

OCD ANNUAL REPORT 2019

OFFICE OF COMMUNITY DEVELOPMENT

The Office of Community Development (OCD) was established in 1997 in response to concerns about growth and development in the town, and to identify what sort of development the town wanted and where it should be located. The scope of the OCD has evolved since that time, with a mission today that: (1) promotes the orderly and coordinated development of the town according to the wishes of the citizens, as articulated through the Master Plan process; (2) facilitates dialogue throughout the town amongst all organizations, entities, and individuals that make up the Greater Peterborough Community; and (3) provides support to Town officials and the public.

The OCD supports the public sector by helping to implement public policy, overseeing the Master Plan, working with land use boards to develop appropriate land use regulations, and working with regional and state planning organizations (e.g., the Southwest Region Planning Commission, the NH Office of Strategic Initiatives, Plan NH, and NH Housing Finance Authority, among others). The OCD also cooperates with the private sector through its participation in local and regional business and economic development organizations, such as the Greater Peterborough Chamber of Commerce.

BOARD AND COMMITTEE SUPPORT

The OCD provides ongoing administrative, technical, and planning support to the following boards and committees. Details on their specific activities can be found in the report of each board or committee.

- Planning Board and any subcommittees thereof
- Zoning Board of Adjustment
- Master Plan Steering Committee and any subcommittees thereof
- Economic Development Authority and any subcommittees thereof
- Greater Downtown TIF Advisory Board
- West Peterborough TIF Advisory Board
- South Peterborough TIF Advisory Board
- Capital Improvements Committee
- Support on request to the Conservation Commission, the Open Space Committee, the Agricultural Commission, and the Heritage Commission.
- Administer the Town's participation in the National Flood Insurance Program's Community Rating System

Perhaps most importantly, the OCD staff is an active resource for citizens, landowners, and developers to answer questions; assist them in thinking through potential projects; and help them navigate the development approval process. Staff works closely with applicants for both the Zoning Board of Adjustment and Planning Board and encourages applicants to consult with Office of Community Development in the early stages of their project planning to ensure that the process is as efficient as possible.

PROJECTS OF NOTE

OCD provided support for the following projects this past year, some of which are detailed in the reports of the respective committees that were responsible for the particular project:

- **Planning Board**
 - The Town adopted thirteen zoning amendments proposed by the Planning Board on the 2019 Town Meeting ballot, including:
 - o Various "housekeeping" zoning amendments that will add and modify general definitions for greater clarity; create new and modify existing use definitions and refine the districts in which these uses will be permitted; and eliminate special exception requirements for religious institutions and for small-scale accessory uses in the Retirement Community District.
 - o An amendment to the Groundwater Protection Overlay Zone to further clarify the applicability of requirements in the ordinance.
 - o An amendment to the Wetland Protection Overlay Zone to enhance the protection of the wetland buffer.
 - o An amendment to the Workforce Housing ordinance to clarify where it applies and to bring the ordinance into compliance with the NH statutes.
 - o An amendment to the Off-Street Parking ordinance to provide the Planning Board with more flexibility during site plan review and to simplify how parking requirements can be met for new residential development.
 - o Amendments to simplify the criteria used to evaluate requests for granting a special expectation and to bring the ordinance language related to the duration of special exception and variance approval into conformance with the statute.

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- There were also two Citizen Petition Zoning Amendments on the 2019 ballot, one to rezone a parcel of land on Laurel Street from the Family District to the General Residence District (passed) and another to repeal The Traditional Neighborhood Overlay Zone II and modify the dimensional Standards of Traditional Neighborhood Overlay Zone I. A protest petition was filed against this second citizen petition and the proposed amendment failed to achieve the required two thirds vote.
- There were no zoning amendments proposed by the Planning Board for Town Meeting in 2020.
- 2019 applications for Planning Board review and approval:
 - Five subdivision and Boundary Line Adjustment applications.
 - two site plan review applications.
 - Five applications for preliminary consultation with the Board.
 - Three Scenic Road applications
- **The Economic Development Authority**
 - Continued to supporting EDA Workforce Development projects:
 - Workforce Development initiatives, bringing employers and educators through periodic forums to develop a common understanding of employer needs and the needs of high school and college graduates entering the workforce. The initiative has led to a growing relationship between the town, local employers and various educational institutions including, public school; districts throughout the region and Franklin Peirce University.
 - Continued to support community online/social media marketing to attract skilled professionals, entrepreneurs, and young families to relocate to Peterborough. Part of this initiative was to improve and expand upon the use of social media for increased community engagement and attraction of future tourists, businesses, and residents.
 - Continued support of the Economic Ecosystem Hub to facilitate coordination and communication of economic activities among inter-related economic sectors, and community stakeholders.
- **Master Plan Steering Committee**
 - Completed a comprehensive Master Plan summary and progress report that outlines the current goals in all chapters, as well as provided updated information on what has happened since those goals were established.
- **Community Task Force on Housing**
 - Initiated during the Summer of 2019 by the Select Board, and led by Select Board Member Karen Hatcher, community members from all walks of life were invited come and engage in conversations about how to identify and address the future housing wants and needs of the town. Over 35 participants representing a diverse cross section of community members answered the call, including representation from the Planning Board, Zoning Board, Master Plan Steering Committee, Economic Development Authority, and a citizen housing group. Two grants were successfully written to fund the work of the task force with a goal of developing a comprehensive update of the Housing Chapter of the Master Plan, and ultimately refining the zoning ordinance to achieve the goals identified through a robust community wide outreach process. The work of this group will continue through 2020 and into 2021 as needed to achieve broad community consensus around an approach to housing that will meeting Peterborough's needs through the next decade.

CODE ENFORCEMENT OFFICE

It was very active year for the building department. A total of 273 building permits were issued, with a total estimated construction cost of approximately \$18,464,756. Over \$57,000 in fees were received, another record year.

Notable projects for the year include:

- The construction of two large additions at RiverMead as well as multiple renovations there.
- The addition and renovation of Raynor Dental.
- Electrical Service upgrades and renovation at New Hampshire Ball Bearings.
- The relocation and renovation of a new Pharmacy Suite at Monadnock Community Hospital.
- The construction of several new homes including the Southfield Village Condominiums and Wilson Village Farm on Church Street.

Below are summaries of the permits issued and activity:

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Summary of Permits Issued

Type of Permit		Number of Permits	Estimated Cost
New Construction	Single Family	14	4,543,811
	Two Family	0	0
	Multi Family *	10	2,187,250
	Non-residential	0	0
Additions & Renovations	Residential	190	5,884,958
	Non-residential	58	2,817,955
Demolition		15 (7 houses)	
Permanent Sign		11	
Temporary Sign		3	
Home Business		2	

STAFF DEVELOPMENT

OCD staff members maintain memberships in our respective professional associations. We also participate in training and professional development seminars throughout the course of the year, and on occasion provide training to other professionals in our respective fields.

Respectfully submitted,
Peter Throop, OCD Director
Laura Norton, Administrative Assistant
Tim Herlihy, Code Officer/ Building Inspector

April 2020