

These minutes are considered a DRAFT until they are approved by the Board at the next meeting

Present: Kevin Lee, Mike Howard, Darrin Patten, Ken Jacques, Peter Keene and Don Hill (Selectman). Neal Huntoon joined meeting in progress.

Also present: Vickie Davis of Upper Valley Lake Sunapee Regional Planning, Pierre Bedard, Richard Uchida, Todd Richardson, John Trachy, John Chiarella, and Deborah McGlew.

Kevin Lee called the meeting to order at 7:00 p.m.

Election of Officers:

Ken Jacques nominated Kevin Lee as Chairperson and Peter Keene as Vice Chair. Nominations accepted. Board voted unanimously in favor of election of officers as nominated.

Minutes: Mike Howard made a motion to accept the minutes of February 18, 2010 as presented. Darrin Patten 2nd motion. Unanimously approved.

Literature and Correspondence:

Upper Valley Lake Sunapee Regional Planning Commission is offering services related to smart growth quality issues. Letter of interest must be submitted by April 15th and substantial progress must be by June 15. After a brief discussion the Board decided to submit an application electronically to tie in with their current work on erosion sedimentation control and steep slopes.

Workforce Housing Regional Forum will be held March 24th at 6 p.m. in the Grantham Town Building. Ben Frost will be presenting.

Spring Planning & Zoning conference sponsored by NH Office of Energy & Planning is scheduled for Saturday, May 8th at the Radisson in Nashua. Registrations can be accepted on their site www.nh.gov/oep.

Public Service of NH Right of Way Encroachment Review Process Requirements received – to file.

Misellaneous Business:

Board signed the Star Lake Properties – West Pastures Subdivision mylars (awaited town meeting approval of discontinuation of road). A compliance hearing on conditions of the subdivision is scheduled for November 2010.

Chair recognized Pierre Bedard with a question on replacing an existing septic system with no increase in load. Board confirmed the requirement is a State of N.H. D.E.S. approved system.

Neal Huntoon joined the meeting in progress.

Site Plan Review Regulation Revisions

Chair opened the public hearing on Site Plan Review Regulation revisions. Vickie Davis of UVLSRPC participated. The draft being reviewed is dated July 2009. On the distributed copies the “bold” is new language, the “lined” language to be deleted.

Chair raised the issue of signs for discussion. Board reviewed language in ordinance as relates to home business and home occupation. “All others” subject to site plan review, allowed signs not in excess of 12 sq. ft., and include language on lighting to project downward or upward not to exceed height of sign – no internally lit. Vickie will incorporate the changes discussed. “Night sky friendly” was bantered – if used, will need to be defined.

On page 4, item 3. Relative to four copies of site plan, John Trachy asked if there is any merit in asking those who are able to do so to submit plans electronically. Don Hill added that this would enable us to put the plans on the town site using a pdf format. Board agreed to include this on a voluntary basis.

Janet Roberts agreed recording with the Registry of Deeds site plan decisions ensures decisions are available for reference in title searches. The cost to applicant is currently \$12 for the first page and \$4 for each additional page. This change may be better reflected in the Rules and Regulations versus the Site Plan Review Regulations.

Chair closed the public hearing.

Chair called for a motion to approve the site plan regulations except the signage and electronic submission language changes. Don Hill made a Motion to approve. Neal Huntoon second – unanimously approved.

Chair called for a motion to continue the public hearing on Site Plan Review Regulation Revisions until the April 15th meeting. Mike Howard made the motion to continue, second by Peter Keene - unanimously approved.

Subdivision Regulations

Chair opened the Public Hearing on the Subdivision Regulations. Hearing no public input or comments Chair closed the public hearing.

Appendix A – Road and Drainage Design Criteria

Mike suggested the monument requirement may be a little over the top. Board discussed various monument requirements and cost - granite flush mounted, ¾” solid metal capped and flush. After discussing language changes, Ken Jacques made a Motion to amend the

language under 2.1 and revert to the previous language, “Boundaries of all new roadways to be monumented as required by the Board”. Motion 2nd by Mike Howard.
Unanimously approved.

Ken Jacques referring to the table of geometric standards asked if the Board is concerned about the black topping requirement. Vickie Davis responded that Note 6 allows for gravel, “Gravel surface may be allowed by Planning Board approval.

Code enforcement: Ken Jacques made a Motion to change language throughout where Code Enforcement Officer is referenced to “Select board or Code Enforcement Officer”. Where Administrative Assistant is referenced change to “Select board or its agent”. Motion 2nd by Mike Howard. Motion unanimously approved.

Motion to approve revised Road Regulations (Appendix A) made by Mike Howard, 2nd by Ken Jacques. Unanimously approved.

Motion to accept revised Subdivision Regulation moved by Darrin Patten, 2nd by Ken Jacques and unanimously approved.

Driveway Regulations

Driveway regulations exist to prevent inadequate curb cut and protect the town roads.

Kevin Lee opened the Public Hearing. Hearing no public comments Chair Lee closed the Public Hearing and opened the Board discussion.

Ken asked for clarification a road shall mean any Class 5 or 6 public highways under the jurisdiction of the town for the purpose of these regulations. We only allow a driveway on a Class 6 road if there was already an established lot on that road, you cannot subdivide on a Class 6 road by State regulation. Is the Class 6 reference only for existing lots? After a brief discussion on impact, the answer is a waiver is required to build on a Class 6 road. Reference is RSA 674.41, page 499 in 2009-2010 Land Use Regulations.

Slopes – on Page 4, 7. Reads: Paved Apron: Access ways that abut paved roads shall be constructed with paved aprons “Suggested change in language from “shall” to “may”.

Authority - remains with the Select board with language to state they may delegate to agent, in this case the road agent.

Mike Howard made a Motion, 2nd by Darrin Patten to approve the revised driveway regulations. Motion passed unanimously.

Ken Jacques made a Motion to approve the Site Plan Regulations as revised - Motion 2nd by Darrin Patten and unanimously approved.

New Business

Vickie Davis informed the board she will need an amendment to their contract as she has used up all hours.

Kevin Lee raised for discussion the Capital Improvement Plan. It was suggested that folks that served on the Budget Committee would best serve the Capital Improvement Plan. To be discussed further at another meeting.

Vickie Davis agreed to make the revisions as approved.

Ben Frost will be at the April meeting to talk about Workforce Housing.

Meeting adjourned at 9: 15 p.m.

Respectfully Submitted,

Deborah McGlew
Recording Secretary