

Minutes

Planning Board Meeting

February 7, 2019

Members of the Planning Board in attendance were Charles Moreno, Chairman, Don Clifford, and Donald Coker, Alternate member. The Chairman opened the meeting at 7:35 PM and announced the members present. Noting that several members were absent, the Chairman designated Donald Coker as a voting member this evening. The closing date for applications to appear on the agenda for the March 2019 regular meeting is 5 P.M. Tuesday, February 12, 2019. The Chairman advised that the Board has a policy setting time limits for meetings and that the Board will not consider any new business after 10:30 PM and that the meeting will adjourn by 11:00 PM. Eric Rowe, Alan Williams, Mike McGlone were present for the meeting; Jim Andersen arrived later.

The Chairman then briefly reviewed the agenda for the evening. The first item of continuing business was the application of CECIL C. ABELS II for Non-Residential Site Plan Review for a Concert and Outdoor Event Venue to be located at his property at 664 First Crown Point Road (Tax Map 19, Lot 73A). Mr. Abels met with the Board in January and asked for a continuation forward to the late spring/early summer. The second order of continuing business was the application of MICHAEL CARTER for Non-Residential Site Plan Review for a Wedding/Event Venue (PARKER MOUNTAIN LODGE) to be located at his property at 496 Parker Mountain Road (Tax Map 10, Lot 3). There has been no news regarding this application although the applicants had indicated that they were trying to find a surveyor. Board members agreed to continue the application forward

The next item of business was to open a Public Hearing in accordance with NH RSA 675:6 and 675:7 to present and discuss proposed amendments to the Strafford Subdivision Regulations and Site Plan Regulations to update regulations to include the following proposals:

To update Section 2.5.1 and 2.5.2 *Applications* of the Strafford Subdivision Regulations and Section 3.2.1 *Application* of the Strafford Non-Residential Site Plan Regulations to bring them into conformance with current state statutes and with previous updates to Section 2.7 and to add deadlines for the submission of revised plans, and to update Section 2.8.1 *Final Plat* by adding a requirement for the submission of an electronic copy of final approved plans as submitted for signatures.

Public notice was posted on December 20, 2018 and published on December 28, 2018. The full text of these proposed amendments has been available at the Town Offices during normal business hours. At the January 2019 meeting, Board members agreed to set a firm date of nine days prior to the next regular Planning Board meeting for receipt of revised plans so that Board members have a chance to look over the plans before the meeting. Donald Coker asked what happens if an applicant brings in new information only a few days before a meeting. Board members agreed that an applicant would always have the option of requesting a waiver to the regulations in the same way as for any other item in the regulations.

The Chairman then presented the proposed amendment to Section 2.5.1 Application Requirements of the Strafford Subdivision Regulations. The proposal is to add language to bring the paragraph into conformance with current state statutes and to add the proposed deadline for the submission of revised plans by adding the following wording: "The application must be submitted to the Board *no less than twenty-one days* prior to the date of requested consideration... *Revised plans for projects already under consideration by the Board shall be submitted no less than nine days prior to the date of the next scheduled regular Planning Board meeting.*" The Chairman then opened the public hearing. There were no comments. Donald Coker asked if the proposal should just apply to items under consideration. It was agreed that the wording needs to remain broad so as to include items that have not yet been accepted as complete for consideration.

The Chairman then presented the proposed amendment to Section 2.5.2 Completed Applications of the Strafford Subdivision Regulations which would add language to bring the paragraph into conformance with Section 2.7 of the Subdivision Regulations by adding "*at a scale of not more than 100 feet to the inch and three 11 inch by 17 inch reduced-scale plans accompanied by an electronic copy of the plan sets and any other submission items*". The Chairman then opened the public hearing. There were no comments.

The Chairman then presented the proposed amendment to Section 3.2.1 Application of the Strafford Non-Residential Site Plan Regulations, which would add language regarding the deadlines for the submission of revised plans to the site plan regulations similar to the language that has been proposed for the Subdivision Regulations. It was agreed that the language regarding revised plans would have the same meaning as in the Subdivision Regulations and would apply to all items under consideration, whether or not the plans have been accepted as complete. The Chairman then opened the public hearing. There were no comments.

Finally, the Chairman then presented the proposed amendment to Section 2.8.1 Specification for Final Plat of the Subdivision Regulations by adding a requirement for the submission of an electronic copy of final approved plans as submitted for signatures. The Chairman then opened the public hearing on this proposal. Eric Rowe asked how electronic copies are submitted. It was noted that electronic submissions are typically received by email, but can also be submitted on CD, flash drives, or similar storage media. Mr. Rowe asked if there was an electronic repository; it was noted that the Town backs up all computer systems to an in-house server rather than off-site in the 'cloud'. Mr. Rowe expressed concern that applicants could be held up if emails were not received. Jim Andersen noted that the usual simple acknowledgement reply from the Planning Office would let applicants know that their files have been received. There were no further comments.

The Chairman then closed the public hearings on the proposed amendments. Donald Coker then made a motion to adopt the proposed amendments to Paragraph 2.5.1 of the Subdivision Regulations as stated in the notice. Don Clifford seconded the motion, there was no further discussion, and the vote was unanimous in the affirmative. Donald Coker then made a motion to adopt the proposed amendments to Paragraph 2.5.2 of the Subdivision Regulations as stated in the notice. Don Clifford seconded the motion, there was no further discussion, and the vote was unanimous in the affirmative. Don Clifford then made a motion to adopt the proposed amendment to Paragraph 3.2.1 of the Site Plan Regulations. Donald Coker seconded the motion, there was no further discussion, and the vote was unanimous in the affirmative. Lastly, Don Clifford made a motion to adopt the proposed amendment to Paragraph 2.8.1 of the Subdivision Regulations. Donald Coker seconded the motion, there was no further discussion, and the vote was unanimous in the affirmative.

Board members then reviewed recent correspondence. The Selectmen have just received applications for pole licenses from PSNH/Eversource for several pole replacements on Evans Mountain Road, and the license paperwork suggests that the replacement poles are 10 to 15 feet taller than existing poles. Eric Rowe said that there are several poles in the neighborhood that need to be replaced due to dry rot and that they no longer make the 35 foot poles. It was agreed to connect with the arborist who met with the Board in December 2018 to be sure that the new poles would not change the plans for trimming.

Board members then turned to informal business. There were no items of informal business.

The Board then turned to the minutes of the previous meeting. Board members returned to the question of whether to limit the number of informal meetings on a project. Don Clifford and Donald Coker both suggested a correction to the last page of January draft minutes on this question to reflect the fact that the subject was discussed, but no decisions were made. Charlie Moreno expressed some concern with having plans on the table if the abutters have not been notified. It was noted that if actual plans are before the Board, the discussion would qualify as design review and abutter notification would be required. Board members agreed that the advantage of informal review is that the discussion is non-binding and simply gives both the Board and applicant a chance to discuss general ideas. Donald Coker then suggested that the Board agree that informal reviews for a single project be limited to "a reasonable number of meetings, given the facts on the table at that time" as this would allow a better balance. Don Clifford agreed with this proposal. Charlie Moreno noted that the Board will need to make clear, before beginning, that an informal discussion is non-binding and is for informational purposes only. There was no further discussion and Donald Coker then made a motion to accept the minutes as edited. Don Clifford seconded the motion, there was no further discussion, and the vote on the motion was unanimous in the affirmative. Eric Rowe and Alan Williams provided comments on the value of informal meetings.

There being no further business before the Board, Donald Coker made a motion to adjourn. Don Clifford seconded the motion. There was no further discussion and the vote was unanimous in the affirmative and the meeting adjourned at 8:45 PM.