

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

Work Session

February 29, 2012

Minutes

Present: Members: Joanne Coppinger, Tom Howard, Peter Jensen Natt King (arrived at 7:15);
Town Planner, Bruce W. Woodruff

Alternate: Keith Nelson

Excused: Member: Judy Ryerson, Chris Maroun, Ed Charest (Selectmen's Representative)

Ms. Coppinger opened the meeting at 7:05, noting that this was a regularly scheduled work session, and appointed Keith Nelson to sit on the board with full voting privileges in place of Judy Ryerson.

- I. Pledge of Allegiance**
- II. New Business**
- III. Informal Discussions**
- IV. Unfinished Business**

Discussion of Possible Projects for 2012 Work Plan – Board Members had been provided with a 2012 Work Plan in which Mr. Woodruff had revised to reflect the items which were prioritized at the last meeting.

Mr. Howard questioned if the Context Sensitive Solution committee would be formed at the Planning Board level. Mr. Woodruff noted yes, and then they would hold their own meetings.

Mr. Jensen questioned the scheduling of items 10 and 8, noting item 10 was starting sooner on the calendar than item 8. Board members discussed the scheduling of the action items and if they would like to change the order of any items. It was the decision of the board to leave them as scheduled.

Mr. Howard questioned if Mr. Woodruff had any materials in the works for items 1, 2 and 3, and how long they would take to start and complete. Those items are on the schedule for March. Mr. Woodruff referred to the "Notes" column and stated that the Board should complete two portions of item 1 this evening, and that he has the majority of the material ready for the board to begin at their next meeting. It was the consensus of the Board to accept the 2012 Work Plan as presented this evening.

Discussion of Parking Standards – Board Members had been provided with a "Working Draft" copy of the Site Plan Review Regulations which had been amended to include the changes discussed at the meeting on February 22nd. Mr. Woodruff noted one area of concern at the last meeting was the requirement in the table for Professional Office, in which 5 parking spaces were required per employee on a maximum shift. Members had thought this number was high and asked that the planner review the requirement. Mr. Woodruff stated he had reviewed this, and that the requirement of 5 was correct, but he felt that it was too much for Moultonborough. He checked with other communities and most were based on square footage. Based on his research, he amended the requirement to 1 parking space per employee on a maximum shift plus 1 space per 300 square feet, gross floor area. Members questioned the difference between "net floor area" and "gross floor area" that were listed in the note column of the table. Mr. Woodruff stated that gross floor area was inside dimensions, length x width, and net floor area was actual floor area, not including areas such as hallways, bathrooms, closets, storage areas etc.

Mr. Nelson noted the proposed changes would require an amendment to the zoning ordinance before that could be enacted in the site plan regulations.

Mr. Woodruff noted the board should take action on the items as they complete them, making a motion conditional upon amendments to the zoning ordinance for 2013.

Motion: Mr. Nelson moved that the Board accept the changes to the Site Plan Regulations relating to Parking Standards, Subject to the Town adoption of necessary amendments to the Zoning Ordinance and send to Public Hearing at the appropriate time of the year to coincide with amendments to the Zoning Ordinance, seconded by Mr. Howard, carried unanimously.

Discussion of Access Management – Board members referred to the “Working Draft” copy of the Site Plan Review Regulations which had been amended to include the changes as agreed upon at the meeting on February 22nd. Mr. Woodruff noted the changes relating to access management were Section C. 1) c. 1. through C. 1) e.3. which included the definition of arterial, collector and local roads. Also added was language to Section C. 1) e.2 regarding cross connection access roads, that area not to be included towards the total lot coverage.

Board members requested that the table be moved in to the beginning of the section, so as not to break up the language in section C.1) c.1., and that the language be reworded to reference the table accordingly. It was noted the proposed changes in Sections C.1) through C. 3) were not relevant to the zoning ordinance and could be moved forward to public hearing.

Motion: Mr. Nelson moved that the Board accept the changes to Sections C.1) through C.3) of the Site Plan Regulations and move them forward to Public Hearing, seconded by Mr. King, carried unanimously.

Members then reviewed the language in proposed Section C. 1) d. Incentives for Reducing the Number of Driveways in all zoning districts. The only change noted necessary was to correct the numbering of the sections, as one was repeated twice. It was stated that these proposed changes would require an amendment to the zoning ordinance before that could be enacted in the site plan regulations.

Motion: Mr. King moved that the Board accept the changes to the Site Plan Regulations Subject to the Town adoption of necessary amendments to the Zoning Ordinance and send to Public Hearing at the appropriate time of the year to coincide with amendments to the Zoning Ordinance, seconded by Mr. Howard, carried unanimously.

Members then reviewed the language in proposed Section C. 1) e. Interconnections between Parcels. There were no changes made and again it was noted that these proposed changes would require an amendment to the zoning ordinance before that could be enacted in the site plan regulations.

Motion: Mr. Jensen moved that the Board accept the changes to the Site Plan Regulations Subject to the Town adoption of necessary amendments to the Zoning Ordinance and send to Public Hearing at the appropriate time of the year to coincide with amendments to the Zoning Ordinance, seconded by Mr. Howard, carried unanimously.

Board Members reviewed their draft Letter to the Editor opposing the Citizen’s Petition that was submitted to amend the Zoning Ordinance. They made minor editorial changes. This revised letter will be submitted to the Meredith News, Laconia Citizen and Laconia Daily Sun.

V. Other Business/Correspondence

Review PlanNH Community Charrette Application Letter of Support

Board Members reviewed the draft letter of support to PlanNH for the Town's application for the Community Design Charrette. There was only one minor change made to the draft. The letter will be revised and signed by the Chair, to be included with the application for the grant.

Technical Review Committee (TRC) – The Board continued the brief discussion regarding if the Planning Board Chairperson should be included in the TRC. Mr. Woodruff spoke with someone at the Local Government Center (LGC) who directed him to an online brief on Ex-Parte Communications with a Planning Board Member. Several members were in disagreement with Mr. Woodruff's position that the Chair be part of the TRC. Members requested that he seek an opinion from Town Counsel and tabled the discussion. One option noted was to not include the Chairperson on the TRC.

It was noted that Ms. Whitney had received an email from the Meredith News indicating that they had been having issues with their email and after their Tech Dept. repaired it the email for Public Notice of the new submissions for the meeting of March 14th was in their "junk" mail. Therefore, the notice would not be in the paper for March 1st. This meant the requirement of the RSA will not be met. RSA 675:5 requires Public Notice shall be published in a paper of general circulation at least 10 calendar days before the hearing. It was noted the abutter's have been properly noticed and the notices were posted in two public places. The Board discussed the options that would be available to remedy this situation. There were three, one, run the notice in a daily paper, such as the Laconia Citizen, which will meet the 10 days, or notify the applicant/agent as see if they would like to request a continuance, or proceed at their own risk. Ms. Whitney will verify with the Laconia Citizen and the applicant/agent on Thursday and report back to the Board via email. (*UPDATE NOTE ON 3/1/12: The Public Notice will published in the March 3rd edition of the Laconia Citizen, and the March 8th edition of the Meredith News, therefore meeting all requirements of the RSA and the Public Hearings will be held on March 14, 2012 as scheduled on the Planning Board Agenda.*)

VI. Other

VII. Adjournment: Mr. King made the motion to adjourn at 9:00 PM, seconded by Mr. Jensen, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant