *Town
Planner*

Patricia Denmark, *Minute
Taker*

- I. **Call to Order**
- II. **Roll Call and Seating of Alternates**
- III. **Approval of Agenda**
- IV. **Town Planner's Report**
- V. **Reports from Board Members who serve on Other Committees**
- VI. **Public Comments**
- VII. **Review of Minutes (old): August 9, 2023**
- VIII. **Public Hearing – Tideline Public House – After Hours Delivery Service.** 15 Newmarket Road. Amendment to approved site plan for food truck court to allow for third-party after hours delivery service. Providers such as Door Dash and Grub Hub would be allowed to pick up pre-ordered food from the food trucks after general closing time from 10:00 pm until 2:00 am on Thursday, Friday, and Saturday nights from October 1 to March 31. No walk-up service would be provided and the site will otherwise be closed. Scott and Karen Letourneau, property owners. Map 108, Lot 69. Recommended action: Final action.
- VIII. **Review of Definitions in Zoning Ordinance.** Review of the Zoning Ordinance as part of the zoning rewrite. The board completed a first pass through the Definitions. The board is conducting its second review. Once the board is satisfied with the changes an amendment will be presented for a public hearing. Recommended action: Continued review.
- XI. **Other Business**
- XII. **Review of Minutes (new): November 8, 2023**
- XIII. **Adjournment**

***ZOOM ACCESS**

*The Town of Durham offers access to meetings with Zoom and Durham Cable Access Television (DCAT) as a convenience to the public. Zoom is generally reliable for watching meetings and offering comments when permitted. However, due to a variety of factors outside of our control, occasionally access on Zoom does not work properly. **We cannot guarantee that Zoom will always be available seamlessly and suggest that people who want to ensure being able to watch and participate attend the meeting in person.***

(over)

To access any LIVE Zoom Public Meeting, you must be **Registered**. This link will take you to the registration page for all public meetings:

https://www.ci.durham.nh.us/boc_dcatgovernance/zoom-video-meeting-schedule

If you have difficulty logging in, contact DCAT: **603-590-1383**.

***OTHER INFORMATION**

- 1) Role of the Planning Board. The role of the Planning Board is to oversee and plan for the harmonious and functional physical development of the town of Durham by preparation of the Master Plan, adoption of Site Plan and Subdivision Regulations, making recommendations about the Zoning Ordinance and the Zoning Map, reviewing development proposals, providing comments on the Capital Improvements Program and generally advocating for smart growth principles.
- 2) Public hearings and public comments. *The public is welcome to speak at all public hearings and during the Public Comments time.* Comments on all matters, except those for which a public hearing is on the agenda, should be made during the Public Comments time (including comments on agenda items this evening). The public may speak and submit written/email comments on any subject germane to the business of the Planning Board except active matters where the public hearing has been closed. When a public hearing will be scheduled soon for a specific item the board may require that comments at the meeting be made at the hearing.
- 3) Submission of comments in writing. Emails and letters should be sent to Michael Behrendt, Town Planner, at mbehrendt@ci.durham.nh.us or at the address above. Correspondence pertaining to current Planning Board matters, except where the public hearing has been closed, will be a) emailed to the Planning Board; b) mailed to the board members if received by the Thursday prior to the meeting or distributed to members at the meeting if received later; and c) posted on the Town's website.

Any email, letter, document, or other information that is pertinent to a decision which the Planning Board is expected to make at the upcoming Wednesday meeting, must be received in the Planning Office by the prior Monday at 5:00 p.m. or the board will consider the submitted material only at its discretion (This limitation does not apply to comments made at the actual public hearing).

- 4) Other information. Files on the agenda items above are available for review on the Town website <https://www.ci.durham.nh.us/>. Agendas marked as "Preliminary Agenda," are subject to change. The final agenda will be posted on the Town's website on the Friday prior to the meeting. To see background documents related to specific agenda items, see the agenda on the website and click on any green **highlighted** items.
- 5) Contacting us. Contact the Planning Department with questions or comments about any planning-related matters. Call (603) 868-8064 or email Michael Behrendt, above, or Tracey Cutler, Administrative Assistant, at tcutler@ci.durham.nh.us.

(over)

- 6) Recommended actions. Actions recommended by the Town Planner are shown at the end of most items. The Planning Board may or may not take these actions and may take other actions not stated.
- 7) New items of business. Unless approved by a 2/3 vote of members present, no new item of business shown on the agenda will be taken up after 10:00 p.m.
- 8) Communication aids. Please provide the Town 48-hours notice if communication aids are needed.
- 9) Next meeting. The next board meeting will be on **January 10, 2024**. It will be devoted to the zoning rewrite.