

Lyme Planning Board Minutes
May 22, 2008

Board Members & Staff: Present: Stephanie Clark, Chair; Dick Jones, Selectboard Representative; David Roby, member; John Stadler, member and, Francesca Latawiec, Planning & Zoning Administrator.

Absent: John Billings, Vice Chair

Public: Paul Mayo, Rod Finley Pathways Consulting, LLC., Lindsay Mather and David Mather.

The meeting was called to order by Stephanie Clark, Chair, at 7:00 PM.

Item 1: Discussion of Minutes: Dick Jones made a motion to approve the minutes with changes. Upon a second by John Stadler, the motion passed unanimously.

Item 2: Appointments of Planning Board and ZBA Members and Alternates Dick Jones made a motion to appoint Frank Bowles for a 3 year term on the ZBA. Upon a second by David Roby, the motion passed unanimously. David Roby made a motion to re-appoint Ben Killham for a 3 year term as an alternate to the Planning Board. Upon a second by Dick Jones, the motion passed unanimously.

Paul Mayo, Scott Steffey and Freda Swan have expressed an interest in serving as alternates to the Planning Board.

David Roby made a motion to appoint Freda Swan for a 1 year term as an alternate to the Planning Board. Upon a second by Dick Jones, the motion passed unanimously.

Item 3: Application # 2008-PB-002, Lindsay Mather, represented by Pathways Consulting, LLC, (Tax Map 407, Lot 120) proposes a 2 lot minor subdivision at the above referenced lot at 124 Pinnacle Road. Trout Brook flows through the property. Continuation of Design Review Discussion from March 27, 2008, April 10, 2008, April 24, 2008 and May 8, 2008. The hearing was opened by Chair Stephanie Clark at 7:15 PM. Rod Finley of Pathways Consulting, LLC gave a history of the property. Lindsay Mather had purchased a small lot from the Town a while back which was merged with the existing property. The ZBA subsequently established the merged lot as a lot of record. Mr. Finley presented a revised plan that includes a new topographic survey of the property. The issue to be resolved was whether the proposed subdivision meets the requirements of Section 4.02 of the subdivision regulations that “a lot has a substantial area which may be used for dwelling, septic system, driveway and appurtenant structures with a slope of 15% or less...” Therefore, the conditions of Section 4.02 of the subdivision regulations have been met.

The Planning Board went through the checklist for a minor subdivision item by item. (See Attached). David Roby made a motion to accept the application as complete, having granted the waivers noted on the Minor Subdivision Checklist and the following conditions:

1. That a copy of the current deed for the property be made available for the file and that the deed show no conditions that would limit subdivision of the property; and
2. That two paper copies of the plan and one mylar, stamped by a licensed land surveyor be submitted to the Planning and Zoning Administrator.

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Upon a second by John Stadler, the motion passed unanimously. David Roby made a further motion to approve the plan subject to the waivers noted on the Minor Subdivision Checklist and the two conditions noted in his previous motion. Upon a second by John Stadler, the motion passed unanimously.

Item 5: Discussion of Master Plan: It was agreed that Planning Board members would email information on the Vision Statement to Francesca by Thursday June 5, 2008. She will send out a reminder on June 2, 2008.

Francesca Latawiec gave an update on the geologic mapping for Lyme. The geologist is here and will be asked to give a report of his findings.

Dick Jones suggested that the Planning Board hold a mapping session to color code the land use on last year's copy of the tax maps. This could be very useful for discussion purposes for the Master Plan update.

Item 6: Discussion of the CIP: Dick Jones explained that the Planning Board Co-Representatives, David Roby and John Stadler call a meeting of the CIP Committee, to get started on the process. The Committee needs to elect a Chair and decide which members will interview which Department Heads in Town to determine what the capital needs are, what the Town has traditionally spent on these needs and to begin to prioritize these items in the plan. The Department Heads will include the Academy Building Committee, the Cemetary Commission, the Police and Fire Departments, the Emergency Management Director, the Road Agent, the Transfer Station, the Recreation Committee, the Library, the Trustees of Trust Funds, and the School Board. It should be made clear that this should be a reasonable estimate of costs based on needs.

The meeting adjourned at 8:20 pm.

Respectfully Submitted

Francesca Latawiec, CWS, CPSSc, PG
Planning & Zoning Administrator

Minor Subdivision Check List

Applicant: Lindsay Mather

Application # # 2008-PB-002, Map 407 Lot 120

Application Requirement		Yes	No	Waive
I. Notice List				
A.	Names and addresses of each abutter by Map and Lot number	X		
B.	Names and business addresses of every engineer, architect, land surveyor, or other consultant whose professional seal appears on any submitted document	X		
II. Maps				
A.	Topographic Map: The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and proposed changes in topography. Also, all low points and high points and other areas needing spot evaluations should be shown	X		X For Lot B
B.	Conservation District Map			X LOR
	1. Size per requirements of Grafton County Registry of Deeds.			X
	2. Scale no smaller than one hundred (100) feet per inch.			X
	3. Complete boundaries and area of entire parcel and proposed lots; north point, bar scale, date, and dates and descriptions of any revisions.			X
	4. Location of zoning district boundaries and area of each lot in each district if property in more than one district. If only one zoning district, only a note should be provided.			X
	5. Lyme Conservation District boundaries and acreages. See Zoning Ordinance for definitions of Conservation Districts.			X
	6. Soil types including legend and location of all percolation test sites, soil test pits, and borings	X		X
	7. Surface water, drainage ditches, and swales.			X
C.	Subdivision Layout Map. If a lot-size-averaged subdivision is planned, show the maximum number of lots that would be allowed with strict adherence to the conventional acreage and dimensional controls of the Zoning Ordinance.	X		

Application Requirement		Yes	No	Waive
	D. Site Survey Map	X		X For Lot B
		X		
	2. Scale no smaller than one hundred (100) feet per inch.	X		
	3. Be prepared, signed, and certified by a New Hampshire licensed land surveyor.		X	
	4. Complete boundaries and area of entire parcel; north point, bar scale, date, and dates of any revisions.	X		
	5. Existing and proposed street right-of-way lines, dimensions of tangents, chords, and radii; have points of curvature and tangency of curved streets; and angles of lot lines; and names of existing and proposed streets.	X		
	6. Existing and proposed lot lines, angles, and dimensions, lot areas in square feet or acres, consecutive numbering of lots, and survey monuments.	X		
	7. Location of existing and proposed easements (including old wells, water rights, and rights-of way) and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.	X		
	8. Location of existing and proposed parks and other open space, and significant natural and human-made features.	X		
	9. Location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways.	X		X For Lot B
	10. Location of zoning district boundaries and area of each lot in each district if property in more than one district. If only one zoning district, a note will be sufficient.	X		
	11. Name, address, and Map and Lot numbers of every abutting owner of property in fee or in easement, and the name and address of any engineer, architect, land surveyor, soil scientist or other professional involved in the preparation of the application shown.	X		
	12. Site location map showing location of proposed subdivision in relation to the general area of the subdivision.	X		

Application Requirement		Yes	No	Waive
	13. All surface water on and within two hundred (200) feet of the site including rivers, streams, intermittent streams, lakes, ponds, marshes, wetlands; areas of high and moderate ground water favorability; flood prone areas (see Section 2.22 of the Subdivision Regulations); and drainage ditches and swales.			X
	14. Property setbacks according to Table 5.1 of the Zoning Ordinance.	X		
	E. Final Plat. After Planning Board approval and within 60 days from approval, provide two paper copies and a mylar of the final Site Survey Map (see II. D.) according to the standards of the Grafton County Registry of Deeds for Board signatures, notations, and recording.		X	
III.	Lot Size and Density Calculation: Provide a worksheet to show the lot size of each proposed lot using the definition in section 2 of the Subdivision Regulations and the Town's Conservation District Map acreages.	X		
IV.	Sewage Disposal:			
	All proposed sewage disposal plans, in detail, including all computations and an analysis and description of impacts on surface and ground water quality, adequacy of site for septic system sewage disposal, and provision for an adequate buffer zone between all portions of a septic system and surface water (see Section 4 of the Subdivision Regulations). Septic systems must be designed and constructed, at a minimum, in compliance with State Design Criteria; more stringent standards may be imposed in specific cases.			X
	In addition to locating the existing septic system and submitting a statement from a septic designer as to its condition and adequacy, a replacement leach field must be identified for all lots with existing residences.	X		
	Provide results of all soil tests including dates, locations by reference to Conservation District Map, percolation rates, soil profile with depth to ledge, clay, hard pan, and existing and seasonal high water table, and analysis of suitability of soils in areas proposed for septic systems. Caution: Test pits shall be located in areas only where septic systems will be allowed under the Lyme Zoning Ordinance.	X		
V.	Surface Water Runoff, Sedimentation, and Erosion: Provide plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion.			X
VI.	Preservation of Significant Natural and Historic Features: Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features.			X

Application Requirement		Yes	No	Waive
VII.	Title Matters: Provide a copy of each of the following:			
	A. Most recent deed to the property if not on file with the Town.	X		
	B. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property if not on file with the Town. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.	N/A		
VIII.	National Flood Insurance Requirements: Provide all relevant information as required under section 4 of the Subdivision Regulations.	N/A		