



Town of Amherst, New Hampshire
Office of Community Development
Building · Code Enforcement · Planning · Zoning · Economic Development
Kristy Jobin, Community Development Director

To: R. Carter Scott, Samuel R. Foisie, P.E.
From: Gloria Norcross, Town Planner
Date: November 4, 2025
Subject: Final Planning Board Concerns, Jacobson Farm Subdivision

Dear Messrs. Foisie and Scott,

This Office is in receipt of a letter dated October 15, 2025, titled, “Demand Letter for Final Planning Board Concerns” in which the Applicant requests “a complete detailed list of items to be addressed by the applicant and design team at the next planning board hearing, November 5th, 2025.”

As you are aware, matters concerning an application must be discussed at a properly noticed public hearing. The Planning Board last met on October 15 and will not meet again until November 5. Therefore, the Board has not yet had an opportunity to meet and deliberate on the requests outlined in the aforementioned letter.

However, acting on behalf of the Office of Community Development and not as a representative of the Planning Board, I compiled the following non-exhaustive list, based on a review of Planning Board meeting minutes:

- Agreement on landscaping/restoration plan
- Agreement on sidewalk plan
- Scenic setback determination
- Off-site road improvements
- Granting of waiver requests
- Chemical restrictions. This was mentioned at the meeting of December 4, 2024, during which the Applicant agreed to limit certain fertilizers/pesticides.
- Farm management practices. Per the meeting of December 4, 2024, the Applicant agreed to follow NH Department of Agriculture best management practices.
- Keach Nordstrom review/verification that plans are adequate
- Elder Friends Home
- Phasing plan



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- Farm management documents
- HOA documents
- Clarification on whether the Applicant wishes for the Town to take over the private road
- Third-party review of the sidewalk plan
- Pedestrian access within the development
- Stone wall treatment and/or restoration

As noted above, this list does not constitute an action of the Planning Board but is intended to assist your efforts to prepare for the upcoming meeting.

Additionally, the Planning Board's expectation is that the Applicant should be prepared to demonstrate how the current application satisfies the requirements of the Integrated Innovative Housing Ordinance and remains consistent with the Conditional Use Permit granted by the Planning Board on September 6, 2023.

The Office of Community Development looks forward to continuing discussions with the Applicant and the Planning Board on how best to proceed with this application.

Sincerely,

Gloria Norcross
Town Planner
Office of Community Development
Amherst, NH

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