

**Lyme Planning Board Minutes**  
**July/9th/2015**

Board Members and Staff Present: John Stadler, Chair; Tim Cook, Vice Chair; C Jay Smith, Select Board Representative; Vicki Smith, Member; Ursula Slate, Member; Eric Furstenberg, Alternate; David Robbins, Planning and Zoning Administrator.

Board Members Absent: Freda Swan, Alternate

Members of the Public Present: Frank and Suzy Torti, Beth Taylor, Russel Barns.

John opened the hearing at 7:00 pm.

**Item 1:** Harry Burgess has applied on the behalf of Daniel and Mildred Bailey and Frank and Suzy Torti to the Lyme Planning Board for a Lot Line Adjustment to annex two acres of land from the Bailey's property at 294 Dartmouth College Highway (Tax Map 402 Lot 1.1) to the Torti's property at 89 Washburn Hill Rd (Tax Map 402 Lot 1.2).

John opened the Lot Line Adjustment hearing.

The Board reviewed the application to verify that it was complete. The Board found the application to be complete with the exception of the two requirements listed below:

1) Complete boundaries and area of entire parcel; north point, bar scale, date, and dates of any revisions.

The Board chose to waive these requirements because the entire parent lot has a full boundary survey on file with the town.

2) Location of existing and proposed easements and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.

The Board chose to waive these requirements because the approved septic design contains the required information.

Vicki also noted that there were several spelling errors that would need to be corrected for the approved plat.

Vicki moved to deem the application complete with the waived requirements and spelling corrections for the mylar and final copies.

Tim seconded the motion.

John called for a vote and it passed unanimously.

John asked Mr. and Mrs. Torti if they had anything to add to the application. Mr. Torti stated that the intent of adding the additional property was to add an additional buffer between the building site and the norther property line. There is a stream on the south

side of the property that forces the building site to the north. While the residence could be placed outside of the property line setback, the Tortis wanted a larger buffer between the house and the property line.

John asked the Board if they had any questions. There being none, Vicki moved to approve the Lot Line Adjustment with the requirements that were waived and the condition that the spelling errors would be corrected on the final mylar and paper copies.

Tim seconded the motion.

John called for a vote and the motion passed unanimously.

**Item 2** Beth Taylor on behalf of Lock and Lube LLC has applied to the Lyme Planning Board for a Site Plan Review that will allow Lock and Lube LLC to convert from a home occupation to a cottage industry to accommodate a new employee.

Lock and Lube LLC is a small mail order business located at 343 Dorchester Road selling one product (a grease gun attachment) imported from South Africa. Currently they order in bulk from the manufacturer and the product arrives by Truck. Because of the constraints of their driveway the truck usually stops in the Skiway parking area and they transfer the product to their car and bring it home. The product is then stored in the basement. As orders arrive they are filled and shipped by USPS or in some cases UPS. The Post Office may on occasion pick up outgoing orders at the house but ordinarily they are brought to the Post Office or if shipping by UPS the Lyme Hardware Store.

Mr. Barns stated that the business has grown to the point that they need a part time person to help fill orders. By adding the additional employee the business will become a cottage industry as defined in the Zoning Ordinance, requiring Site Plan Review.

At the Informal Site Plan Review on May 28<sup>th</sup>, 2015 the board noted that the only change an additional employee would create was the need for added parking.

The Board reviewed the application to ensure it was complete. The Board waived the following requirements:

II.	Required Approvals Prior to Site Plan Review
	A. Variance From ZBA
	B. Special Exception From ZBA
	C. Subdivision Approval From Planning Board

These requirements were waived as there were no required approvals.

III.	Departmental Review and Written Comment
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	A. Fire Department
	B. Lyme Highway Department (as applicable)
	C. Police Department
	D. Lyme Select board
	E. Conservation Commission (as applicable)
	F. School District (as applicable)

**“Reference to a perimeter boundary survey by a New Hampshire licensed land surveyor, including metes and bounds and the lot area. A new survey may be required if deemed necessary by the Planning Board.”**

As there are no proposed changes to the lot the Board decided that there was no need for any written comment from Town Departments or a complete boundary survey.

**“A location map, shown as an inset on the Site Plan, which shall show the proposed development in relation to roads in the vicinity, bodies of water, or other landmarks of the town.”**

**“North point, graphic scale, date of preparation and dates of any revisions”**

There are no proposed changes to the lot, the Board decided that there was no need for this information.

**“Zoning districts, including their lines of demarcation”**

The Zoning Administrator noted that the entire property is within the Rural Zoning District.

**“The seal of any professional or firm preparing the Site Plan”**

No professionals were used to prepare the site plan, the Board waived this requirement.

**“Town of Lyme Conservation Districts as defined by the Lyme Zoning Ordinance including any existing streams or wetlands, marshes, lakes or ponds, whether natural or human-made, and extending at least 200 feet beyond the site plan boundary, when possible”**

**“The location, area, and dimensions of all existing and proposed buildings, driveways, sidewalks, parking spaces, loading areas, storage areas (temporary or permanent) including for snow, open spaces, landscaping, buffer areas, large trees, open drainage sources, service areas and easements”**

No changes were proposed for the site, so the Board concluded that there was no need for this information.

<b>J. Fresh water supply, including necessary water supply for fire protection</b>
<b>K. Sewage disposal system</b>
<b>L. Electrical lines and equipment</b>
<b>M. Exterior lighting and all signs, especially lighted signs, including height, beam direction(s), candle power or wattage, character, and composition</b>
<b>N. Phone, cable, and communication lines</b>
<b>O. Fuel storage, distribution lines and equipment</b>
<b>P. Air conditioning, including cooling towers</b>
<b>Q. Fire protection and response plan to be approved by the Planning Board and Fire Chief</b>

No changes were proposed for the site, the Board concluded that there was no need for this information.

Vicki made a motion that the application was complete with the waivers.

Tim seconded the motion.

John called for a vote and the motion passed unanimously.

John made a motion to approve the application with the condition that if any changes need to be made to the site, especially due to changes in established delivery patterns, that the applicant would need to re-open the site plan.

Tim seconded the motion.

John called for a vote and the motion passed unanimously.

**Item 3:** Informal Subdivision review with David Cullenberg to discuss a proposed subdivision of Jean Balls property at 97 North Thetford Rd (Tax Map 404 Lot 5).

Jean had to go out of town unexpectedly and requested that the informal review be rescheduled to August 13<sup>th</sup>, 2015. There was no objection from the board.

**Item 4: Acceptance of minutes from June/25/2015**

John had several changes to the minutes which he read to the Board.

John moved to approve the minutes as amended.

Tim seconded the motion.

The Board unanimously voted to approve the minutes as amended.

**Item 5: Zoning Amendments.**

The Board continued discussions on ways in which they could clarify section 4.64 Agricultural Soils Conservation district in order to clarify the section. Vicki suggested using the phrasing “avoid or minimize” in order to limit the area of any development onto the agricultural soils, even if some intrusion were deemed necessary. This would promote their continued viability.

A remaining issue to address is how to determine what would qualify for agricultural soil intrusion. For instance, if a 3000 sq. ft. residence could be fully accommodated away from the agricultural soils should a 5000 sq. ft. plan be allowed to intrude on the agricultural soils at all?

**Item 6: Other Business.**

John followed up on Ursula’s offer to ask Mark Bolinger to attend a Board meeting to discuss Solar Energy. She confirmed that he would be able to attend the meeting on July 23<sup>rd</sup> at 7:00 pm.

Respectfully Submitted  
David A. Robbins  
Lyme Planning and Zoning Administrator.