

DRAFT MINUTES

PLANNING BOARD

APRIL 5, 2011

Chair Paul Raslavicus called the meeting to order at 7 PM.

Members Present: Scott Drummey, Paul Raslavicus, Bob Craycraft, Dot Veisel, David Bickford

Others Present: Ronald Uyevo, Dave Shagoury, Kevin Rouleau, Arthur Capello, Mary McHale (videographer), David Allen (staff)

K9 Sports: No representative of canine sports was present the conceptual consultation with continued until the next meeting.

Town Meeting Zoning Ordinance Changes: David Allen reviewed the changes in the zoning ordinance and building code that were approved at Town Meeting. He emphasized the change giving authority to the Planning Board to require a design review phase in subdivision applications.

Subdivision Regulations: The board reviewed Section 5 of the Subdivision Regulations to identify changes needed to implement the new authority to require a design review. In Section 5.01, they edited the second phrase to read, "Design review is required for all subdivisions except a minor subdivision." In section 5.03.4, they edited the sentence to read, "A request for a design review shall be submitted in writing" and agreed that this item should be moved to become Section 5.03.2.

Bob Craycraft moved to adopt the changes as proposed, with any necessary minor edits, and to bring the change to public hearing on April 19. Scott Drummey seconded. Approved unanimously with no abstentions.

Site Plan Regulations: The board reviewed the Site Plan Regulations in light of the extensive changes recently made to the Subdivision Regulations. They looked for changes to the Subdivision Regulations that would also be relevant for the Site Plan Regulations. Bob Craycraft noted that the warrant article at Town Meeting authorized required design review only for subdivision applications, not for Site Plan Applications.

Board members discussed the parallels and differences between Site Plan and Subdivision Regulations.

The board agreed by consensus to add specific authorization for voluntary consultation and design review, to add a requirement for a timeline for implementation of conditions of approval, and a requirement to define substantial completion in site plan applications where that is appropriate.

They agreed to do this by adding a new section titled Pre-Application Review encouraging applicants to consider Conceptual Consultation and Design Review before submitting a formal application. This section should also clarify that the design review can be done in the traditional or the expedited manner as described in the subdivision regulations.

The board asked Mr. Allen to prepare a working document for the next meeting by inserting appropriate sections from the Subdivision Regulations in to the Site Plan Review Regulations. This will facilitate board review of the possibilities.

Chairman Raslavicus opened the issue for public comment. Kevin Rouleau noted that site plans are usually smaller and less complex than subdivisions and therefore should have simpler and less restrictive regulations. Dave Shagoury noted that subdivisions and site plans are different processes used for different purposes.

Chairman Raslavicus asked board members to review Section 8.01 of the Subdivision Regulations, Section 7.D of the Site Plan Regulations, and the Site Plan checklist in advance of the next meeting. Board members agreed that language for offering the design review process should go into section 5.B on page 10, and language for a timeline on conditions of approval and for substantial completion should go between paragraphs 7 and 8 on page 11.

Subdivision Application Fees: David Allen asked the board to review the Subdivision Application Fees in light of the decision to require the design review phase. Currently, all fees are collected for both the design review process and the final application. The board agreed that specific fees such as the LCHIP fee and the registry fee should be charged only with a formal application and the design review fees should be slightly less than the fees for a full application. The board asked Mr. Allen to prepare a proposal for their review.

Master Plan Planning Process: Mr. Allen asked board members to review the two planning processes that he had distributed and to come to the next meeting prepared to

discuss what parts of any of these processes they would like to see in the board's process for revising the Master Plan.

Review of Master Plan Section 2.3: The board and members of the public had an animated discussion about issues involved in protecting historical and cultural sites in the town. There was general agreement that the historical documents held by the Town and the Historical Society should be more accessible to the public. People also noted that much of the town's history is held in private homes and in the memory of older citizens. There was agreement that the town should be more proactive in trying to collect this information.

Mr. Allen suggested this conversation pointed to the need for a more extensive presentation in the next edition of the master plan. He added that it would probably be helpful to hold some sessions open to the public in which information and opinions could be shared and collected.

Election of Officers: Paul Raslavicus turned the chair over to Bob Craycraft, as the Planning Board Rules of Procedure require that the senior member of the board chair the process for election of officers. Scott Drummey nominated Bob Craycraft to serve as Chair. Paul Raslavicus seconded. The nomination was approved on a vote of 4-0 with Mr. Craycraft abstaining. Scott Drummey nominated himself for the position of Vice-Chair. Paul Raslavicus seconded. Mr. Drummey was elected by a vote of 4-0. Mr. Drummey abstained.

New/Old Business: Mr. Raslavicus said he had been asked by Allison Rendinaro to ask the Planning Board to nominate a candidate for the Transportation Advisory Committee of the Strafford Regional Planning Commission. Ms. Rendinaro indicated that Don Vachon had expressed interest in this position. Mr. Raslavicus nominated Mr. Vachon for recommendation to the Board of Selectmen. Dot Veisel seconded. The recommendation was unanimously approved.

Scott Drummey reported the Board Of Selectmen was looking for a member of the Planning Board to serve on the Capital Improvement Program Subcommittee. Mr. Drummey said that he would be interested in continuing in that role which he served in 2010. Dot Veisel volunteered to be an alternate. Bob Craycraft nominated Scott Drummey to serve as Planning Board representative on the CIP subcommittee. David Bickford seconded. The nomination was approved unanimously. Bob Craycraft nominated Dot Veisel as an alternate. Scott Drummey seconded. The nomination was approved unanimously.

February 15 Minutes: The board reviewed the edits that Mr. Allen had made at the direction of the board from its first review of these minutes on March 1. There was still concern about one section. Some board members thought the facts regarding Chair Raslavicus' acquisition of personnel material regarding Mr. Allen was not accurately reflected in the minutes. The board asked Mr. Allen to recheck the recording of that meeting and clarify those facts before the board takes final action on the minutes.

Paul Raslavicus moved to adjourn at 10:06 PM. David Bickford seconded. The motion was approved unanimously.

Respectfully submitted,

David Allen,
Land Use Administrative Assistant

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