

Draft Minutes

New Durham Planning Board

February 7, 2012

(Please note: These are draft minutes prepared by staff from notes taken at the meeting. They have not been reviewed by the Board for accuracy, and should not be relied upon for accuracy. Reviewed, corrected, and approved minutes will be available at Town Hall and on the Town's website following the next scheduled Board meeting.)

Vice-Chair Scott Drummey called the meeting to order at 7:15 PM. He appointed Craig Groom to sit for Paul Raslavicus who is out of town on business.

Roll Call: Bob Craycraft @ 7:29 PM (Chair), Dot Veisel, David Bickford (Selectman's Representative), Scott Drummey (Vice-Chair), Craig Groom

Excused Absence: Paul Raslavicus

Others Present: Beth (videographer), David Allen (staff)

Ethics Policy: The Town has adopted a new Ethics policy. All board members signed that they had received a copy of the policy.

Stormwater Management and Erosion Control Regulations: All Board members who were present signed the certification of these regulations. The Board has worked a year and a half to prepare them.

Workforce Housing Study: David Allen share the letter he had received from Bruce Mayberry requesting specific data items from the Town's Vision Assessing Database. There was discussion about some of the items on the list. Mr. Allen said it would take him 2-4 weeks to re-establish the vision software on his computer, and get help from Vision to extract the requested information.

Application Forms & Checklists: Mr. Allen noted that he had mailed copies of all Planning Board and Zoning Board application forms and checklists. The forms come in many different formats and request different baseline information. Allen said that as he reviewed them he thought it would be valuable to have a generic form to collect baseline information for all applications. He walked through a draft he had prepared. Board members agreed by consensus that a generic baseline application was a good thing to have. They made numerous suggestions for changes and improvements. Mr. Allen will revise the form taking these suggestions into account.

The Board then walked through the application checklist for subdivisions, noting which items were appropriate for a voluntary merger checklist, and which for a boundary line adjustment checklist. Staff will draft checklists for these land use actions based on the discussion.

New Site Plan for Subdivided Properties: The Board returned to the question of whether a new site plan should be required if a lot with a site plan is being subdivided. This was triggered by the discussion that took place during the Les Turner subdivision. At that time the Board divided 3-2 against requiring a new site plan, and Chair Bob Craycraft suggested the board relook at the question in a general way after completing its work on the Turner application.

After considerable discussion the Board appeared to reach consensus in some, but not all, situations a new site plan would be appropriate. Bob Craycraft suggested the issue is, "Does the subdivision interfere with the ability to carry on the functions for which the site plan was granted, without increasing any risks beyond the level approved in the site plan."

Board members agreed there was no question of illegal "taking" of property or property rights because the issue in a situation like this is whether the requested change takes away protections that are already in place.

Scott Drummey suggested rephrasing the question as "Does the proposed new property line cut into property that was shown on the original site plan as integral to carrying out the use proposed in the plan while meeting the requirements of law, ordinance, and regulation?"

Mr. Drummey asked if a new site plan was required would it need to meet the requirements in place when the original site plan was granted, or the current requirements. Bob Craycraft and David Bickford both said they think it should be the current requirements.

Tracking Conditions: As the Planning Board has addressed more complex applications in the last couple of years the number of conditions subsequent has increased. There needs to be a way to track these so that the Board does not inadvertently miss confirming that conditions have been met.

David Allen shared with the Board a sample of the tracking system he has been developing with a Microsoft Access data base. Board members felt this would be an important and useful tool.

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Annual Goals: Continued to next meeting.

Delegation of Home Occupancy Permitting: The board discussed the possibility of delegating full responsibility for reviewing and granting Home Occupancy permits to the Code Enforcement Officer. Mr. Capello has indicated he thinks this would be a good idea. Scott Drummey said it would be important to be clear about any situations the Board would want to be involved in. In the past, Mr. Capello has spoken with board members about a 3-tier business permitting process used in Wakefield where he also works. Members felt positively about the delegation of authority, and want to hear more from Mr. Capello about the Wakefield system before making a decision. Mr. Allen will invite Mr. Capello to the next Board meeting.

New/Old Business:

- Bob Craycraft will join the Board of Selectmen Town Meeting call in program on cable TV on February 27 to discuss the Planning Board's warrant articles.
- David Allen will get information from Alton Planning Board about their scheduled event with Ben Frost speaking about Workforce Housing;
- David Allen will invite Jason Aube, NHDES, to present an update on changes to the state shoreline protection act at a meeting open to the public during the summer;
- Town Administrator asked Scott Drummey to represent New Durham on Seacoast Transportation Committee. Discussion and confusion about which committee he is being asked to serve on, what are the responsibilities, what is the value for New Durham. More information needed.

Minutes: Scott Drummey moved to accept the minutes of January 3 as amended. Dot Veisel seconded. Approved unanimously.

Scott Drummey moved to accept the minutes of January 17 as amended. Craig Groom seconded. Approved unanimously.

Scott Drummey moved to adjourn at 9:45 PM. Dot Veisel seconded. Approved unanimously.

Respectfully submitted, David Allen, Land Use Administrative Assistant