

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

Regular Meeting

January 27, 2016

Minutes

Present: Members: Scott Bartlett, Rich Kumpf, Kevin Quinlan, Joanne Farnham;
Russ Wakefield (Selectmen's Representative)
Excused: Member: Ed Charest
Alternate: Allen Hoch, Rich Thorman
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

I. Pledge of Allegiance

The Chairman opened the regular meeting at 7:00 PM and led the Pledge of Allegiance.

II. Approval of Minutes

Motion: Mrs. Farnham moved to approve the Planning Board Minutes of January 13, 2016, as written, seconded by Mr. Wakefield, carried unanimously.

III. Citizen's Forum

IV. New Submissions

1. Debjo Properties, LLC (69-24) (354 Governor Wentworth Highway)
Major Two Lot Subdivision

This was a request for a proposed major two lot subdivision of a 6.06 acre parcel into two lots, the new lot containing 3.964 acres and the residual lot containing 2.091 acres.

Motion: Mrs. Farnham moved to accept the application for Debjo Properties, LLC (69-24), and to schedule a Public Hearing for this evening to be Public Hearing #1, seconded by Mr. Quinlan, carried unanimously.

V. Boundary Line Adjustments

VI. Hearings

1. Debjo Properties, LLC (69-24) (354 Governor Wentworth Highway)
Major Two Lot Subdivision

Dave Dolan presented the application for Debjo Properties, LLC. Mr. Dolan stated that the property is located on the southwesterly side of Governor Wentworth Highway, and is approximately 6.06 acres in size, and has approximately 623 feet of road frontage. The property is almost entirely field, bordered by trees and/or wooded areas around the perimeter and abutting properties. The property is presently developed with an existing single family residential dwelling. A U-shaped driveway provides access to the property. There is an existing well and sewage disposal system servicing the existing dwelling. The size, type and age on the existing sewage disposal system has not been determined. Per the

Town of Moultonborough Assessors records, the dwelling was constructed in the early 1950's. There is also a small shed located on the property.

The property was previously subdivided in 1987, however that subdivision was subsequently revoked in March of 1988 and the lots merged to the original configuration of the property as existed prior to the 1987 subdivision.

Topography was performed on the entire property – in order to demonstrate compliance with the minimum lot size requirements of the Town of Moultonborough Zoning Ordinance. No areas of wetlands were observed on the property.

The application is for a major two lot subdivision of the property, as the property has the potential to be subdivided into a total of three lots. Proposed Lot 24 is 2.091 acres in area, with approximately 280 feet of road frontage, and contains all of the existing improvements as described above. Proposed Lot 24.1 is 3.964 acres in area, has approximately 343 feet of road frontage, and is vacant. The New Hampshire Department of Transportation has recently granted a Driveway Permit for a new driveway access to proposed Lot 24.1.

Both lots are to be served by on site water and sewage disposal. Test Pits were performed by Schauer Environmental Consultants, LLC.

They have received subdivision approval by the New Hampshire Department of Environmental Services.

Mr. Dolan stated that they have received all necessary permits and would answer any questions from the board.

The Chair asked the Planner for his input on the proposed subdivision. Mr. Woodruff stated that there were no zoning issues. However, as the residual lot has the potential to be further subdivided in the future, he suggested the board require a shared curb cut provision to limit the number of curb cuts onto Route 109, or a provision that the new driveway access the driveway to lots 25 & 26 located along the property boundary to the northwest be called out on the plan. Mr. Dolan stated that they had no issue with common shared drive, but that his client did not want to have a notation on the plan referencing lots 25 & 26, as a subsequent board may interpret such a notation as being one of two options and requiring the latter. It was the decision of the board to require a commons shared drive off Route 109.

There were no further questions from the Board. The Chair opened the hearing for public input, it was noted there was none. There being no questions or comments from the Board or the public, the Chair closed the Public Hearing.

Motion: Mr. Quinlan moved to approve the major two lot subdivision for Debjo Properties, LLC Tax Map 69- Lot 24, with the following conditions: 1) Add the State Subdivision approval number to a note on the plat; 2) Add the NH DOT Driveway permit number to a note on the plat; 3) Boundary pins for the new lot shall be set prior to the Chair signing the plat; 4) Add the owner's signature to the plat prior to the Chair signing; 5) A shared curb cut provision be called out in a note on the plat; 6) The final plat to be submitted to the Development Services Office in electronic format to include both a pdf and an approved cadd file format, seconded by Mr. Wakefield, carried unanimously.

VII. Planner Comments

VIII. Other Business/Correspondence

1. Discussion on proposed revision to Site Plan Review Regulations – The Planner stated that the board had received the proposed revisions to the Site Plan Regulations, Section 11. Design Standards and Required Improvements Checklist, D. Building Design and Layout. He commented that currently what is in the ordinance are just suggestions, and that developers do not have to adhere to the suggested design standards. The proposed amendments will require that the standards be followed. Members questioned why they would not be included in the zoning ordinance instead of the site plan regulations. The Planner stated if they are in the site plan regulations the Board may waive certain elements for just cause. If they are in the zoning ordinance that would require a variance from the zoning board.

After a brief discussion it was the decision of the board to accept the changes as presented by the Planner. It was noted that a Public Hearing is required to make changes to their site plan regulations. It was the decision of the board to schedule the public hearing at their next regular meeting.

Motion: Mrs. Farnham moved to approve proposed amendments to the Site Plan Regulations as amended and further to schedule the Public Hearings for Wednesday, February 10, 2016, seconded by Mr. Quinlan, carried unanimously. **** Please see below**

**** In an effort to distribute correct information to the public, this note has been added to the 1/27/16 DRAFT minutes on January 28th. In order to meet the statutory requirements for the posting of a public hearing (RSA 675:7) to amend site plan review regulations, the public hearing cannot be held on February 10th as made in the motion. The public hearing will be held on February 24, 2016.**

2. The Planner noted that board members had been provided with handouts of draft proposed ordinance changes. He explained why these ordinance changes were being prepared. He spoke about the fact that the Village Vision report recommended them specifically and the Village Vision survey results indicate that a majority of the respondents were in favor of them. The four drafts were (in order as prioritized by the members) Village Plan Alternative Subdivision Overlay District, Accessory Dwelling Units, Mixed Use Overlay District and Infill Development Ordinance.

Members questioned the timing on the proposed ordinance, asking if any would be able to be included on this year's ballot. It was noted the dates for statutorily meeting the requirements to post, publish and hold public hearings have passed for this year. Members felt that it was important to prepare a timeline schedule of possible 2017 zoning amendments.

Members were asked to review the proposed draft ordinances for discussion at their next meeting.

3. The Planner suggested the board set the date for a joint Master Plan Steering Committee/Planning Board meeting. This joint workshop will be for the review and discussion on the Master Plan chapters currently being worked on. The chapters include a draft Vision Chapter (which was previously reviewed) in continuity with other chapters, draft Land Use Chapter and Demographics. It was the decision of the board the set a workshop date of Tuesday, February 16, 2016, beginning at 6 PM.

4. The Chair noted that the Board of Selectmen have agreed upon the make-up of the selection committee for the planner search. It will consist of one representative from each of the following: Board of Selectmen, Planning Board, Zoning Board of Adjustment, Conservation Commission, Heritage Commission, Department Head, Community Member at Large, and Lakes Region Planning Commission, along with the Town Administrator and Town Planner. Mr. Bartlett expressed his desire to be the PB representative. It was the consensus of the board that Mr. Bartlett will represent the PB.

5. Mrs. Farnham noted that the draft 2017-2022 CIPC meeting schedule has been posted with the first meeting schedules for April 7, 2016.

6. It was noted that there is a New Tax Map and GIS platform available on the Town's Website that eliminates the need to install Microsoft Silverlight and also allows the program to work on all mobile devices and operating systems. The Planner briefly noted some of the features that will greatly aid board members in their review of applications and plans. He suggested a brief 30-minute training presentation to help familiarize members with the new web mapping. Members were in agreement that a brief presentation would be beneficial. Time allowing, the new AxisGIS web mapping system training will be scheduled as part of their February 24th regular meeting. You may [click here](#) to access a "How to Manual".

7. The Planner noted that the Board of Selectmen will be holding their second Informational Session for a proposed Community Center to be located on the former Taylor property. This will be held on January 28th from 6pm to 7pm in the Ernest Davis Meeting Room in the Town Hall. Planning Board members were encouraged to attend this meeting. It was noted that the proposed Community Center will be a warrant article in March.

IX. Adjournment: Mrs. Farnham made the motion to adjourn at 8:28 PM, Seconded by Mr. Quinlan, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant