

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

Regular Meeting

May 22, 2013

Minutes

Present: Members: Tom Howard, Chair; Judy Ryerson, Peter Jensen, Paul Punturieri,
Josh Bartlett, Bob Goffredo; Russ Wakefield (Selectmen's Representative)
Alternate: Keith Nelson
Excused: Alternate: 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 P.M.

II. Approval of Minutes

Motion: Mr. Punturieri moved to approve the Planning Board Minutes of May 8, 2013, as amended, seconded by Mr. Jensen, carried unanimously.

III. New Submissions

IV. Boundary Line Adjustments

V. Hearings

VI. Informal Discussions

Mr. Nelson stepped down from the board table at this time.

1. Jim Hambrook requested to speak to the Board on an informal basis on behalf of property owner **John Dolan, Tax Map 89, Lot 3**, 680 Whittier Highway. Mr. Hambrook stated the property was a residential lot located in the commercial zone. Mr. Dolan would like to cut trees on his property so that he might receive fill from the Route 25/Fox Hollow Road project. Mr. Dolan had provided the board with a letter and a map which highlighted the area where he would like to remove the trees and add the fill. Mr. Hambrook questioned if the board would like them to maintain a 25' natural buffer area, as required for commercial lots. If they were to maintain the 25' buffer, the square footage of the two areas highlighted on the map is approximately 50,000 square feet. Mr. Nelson stated that the board has approved similar requests in the past. One was for Brian Davis' lot and the other was a request made by Randy Frye for Bob Jones' lot. Mr. Woodruff commented that Mr. Dolan was following what was required by the Moultonborough Zoning Ordinance, Article VI.A(6), which states "All lots in the commercial zones and other commercial lots shall require Planning Board approval before tree cutting or topographical changes can be made." Mr. Woodruff has spoken with Mr. Dolan and NH DOT regarding this request and suggested that if the board were to approve the request that there be a requirement that the fill come from the Route 25/Fox Hollow project and certified as clean fill.

Motion: Mr. Jensen moved to approve the request from John Dolan (89-3) with the condition that they maintain a 25' natural vegetative buffer and that the fill come from the Route 25/Fox Hollow project and it is certified as clean fill. Seconded by Mr. Bartlett, carried unanimously.

Mr. Nelson returned to the board table at this time.

VII. Unfinished Business

1. Set dates for Speak Out Moultonborough meetings. Mr. Woodruff suggested the board set four meeting dates. He would like to go into neighborhoods to hold the meetings. Venues suggested were the Lion's Club, Balmoral or Suissevale Club House, Geneva Point Center, Camp Tecumseh or Camp Robindel. Mr. Woodruff noted that these would be Listening Sessions and that it was very important for members to understand that they should sit back and listen to what the public has to say. These sessions are to gather information. Mr. Woodruff will facilitate discussions on land use and zoning regulations. Asking how they would like to see the town laid out and talk about transportation in general. All responses will be written on a white board. The information will be taken into consideration when updating the Master Plan. Possible dates for the meetings are July 15, 16, 17 and August 19, 20 & 21.

2. Survey Update. Mr. Woodruff commented that he had met with or had received correspondence from several of the members. He has addressed their concerns and questions. The number of questions stayed about the same as it was before, as he dropped out several of the demographic type of questions. A lot of what was discussed at the last meeting was integrated into the survey. He is in the process of inputting the survey into SurveyMonkey. This will give people the ability to start and stop as many times as needed to finish the survey. He is shooting for the survey going live on Monday. Members asked how long the survey would be live for. Mr. Woodruff stated they are suggesting a time period for no more than one month. Members asked how the public would know about the survey. Mr. Woodruff stated notice will go out as an email blaster and SurveyMonkey will send out an email to an established email list. It will be on the Town's website and posted on the bulletin boards and may be in the newspaper.

3. First draft subdivision regulation changes. Members were provided with draft language for Fire Protection Language. There are six sections which include a Statement of Purpose and Scope, definitions which need to be made. There is a section regarding authority, administration and the standards on how you construct cisterns and dry hydrants, and talks about alternative systems. There was very "draft" language for changes to the Planning Board Regulations for discussion purposes for bonding in general. Members reviewed the preliminary language making comments and suggestions. Mr. Woodruff will make the revisions as discussed and will work on wording to make them fit into their regulations.

3. Mr. Bartlett stated in light of the fact that the board has repeatedly been receiving documents from applicants two minutes before 4:00, or at hearings, and they don't have the chance to review them, he suggested the board institute a policy that if documents are not received prior to 72 hours before the meeting, they won't be considered. Or policies that if they haven't been received 72 hours before they will automatically continue the hearing. Some of the members were in agreement with Mr. Bartlett. Members discussed this request, noting that some of the information is from abutter's or the public and not the applicants. Abutter's and the public, through the Chair, may speak to any application during the hearing. Members noted their concerns with information requested of an applicant or their agent not being provided prior to a continued hearing in a timely manner. It was noted that currently the board has the ability to continue a hearing to allow time for them to review material requested or revisions submitted by the applicant. After a brief discussion Mr. Woodruff stated he would look at the current Policies and procedures and see where such language could be added that would address the concerns of the board.

VII. Other Business/Correspondence

IX. Committee Reports

X. Adjournment: Mr. Wakefield made the motion to adjourn at 8:17 PM, seconded by Mr. Punturieri, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant