

# TOWN OF LYNDEBOROUGH

## Planning Board Minutes

### April 19, 2018

*Approved on 5-17-18*

#### **7:30 PM Call to Order & Roll Call**

Members present: Chairman Tom Chrisenton, Paul Best, Larry Larouche, Mike Decubellis, Bob Rogers, Bret Mader, and Selectman Fred Douglas

Not present: Alternate Julie Zebuhr

#### **NEW BUSINESS:**

None

#### **REQUEST FOR INFORMATION:**

##### **Chris and Sarah Brown, Lot 220-17, Pinnacle and Holt Road**

Mr. Brown purchased Lot 220-17 with the intent to subdivide and build a house on each lot to sell. The lot is 10.499 acres and he is proposing to subdivide the lot into two lots approximately 5.6 and 5.4 acers containing about 900-1,000 feet of road frontage on each parcel. There are wetlands and ledge but the preliminary subdivision plans drawn up show the property meets the two-acre contiguous dryland requirement.

The driveways are shown on the plan. The Board recommended that before the next meeting Mr. Brown met with Road Agent Kent Perry for driveway permits. Sight distance does not appear to be an issue at this time.

The Board questioned if the subdivision lot numbers on the proposed map are in the correct sequence.

Mike Decubellis asked Mr. Brown to confirm if Lot 220-17 has an easement and if it was previously part of the Swartz property. Mr. Brown confirmed it was part of the Swartz property and will review his documents for any easement language

#### **CONTINUED BUSINESS:**

##### **Planning Board Rules & Procedures**

At the March meeting, three amendments were voted on and the procedure document has been updated and presented here tonight.

**VOTE: Bob Rogers moved to hold a public hearing to adopt the Planning Board Rules & Procedures at the next scheduled Planning Board meeting on May 17, 2018 at approximately 8:00pm after the subdivision hearing. Bret Mader seconded the motion. Motion passed 7-0.**

**CORRESPONDENCES:**

NRPC sent an email informing the town they are holding a Planning Board Review Seminar but the meeting is the same night as the Lyndeborough's May Planning Board Meeting.

**MINUTES:**

**VOTE: Bob Rogers moved to accept the minutes of March 15, 2018. Larry Larouche seconded. Fred Douglas and Mike Decubellis abstained. Motion passed 5-0-2.**

**PROPOSED AGENDA for NEXT MEETING:**

***Proposed Agenda for May 17, 2018 will include:***

*-Chris Brown Subdivision*

*-Hearing on Rules of Procedures*

*###*

Mike Decubellis wanted to bring to the attention of the Board a business sign for a maple sugaring business that was recently placed at the intersection of Rt. 31 and Center Road. Selectman Douglas reported the Selectmen had a concern with sight visibility. The owner was contacted to move the sign. Mr. Decubellis also had a concern the Sugarhouse on Center Road is in the setback.

**ADJOURNMENT:**

**VOTE: Bob Rogers moved, Larry Larouche seconded, to adjourn at 8:04pm. Motion passed 7-0.**

Respectively submitted,

*Kathleen Humphreys*

Kathleen Humphreys  
Planning Board Secretary

*Approved on 5-17-18, submitted to Town Hall on 5-22-18*

# **TOWN OF LYNDEBOROUGH**

## **Planning Board Rules of Procedure**

### Procedures:

1. Five copies of Plans are required, one each, for the Selectmen/Property File, Planning Board File, Building Inspector, Assessor or more if required. The clerk of the Planning Board will deliver to the Selectman's clerk within 5 days, after approval, the plans for the Selectmen/Property File, Building Inspector and Assessor. The PB clerk will file a plan chronologically by meeting date in the PB files.
2. All correspondence, mail and official requests should be at the PB at the start of every PB meeting, to be provided by the PB clerk.
3. The next PB meeting agenda must be set at the current PB meeting and posted by the PB clerk within 5 calendar days after the meeting. In addition, an agenda item "Request for Information" shall be added after "New Business". The chair or clerk shall send an email out to each member at least 10 days before the next meeting listing all requests for information.
4. All formal applications including any necessary abutter file lists shall be filed with the PB clerk within 5 days after the PB meeting. The notice to the newspaper, Citizens' Hall, Town Website and the abutter letters shall be sent out so that it can meet all notice requirements if it is to be heard at the next PB meeting. When received, all submitted documents will be date stamped.
5. Draft PB minutes must be filed and posted at Citizen's Hall and the town's website within 5 days after the meeting. The PB clerk will file the draft minutes chronologically by meeting date in the PB files. A copy shall be provided to the Selectmen's clerk.
6. The PB clerk must deliver the final PB minutes to the Selectman's clerk who will post them on the Town Website within 5 days after approval at the next regular meeting.
7. Any cancelled meetings must be posted on the Town Website, by the Selectman's clerk after notification by the PB clerk, as soon as possible within 10 days of the cancellation.
8. Forms and applications used and posted on the Town Website shall be the current specific form recorded in the current PB Subdivision regulations.