

MINUTES
NEW DURHAM PLANNING BOARD
07 MAY 2013

Chairperson Bob Craycraft called the meeting to order at 7:04 pm.

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

Excused Absence: Craig Groom

Others Present: Cameron Quigley (prospective alternate member), Paul Turner, Elaine Planchet, Code Enforcement Officer Arthur Capello

Public Input: There was no public input.

Public Hearing: Acceptance and Public Hearing of an application submitted by Paul Turner on behalf of Graeme Brown for a stormwater conditional use permit to allow the disturbance of 1990 square feet in order to construct a two bedroom cottage for property located on 286 Kings Highway (Tax Map 209, Lot 13).

Mr. Turner stepped forward and introduced himself. Mr. Turner explained there is an existing cottage and retaining wall currently on the property which his client, Mr. Brown, would like to remove in order to construct a new 2 bedroom cottage. Board members reviewed the plan. Mr. Raslavicus questioned the location of the well and leach field/septic information. Mr. Turner stated that the well and septic information is located on the Shoreland Permit and the State septic approval which is on file with the Code Enforcement Officer. Chair Craycraft stated this information should be located on this plan as well.

Mr. Drummey made a motion to accept the application submitted by Paul Turner on behalf of Graeme Brown for a stormwater conditional use permit to allow the disturbance of 1990 square feet in order to construct a two bedroom cottage for property located on 286 Kings Highway (Tax Map 209, Lot 13) as complete subject to the following conditions: 1) Show well locations within 100' of the property; 2) Clean up the slope designation notes; 3) Add a signature block; 4) Add test pit information; 5) Add well radii; 6) Obtain a well release; 7) Show the location of the septic and septic setbacks. Mr. Raslavicus seconded the motion. The motion was unanimously approved.

Mr. Drummey questioned the current stairs and retaining wall. Mr. Turner stated Mr. Brown will most likely be repairing and keeping the stairs but not the retaining wall. Ms. Veisel asked if the proposed cottage will be bigger than the existing one. Mr. Turner stated that the proposed cottage will be bigger but that other impervious areas are being reduced. Mr. Turner noted that part of

the existing driveway will be used but part will be removed. Mr. Raslavicus asked the percentage of impervious area. Mr. Turner stated 19.9% and noted the impervious surface is being reduced by 6%. Mr. Raslavicus asked the height of the structure. Mr. Turner stated 28.8' to the top of the cupola.

Chair Craycraft opened the hearing for public input. There was none. Chair Craycraft closed the public input portion of the hearing.

Mr. Drummey asked if the current cottage is occupied. Mr. Turner stated it is not. Mr. Drummey asked if the lot was staked to show the location of the new cottage. Mr. Turner stated it is not but he can stake the location of the house and leach field this weekend. **Board members scheduled a site walk for 16 May 2013 at 7:00 pm at the site – 286 Kings Highway.**

Mr. Drummey made a motion to recess the public hearing of Graeme Brown for a stormwater conditional use permit to allow the disturbance of 1990 square feet in order to construct a two bedroom cottage for property located on 286 Kings Highway (Tax Map 209, Lot 13) until 4 June 2013 at 7 pm. Ms. Veisel seconded the motion. The motion was unanimously approved.

Elaine Planchet – Revised Subdivision Regulations

Ms. Planchet, who was contracted by the Board to edit the Subdivision Regulations, introduced herself. Ms. Planchet stated she had made some additional revisions to the Subdivision Regulations based on the notes sent to her by Ms. Smith which were generated from the Board's discussion of her revision on 16 April 2013. Ms. Planchet asked for some clarity on the Board's request of defining different types of lots such as 'woodlots' and 'buildable lots'. Chair Craycraft gave Ms. Planchet a brief history on how 'woodlots' came about. Board members referred to the 'Woodlot' section of the regulations (Section 9.06). Mr. Swenson noted on Page 26, second line, 'Class V town road' should be changed to 'Class V or better'. Board members agreed. Lengthy discussion regarding 'woodlots' followed. Ms. Planchet noted the issues being raised were not clerical issues. Mr. Swenson suggested getting back to the original question which was defining the term 'woodlot' in the definition section. Mr. Drummey suggested defining a 'woodlot' as "*a lot used for the growing and/or harvesting of timber or agricultural products. Houses or camps may not be built on this lot. Motor homes, campers, or camp trailers may not be parked on this lot except during the working of the land.*"

Ms. Planchet noted that in the Zoning Ordinance, page 109, the definitions of 'parent lot', 'dwelling unit lot', 'lot of record' and 'lot' are already defined. Ms. Planchet stated the definitions should be the same in both the Zoning Ordinance and Subdivision Regulations.

Ms. Planchet reviewed the Board's other suggestions. On page 7 adding septic and well area to the definition of 'Building Envelope'. Page 13, #5, clarifying that it should be within 10 days of the decision on end of process. On page 17, #2 changing the wording to 'all Town approved posting sites'. Page 18, #2 and #6, clarifying that it should be from the decision made by the Board that the application is complete. Page 19 should be within 24 months or in accordance with the terms of approval.

Board members reviewed the language Ms. Planchet drafted for Section 12.02 'Waiver Request' Board members suggested minor changes to her recommendation.

Page 37, #5, add the word "not" between 'has' and 'approved'.

Ms. Planchet stated she would make the changes to the draft and forward them to Ms. Smith for the Board's review at their 21 May 2013 meeting. The hearing on changes to the Subdivision Regulations will be scheduled for 18 June 2013. Board members thanked Ms. Planchet.

Review of Mail

Board members reviewed the mail.

Workforce Housing

Chair Craycraft stated he was in contact with Bruce Mayberry regarding the 'Basis of Assessment for Public School Impact Fee' document. At that time Mr. Mayberry informed Chair Craycraft that he had received authorization from the Board to conduct a limited workforce housing analysis in December 2011 for the amount of \$1,000.00. In October 2012, David Allen, the Board's Land Use Administrator submitted some of the requested information to Mr. Mayberry but not all so Mr. Mayberry was unable to proceed. Chair Craycraft asked Board members if they wished to have Mr. Mayberry proceed. Mr. Swenson asked for clarification. Chair Craycraft explained what workforce housing is. Mr. Capello noted lack of workforce housing can effect potential grants. Mr. Swenson asked if Mr. Mayberry was still willing to do the study for \$1,000.00. Chair Craycraft stated Mr. Mayberry was the one who mentioned the contract for \$1,000.00. Mr. Swenson asked if there was money in the budget for it. Chair Craycraft stated the \$1,000.00 specifically designated for the workforce housing study was not carried over into the 2013 budget, however, the Board did have money budgeted for 'Contracted Services'. Mr. Raslavicus asked if the Board contracted Mr. Mayberry would there still be enough money for Ms. Planchet to edit the Site Plan Review Regulations. Mr. Craycraft stated there would be. Ms. Veisel suggested the Board go ahead with workforce housing analysis. Board members agreed.

Mr. Raslavicus asked for a 5 minute recess. The meeting was reconvened at 9:20 pm.

McKay Gravel Pit

Ms. Smith informed Board members that a representative from Mr. Varney's office submitted revised plans for the McKay pit showing the 75' setback, an amended Impact Statement with the wording requested by the Board, and the letter from the Police Chief. Ms. Smith stated she spoke with both the Bookkeeper and the Code Enforcement Officer and the funds required for the bond and inspections as listed in the Conditional Approval had still not been submitted. Chair Craycraft suggested Board members review the information submitted by Mr. Varney and it can

be discussed at the 21 May 2013 meeting. Chair Craycraft asked Ms. Smith to send another reminder letter to Mr. McKay regarding the funds.

Impact Fees

Board members reviewed the chart created by Strafford Regional Planning Commission showing the SRPC communities that have Impact Fee Ordinances and the pertinent information regarding the Impact Fees. Mr. Drummey noted New Durham's is blank and asked Ms. Smith to submit New Durham's Impact Fee information to SRPC.

Advertising Costs

Ms. Smith updated the Board on the cost of newspaper notification. Ms. Smith stated she has modified the Public Notices to a 'newspaper version' which does not include the Town seal or the bottom part of the notice that lists when the notice was posted, who posted it, and that the Board can go into non-public. Ms. Smith stated even with the 'newspaper version' of the notice, the cost is still more than the \$50.00 the Town is currently charging applicants for advertising. Ms. Smith stated if the Board is okay with the modified notice the advertising fee should be increased to \$75.00, if they would like the notice to be a duplicate of what is posted the fee should be increased to \$100.00. Board members felt the modified notice was fine. Mr. Swenson stated the Board of Selectmen is looking into other fees that need to be adjusted and plans on holding one public hearing for all adjusted fees. Mr. Drummey asked if the other fees that need to be adjusted are Planning Board items. Mr. Swenson stated most are not.

Site Plan Review Regulations

Board members reviewed notes Mr. Raslavicus made from previous discussions on proposed changes to the Site Plan Review Regulations. Mr. Drummey noted that some of the changes Mr. Raslavicus referred to were already incorporated into the regulations. Board members then reviewed the items that were not yet incorporated into the current regulations. Chair Craycraft suggested Mr. Raslavicus make a 1 or 2 page list of 'shalls' with a notation as to where he thinks they should be inserted and give them to Ms. Planchet.

Appointment Form

Board members signed the form appointing Cameron Quigley as an alternate Planning Board member. Ms. Smith informed Mr. Quigley that he must take the Oath of Office before the Town Clerk of Deputy Town Clerk.

Review of Minutes

Ms. Veisel made a motion to approve the minutes of 16 April 2013 as printed. Mr. Drummey seconded the motion. The motion was unanimously approved. (Mr. Raslavicus abstained from voting as he was not present at that meeting.)

At 10:00 pm Mr. Drummey made a motion to adjourn. Ms. Veisel seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Amy Smith
Recording Secretary