

CHAPTER X IMPLEMENTATION

In the 2002 New Hampshire legislative session, the statutes relative to Master Plans, RSA 674:2-3, were rewritten to reflect the need for closer coordination among municipal Master Plan elements and for coordination of local, regional and state projects and processes. The new statute recommends having an Implementation Chapter, which the Planning Board has decided to include into its 2005 Master Plan.

This Chapter summarizes all of the recommendations contained in the other chapters of the Plan and groups them by type--regulatory or non-regulatory -- and by responsible Boards, Commissions, Committees, etc. including the year in which the work should be complete. The recommendations are diverse and pose a challenge to the responsible entity to reach fruition.

A Master Plan is not a sequence of rigid, tightly organized steps guaranteed to produce a specific result; rather it is both a reference and policy document which should be the most complete source of information about current conditions and trends within the community. Accordingly, this Master Plan is a compilation of facts, goals, and recommendations to be adopted by the Planning Board. It suggests multiple paths forward and the people of Sutton will have to keep choosing which path to take at each Town Meeting, at each Planning Board meeting, at each meeting of the Board of Selectmen, and so on.

Any changes to Zoning Ordinances or recommendations to buy or sell land will require explicit votes of the town. Many changes will be carried out by various Town Boards and will require the public hearing and review process as well. Some of the changes will be implemented at the household level, as residents decide whether to protect their wetlands buffers, whether to plant native species, whether to recycle more, and so on.

Some examples of recommendations in three key chapters are summarized below.

Future Land Use

This Chapter describes the recommendations that the Town of Sutton can undertake in order to move toward achieving the future land use goals listed above. The recommendations contained within this Chapter are proactive, comprehensive, and long-range in scope and should not be considered a “quick fix.” Rather, the recommendations should be looked at as a starting point for further discussions on how Sutton wants to grow and develop in the next 10 years.

The following goals were developed to serve as starting points for discussions on zoning changes, land development regulations, and actions taken by the town on the issues of land conservation, business development, and community facilities expansion.

- 1) Develop a long-range picture for land use – the types and uses allowed, locations, and density – and modify the Zoning Ordinance, Site Plan Regulations, and Subdivision Regulations if necessary.

- 2) Promote development that complements the natural and historic resources of the community.
- 3) Ensure that development in Town happens in a manner that ensures that impacts on community services are taken into consideration.
- 4) Provide for open space throughout the Town that can be used for forestry, agriculture, recreation, and conservation.

Natural Resources

The primary focus of this Chapter was to identify the natural and man-made resources in Town, recognize the role they play in giving the Town of Sutton its character, and decide what strategies would best maintain the character of the Town and conservation of its natural resources. Most of the Town's resources are interconnected and any change to one may have a significant impact on the others. As the population increases, demands on many of these resources will increase, some to the point of threatening the quality and quantity of the resource. It is the goal of this chapter to help develop a balance between development and resource protection within the Town.

There needs to be the recognition that many natural resources do not stop at the Town's boundaries and that a regional approach may be critical to their long-term protection. Some of our natural resources are considered renewable, such as forests, while others, like soil, are not. Appropriate measures need to be taken to prevent contamination, erosion, depletion and misuse of Sutton's natural resources.

The Town's existing open space consists of forests, fields, and wetlands and surface waters. Most of the development pressure that is currently being felt by the Town is focused on privately owned open space. Because such lands are being targeted for development, it is important that the Town identify critical habitats, greenways, and corridors that should be protected through purchase, easements, or other means. These actions will help to reduce land fragmentation and help maintain the rural, cultural, scenic, and historic character of the Town that makes Sutton the place it is today and the vision of what it wants to be tomorrow.

Transportation

Bearing in mind the commitment to the preservation of the rural character of Sutton and the disruption to the quality of life that comes from increased numbers of vehicles on the roads, this Chapter supports a principle that maximizes incentives to retain this rural atmosphere in Sutton. This commitment takes the form of support for such things as traffic calming, slower speeds, preservation of the character of roads with scenic attributes, development of bike lanes, proper consideration of road networks as part of neighborhoods, and pedestrian paths and passageways, when needed. Movement in Sutton in all of these directions would result in the improvement of the transportation infrastructure and the protection and preservation of the open space and rural aesthetic character valued by the community.

The overall goal of the Chapter is to maintain a convenient and efficient transportation network to allow the safe transfer of goods and people throughout Sutton, while protecting the aesthetic

and scenic qualities of roads within Town. The thrust of the work in the Transportation Chapter is an attempt to articulate a vision and a means by which that vision can be achieved for the Town.

PRIORITIZED RECOMMENDATIONS ZONING, SITE PLAN, AND SUBDIVISION REGULATIONS

The recommendations listed below are specifically for changes/additions to the Zoning, Site Plan, and/or Subdivision Regulations. The recommendations are broken down and prioritized by the timeframe in which they are to be accomplished. The recommendations are further prioritized by their desirability, as determined by the Community Survey, Public Information Session, and Subcommittee responses, as well their associated costs.

The timeframe in which the categories were broken down are “To be completed by March 2007 or sooner,” “To be completed by March 2009 or sooner,” “To be completed by March 2011 or sooner,” “To be completed by March 2013 or sooner,” and “On-going recommendations.”

For Zoning, Site Plan, and Subdivision Regulations, the Planning Board is the responsible party for implementation. However, that does not preclude other groups or individuals from taking responsibility for initiating the implementation of these recommendations.

The recommendations were categorized based on realistic expectations and input from Subcommittee, Steering Committee, and Planning Board meetings. **The timeframes are flexible and can be adjusted depending on town priorities, cost, Committee and Board preferences, and other outside circumstances.**

Prioritized Recommendations – Zoning, Site Plan, and Subdivision Regulations

On-going recommendations

Department Review

- 1) Investigate the impacts that proposed large-scale developments may have on fire protection services by having the Fire Department review all Major Subdivision applications and Site Plans.
- 2) Investigate the impacts that proposed large-scale developments may have on safety services by having the Police Department review all major subdivision applications and Site Plans.
- 3) The Road Agent and Road Committee should be consulted on all proposed roads before the Planning Board for feedback as early in the process as possible.

Historic Resources

- 1) Ensure that the historic importance of established cemeteries are taken into consideration when any type of development is proposed that may impact the cemeteries and that appropriate precautions are taken, such as the establishment of buffers.

Environmental Protection

- 1) Any reuse of the sand and gravel pits located within the Town should be evaluated as to the appropriateness for the proposed activity, and best management practices should be used to prevent contamination of subsurface water bodies, as well as adjacent streams, ponds, rivers, and/or wetlands.
- 2) Ensure that all development proposals comply with the NH Shoreland Protection Act.
- 3) The Town of Sutton should annually update its ordinances and regulations to adequately address the issues of stormwater management and erosion and sediment control in order to improve the quality of the Town's waterbodies to incorporate best management practices and technologies.
- 4) When evaluating development proposals that affect wetlands, the entire wetland system should be considered, instead of just the specific acreage of wetland being directly impacted.
- 5) Annually review the Floodplain Development Ordinance to ensure best management practices are being followed and that the recommendations outlined in the Community Assistance Visit are implemented.
- 6) The Planning Board should encourage developers to protect the naturally occurring steep slopes with slope easements.

Traffic/Roads

- 1) Before the Planning Board considers any subdivisions, they should consult with the Road Management Plan to ensure that the proposed plans are in accordance with the Plan.
- 2) In locations where traffic has increased significantly, land use regulations should be closely examined and modified to best maintain and promote an efficient transportation network.

Prioritized Recommendations – Zoning, Site Plan, and Subdivision Regulations

To be completed by March 2007 or sooner

Conservation Subdivision

- 1) Change the name from Cluster Development to Conservation Subdivision Design in the Zoning Ordinance.
- 2) Employ all possible measures to create open space that is protected in perpetuity through conservation easements, an association of all the home owners, or by deeding the land to the Town or to a conservation organization. Land should be deeded to the Town when the proposed open space land abuts existing Town-owned land.
- 3) Ensure that the open space is usable for the desired use, such as farming, recreation, and/or wildlife habitat.
- 4) Revise the requirement that a Special Exception is required *before* the development can be submitted to the Planning Board to allow the Planning Board to review and approve the application with the condition of receiving a Special Exception *after* Planning Board approval.
- 5) Review the density requirements and allow an increase in density as an incentive for developers to use Cluster Development. One way to do this is to consider creating a sliding scale for lot density in exchange for more open space.
- 6) Consider allowing a portion of the required open space to be “off-site” on a lot that is not contiguous to the residential development, provided the proposed non-contiguous open-space lot abuts Town-owned property and/or natural areas of importance. This is commonly referred to as “Transfer of Development Rights.”

Traffic/Roads

- 1) The Subdivision Regulations should specify that new Private Roads must be built to Town Road Standards.
- 2) To encourage the rural quality of gravel roads, the zoning and subdivision regulations should be reviewed to ensure that development proposing to occur on and adjacent to the gravel roads meets this goal.
- 3) Sutton should maintain building policies for all Class VI roads. The Class VI road policy the Planning Board adopts should distinguish between building on existing lots and creating new lots.
- 4) The subdivision regulations should be clarified to ensure that any subdivision on a Class VI road will be deemed "scattered and premature" unless and until some provision is made, via a decision of the Selectmen, to improve the road.
- 5) Aesthetic and landscaping requirements should be researched and incorporated into the Town Road Construction standards.
- 6) The design and planning of residential streets should follow natural contours and preserve natural features whenever practical; minimize traffic speed, volume, noise, congestion, and hazards to pedestrians; and perhaps minimize the amount of paved area to reduce storm water runoff, and thereby protecting water resources and reducing construction costs.
- 7) Sutton should research the idea of having new roads in rural areas be consistent in design with the rural collector roads that they are being built off of.

- 8) A provision should be added to the Subdivision Regulations that requires all new roads to be inspected by a Town-selected engineer as the road is being built. The cost of these inspections will be paid by the applicant.
- 9) Planning Board should research additional methods of protecting and preserving designated Scenic Roads.
- 10) Requiring developments, at time of subdivision or site plan review, to provide rights-of-way to abutting parcels for the future interconnection of sites to reduce congestion of streets and minimize traffic safety hazards.

Manufactured Housing

- 1) Remove the requirement that all Manufactured Housing Subdivision and Parks have a minimum 10 homes per development, in order to comply with state law.
- 2) Remove the requirement that all Manufactured Housing Subdivisions and Parks receive a Special Exception before they apply to the Planning Board, in order to comply with state law.
- 3) Create specific regulations that cover landscaping, buffers, pedestrian facilities, architectural façade, and lighting for Manufactured Housing Park developments.

Home Occupations

- 1) Revise the Home Occupation Ordinance to include more detail and specificity.

Subdivision Regulations

- 1) Require all major subdivisions to have a conceptual consultation prior to their official submission to the Planning Board for Subdivision Review, as allowed in RSA 674:35(I).
- 2) Require a public hearing, which is properly noticed in the news paper, in Town, and to abutters, on all subdivisions and lot line adjustments, regardless of their size.
- 3) Revise the current language in the subdivision regulations on acceptance and approval deadlines and extension of deadlines to meet current state law, RSA 676:4.
- 4) Remove the requirement that the applicant provide a letter to the Planning Board stating if the subject parcel is in Current Use.
- 5) Review the current soil based lot sizing requirement to ensure that it meets best management practices and current research.
- 6) Review the current provision of open space requirements to assess the effectiveness of such a provision, as it is currently written.

Prioritized Recommendations – Zoning, Site Plan, and Subdivision Regulations

To be completed by March 2009 or sooner

Housing

- 1) Research the creation of an Elderly Housing Overlay District with provisions for the types of dwellings, landscaping, parking, lighting, signage, buffers, and community amenities required. This District should be located within close proximity to existing town facilities.
- 2) Research the possibility of the Town encouraging elderly housing development through the donation of land or the development of infrastructure for such a development to be built with an emphasis on housing for existing Sutton residents.

- 3) Clearly define “Rooming and Boarding House” in the Zoning Ordinance to ensure that there is no confusion as to what is allowed.

Water Quality

- 1) Consider adopting a maximum impervious surface requirement into the Zoning Ordinance that would limit the amount of impervious surface per parcel in an effort to reduce runoff.
- 2) Develop a Wetlands Overlay Zoning District to help guide development when this resource is present.

Soil

- 1) Amend the Subdivision and Site Plan Review Regulations, to require new developments to submit site-specific soil data to ensure that new developments have adequate carrying capacity for such proposed uses. Site specific data submittals should be consistent with best management practices and current technology.

Slope

- 1) The Planning Board should adopt slope development criteria to ensure the protection of the environment and public safety in both the short and long term.
- 2) The Planning Board should amend their Site Plan and Subdivision Regulations to include incentives for developers to protect scenic views when proposing a subdivision or site plan.

Zoning Districts

- 1) Research the creation of the Village District (VD), Residential District (RES), Rural Residential District (RR), Commercial/Retail District (CR), and Commercial/Industrial District (CI) Proposed Zoning Districts – District areas, table of uses, dimensional requirements, and other additional provisions.

Signage

- 1) For free standing signs, encourage landscaping to re-establish ground cover where disturbed by sign installation and to screen the foundation of monument or pedestal signs without blocking the view of sign information.
- 2) Encourage freestanding monument signs and directory signs to be placed perpendicular to approaching vehicular traffic.
- 3) Signs should establish a visual continuity with adjacent building façades and should be oriented to emphasize pedestrian visibility.
- 4) Flashing, rotating, animated, and neon signs should be prohibited.
- 5) Establish regulations for the definition, placement, size, and the duration for temporary signs.

Parking

- 1) Parking area designs shall adequately consider safe pedestrian circulation to and from parking spaces and shall maximize opportunities for the safe maneuvering of all vehicles.
- 2) Parking areas that are visible from adjacent public roadways should be visually buffered to complement the surrounding area.
- 3) Encourage the use of alternative pavement materials other than asphalt and concrete, where appropriate. These materials could include brick, crushed gravel, pea stone, stamped concrete, cobblestone, and other similar materials. Allowing the use of such materials will preserve the rural character of the community and

add to the aesthetic appeal of smaller commercial developments.

- 4) Adopt provisions that would allow for shared parking between separate lots. Such a requirement would allow the Planning Board, when feasible, to reduce parking requirements for each lot, provided that the peak parking demand of each land use does not occur during the same time periods.
- 5) All parking areas should be adequately lit for safety, while keeping in mind aesthetic and environmental concerns.
- 6) All parking areas should be required to be off-street.

Landscaping

- 1) Ensure that each tract of land has an adequate buffer from other properties in order to preserve property values and improve the aesthetic values of properties.
- 2) A landscape buffer should be provided along the perimeter of a structure that is visible from abutting properties or the public right of way.
- 3) Side and rear landscape buffers should be considered for developments to promote proper visual separation and adequate buffering between adjoining properties. Parking areas, driveways, and buildings shall not be located within any required side or rear landscape area.
- 4) Require a landscaping plan to be submitted as part of Site Plan Review.

Screening

- 1) The ground level view of all mechanical equipment accessory to the building (not vehicles) with a footprint of fifty square feet or greater should be fully screened from contiguous properties and adjacent streets. Screening should be accomplished by architecturally integrating the equipment into the principal structure or by surrounding it with materials compatible with the principal structure.
- 2) All exterior trash containers shall be screened on each side and shall not be visible from any street.

Prioritized Recommendations – Zoning, Site Plan, and Subdivision Regulations

To be completed by March 2011 or sooner

Duplexes

- 1) Permit duplexes as an Allowed Use in the Residential Zoning District.
- 2) Research changing the minimum lot size for duplexes from 4 acres (currently) to 2 acres in the Residential Zoning District.

Multi-Family Housing

- 1) The Zoning Districts should be revised to encourage the development of multi-family housing in areas of town that have existing town infrastructure in place and will not have negative traffic impacts.
- 2) Create Site Plan Review Regulations that outline requirements for buffers, parking, and building code compliance when converting a single-family home to multi-family home.
- 3) Create specific Site Plan Regulations that cover landscaping, buffers, pedestrian facilities, architectural façade, and lighting for new multi-family housing developments.

Affordable Housing

- 1) Provide regulatory incentives to developers to build qualified affordable housing in the community, such reduced lot sizes, frontage and setback requirements, and exemptions from any future Growth Management Ordinance.

Aquifers

- 1) Develop an Aquifer Protection Overlay Zoning District to help guide development where this resource is present.

Zoning

- 1) The Planning Board should look into the possibility of large-lot zoning (10-50 acres) and/or conservation/open space zoning in areas of town with Class VI road frontage.
- 2) Research the creation of the following Zoning Ordinances
 - Animal Hospital/Commercial Kennel Ordinance
 - Campground Ordinance
 - Growth Management Ordinance
 - Impact Fee Ordinance
 - Sexually Oriented Businesses Ordinance
 - Temporary Storage Trailer Ordinance

Architectural Façade

- 1) Ensure that the development of commercial and industrial structures are consistent with and improve the architectural character of the Town.
- 2) Require that all rooftop mechanical equipment be screened from view with either building walls or roof forms. All sides visible to the public and abutters should have screen materials.
- 3) New roof forms and materials should relate to the roof forms and materials of adjacent structures where appropriate, by duplicating the shape, pitch, and materials. Common roof forms and materials should be required to be duplicated on the primary structure whenever possible.
- 4) To ensure the development of commercial and industrial structures are consistent with, and improve the architectural character of the Town, varied offsets, roof heights and forms, and window placement should be incorporated into all new structures, or additions to existing structures.
- 5) Consider adopting architectural performance standards in the Site Plan Regulations for the Town.
- 6) When developing a site that is located at high elevations, non-reflecting building materials are to be used.

Lighting

- 1) Any lighting used to illuminate an off-street parking area, sign, or other structure, should be arranged as to deflect light away from any adjoining properties or from the public streets. Direct or sky-reflected glare should not be permitted.
- 2) In order to minimize glare and other adverse effects, all exterior lighting fixtures shall be of a design that provides for sharp luminaire cutoffs. Further, all fixtures shall be positioned and/or installed in such a fashion as to prevent unwanted incidental illumination of abutting properties and streets.
- 3) Any light or combination of lights from a commercial or industrial development that casts light on a public street shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of the street. Any light or combination

of lights, which casts light on a residential property shall not exceed 0.1 foot candles (meter reading) as measured from the property line.

- 4) The Zoning Ordinance and/or Site Plan Review Regulations should stipulate that all lighting fixtures be compatible to the architectural design of the proposed structures and abutting land uses.
- 5) The Planning Board should require a detailed lighting plan for all non-residential site plans. Lighting plans should be required to incorporate standards and techniques included in the *Outdoor Lighting Manual for Vermont Municipalities*.

Prioritized Recommendations – Zoning, Site Plan, and Subdivision Regulations

To be completed by March 2013 or sooner

Watersheds

- 1) To research the creation of a Kezar Lake Watershed Overlay District that would regulate uses within the watershed to maintain and protect water quality.
- 2) To research the creation of other Watershed Overlay Districts, in addition to a Kezar Lake Watershed Overlay District.

Excavation

- 1) Revise the Excavation Ordinance to include more detail and specificity.

Environmental Standards

- 1) Consider adopting specific environmental performance standards related to odors and noise into the Site Plan Regulations.

PRIORITIZED RECOMMENDATIONS – NON-REGULATORY

The recommendations are broken down and prioritized by the timeframe in which they are to be accomplished. The recommendations are further prioritized by their desirability, as determined by the Community Survey, Public Information Session, and Subcommittee responses, as well their associated costs.

The timeframe in which the categories were broken down into are “To be completed by March 2007 or sooner,” “To be completed by March 2009 or sooner,” “To be completed by March 2011 or sooner,” “To be completed by March 2013 or sooner,” and “On-going recommendations.”

Each recommendation is coded as to its projected cost to the Town, with \$ indicating little to no cost (\$0.00 - \$50,000), \$\$ moderate cost (50,000-250,000), and \$\$\$ indicating a higher cost (\$250,000 +) to the Town to carry out the recommendation.

For each recommendation, a responsible party/parties have been identified to initiate/implement the recommendation listed, with the responsible party being the first entity listed. This does not mean that other committees, organizations, boards, and/or individuals can not take the lead or provide input if they so desire.

The recommendations were categorized based on realistic expectations and input from the Subcommittee, Steering Committee, and Planning Board meetings. **The timeframes are flexible and can be adjusted depending on town priorities, cost, Committee and Board preferences, and other outside circumstances.**

Board of Selectmen Prioritized Recommendations – Non-Regulatory

On-going recommendations

Efficient Operations

- 1) Investigate the desirability and cost of using the Internet to provide services and information from the various Town Departments and Committees. \$
- 2) Encourage Town officials to regularly visit the NHOEP and CNHRPC websites to view the calendar of educational planning workshops and events. \$

Regional Impacts

- 1) Follow the proposed Mt. Sunapee expansion debate to ensure that Sutton will be prepared for any regional impacts the expansion may cause. \$
- 2) Continue to be represented on CNHRPC's Transportation Advisory Committee to ensure that the transportation interests of Sutton are represented. \$

Historic/Cultural Resources

- 1) The Town should support individuals and organizations that are proposing sites in Town to be placed on the National Register or the New Hampshire State Register of Historic Places by providing applicable information and resources. \$
- 2) Work with cultural organizations to locate presentation and display spaces within the Town to highlight their work and/or programs. \$
- 3) Encourage the use of the town-owned historic building for the education and display of historical resources, i.e. maps, documents, books, artifacts, etc. that can be accessible to the public for their use and research. \$

Housing

- 1) Consider donating appropriate town-owned land, such as land taken for back-taxes, to nonprofit housing organizations for the development of affordable housing within Sutton. \$\$\$

Natural Resources

- 1) The Town should look to buy/receive recreation or conservation easements at current excavation sites after reclamation takes place at appropriate locations, which can serve as recreational areas and/or provide water access for residents. \$\$\$
- 2) Ensure that the Board of Selectmen are annually reviewing excavation operations to ensure compliance with State regulations. \$

Board of Selectmen Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Town Hall

- 1) Establish an expendable capital reserve fund for Town Hall building maintenance that can annually be added to by Town Meeting. \$
- 2) Establish a capital reserve fund for Town Hall equipment purchases that can annually be added to by Town Meeting. \$
- 3) Create an archival system and storage location for Town documents that is easily accessible and secure. \$
- 4) Address the ADA accessibility issues in and around the Town Hall to ensure that the Town is serving all residents. \$\$
- 5) Establish a capital reserve fund for the expansion of town offices within the existing structure or the relocation of offices to another facility. \$\$\$

Historic Resources

- 1) Town should put aside funding each year for the purchase of additional historic resources, sites, and structures that may become available. \$\$
- 2) Ensure that town historical information– books, papers, artifacts, maps, etc. – are stored using the best preservation and conservation practices, are properly catalogued and accounted for, and are accessible to the public, where feasible. \$\$

Efficient Operations

- 1) Undertake a space-needs study to address the space needs of all Town Departments and Boards for the next 20-25 years. \$\$
- 2) Create standards to be followed by the Building Inspector for approving the building of accessory apartments to ensure consistency. \$ **MAKE CLEARER (HOUSING CHAPTER)**
- 3) Establish a permanent Recreation Committee, comprised of various interests within Town, in order to oversee the maintenance of any existing and the creation of new town recreation opportunities. \$
- 4) Hire a Code Enforcement Officer to ensure that the Zoning, Site Plan, and Subdivision Regulations are being followed, as well ensuring that the developments being built are done so in accordance with their approvals. This could be on a part-time or consultant basis, or as a shared staff person with abutting towns. \$\$
- 5) Research the establishment of an elected Planning Board. \$
- 6) Appoint two representatives to the CNHRPC's Regional Resource Conservation Committee (R2C2). \$

Traffic/Roads

- 1) Sutton should create a Private Roads Policy that would outline the conditions under which the Town would consider accepting a pre-existing Private Road as a Town road. \$
- 2) Before a building permit can be issued for lots along Private Roads, it should be required that a waiver be signed by the applicant acknowledging that the Town has no responsibility to provide municipal services along the road. \$

Board of Selectmen Prioritized Recommendations – Non-Regulatory

To be completed by March 2009 or sooner

Efficient Operations

- 1) Research the need and cost for a Planning and Zoning Administrator and an additional clerk within the next 5 years. \$\$
- 2) Research the development and funding of digital tax parcel data that could be used in a build-out analysis. \$\$\$
- 3) Once digital parcel data has been developed, link the Assessors database to the digital parcel data. \$

Historic Resources

- 1) Create a management plan for the town-owned historic buildings and sites that includes scheduled maintenance and rehabilitation, proposed uses, and funding sources for the preservation of these buildings and sites. \$

Traffic/Roads/Parking

- 1) Sutton should investigate establishing a standard of 25 mph or less in densely developed village or rural residential neighborhoods that have seen a large increase in traffic and numerous motor vehicle accidents. \$
- 2) Sutton should inventory all existing municipal parking areas within Town and ranking them as to their safety, adequacy, and usefulness. This inventory could also identify potential new parking spaces that could be created to enhance or replace existing parking areas. \$
- 3) Sutton should make sure that its municipal parking facilities throughout Town meet the Americans with Disabilities Act (ADA) requirements. \$

Board of Selectmen Prioritized Recommendations – Non-Regulatory

To be completed by March 2013 or sooner

Transportation

- 1) Sutton should investigate if there is a need and interest in creating a more regularly scheduled public transportation service in Sutton. \$
- 2) Sutton should adopt and support the Regional Bicycle Network and take all available steps to help implement it within Town. \$
- 3) A Local Bicycle Network should be developed that connects with the regional network and incorporates key locations within Town, such as the library, State park, Horse Beach, schools, etc. \$\$
- 4) Sutton should research funding options for creating, maintaining, and providing signage for a local bicycle network. \$

Police Department Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Facility and Equipment

- 1) Review the various options for relocating the Police Department out of the Town Hall. This review should include land costs, building costs, and equipment costs associated with the relocation and how should relocation should be paid for (bonds, capital reserve funds, selling of town property, etc.). \$\$\$
- 2) Establish a capital reserve fund for equipment purchases that can annually be added to by Town Meeting. \$\$

Efficient Operations

- 1) The Police Department and Highway Department should establish a system for the public filing of complaints/comments on the condition of roads, snow removal, icy conditions, intersections, and signage to better prioritize roads within Town that may require safety enhancements. \$

Fire Department Prioritized Recommendations – Non-Regulatory

On-going recommendations

Equipment

- 1) Continue to annually put money into the equipment capital reserve fund at Town Meeting. \$\$

Rescue Squad Prioritized Recommendations – Non-Regulatory

On-going recommendations

Efficient Operations

- 1) Continue to be members of the Kearsarge Mutual Aid organization. \$
- 2) Provide training and educational opportunities for volunteer personnel. \$

Solid Waster/Transfer Station Prioritized Recommendations – Non-Regulatory

On-going recommendations

Public Education

- 1) Provide public education materials about the benefits of recycling, including the environmental, public health, and cost savings to the community. \$
- 2) Provide information in the Annual Report on the amount of solid waste, recycling, septic sludge, brush, etc. collected, as well as posting monthly totals at the Transfer Station. \$

Solid Waster/Transfer Station Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Funding

- 1) Establish a capital reserve fund for equipment purchases that can annually be added to by Town Meeting. \$\$
- 2) Establish a capital reserve fund for special studies that may be required for environmental permitting processes. \$\$

Highway Department Prioritized Recommendations – Non-Regulatory

On-going recommendations

Traffic Counts

- 1) Sutton should work with CNHRPC to identify and conduct traffic counts on roads of concern in the community on an annual basis. \$
- 2) The annual traffic count data should be included in the town report. \$
- 3) The Road Agent and the Board of Selectmen should use the traffic count data to help prioritize road maintenance projects. \$

Bridges

- 1) Work with NHDOT to repair, replace, and/or upgrade bridges that have a FSR of less than 80. \$\$\$
- 2) The Town Road Agent should continue to annually inspect the bridges in Town that are Town-owned and provide a status report to the Board of Selectmen and NHDOT for their review. \$

Private and Gravel Roads

- 1) The Road Agent, Police Department, and Fire Department should work with the residents of private roads and annually review all private roads to make sure that they meet safety standards. \$
- 2) Gravel roads should continue to be assessed as to their level of safety and traffic by the Road Agent and Road Committee before decisions are made whether or not to pave them. \$

Accident Locations

- 1) Use the accident location information to identify and prioritize areas that need improvement because of safety concerns. \$
- 2) The Road Agent and Road Committee should annually review accident locations and determine enhancements that could be made to improve safety. This list of enhancements should be submitted to the Planning Board and Board of Selectmen for review and endorsement. \$

Efficient Operations

- 1) Continue to work with the NH Department of Transportation (NH DOT) on roadway improvement projects in Sutton. \$

Highway Department Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Facility and Equipment

- 1) At Town Meeting, annually add money to the established capital reserve fund for the expansion/replacement of the current department facility, including feasibility and architectural studies, land acquisition costs, and the actual building. \$\$\$
- 2) Establish an expendable capital reserve fund for building maintenance that can annually be added to by Town Meeting. \$

Road Maintenance/Construction

- 1) Research other road de-icing methods, besides the use of road salt, in some or all parts of Town to minimize this type of contamination. \$
- 2) Work with the Highway District Engineer regarding road maintenance, winter plowing, and driveway permitting to strengthen relationships between the Town and NH DOT. \$

Efficient Operations

- 1) The Road Agent, in conjunction with the Police Department, should create a method for recording complaints about unsafe public parking areas or those in need of maintenance. \$
- 2)

Road Standards

- 1) The Town Road Agent and Road Committee should compare the existing Town Road standards to that of other Towns similar to Sutton and make recommendations for changes/modifications, based on that review, to the Planning Board. \$

Road Management Plan

- 1) Sutton should work with regional, state, and federal agencies and programs to prepare a comprehensive transportation plan that includes funding availability for the desired projects and programs. \$
- 2) The Town Road Agent and the Road Committee should review and amend the Road Management Plan on an annual basis and present the Plan to the Board of Selectmen for review. \$

Highway Department Prioritized Recommendations – Non-Regulatory

To be completed by March 2011 or sooner

Pedestrian Infrastructure/Traffic Calming

- 1) Use innovative methods to increase safety, which could include such things as raised crosswalks, increased signage, or walking paths separated from the road by landscaping, where appropriate. \$\$\$
- 2) Investigate the use of appropriate traffic calming measures to discourage high speeds and to direct traffic around neighborhoods. \$
- 3) The Highway Department should consider widening, striping, and paving the shoulders of Town roads to accommodate bike lanes when doing regular road maintenance and re-construction. \$\$\$

Sutton Free Library Prioritized Recommendations – Non-Regulatory

On-going recommendations

- 1) Make sure that the building, equipment, and staff/volunteer adhere to state and federal regulations, such as fire safety, ADA, and library privacy rules and requirements. \$\$
- 2) Partner with the schools to avoid duplication of services and resources, as well as increase participation by students in the library. \$
- 3) Take greater advantage of funding opportunities offered by the state and other non-profit organizations to help expand current program offerings, such as workshops, book signings, reading programs, and music. \$

Sutton Free Library Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

- 1) Establish an expendable capital reserve fund for building maintenance that can be annually added to by Town Meeting. \$\$
- 2) Conduct a community survey to assess the interest of the community members in various programs, services, books, etc. in order to accurately plan and budget for such things. \$
- 3) Create a comment/suggestion box to be placed in the Library to solicit on-going feedback from patrons. \$
- 4) Create an easy to use tracking system for library holdings in order to assess the types of books that are of interest to the patrons. This information can help direct future purchases as well as creating a methodology for removing some items from the collection (i.e. book sale). \$

Conservation Commission Prioritized Recommendations – Non-Regulatory

On-going recommendations

Water Resources

- 1) The Conservation Commission should help educate the public on the proper maintenance of septic systems, pet waste management, livestock waste management, water conservation, and low-water landscaping. \$
- 2) The Town should provide for comprehensive protection of shoreland and surface waterbodies through regulatory, educational, and voluntary efforts. \$

Conservation Commission Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Scenic View

- 1) Undertake a comprehensive scenic viewpoint and viewshed analysis that would include pictures and criteria for inclusion in the analysis. \$\$

Wildlife

- 1) Encourage more property owners, including the Town, to manage their properties for wildlife habitat. \$
- 2) Educate landowners on wildlife corridors and land management techniques that they can employ help maintain and enhance these areas. \$
- 3) Inform landowners, using town sources of information, about wildlife habitat conservation programs, such as the New Hampshire Coverts Project and the Wildlife Habitat Incentives Program (WHIP). Encourage the Conservation Commission to participate in these programs. \$
- 4) A public education campaign should be carried out and/or combined with other efforts to educate the public about the presence of endangered, threatened, and/or species of special concern located within the Town of Sutton, and the environmental and societal benefits for preserving such species. \$
- 5) The Town should, where possible, acquire conservation easements or purchase the land where species of concern exist. Special priority should be given to those lands that connect currently protected parcels of land in the Town or abutting Towns. \$\$\$

Forest

- 1) A Town Forest Management Plan should be developed in order to have a plan in place for the management of this town resource. The public should be involved in the process to ensure that all concerns regarding the management of the Town Forests are addressed. \$\$
- 2) The Town-owned forests should be used to provide residents with public land for outdoor recreational activities. \$
- 3) The Town Forests should be managed as a multiple-use resource where consideration is given to timber harvesting, recreational opportunities, wildlife habitat, watershed protection, education, and preservation. \$
- 4) Forest management information should be made available by the Town to private woodland owners to encourage long-term planning and consideration of all aspects of the forest ecosystem, including wildlife and watershed concerns. UNH Cooperative Extension for Merrimack County is an ideal source for forest management information. \$

Land Conservation/Management

- 1) The Conservation Commission should identify and prioritize potential parcels of land that the Town feels should be protected because of important cultural, ecological, historical, recreational, or scenic value. \$
- 2) The Town should annually set aside funding into a capital reserve fund, which would be separate from the Land Use Change Tax funding, for land conservation activities associated with easement or land purchase. \$\$
- 3) A management plan should be created for each easement or piece of property the Town owns to ensure that the conditions of the easement/sale are being met. \$\$
- 4) Provide information to all eligible landowners about the Current Use Program. \$
- 5) Provide information to interested landowners that encourages the donation of easements for agricultural lands, conservation lands, forestry lands, and open space lands to the Town or other eligible organizations. \$
- 6) The Town should consider acquiring access to Blaisdell Lake , Newbury Reservoir, and other large bodies of water so they become accessible to Sutton property owners. \$\$\$
- 7) Encourage landowners to take advantage of assistance from the Natural Resource Conservation Service and the Merrimack County Conservation District to best learn the options for protecting agricultural resources. \$

Invasive Species

- 1) Work with the New Hampshire Department of Environmental Services to do public education in Sutton about milfoil, *Phragmites*, purple loosestrife, and other exotic species. \$
- 2) Encourage programs that inspecting boats entering the water to avoid the spread of milfoil. \$
- 3) Post information about milfoil and other aquatic invasive species at boat launches on bodies of water in Town. \$
- 4) Post links to information on invasive species on the Town web site. \$

Conservation Commission Prioritized Recommendations – Non-Regulatory

To be completed by March 2009 or sooner

Scenic View

- 1) The Town should approach the landowners whose property is considered to be part of a scenic viewpoint and discuss the donation or purchase of a scenic easement to protect this resource. \$\$\$

Trails

- 1) There should be consistent signage for all Town-owned Conservation Land. \$
- 2) Publicize the official trails within Town by publishing a brochure, creating a trail-specific map series, and/or by holding special events on the trails. \$
- 3) Undertake an on-foot survey of all Class VI roads within Town to gauge their ability to sustain certain types of trails usage. \$
- 4) Ensure that all official town trails are maintained and have proper signage and parking areas. \$
- 5) Research Class VI Roads that might be good candidates for Class A Trail designation because they connect open space, forest, conservation, and/or

agricultural land, would connect to existing trails, and/or contain scenic attributes.
§

Historical Society Prioritized Recommendations – Non-Regulatory

On-going recommendations

Education

- 1) Sutton Historical Society should increase public education regarding the location and significance of National Register sites, and State and Local Historic Markers in Sutton. \$
- 2) Sutton Historical Society should increase education about the importance of historic buildings through the use of historic photographs and brochures to be displayed at the various historic buildings and in other public places. \$

Historical Society Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

National and State Historic Register

- 1) Establish a permanent source of funding for the maintenance of the existing, and the establishment of new, National and State Register sites, as well as the printing and distribution of material about the sites. \$\$
- 2) Establish a permanent source of funding for the maintenance of the existing, and the establishment of new, State and Local Historic Markers, as well as the printing and distribution of material about the Markers. \$\$

Local Markers

- 1) Sutton Historical Society should have oversight of the maintenance, preservation, replacement, and expansion of the Local Historic Markers in Sutton. \$
- 2) Create a standard format for Local Historic Markers so that they are easily identifiable. \$

Funding

- 1) Create a permanent source of funding from the Town for the Sutton Historical Society to preserve, protect, display, and educate residents about Sutton's history. \$\$

Historical Society Prioritized Recommendations – Non-Regulatory

To be completed by March 2009 or sooner

Historic Markers

- 1) Nominate the following for State Marker designation – General John Eaton, a 1854 graduate of Dartmouth, ordained minister, the colonel (regiment leader) of the 63rd Colored Infantry and then a brigadier general in the Civil War, and US Commissioner of Education from 1870-1886; and Lydia Wadleigh, who was one of the most prominent national female educators during the 19th century. Both of these people were born in Sutton. \$
- 2) Relocate the Province Road Local Marker to a yet-to-be-determined site. Its current location at the East Sutton cemetery is at least a mile from where the Province Road actually ran. \$
- 3) Sutton Historical Society should investigate the designation and placement of additional State and Local Historic Markers at sites within Town. \$

Education

- 1) Sutton Historical Society should create a map of the local historic sites, with information about each one that can be used for self-guided tours. \$

Cemetery Commission Prioritized Recommendations – Non-Regulatory

On-going recommendations

- 1) The oversight of alterations to and the preservation and care of the historic cemeteries located in Sutton should belong to the Town Cemetery Commission. \$

Cemetery Commission Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Funding

- 1) Create a permanent funding source for the repair and maintenance of headstones and fences in historic Town-owned cemeteries. \$\$
- 2) Establish an expendable capital reserve fund for cemetery maintenance that can be annually added to by Town Meeting. \$\$

New Cemetery

- 1) Create a plan, budget, location, and timeline for the establishment of a new cemetery. \$

Cemetery Commission Prioritized Recommendations – Non-Regulatory

To be completed by March 2009 or sooner

- 1) The Town Cemetery Commission should conduct a detailed inventory of all historic cemeteries in Town, which should include photos of the headstones, a map of each cemetery with the layout, a copy of what each headstone says, and an assessment of the condition of each headstone at the time of inventory. This effort should be coordinated with the Sutton Historical Society to make sure that efforts are not duplicated. \$\$

Planning Board Prioritized Recommendations – Non-Regulatory

On-going recommendations

Housing

- 1) Work with the New Hampshire Community Loan Fund to ensure that any proposed manufactured housing parks and subdivisions use Best Management Practices. \$
- 2) Annually review the progress made to date in meeting the affordable housing goal and revise the Towns regulations and Ordinances accordingly. \$
- 3) Work with regional Workforce Housing Coalitions to address the issue of housing on a region-wide basis. \$
- 4) Hold discussions among all area town planning boards to help facilitate a regional housing dialogue. \$
- 5) Establish a regular regional dialogue, perhaps facilitated by the two regional planning commissions, among Sutton, Warner, Bradford, New London, Wilmot, and Newbury as residential growth in those towns will have an impact on Sutton. \$
- 6) Coordinate planning efforts with area Towns, including the regular use of the Developments of Regional Impact statute, obtaining copies of Master Plans and regulations, and holding sub-regional planning conferences on a semi-annual basis. \$

Efficient Operations

- 1) The Planning Board should annually review their Rules of Procedure to ensure that they are up-to-date and meet state RSAs. \$
- 2) Revise the application procedures for the Planning Board to ensure that they are easily understandable, meet state RSAs, and are compatible with the Board regulation requirements. \$
- 3) Sustain the relationship with CNHRPC to ensure that Sutton continues to learn how to utilize smart growth principles and techniques as the Town faces new development pressures. \$

Planning Board Prioritized Recommendations – Non-Regulatory

To be completed by March 2007 or sooner

Housing

- 1) Research past Planning Board and Building Inspector approvals regarding the creation of accessory apartments to create baseline data that can be used for future housing planning and policy development. \$
- 2) Create an open dialogue with the Concord Area Trust for Community Housing (CATCH), the NH Community Loan Fund, the NH Housing Finance Authority (NHHFA), and for-profit affordable housing developers in an effort to encourage affordable housing to be developed in Sutton. \$

Subdivision Procedures

- 1) Provide the Police, Fire, and Highway Departments, as well as the Conservation Commission, complete sets of Major Subdivision plans for their review prior to the public hearing on such an application. \$

- 2) Place all subdivision public hearing notices in at least 1 news paper of general circulation and in 3 public places within Town at least 10 days prior to the scheduled public hearing. \$
- 3) Require that all waiver requests be provided in writing to the Planning Board at the time the application is submitted. \$

Efficient Operations

- 1) Revise the Zoning Ordinance to make it more reader-friendly by including a Table of Uses and a more detailed Index, as well as reformatting the existing regulations. \$

Planning Board Prioritized Recommendations – Non-Regulatory

To be completed by March 2009 or sooner

Scenic Roads

- 1) Sutton should consider identifying roads with scenic vistas and aesthetic qualities, such as stone walls, historic buildings, and farms for Scenic Road designation at Town Meeting. \$
- 2) Sutton should do outreach and education about the State Scenic Road Law and what such designation means. \$

Planning Board Prioritized Recommendations – Non-Regulatory

To be completed by March 2011 or sooner

Build-Out Analysis

- 1) Consider conducting a build-out analysis using current Zoning and Subdivision Regulations, as well as conducting an analysis prior to proposing any major Zoning or Subdivision Regulation changes to see what the land use impact could be. \$

Zoning Board of Adjustment – Non-Regulatory Recommendations

On-Going recommendations

- 1) The ZBA should annually review their Rules of Procedure to ensure that they are up-to-date and meet state RSAs. §
- 2) Revise the application procedures for the ZBA to ensure that they are easily understandable, meet state RSAs, and are compatible with the Board regulation requirements. §