

**Moultonborough Planning Board**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

**Regular Meeting**

**November 9, 2011**

**Minutes**

Present: Members: Joanne Coppinger, Natt King, Chris Maroun, Tom Howard,  
Ed Charest (Selectmen's Representative)  
Alternates: Keith Nelson, Peter Jensen; Town Planner, Bruce W. Woodruff  
Excused: Member: Judy Ryerson

**I. Pledge of Allegiance**

Ms. Coppinger called the regular meeting to order at 7:00 P.M. and appointed Keith Nelson to sit on the board with full voting privileges in place of Judy Ryerson and Peter Jensen to sit in the vacant seat.

**II. Approval of Minutes**

Ms. Coppinger suggested an amendment for clarification purposes to the minutes on page 4, the last paragraph, moving the 3<sup>rd</sup> to last sentence to become the 5<sup>th</sup> sentence.

**Motion:** Mr. King moved to approve the Planning Board Minutes of October 26, 2011, as amended, seconded by Mr. Maroun, carried unanimously.

**III. New Submissions**

**IV. Boundary Line Adjustments**

**V. Hearings**

**VI. Informal Discussions**

**VII. Unfinished Business**

Mr. Woodruff stated that the Board had discussed the issue of Lot Coverage, and that they had authorized him to amend the language to correct changes made previously, which resulted in eliminating lot coverage for any commercial use in the Residential Agricultural (R/A) zone. The Board also discussed adding a setback and buffer requirement in the R/A zone. He made changes and forwarded them onto the members. Mr. Nelson had suggested a few word changes. Mr. Woodruff stated he had no problem with these changes. Board members reviewed the amend draft and were in agreement with the changes.

**Motion:** Mr. King moved to approve the amended language as proposed by Mr. Nelson and to vote to hold the required Public Hearing on such amendment, to be included on the Ballot, seconded by Mr. Charest, carried unanimously 7 to 0.

Discussion of the Draft Zoning Ordinance Definition Section

The Board next took up the discussion relating to the Draft Zoning Ordinance Definition Section. Mr. Woodruff referred to the handout dated October 27, 2011, proposed Article XV: DEFINITIONS (New Definitions Article Existing and Proposed). He noted there were two sections to the proposal, first Section 1502, which includes terms that are currently defined in our existing ordinance in specific articles. Second, Section 1503; General Definitions, which are new proposed definitions. The board discussed breaking proposed Article XV: Definitions into two warrant articles, the first, Section 1502 which only includes terms that are already defined in our ordinance, and a second warrant article for the new proposed definitions. By separating these two, those terms already defined would be ready to forward to a public hearing to be included on the Ballot.

**Motion:** Mr. Jensen moved that the board vote to hold the required Public Hearing on Proposed Article XV: Definitions, Sections 1501 and 1502 as presented to be included on the Ballot, seconded by Mr. Charest, carried unanimously 7 to 0.

Mr. Woodruff stated the board had decided at their last meeting that this was going to be a large task and had deferred the discussion to this evenings work session. Given prior comments from the board and the public, he recommended the board remove the two definitions which appear might cause an issue, Real Estate Signs and Frontage. They could work on the remaining for this year, keeping the other two for next year.

In reviewing the proposed definitions, Mr. Nelson and Mr. Jensen both raised concerns with defining words that are currently not in the text of the existing ordinance. Mr. Woodruff explained that this would give the Code Enforcement Officer some direction if a question was raised. Mr. Jensen again questioned where the “new definitions” as shown in the handout came from. Mr. Woodruff sited the sources, which included the Planning Advisory Service, NH RSA’s, APA’s glossary, Other NH municipalities, etc.

Cristina Ashjian interjected at this time, asking if the board would take a moment to address her question prior to proceeding forward with working on the proposed definitions. She stated that the Heritage Commission (HC) would like to revisit the proposal of a Demolition Review Ordinance, and asked if the Board had planned on forwarding such a proposal for a warrant article as discussed last spring. She noted Mr. Merhalski had been working with her on this and that it was included on the Boards 2011 Work Plan. Mr. Howard felt that at this stage of the game, this would take away from the items the board was currently working on. Mr. Woodruff questioned if the HC had a draft ordinance prepared for the board to review and how long was it. Ms. Ashjian stated they did have a model they have been working on, and that it was 2 or 3 pages in length.

Ms. Coppinger noted the Board has already voted to forward four items for public hearing, re-formatting the existing sign ordinance, adding a purpose and applicability, correcting the Lot Coverage issue, and Sections 1501 and 1502 of the proposed Article XV: Definitions. She questioned if the board felt they could take on another proposed amendment. Ms. Ashjian stated the HC will continue to work on a demo ordinance and present it to the Planning Board for the meeting on the 21<sup>st</sup>.

#### Finalization of scheduling of Public Hearings for Proposed Warrant Articles

Mr. Woodruff noted the need for the board to finalize their scheduling for the Public Hearings for the proposed warrant articles and reviewed the dates with the board. In order to meet the deadlines for notification purposes, hold the public hearings, and forward proposed warrant articles onto the Board of Selectmen, he felt they should wrap things up on the 21<sup>st</sup>, or at the latest on the work session of the 30<sup>th</sup>.

The board continued their discussion of the Draft Zoning Ordinance Definition Section, Section 1503 General Definitions, starting with A. They discussed at length each of the words under the A’s, making amendments to Abandonment and Alteration. Next they moved onto the B’s. They discussed Building

Height, noting there was a definition in the ordinance. Mr. Woodruff will change this definition to what is reflected in our ordinance. The Board spent a long time discussing the proposed definition for building. After 30-40 minutes, Mr. Woodruff suggested that he re-visit this and provide the board with 2 or 3 different definitions which may satisfy the board.

The board wrapped up their work session at this time, noting they will continue with working on the definitions at their meeting on the 21<sup>st</sup>, after the one scheduled public hearing.

Mr. Howard noted his concern with not addressing real estate signs. Mr. Charest stated that he felt the board should not address this as it went to the voters in March and was defeated. Mr. Nelson and Ms. Coppinger agree that the real estate signs need to be tackled, but will not be done for this year.

Ms. Coppinger noted for the record Mr. Taussig's letter of November 9, 2011. All members were provided with a copy of the letter in their meeting packets.

Mr. Woodruff briefly updated the board regarding the sub-committee on Road Design Standards. They last met on November 1<sup>st</sup>, and were given a revised section for the Subdivision Regulations, and further added requirements for private road maintenance. The subcommittee voted to forward the revised document onto the planning board. Mr. Woodruff held off on providing the document to the board at this time, due to statute requirements and deadlines for the proposed amendments to the zoning ordinance.

Mr. Howard commented that he had attended LGC's work session on the 29<sup>th</sup>, Fundamentals for Planning Boards and ZBA's which covered roles and responsibilities of the planning board and zoning board of adjustment (ZBA) as well as the mechanics of good decision making. He noted it was a good program.

It was also noted that the Eastern Lakes Region Housing Coalition is holding a breakfast forum, open discussion on affordable housing in small rural towns on November 29<sup>th</sup>, 7:00 am at Sunny Villa, Route 16, Ossipee, NH.

#### **VIII. Other Business/Correspondence**

- 1) Zoning Board of Adjustment Draft Minutes of November 2, 2011 were noted.
- 2) Selectmen's Draft Minutes of September November 3, 2011 were noted.

#### **IX. Committee Reports**

- X. Adjournment:** Mr. Howard made the motion to adjourn at 9:30 PM, seconded by Mr. Charest carried unanimously.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant