

**I-93 COMMUNITY TECHICAL ASSISTANCE PROGRAM (CTAP)  
WORK PROGRAM REPORT -- YEAR 1**

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**ROCKINGHAM PLANNING COMMISSION TASKS**

**REPORTING PERIOD: January and February, 2007**

**Task R1 – Local Government Discretionary Accounts**

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- R1.1 Atkinson: No request filed to date; CTAP “roll-out” overview presentation scheduled for March 26 to be filmed by the town and shown to relevant boards. CTAP Committee to be convened in late April/early May.
- R1.2 Danville: Met with Danville Planning Board for initial discussion regarding CTAP on January 11, 2007, with follow-up meeting on January 25 to present CTAP overview to representatives of the Bd of Selectmen, Planning Board, ZBA and Conservation Commission and HDC. Discussed Discretionary Grant Application; received formal application, reviewed per eligibility criteria and forwarded application to the CTAP Management Committee with recommendation to approve.
- R1.3 Fremont: Following providing initial information about Discretionary Grants, the Town indicated that it would be filing two initial applications: to support public information mailing for innovative land use proposals being considered as zoning amendments at town meeting, and to fund development of and impact fee system (roads and schools). The first application has been submitted; the second has not been submitted. CTAP roll-out meeting (at a joint boards meeting of Selectmen, Planning Bd, Conservation Comm., ZBA and Open Space Committee) scheduled for 3-21-07.
- R1.4 Hampstead: Initial meeting has been held with the Board of Selectmen; not application received to date.
- R1.5 Salem: Town Planner has indicated to RPC staff that the Town will wait until after the community assessment results are available before determining use the Discretionary Accounts
- R1.6 Sandown: Multi-board meeting is scheduled for April 3<sup>rd</sup> to present the CTAP overview; not Discretionary Account application received or discussed to date.
- R1.7 Windham: RPC staff discussed potential eligible uses of the accounts in December; received a draft application for review in early January and formal submittal at the end of January; reviewed application per eligibility criteria and forwarded to the CTAP Management Committee with recommendation to approve.

**Notes/Comments:**

It was determined by RPC staff not to hold a regional roll-out meeting for CTAP; most communities appeared to have sufficient knowledge of the program to make this unnecessary given the plan to have multi-board ‘mini’ roll-outs tailored for each community.

## **Task R2 – Enhanced GIS-based Information**

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- R2.1 Acquisition of Digital Orthophotography: Completed prior to CTAP start-up; note that process error in Sanborn data is preventing us from plotting the maps, though they can be used for heads-up digitizing; staff is working with ESRI, DOT, CSRC and Sanborn officials to resolve issue.
- R2.2 Establishing Final Land Use Classification and Coding System: Task completed; process included input from all CTAP and other RPCs. Summary of the classification is included in the attached document (“NH Land Use Mapping Standard - CTAP Land Use Mapping Project” – **Attachment 1**)
- R2.3 Training: 1 Training Session is scheduled for March 13, 2007 to focus on air photo interpretation techniques, utilization of the land use mapping digitizing tools developed by CSRC for this project, and final review of coding standard.
- R2.4 Land Cover/Land Use Mapping: RPC conducted and completed one of three land use mapping pilot areas (mixed density sample) assigned to RPCs; met with CSRC and other RPCs to review results and refine process.
- R2.5 Local Map Publication/Distribution: NA
- R2.6 Project Coordination and Administration: Staff attended two project coordination meetings organized by CSRC regarding land use mapping – initial project staff meeting and pilot mapping results review meeting and a third is scheduled for March 13<sup>th</sup> (training).
- R2-A. Land Use Mapping Coordination (Subcontract with CSRC):
1. Develop/Execute Scope of Work and Contract with CSRC: Completed; contract and final scope attached. (**Attachment 2**)
  2. Monitor Sub-Contract Fulfillment, Progress on Tasks and Review Products: ongoing; reviewed “NH Land Use Mapping Standard - CTAP Land Use Mapping Project” document
  3. Process & Pay Invoices: no invoices received to date

Notes/Comments:

## **Task R3 - Community Assessments**

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- R3.1 Atkinson: Document review now underway – approx. 25% complete
- R3.2 Danville: Current planning documents collected; document review started.
- R3.3 Fremont: Document review started; initial results scheduled for presentation on 3-21-07 joint boards meeting.
- R3.4 Hampstead: Document review started;

R3.5 Salem: Staff met with Town Planner to present overview of CTAP program, community assessment process and to schedule multi-board presentation;

R3.6 Sandown: Current planning documents collected; document review started.

R3.7 Windham: Not started

R3.8 General (Tool Development; Training; Administration): RPC staff worked extensively with CNHRPC and other RPCs to assist in developing of the assessment tool; provided RPC examples from past "smart growth audits"; attended two coordination meetings externally and two internally; commented on several iterations of the draft tool.

Notes/Comments:

#### **Task R4 – Connecting Transportation and Land Use**

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R4.1 Establish Regional Working Group:

R4.2 Survey Existing Practice:

R4.3 Develop/Deliver Outreach Materials:

R4.4 Administration:

Notes/Comments: TASK NOT STARTED

#### **Task R5 - Regional Grant Writing Services**

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R5.1 Grants Resource Guide:

R5.2 Community Grants Consultation:

R5.3 Prequalification of Grants Consultants:

R5.4 Administration:

1. Develop RFP/Select/Execute Contract with Consultant: Developed initial draft RFP; Collected initial list of consultant to send RFP

2. Other: Developed detailed scope for Task

Notes/Comments:

## **Other Tasks - RPC Support and Services**

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### **N6. GIS Buildout Analysis**

1. Attend GIS Buildout Working Group Meetings: Reviewed and commented on detailed scope as drafted by NRPC. Submitted name of work group staff participant to NRPC. The first working group is scheduled for march 23
2. Training:
3. Perform Community Buildout Analysis (Town(s) TBD)

### **S5. Conservation Commission Institute**

1. Establish Contact Database for Members  
(Conservation Commissions, Other local and regional conservation organizations):
2. Organize & Publicize Four Institute Workshops:
3. Other: RPC staff will present information on the Coastal Conservation Plan at the initial SNHRPC Institute meeting on Apr 22; 1<sup>st</sup> RPC Conservation Commission Institute meeting is scheduled for April 30, location TBD; subsequent meetings are scheduled for July 30, September 24<sup>th</sup>, and October 29<sup>th</sup> (locations and topics TBD).

### **S7. Local Open Space Planning**

(Tasks TBD)

## **CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION**

**REPORTING PERIOD: January 2007**

### **Task C2 – Enhance GIS Based Information**

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- Staff attended a meeting at the Office of Energy and Planning to discuss a land use classification scheme and to learn more about the overall undertaking;
- Staff began the process of assembling the hundreds of high resolution aerial photography images into larger mosaic files.

### **Task C3 – Community Planning Assessments**

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- **Town of Allenstown** -- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.
- **Town of Bow** -- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.
- **City of Concord** -- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.
- **Town of Dunbarton** -- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.
- **Town of Pembroke** -- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.

#### **Management and project coordination:**

- Staff collected and distributed examples of Smart Growth Audits that had been completed by various other cities and planning commissions around the nation;
- Reviewed Smart Growth Audits that had been completed previously around the region and within NH;
- Developed questions for the Community Assessment Survey and distributed them to Members of the Working Group;
- Coordinated a meeting of the Working Group to discuss the Community Assessment Model;
- Began to review local planning documents to assess smart growth needs of CTAP communities with the Central region.

#### **CTAP Administration**

- Management Committee Meetings;
  - Various staff members attended meetings at NHDOT;
  - Discussed as a Committee and individually how to advance CTAP communications;
  - Discussed how to develop an assessment model.
- Staff members attended a CTAP introductory meeting on January 25, 2007.

## **CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION**

**REPORTING PERIOD: February 2007**

### **Task C2 – Enhance GIS Based Information**

- Staff attended a meeting with the goal of reviewing the pilot projects that were completed for training purposes and as test projects. Small portions of each region were delineated and the outcomes were discussed and reviewed;
- Staff started the delineation process, including buffering the road width and correcting editing errors to better match the imagery. Work on buffering Railroads and water bodies was also initiated;
- Staff researched availability and access to parcel data for each of the four CTAP communities in our region;
- Staff prepared for the training session by generating specific questions and scenarios to ask for clarification on.

### **Task C3 – Community Planning Assessments**

- **Town of Bow**
  - Assisted the Bow Economic Development Meeting on February 21st at the Town Hall;
  - Provided baseline information concerning the purpose of the planning assessment project;
  - Created an evaluation sheet of the Master Plan, Zoning Ordinance and Site Plan review of the town of Bow (30% completed).
- **Town of Allenstown**
  - Reviewed the Master plan, Zoning Ordinance, Site Plan Review Regulations and the Subdivision Regulations;
  - Created an evaluation sheet of the Master Plan goals and recommendations in relation to the various ordinances and regulations (25% completed);
  - Plan to attend the March 13, 2007 Town Meeting.
- **Town of Pembroke**
  - Reviewed the Master plan, Zoning Ordinance, Site Plan Review Regulations and the Subdivision Regulations;
  - Created an evaluation sheet of the Master Plan goals and recommendations in relation to the various ordinances and regulations (0% completed);
  - In the process of coordinating the completion of the survey or aspects of the survey with the Town of Pembroke;
  - Visited the Pembroke Town Hall.
- **Town of Dunbarton**
  - Reviewed the Master plan, Zoning Ordinance, Site Plan Review Regulations and the Subdivision Regulations;
  - Created an evaluation sheet of the Master Plan goals and recommendations in relation to the various ordinances and regulations (50% completed);
  - Plan to attend the March 13, 2007 Town Meeting;
  - Visited the Dunbarton Town Hall.

- **City of Concord**

- Reviewed the Master plan, Zoning Ordinance, Site Plan Review Regulations and the Subdivision Regulations;
- Created an evaluation sheet of the Master Plan goals and recommendations in relation to the various ordinances and regulations (0% completed);
- In the process of coordinating the completion of the survey or aspects of the survey with the City of Concord.

**Management and project coordination:**

- Staff assisted with the preparation of the Community Assessment Template and finalized format;
- Staff distributed final template format to other RPCs.

**CTAP Administration**

- Management Committee Meetings;
  - Staff attended the CTAP Steering Committee meeting on February 1, 2007;
- Staff completed the monthly Work Program Report and Invoice;
- Developed a plan to assist with the allocation of staff time among the various tasks.

## **NASHUA REGIONAL PLANNING COMMISSION**

### **REPORTING PERIOD: January and February, 2007**

#### **Task N5 – External Communications Plan**

- a) Coordination Meetings – Two coordination meetings have been held for the External Communications Plan. The first involved members of the management team, NRPC, SNHPC and the Local Government Center. This meeting focused on determining the target audiences for the External Communications Plan and methods for coordinating the CTAP External Communications process with outreach efforts for other projects in the I-93 Corridor. The second meeting brought together those responsible for outreach on all the projects to discuss each projects outreach goals and the best methods for coordinating all the outreach that will be conducted.
- b) Request for Proposals – A Request for Proposals for the External Communications Plan has been developed and approved by the management team. The RFP has been released to over 35 outreach, public relations and marketing firms. Proposals are due by April 10 at 4:00 pm.

#### **Task N5 – GIS Buildout Analysis**

- c) The GIS Buildout Analysis working group is moving forward. Representatives have been assigned by the four regional planning commissions and the first meeting is scheduled for March 26 at 1:30 at the NRPC office. The initial meeting will focus on methods, tools, data requirements and products.
- d) The first year contract includes the completion of the buildout analysis for seven of the corridor communities. The buildout analysis' will depend on the availability of the Enhanced GIS Land Use Data. As a result, the buildout analysis cannot move forward until that data set has been completely developed.

#### CTAP Facilitation with NRPC Region Corridor Communities:

- 1) Initial Presentations – NRPC Executive Director Steve Williams, CTAP Coordinator Angela Vincent and CTAP Project Manager Ansel Sanborn made presentations to the Boards of Selectmen in Hudson, Litchfield and Pelham the week of February 19. Each of the Boards agreed to support the CTAP process and form working groups in their communities of representatives of key town boards and commissions.
- 2) Community CTAP Working Groups formed – In response to the February presentations, the selectmen in the three communities appointed committees with representation that included a member of the selectmen, planning board, conservation commission, and in some cases representatives of the school board and Zoning Board of Adjustment. The first meetings of the three CTAP working groups are scheduled for the week of March 19.
- 3) Community Assessments – The first activities for the Community CTAP Working Groups will be the CTAP Community Assessments. These are expected to be completed in all three communities by mid-April.



- 4) CTAP Discretionary Project Applications – Based on the results of the CTAP Community Assessments, NRPC CTAP Coordinator Angela Vincent will work with each of the three communities to identify CTAP Discretionary Projects and prepare applications for submittal.