

MINUTES
NEW DURHAM PLANNING BOARD
16 APRIL 2013

Chairperson Bob Craycraft called the meeting to order at 7:08 pm.

Roll Call: Bob Craycraft (Chair), Scott Drummey (Vice-Chair), Dot Veisel, David Swenson (Selectmen's Representative), Craig Groom (alternate), recording secretary Amy Smith.

Excused Absence: Paul Raslavicus

Others Present: Cameron Quigley

Chair Craycraft designated Mr. Groom to sit in for Mr. Raslavicus.

Public Input: Mr. Quigley introduced himself to Board members and stated he is interested in serving on the Planning Board as an alternate member. Board members asked Mr. Quigley various questions regarding his background. Board members thanked Mr. Quigley for his interest and invited him to stay for the remainder of the meeting. Chair Craycraft informed Mr. Quigley that there is a two week vetting process before he could be sworn in. Chair Craycraft asked Ms. Smith to contact the Town Clerk and inform her of Mr. Quigley's interest so the Oath of Office papers could be prepared for the next meeting.

PUBLIC HEARING - Design Guidance Document For Site Planning

Chair Craycraft opened the public hearing for the Design Guidance Document For Site Planning.

Mr. Groom stated Wendy Anderson, Paul Raslavicus, and himself started work on the document about a year ago. Mr. Groom stated the document is based on the Kittery Maine document. Mr. Groom also stated the Master Plan refers to maintaining New England characteristics and New England style architecture but nowhere in the current Site Plan or Subdivision Regulations is this mentioned. The intent of this document is to give applicants guidance as to what direction they should go in as businesses come into New Durham. Mr. Groom noted there is a Pictorial Reference that goes along with the Design Guidance Document which shows both good and bad examples of developing. Mr. Groom stated it is his understanding that if the Design Guidance Document gets approved, it and the accompanying Pictorial Reference, will become appendices of the Site Plan Regulations. Ms. Veisel stated she is passing on a concern from someone who

questioned if this document would adversely impact historical buildings like the Boodey House or the Meeting House if work needs to be done on them. Chair Craycraft stated he is on the Meeting House Committee and he did not feel that the Guidelines would adversely impact historic buildings. Ms. Veisel stated she agreed but was passing on a concern that was brought to her. Chair Craycraft opened the hearing for public input. There was none. Chair Craycraft closed the public input portion of the hearing. Mr. Groom noted there were some minor changes that should be made to the document: Page 1; 7th line down, insert the word “is” between the words ‘application’ and ‘in’; also 6th line down remove the comma between ‘Regulations’ and ‘which’. Page 4; C 1, remove the words “In addition” at the end of the last sentence. Page 5; add periods at the end of the sentences under E 1, 2, and 3. Page 6; # 15 the word “Fluttering” should have a lowercase ‘f’. Page 14; the letter ‘n’ should be changed to the number ‘6’ and the letter ‘o’ should be changed to ‘a’. Page 15; letters ‘p’ and ‘q’ should be changed to ‘b’ and ‘c’ and the number ‘6’ should be changed to the number ‘7’. **Mr. Groom made a motion to approve the Design Guidance Document For Site Planning, including the accompanying Pictorial Reference, as amended. Mr. Drummey seconded the motion. The motion was unanimously approved.** Ms. Smith asked for clarification regarding the document. She asked if someone comes in for Site Plan Review Regulations she would also be passing out the Design Guidance Document but due to the size of the Pictorial Reference, the Pictorial Reference would not be passed out with the others. Chair Craycraft stated both documents should be added to the Town Website. Mr. Drummey suggested putting a note in the packet of information that the Pictorial Reference is available on-line. Mr. Groom noted that the Table of Contents in the Site Plan Review Regulations would need to be amended to include the Design Guidance Document and the reference regarding the Pictorial Reference. Mr. Drummey asked if a public hearing needed to be held to change the Table of Contents. Board members agreed it did not. Ms. Veisel thanked Mr. Groom and stated he, Ms. Anderson, and Mr. Raslavicus did a great job on the document. Board members agreed. Mr. Swenson asked if the Board heard any comments from business owners. Chair Craycraft stated they did not.

Review of Revised Subdivision Regulations prepared by Elaine Planchet

Chair Craycraft stated since the Board has received an application for the 7 May 2013 meeting, Ms. Planchet should be scheduled for 8 pm.

Board members reviewed the draft prepared by Ms. Planchet. Ms. Veisel questioned the definition of “lot” found on page 8. Chair Craycraft stated this is the current definition. Ms. Veisel suggested defining other types of lots such as ‘woodlots’ and ‘buildable lots’. Mr. Drummey explained what a woodlot is for Mr. Quigley. On page 7, Ms. Veisel questioned if a building envelope includes the septic and well. Chair Craycraft suggested adding septic and well to the definition. On page 17, page 2 removing the Library from the list of places notices are posted. Mr. Swenson suggested changing the wording to ‘all official Town posting public notice sites’ or the Board could list the sites individually but in any case the Library should be removed. Page 19, Section 7.11 #1, should be changed to 24 months. Page 18, #2 and #6, should be submission of completed application. Page 13, #5, should be within 10 days of the decision on end of process. Page 37, #5, add the word “not” between ‘has’ and ‘approved’. Mr. Swenson asked if someone who wants to use solar or wind power are subject to the same regulations.

Board members felt they should ask Ms. Planchet if this is a problem. Page 33, “Waiver Request”. Board members felt they should ask Ms. Planchet if she had any suggested language that would establish parameters for waiver requests.

Mr. Drummey asked if the Board should fix the woodlot issue before approving the revised regulations. Chair Craycraft stated he didn’t think the Board should hold off on the revised Subdivision Regulations until the woodlot issue was straightened out.

Ms. Veisel stated Ms. Planchet did a good job on the revision. Board members agreed. Chair Craycraft stated the Board could ask her more questions when Ms. Planchet comes in on May 7th.

Review of Mail

Board members reviewed the mail.

Review of Minutes

Board members reviewed the minutes of 2 April 2013. Chair Craycraft suggested on page 2, under ‘Review of Mail’ specifying which Atty. Hoover is being referred to. The change will be made to specify Atty. Jennifer Hoover. Mr. Swenson suggested on page 3, under ‘Susan Raslavicus’, 12th line down, adding ‘as it was not a public hearing’. Mr. Drummey noted on page 2, 1st paragraph, second to last line, there is an extra space between the ‘.’ between the words ‘did’ and ‘Board’. Also on page 3, under ‘McKay’ gravel pit, 1st sentence, changing ‘drafted by Chair Drummey’ to ‘drafted by Ms. Smith, Land Use Clerk, and reviewed by Chair Drummey’. Ms. Veisel noted on page 1, under ‘Tom Cox’ third to last line the word “permit” should be added between the words ‘business’ and ‘but’. **Mr. Drummey made a motion to approve the minutes of 2 April 2013 as amended. Ms. Veisel seconded the motion. The motion was unanimously approved.**

As a follow up to the minutes Chair Craycraft noted the Bill the Highway Agent referred to which would allow building on Class VI Roads was defeated in the Senate. Chair Craycraft noted more information was available on the State website if anyone was interested.

Ms. Veisel noted she spoke with the Town Historian, Cathy Orlowicz, who stated she would be happy to assist the Board with the “Historic & Cultural Resources” section of the **Master Plan**.

Mr. Swenson asked if the **McKay letter** went out to Mr. Varney and the **Garland letter** went out to Atty. Jennifer Hoover. Ms. Smith stated they did.

Mr. Drummey asked Ms. Smith if she knew whether or not the Bookkeeper contacted Bruce Mayberry regarding **Impact Fees**. Ms. Smith stated as far as she knew the Bookkeeper did not intend to do anything with Impact Fees until after the first issue tax bills went out. Mr. Swenson stated he will advocate using the Impact Fees to reduce the tax rate as much as possible. Mr. Swenson noted there is currently around \$30,000.00 that is currently available. Mr. Swenson also informed Board members that a formal request has been made to the School Board requesting that a School Board member give a formal presentation, once a month, at the Selectmen’s meeting. Mr. Swenson stated the purpose of this would be for the School Board member to update the Selectmen on what is going on, answer any questions the Board of Selectmen may

have regarding activity and cost, and to allow members of the public to ask any relevant questions.

Advertising Costs

Ms. Smith informed the Board that the 2013 budgeted amount for advertising was \$350.00. Ms. Smith stated the Board is already over that figure and it is only April. Ms. Smith also stated currently the Planning Board and Zoning Board are charging applicants \$50.00 for newspaper notification, however, depending on the amount of information contained in the ad, the notifications are costing closer to \$100.00. **Mr. Drummey made a motion that Mr. Swenson relay to the Board of Selectmen that the Planning Board would like authorization to increase the advertising fee from \$50.00 to \$100.00. Ms. Vesiel seconded the motion. The motion was unanimously approved.**

Mr. Drummey asked Ms. Smith to get the rates from both Fosters and the Baysider.

Site Plan Review Regulations

Ms. Smith informed Board members that she had received some notes from Mr. Raslavicus regarding changes he thought were made to the Site Plan Review Regulations, however, those changes were not incorporated into the May 15, 2012 amendment. Ms. Smith checked with the Town Clerk but the latest amendment the Town Clerk had was 2008. Ms. Smith stated she researched the minutes from that time but they were not definitive. Ms. Smith passed out copies of the relevant minutes to Board members. Ms. Vesiel suggested contacting Ron Gehl as he may have some clarification on the issue. Chair Craycraft stated he would contact Mr. Gehl.

At 8:55 pm **Mr. Drummey made a motion to adjourn. Ms. Vesiel seconded the motion. The motion was unanimously approved.**

Respectfully submitted,

Amy Smith

Recording Secretary

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