

**Lyme Planning Board Minutes**  
**03/26/2009**

**Board Members & Staff Present:** David Roby, Vice Chair; Dick Jones, Selectboard Representative; Paul Mayo, Member; Vicki Smith Member and, David Robbins, Planning & Zoning Administrator.

**Board Members Absent:** John Stadler, Member.

**Public Present:** There were no members of the public present.

In the absents of the Chair, the meeting was called to order by Dick Jones at 7:05 PM

**Item 1. Approval of minutes from February 26<sup>th</sup> 2009**

There was a short discussion pertaining to corrections submitted by Dick Jones and a correction to the last sentence removing an extra “to”. The motion to accept the minutes as corrected was made by Dick Jones and seconded by David Roby. The motion was passed unanimously.

**Item 2. Elect a Chair and a Vice Chair.**

Dick asked for nominations. David made a motion that the election of the Chair and Vice Chair be postponed until the full board was present. The motion was seconded by Dick. The motion passed unanimously.

**Item 3. Review new chapters of the Master Plan**

Dick presented a full draft copy of the master plan for discussion. He indicated that some of the chapters had been seen by the board before and some were new. Dick wanted to be clear that this was a draft and some clean up would be needed. Dick went on to say that he wanted to make the Master Plan more readable for the public and not a technical document for planning. The document should be based on the community attitude survey. Dick reiterated this several times throughout the discussion.

The discussion started with chapter 3 Land Use because this chapter was emailed to the board members prior to the meeting. Vicki started the discussion about how conservation lands owned by NGO’s (non-governmental organizations) were portrayed on the graph. Dick explained that the data for land use came from information based on taxes and could only be placed into categories that were in the assessment. Vicki would like to have the farm lands that are owned by NGO’s as part of the graph. Dick replied that there is no data except for the land that is also in current use, and that most of the land is forest but the types are not known.

David noted that the concept for the chapter was based solely on data from the tax assessment. Dick agreed saying that the tax assessment data is the only data that is constant across all uses.

Vicki then made the suggestion that the footnote on page 9 be moved into the first paragraph to make it clear where the data originated.

The discussion moved on to the current use pie chart on page 10. David would like to see an additional chart showing multiple use lots where part of the lot is in current use and part has some other use such as residential or commercial. Vicki suggested that the Dartmouth Skiway be used as an example. Vicki also commented that there should be a strong connection between the Natural Resources Inventory and the Master Plan.

Vicki wondered if the vision could be incorporated into the land use section. David was commented that the statue was clear that a vision statement was to be included as a separate section in the Master Plan.

Dick made a suggestion that the board look at the document as a whole and decide on individual items that they felt needed work.

The discussion turned to the question if information in one section pertains to one or more other sections, should it be contained in all of the sections. Paul felt that is should so that if a reader was only interested in a particular section then they would be able to have all the information by just reading that section. Vicki agreed but felt that it could be reworded so that if a reader was reading the whole document they would not feel that they were reading the same words again and again.

Paul mentioned that he would like to see a Build Out Analysis for the town. Dick responded that he felt a Build Out Analysis would overstate the towns potential. He feels that an analysis based on road frontage would be misleading, due to the fact that much of the road frontage in the town is un-developable. He continued saying that having more data would be nice but the town could not keep waiting for more data before completing the Master Plan. Vicki thought that the Planning and Zoning Administrator could do the Analysis using the current GIS data and software.

Vicki suggested that the cost of community services be included as part of the land use section. She would also like to see a section in the plan that refers to the current zoning. Dick stated that the Master Plan was written based on community input not on the current zoning ordinance, and that the Master Plan should drive changes to the Zoning Ordinance. The Zoning Ordinance should not be used as a guide for the Master Plan. Vicki also suggested that the Master Plan be organized by the Zoning Ordinance.

Paul stated that the purpose as defined by the New Hampshire Planning and Land Use Regulations were clear as to the content of the Master Plan and that some of the items in the description may need to be written by the board. Dick felt that some of the sections in the description were written to deal with situations that would be found in a larger city rather than a rural town and that they do not apply to Lyme.

Paul then asked if the recommendations that are found at the end of each section could be put into one document for the board to review as one. This would be for review purposes only, in the Master Plan they would remain at the end of each section.

The Planning and Zoning administrator suggested that the board could channel individual items from the Master Plan for review through him. He would then put them on the next meeting agenda. That way items could be dealt with one at a time in an organized manor.

At this point the board decided to end discussions of the Master Plan and move to the next agenda item.

#### **Item 4. Goals for 2010**

The present members decided to wait for until all the members were present to discuss future goals of the board.

#### **Item 5. Other Business**

Vicki asked what the board's procedure was for site visits were. Dick and David agreed that in most cases the individual board members would visit a site on their own if they felt that they need a site visit.

Vicki asked to add a review of the Site Plan Review as goal for 2010.

Vicki stated that the board needs to have a set of bylaws including rules of order. David felt that the board had been operating without formal rules of order for many years and felt that they may not be necessary. Dick ask the Zoning and Planning Administrator to look at the bylaws for the Zoning board and see if they could be easily rewritten to apply to the planning board.

Vicki informed that board that she has a prior engagement on April 9<sup>th</sup> 2009 and will be unable to attend the Planning Board meeting on that night.

Paul passed out a flyer for a Planning Commissioners' Summer Retreat Hosted by the Vermont Law School's Land Use Institute. Board members who are interested in attending should contact the Planning and Zoning Administrator. Please note there is only space for 45 attendees and the applications must be received by the Law School no later than April 3<sup>rd</sup> 2009.

Dick made the motion to adjourn, it was seconded by Paul. The meeting adjourned at 8:42pm

Respectfully submitted

David A. Robbins  
Planning and Zoning Administrator  
Town of Lyme.