

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

Regular Meeting

June 13, 2012

Minutes

Present: Members: Tom Howard, Chair; Peter Jensen, Chris Maroun, Judy Ryerson, Paul Punturieri, Josh Bartlett; Russ Wakefield (Selectmen's Representative)
Excused: Alternate: Keith Nelson, Natt King
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

I. Pledge of Allegiance

Mr. Howard called the regular meeting to order at 7:00 PM.

III. Approval of Minutes

Motion: Mr. Jensen moved to approve the Planning Board Minutes of May 23, 2012, as written, seconded by Mr. Wakefield, carried unanimously.

Motion: Mr. Maroun made a motion to set an adjournment time of 9 PM this evening, seconded by Mr. Bartlett, carried unanimously.

IV. New Submissions

V. Boundary Line Adjustments

VI. Hearings

VII. Informal Discussions

VIII. Unfinished Business

IX. Other Business/Correspondence

1. Policy for Design Standards and Procedure for Reconstruction or Rehabilitation projects on existing town-maintained roads. Board members were provided with the final draft of the policy. Mr. Woodruff stated that the document had gone through a lengthy process, first with the subcommittee, then the Town's Engineer, the Road Agent and the Board of Selectmen. There were many changes suggested by the Engineer, in which a few were hammered out, and others being justified by the Planner. The Road Agent wanted some flexibility within the document. Mr. Woodruff pointed out that the Selectmen have the final decision if a project goes forward. The Board of Selectmen reviewed the document at their work session on May 24th, recommending the Town Planner make a few changes and forward the amended version back to the Planning Board for their blessing.

Overall, Board members thought the language of the policy addressed the issues of the Road Agent in situations which require reconstruction or rehabilitation of existing town-maintained roads.

Mr. Punturieri commented that a lot of work had gone into preparing the 14 page document and that it was complex. He suggested for clarification that a one page pre-amble or summary be prepared that would sum up who would be responsible for what. He then asked if there would be a mediation step in between the Context-Sensitive Solution (CSS) process and the BoS should no consensus be reached in the maximum number of meetings. Mr. Woodruff commented that the CSS involves stakeholders and the engineers, not everyone may be happy with the ultimate solution, but everyone gets to weigh in, and hopefully they will be able to reach a consensus. Mr. Wakefield commented that if a project got to the point where mediation was needed, then the project probably wouldn't go forward.

Mr. Jensen commented the purpose or intent of the policy was to establish standards or guidelines for the reconstruction of existing roads, as the Road Agent was using standards for new subdivision roads.

Mr. Howard questioned what an RSMS program was. Mr. Woodruff stated that it stood for road surface management system. It was noted that should be spelled out the first time it appears in the document.

Mr. Howard questioned if the Planner could prepare a summary or preamble of what the entire policy was. Mr. Woodruff felt that this was addressed on the first page. Mr. Jensen again noted the need for such to explain why the policy was written. Suggesting he could prepare language noting that there were not any standards in place and the purpose was to have a different set of standards for existing roads instead of just using the standards in place for new subdivision roads.

It was the consensus of the board that a summary or preamble was not necessary.

Motion: Mr. Wakefield made a motion that the Board endorse the policy for Design Standards and Procedure for Reconstruction or Rehabilitation projects on existing town-maintained roads as compiled in the document as presented and reviewed by a number of town bodies, seconded by Mr. Jensen, carried unanimously.

2. Discussion of Draft Demolition Review Ordinance. Members next began a discussion of the draft Demolition Review Ordinance. Mr. Woodruff stated that it had not yet been decided if this would become part of the Zoning Ordinance or a standalone policy. Members were provided with a handout from the Planning Handbook for New Hampshire which explained how a demolition review ordinance can help prevent the loss of historically and architecturally significant buildings. They also were provided with a copy of a draft demolition Application/Permit.

Many of the members were opposed to this policy, and expressed their concerns that it will be a taking of people's rights/property and would cost them money.

There were several questions relating to the draft, one the definition of Demolition. Mr. Bartlett questioned what was the definition of "substantial destruction" contained in the definition of Demolition? He felt that this should have a quantitative amount, as substantial to one, may not be for another.

Another area of concern was the Criteria. Item A states if the proposed demolition is greater than 500 sq. ft. of gross floor area then the ordinance will apply. There were some who thought the threshold should be greater and others who thought that the threshold should be less.

There was a lengthy discussion regarding the length of time the process could take, causing a delay of a project for a property owner.

Ms. Ryerson commented that she was personally interested in old buildings, noting that they give character to the town, and she would like to see them preserved if and when possible.

Norm Larson and Cristina Ashjian of the Heritage Commission (HC) spoke in favor of the need for a Demolition Review Ordinance. This would allow time for the HC to evaluate the significance of a building, meet with the owners, document the building and perhaps suggest ideas to preserve the building.

Mr. Larson stated one of the goals in the master plan was to preserve the town's rural character and appearance. This was important enough to the voters of the town to establish the Heritage Commission.

After a lengthy discussion of the draft, Mr. Howard stated that the Board needed to first decide if they were going to take the draft ordinance forward. It was the consensus of the board to refine the draft and

continue forward with it. Ms. Ryerson stated that it was important to emphasize that this would not be a taking of somebody's property or rights. Ms. Ashjian commented that many of the buildings or sheds would not be anything the HC would become involved with.

Upon discussing the draft ordinance, many commented on the need for a Demolition Application/Permit to be in place first. Mr. Woodruff commented that he and the Code Enforcement Officer have prepared an application permit which must be approved by the Board of Selectmen.

Mr. Woodruff stated that this was the board's first look at the draft and that he had received good input and feedback to revise the document, making it more acceptable to the board.

It was the consensus of the board to continue moving this draft forward and to review a revised document at a future meeting, whether or not the board supports such an ordinance.

Mr. Wakefield stated that he would take up the draft Demolition Application/Permit under correspondence at the BoS meeting on June 21st.

3. Mr. Woodruff noted that at the prior meeting Ms. Ryerson had noted her concerns regarding the insertion of the word proposed in section (3) Maximum Square Footage of Buildings.... The Board reviewed the proposed language and concurred with most of them. They charged the Town Planner with making minor changes to address their issues and bring the changes back for their next meeting.

4. Housekeeping of Zoning Ordinance – Not discussed this evening.

5. Cristina Ashjian provided board members with flyers/posters relating to the Community Charrette scheduled for July 20th and 21st for board distribution.

6. Board members were provided with a revised 2012 Planning Board Work Plan.

7. Zoning Board of Adjustment Draft Minutes of June 6, 2012 were noted.

8. Selectmen's Draft Minutes of May 17, 2012 were noted.

X. Committee Reports

XI. Adjournment: Mr. Punturieri made the motion to adjourn at 8:58 PM, seconded by Mr. Jensen, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant