

# The Community Development Connection

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Town of Amherst  
Community Development Department

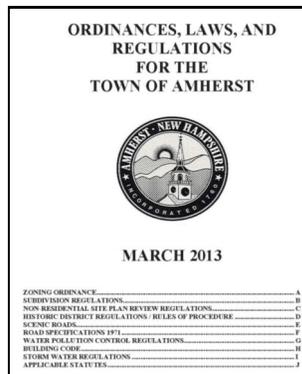


## Reformatted Ordinances and Regulations!

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The zoning and land use related ordinances and regulations have been reformatted, organized, and renumbered to significantly improve readability and comprehension of the Town's regulations!



This project was an essential part of the Round 1 Commu-

nity Planning Grant project kicked off in July 2012 to produce a [Regulatory Review Report](#). Without a consistent and logical numbering format, the process of identifying sections within the ordinances and regulations for future amendment would have been hampered.

It is important to note that **no** text or content was changed during this process. The documents have simply been spell-checked, re-formatted, re-numbered, and in several cases, subsections were reorganized to create a more logical order.

The reformatted ordinances and regulations are available

[online](#) to download or for viewing at the Community Development Office.

As this was a significant project including over 230 pages, it is impossible to believe we found every error within the documents. If you come across something *please let us know* and we will make sure it is corrected for next year's update.

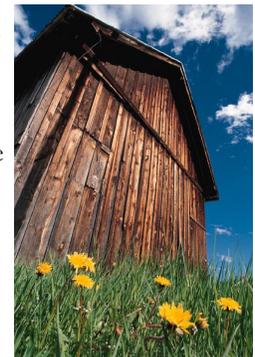
This project would not have been possible without the detailed persistence and patience of Pam Crook, Community Development Secretary.

Thank you Pam for all your efforts!

## Did You Know?

Most building projects in Amherst require a Building permit. Some people may not realize that this includes such things as placement of pre-fabricated storage sheds, Quonset hut-type garages, (whether intended to be temporary or permanent), and installation of swimming pools with a water depth of 24" or more. Building permits are valid for a period of two years if construction begins within 180 days of issuance. If you have a Building permit issued more than two years ago and the project has not yet received a final inspection, the permit needs to be reissued. A final inspection is always required to close out a permit. This step is often overlooked, as contractors are eager to finish a project and move on to the next. Homeowners should verify that their contractors have called for and received a final inspection from the Town. This will assure that the project meets all applicable Building and Life Safety codes and is usually required by your home insurance provider to ensure coverage. In addition, it helps to keep Town property records accurate and up to date.

If you are unsure if your project requires a Building permit, or have any other questions about the application or inspection process, please visit the Building Department page of the Town website, or give us a call. All permit application forms are available online at [www.amherstnh.gov/forms-permits-fees/](http://www.amherstnh.gov/forms-permits-fees/).



## 2013 Zoning Changes Approved ~ Thank you!

*Thank you* to all of you who voted in support of the Zoning Changes on this year's ballot. The Planning Board and Office of Community Development appreciate your support!

For information on the approved zoning changes check [out 2013 Zoning Changes](#) or the [Regulations and Ordinances](#) webpage for the current Zoning Ordinance.

## Welcome to Amherst!

[HandicappedPets.com](http://HandicappedPets.com) opened their doors at **105 Route 101A, Suite 18** (in the building behind Pastamore) on March 12th. The mission of HandicappedPets.com is to provide products, services and support so that elderly, handicapped, and injured pets can lead happy, healthy, high-quality lives. The [website](#) is filled with stories of hope and healing as well as the products, services, and support that a caretaker of a handicapped pet needs.

Please join us in welcoming this dynamic company to Amherst!

## The Capital Improvements Plan (CIP)

The Capital Improvements Plan (CIP) is a program authorized by State law to link local infrastructure investments with master plan goals, land use ordinances, and economic development. By bridging that gap the fiscal realities of improving and expanding community facilities are realized.

As authorized by RSA 674:5-8, the CIP is the responsibility of the Planning Board or a formally-appointed capital improvements program committee to prepare and amend a recommended program of municipal capital improvements projected over a period of at least six years. The Town of Amherst last adopted a CIP in 2005 as the [2006-2016 Capital Improvements Plan](#). The CIP is designed to be updated and adopted annually to provide a timely tool to the Board of Selectmen and School Boards in long-range planning of municipal expenditures. Without annual updates, the CIP quickly becomes obsolete.

The Planning Board cited their highest priority of 2013 as resurrecting the Capital Improvements Planning process in order to link long-term planning, to capital expenditures so as to avoid spikes in the tax rate, and provide incentives to economic development. To this end, the Community Development Department is coordinating a new beginning to this process.

To initiate the process, a CIP Committee will be formally appointed. The committee's work will start in mid-April and end in October. The ten member committee will meet largely over the summer months to evaluate the projects submitted by Department Heads and applicable groups to create the 2014-2019 Plan (see [CIP Steps](#) and [timeline](#)). To be successful, the committee will need members from the following backgrounds who are willing and able to meet over the summer months:

1. BOS Member
2. Town Ways & Means Rep
3. Souhegan SB Member
4. Amherst SB Member
5. SAU Representative
6. School Ways & Means Rep
7. Planning Board Member
8. Planning Board Member
9. Citizen Member
10. Citizen Member

Alternates for the BOS, SBS, ASM, and PB should also be appointed. Once appointed, the committee members will decide upon a specific meeting schedule.

We are excited to restart the CIP program and look forward to a productive summer. Once the CIP is drafted, it will ultimately be adopted by the Planning Board, this tool can be utilized by the Board of Selectmen, both School Boards, Ways and Means Committees, and the Planning Board, for orderly short-term and long-term planning and investment in capital projects. Follow our progress on the [Special Projects](#) page of the Community Development Office.



## Meeting Results:



Each month this column will bring you a quick update on the results of the Zoning Board, Planning Board, and Historic District Commission's deliberations:

### Zoning Board (ZBA)

The ZBA heard one new case and five rehearings in March. The March 19th meeting was postponed to March 26th due to the inclement weather from a snowstorm:

#### New Business:

**1. Case #3826 - Variance:** The applicant, Stacy J. Clark, PIN# 001-013-000, 131 Hollis Road (Rte. 122), requests a variance to use the existing two-story building as business offices with a portion of the building being used for residential purposes for an indefinite period of time in the Residential/Rural Zone.

*The deliberations were tabled to April 2nd at 7:30pm in the Barbara Landry Meeting Room at Town Hall.*

**2a. Rehearing: Case# 3849 - Variance:** The applicant, Brad Knight, owner of Map 4, Lot 65-1, 12 Stearns Road, Residential Rural Zone, is requesting a variance from Article IV, Sections 4.3.1, Permitted Uses, of the Amherst Zoning Code to allow commercial recreation, sports and events facility with seasonal lighting in the Residential Rural Zone.

*The public hearing was tabled to April 15th at 7:00pm in the Barbara Landry Meeting Room at Town Hall. Additional written materials will be accepted until April 8th at 4:00pm.*

**2b. Rehearing Case# 3850 - Variance:** The applicant, Brad Knight, owner of Map 4, Lot 65-1, 12 Stearns Road, Residential Rural Zone, is requesting a variance from Article IV, 4.10.5, Floodplain Conservation District, Permitted Uses, of the Amherst Zoning Code to allow commercial recreation, sports, and events facility with seasonal lighting in the Flood Plain Conservation District.

*The public hearing was tabled to April 15th at 7:00pm in the Barbara Landry Meeting Room at Town Hall. Additional written materials will be accepted until April 8th at 4:00pm*

**2c. Rehearing Case# 3851 - Variance:** The applicant, Brad Knight, owner of Map 4, Lot 65-1, 12 Stearns Road, Residential Rural Zone, is requesting a variance from Article IV, Section 4.11.2, Wetland Conservation District Permitted Uses of the Amherst Zoning Code to allow for a commercial recreation, sports, and events facility with seasonal lighting in the Wetland Conservation District.

*The public hearing was tabled to April 15th at 7:00pm in the Barbara Landry Meeting Room at Town Hall. Additional written materials will be accepted until April 8th at 4:00pm*

**2d. Rehearing Case# 3852 - Variance:** The applicant, Brad Knight, owner of Map 4, Lot 65-1, 12 Stearns Road, Residential Rural Zone, is requesting a variance from Article IV, Section 4.12.2 Watershed Protection District, Permitted Uses of the Amherst Zoning Code to allow for a commercial recreation, sports, and events facility with seasonal lighting in the Watershed Protection District.

*The public hearing was tabled to April 15th at 7:00pm in the Barbara Landry Meeting Room at Town Hall. Additional written materials will be accepted until April 8th at 4:00pm*

**2e. Rehearing Case # 3853 - Variance:** The applicant, Brad Knight, owner of Map 4, Lot 65-1, 12 Stearns Road, Residential Rural Zone, is requesting a variance from Article IV, Section 4.13.3 Aquifer Conservation District, Permitted Uses of the Amherst Zoning Code to allow for a commercial recreation, sports, and events facility with seasonal lighting.

(continued on p. 4)

## Meeting Results (continued)

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### Planning Board (PB)

The PB heard two discussion applications during the regular meeting. Discussion applications are not binding for the applicant or the Planning Board, and no votes can be taken by the Board. The applications are intended to be a simple discussion of a possible future application. The regular meeting was followed by a worksession to discuss the proposed CIP Timeline and scope. More information on the CIP can be found on the [Special Projects](#) page:

1. **PZ3795 - 1 Smith Lane – Terry & Kelly Connor – 1 Smith Lane PIN #003-029-000 and 003-028-001:** Discussion of Conceptual Plan for Elderly Housing Development.

*The discussion application was presented and the Planning Board briefly discussed road and driveway access, layout, open space, water and septic provisions and types of units (mix of detached and duplex).*

2. **PZ3836 - Ekstrom Lawn Care, LLC – 4 Tech Circle, PIN #002-020-004:** Discussion of layout for landscaping company headquarters.

*The discussion application was presented and the Planning Board briefly discussed road and driveway access, layout, and water and septic provisions . The Board’s primary concern for this property is protection of the water resources including both ground and surface water.*

### Historic District Commission (HDC)

The HDC heard one case that was continued from the February meeting.

1. **Continuance of Case #3737 -- Richard and Susannah Humphrey – 44 Courthouse Road, PIN # 016-024-003:** To add a front porch.

*The application was approved as submitted with the materials as stated for flooring and columns and skirt, and to require that the roof materials match the existing house. If the applicant decides to slope the roof, as some members suggest might be wise, the applicant does not need to come back for a revision.*

## Welcome to Amherst!

**Flynn Construction Corp.** opened their doors at their new headquarters on **17 Old Nashua Road** (in TechPark) on March 19th. [Flynn Construction Corp.](#) is a full service design/build general contractor serving all of New Hampshire specializing in new commercial and industrial construction and renovation. They are a member of the “Green Building Council” focusing on energy-efficient steel building and masonry structures. Please join us in welcoming Flynn Construction Corp to Amherst !



## Draft Minutes Now Available Online

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The Community Development Department is now posting draft minutes on the Town’s website for the Boards and Commissions we work with. The online access is in addition to traditional viewing of minutes at Town Hall or requesting an email copy.

Per RSA 676:3 Issuance of Decision, each Board or Commission has five (5) business days to complete draft meeting minutes and make them available to the public at the Town Hall. We will do our best to get draft minutes posted to the website. If you need something you can’t find, please let us know.

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WE ARE ON THE WEB!

[WWW.AMHERSTNH.GOV](http://WWW.AMHERSTNH.GOV)

The Community Development Office strives to effectively manage community change in accordance with the Master plan and the Town's ordinances and regulations, by providing professional advice and technical expertise in a consistent and fair manner to citizens, boards and commissions, departments, and regional agencies on the implementation of land use ordinances, regulations, and policies for both the short and long term physical, natural, and economic development of the Town.

The Community Development Office is comprised of the Building, Zoning, Planning, Code Enforcement, and Economic Development Departments. The Office provides support to the Planning Board, Zoning Board, Amherst Conservation Commission, Historic District Commission, Heritage Commission, and the CIP Committee. The office provides a one-stop location for all land development processing in the Town.



## NRPC UPDATE



### Online Public Forum

Each of the Regional Planning Commissions launched a regional [online public forum](#). Participants can share their ideas for anywhere in NH via a new map tool where a point can be added anywhere in the State along with ideas for the location. Or, vote on an existing idea or add an alternative comment for the selected place. Don't have a specific place in mind but have an idea or comment to share? Use the topic based component of the forum to share an idea or vote or comment on an existing idea. **Join the Discussion! Visit the Online Forum!**

### Regional Listening Sessions

Granite State Future in collaboration with NH Listens is hosting a series of listening sessions across the State during March through May. How can we make our regions the best place to

live, learn, work, and play for everyone? Be a part of a thoughtful and informative community conversation about the future of your community, region, and state. Event dates may be found on the Granite State Future [Events Calendar](#) or at [NH Listens's website](#) where you can [register online](#). Download the [Discussion Guide](#) on the [Granite State Future website](#).

### Regional Plan Framework Now Available!

After many months of research and collaboration by Granite State Future's six Technical Advisory Subcommittees and Advisory Committee, the Regional Plan Framework is [now available online](#) with an appendix of all compiled research. The Framework outlines the basics of regional plans and compiles the many resources and considerations for plans using an integrated planning approach. This new re-

source provides a jump start for not only regional planners but local communities looking to update their master plans.

### My Granite State Future

Granite State Future's blog is up and blogging about great ideas and opportunities for collaboration. [My Granite State Future](#) strives to provide an exchange of ideas by regional planning commissions and the many project partners. Have an idea or story to share? Contact [Jen Czys](#) at Nashua Regional Planning Commission to post a blog article. All ideas are welcome.

If you are interested in learning about the different committees and how to get involved or want more information on the Regional Plan, please contact Jen Czys at [JenC@nashuarpc.org](mailto:JenC@nashuarpc.org).