

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

Regular Meeting

January 25, 2012

Minutes

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

II. Approval of Minutes

Ms. Coppinger noted the need to add two words to the Minutes which appear to have been an oversight, both on page 2, adding the word vote to the last sentence of the second paragraph and adding the word recommend to the first motion made by Mr. Jensen.

Motion: Mr. King moved to approve the Planning Board Minutes for the Public Hearing and Regular Meeting held on January 11, 2012, as amended, seconded by Mr. Jensen, carried unanimously with Mr. Charest abstaining.

III. New Submissions

1. Beverly E. Person, Trustee of The Person Revocable Trust Agreement (95-1)
(50 Ossipee Park Road) Major Two Lot Subdivision

This was a request for a proposed two lot subdivision resulting in lots of 13.73 acres and 28.46 acres. Ms. Coppinger noted the request for waivers dated January 24, 2012, from Hambrook Land Surveying, from the following sections of the Subdivision Regulations: Section 4.3 (A)(3) Setbacks, 4.3 (A)(4) Wetlands and 4.3 (A)(11) Topography.

Motion: Mr. King moved to accept the application of **Beverly E. Person, Trustee of the Person Revocable Trust Agreement (95-1)**, grant the waivers for the purposes of acceptance only and to schedule a hearing for this evening to be Hearing #1, seconded by Mr. Charest, carried unanimously.

IV. Boundary Line Adjustments

V. Hearings

1. Beverly E. Person, Trustee of The Person Revocable Trust Agreement (95-1)
(50 Ossipee Park Road) Major Two Lot Subdivision

Ms. Coppinger noted that this is a request for a two lot subdivision.

Jim Hambrook of Hambrook Land Surveying presented the application for subdivision. Rob Knight and Bev Person were present in the audience for the hearing. Mr. Hambrook briefly described the proposed subdivision of the existing 42.19 acre lot which has frontage on Ossipee Park Road and Route 171. The proposal is to subdivide the lot creating one new lot of 28.46 acres with a residual lot of 13.73 acres. Provided with the application was a work sheet showing the topography of a five (5) acre portion of the proposed new lot. Soils and topography were completed on that area and they have requested a waiver for the balance of the topography and wetlands for that lot. Mr. Hambrook noted the unit density calculations for the lots were 12.5 and 11.1 units. There is an existing house on the 13.73 acre lot. Mr. Hambrook stated they have received the necessary driveway permit, approved and signed by the Town Road Agent and Board of Selectmen.

Ms. Coppinger stated that the Technical Review Committee had meet with Mr. Hambrook and reviewed the plan with the Town Planner, Road Agent, Assessor, Code Enforcement Officer and herself. Mr. Woodruff commented that this was a relatively “minor” major subdivision. He requested the Board grant the waiver requests by the Applicant given the size of the parcel and the fact that no development is proposed to occur other than the construction of one dwelling in the corner of the new lot. He also recommended if they were to approve the subdivision, it contain the conditions that the surveyor revise the final plat to add an intent of plan note and change the note “call-out” to reflect the boundary pins have been set, and that the final plan be submitted to the Development Services Office in electronic format to include both a pdf and a cadd file format such as .dwg or .dxf.

Mr. Nelson and Mr. King questioned what Mr. Woodruff was referring regarding the addition of intent of plan note to be added to the plat? Mr. Woodruff stated that it usually the first note on a plan which states exactly what the intent of the plan is, so that anytime at a later date, it would be clear to anyone reviewing the plan, what the purpose/intent of the plan was. Mr. Hambrook stated he was fine with adding this to the plan, and that it is common practice in other communities. Mr. Hambrook noted his concern with providing the Office with an electronic format of the final plan in .dwg or .dxf as they can be modified or manipulated. Mr. Maroun commented that the final plan approved by the Board and signed by the Chair is placed on record at the Registry of Deeds and that would be the official copy.

It was noted there were no questions or comments from the public.

Motion : Mr. King moved to approve the waivers to the requirements to delineate setbacks, wetlands, topo and slopes on the entire parcel, requested by the applicant in the Waiver Letter dated, January 24, 2012, and approve the subdivision for **Beverly E. Person, Trustee of The Person Revocable Trust Agreement (95-1)** consisting of 42 +/- acres in the Residential / Agricultural zoning district to create two (2) lots resulting in one lot with 28.46 acres and one lot (with the existing dwelling) with 13.73 acres, with no roads or utilities with the following conditions: 1) That the surveyor revises the final plan to add an intent of plan note and change the note call-out to reflect that the boundary pins have been set, and 2) That the final plan be submitted to the Development Services Office in electronic format to include both a pdf and a cadd file format such as .dwg or .dxf, seconded by Mr. Maroun, carried unanimously.

2. Public Hearing for the amendment of Subdivision Regulations, Article VII, Section 7.2 Road Design and Construction that adds generally accepted design and construction standards and controls to any roads proposed as part of a subdivision approval, including construction and maintenance guaranties

Ms. Coppinger stated this was the Public Hearing for the amendment of the Subdivision Regulations and called for public input. It was noted there was none.

Following the meeting on December 14th, Mr. Woodruff made the amendments as discussed and approved by the board and prepared a Final Draft for the Public Hearing. At that meeting Board members reviewed the draft and had the opportunity to discuss any additional amendments. These included changing Section C, changing word “establish” to “promote”, adding measurements to Section E. Table of geometric and other standards for new subdivision roads, adding a note to define ADT (Average Daily Trip) and Clear Zone, changing Roadway Width to be Travelled Way Width, defining “street jog” in Section E. 9. Mr. Woodruff also revised the diagram shown as Exhibit 2 and enlarged Exhibit 1 for clarity.

Board members reviewed the document as amended with some requesting further explanation of “street jog” in section 7.2 (E)(2)(9). Mr. Woodruff further explained the term and drew a diagram on the board for members to view. He also noted that the language contained in the section is common language used by engineers and that they would be familiar with the language. Ms. Coppinger also had a question on this section, noting if the last sentence should read; “the two tangent sections cannot be separated by ~~more~~ less than 125....” Mr. Woodruff agreed that it should be less than.

There were no further questions from the board or the public.

Motion: Mr. King moved to approve the Subdivision Regulations as amended, seconded by Mr. Jensen, carried unanimously.

VI. Informal Discussions

VII. Unfinished Business

VIII. Other Business/Correspondence

1. Mr. Woodruff noted he was in receipt of a letter dated January 19, 2012, from the Federal Emergency Management Agency (FEMA). FEMA provided the town with Preliminary copies of a Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). The FIS report and FIRM for our community was prepared in a countrywide format. FEMA is soliciting technical information or comments on the proposed Base Flood Elevations (BFEs) shown in the Preliminary Flood Insurance Study (FIS) and on the Preliminary Flood Insurance Rate Map (FIRM). The proposed modifications in Base Flood Elevations (BFEs) are posted in the BFE Notice for Studies on the FEMA Website, <http://www.fema.gov/plan/prevent/fhm/bfe> , and a Public notification will be in the Carroll County Independent on January 26, 2012, and February 2, 2012. These may also be obtained by calling the FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA MAP (1-877-336-2627).

2. Mr. Woodruff noted the open period for any interested individuals to file for the Planning Board or Zoning Board is from January 25, 2012 through February 3, 2012. There are two (2) three years terms and one (1) one year term open for both the Planning Board and Zoning Board of Adjustment.

3. Cristina Ashjian noted that the Heritage Commission had met last week and were nearing completion of a Demolition Review. She would like to have the Board keep this in mind while working on their 2012 Work Plan, to be included as an amendment for 2013. She also noted that even though the Board just approved the amendment to the road standards, she does not believe that they are done with the road issue. As mentioned before, she would like to see a sub-committee formed for scenic roads. This could be taken up at the meeting on February 8th, when the Board discusses their Work Plan.

3. Zoning Board of Adjustment Draft Minutes of January 11 & 18, 2012 were noted.

4. Selectmen's Draft Minutes of January 19, 2012 were noted.

IX. Committee Reports

X. Adjournment: Mr. King made the motion to adjourn at 8:10 PM, seconded by Mr. Charest, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant