

HILLSBOROUGH PLANNING BOARD

December 5, 2012

Approved Meeting Minutes

Present:

Members: Herm Wiegelman (Chair), Martha Caron (Vice Chair), Ann Poole, Dave Fullerton, Larry Baker, Ken Stafford, Sr.

Staff: John P. Segedy, Recording Secretary; Kelly Dearborn-Luce, Code Enforcement Officer; Robyn Payson, Planning Director

Roger Racette, Chair, Zoning Board of Adjustment (ZBA)

Leigh Bosse, Jeff Burd, Kelly Dearborn-Luce, Suzanne Decker, Paul M. Haley, Ed E. Houle, Bill Shee

CALL TO ORDER

The meeting was called to order at 7:02 pm by Herm Wiegelman, Chair.

A packet of information regarding agenda items was provided to Board members.

PUBLIC INPUT / DISCUSSION

b) Concept Plan – Cluster Subdivision – Leigh Bosse, Dascomb Road (M 11P, L 191)

Leigh Bosse explained that this was a plan that he had previously explored but had tabled due to the sewer moratorium and then the economic downturn, but is hoping to be able to bring it forward again. He introduced Jeff Burd, his engineer.

Jeff Burd showed the Board a conceptual drawing of the plan. He said that the lot is 10 ½ acres and is in the Village Residential Zone. The plan was for 27 units of senior housing and would be developed under the cluster zoning ordinance which would require 50% of the land be left as open land.

Jeff Burd said that they would be upgrading and extending Dascomb Road into a cul de sac that would then have a private road off of it into the development.

Leigh Bosse said that there was one small wetland that they couldn't avoid, but that he didn't anticipate a problem getting permit from DES (Department of Environmental Services).

In response to a question, Leigh Bosse said that the units would be under Condominium ownership.

There was discussion of whether there would be a connection to Myrtle Street.

Leigh Bosse pointed out that there was a stub of land that was provided in the Myrtle St. Extension Plans for that purpose, but that the Town had not taken ownership of it and that it remained in private ownership. He said he could provide a roadway up to the edge of his property, but couldn't go any further.

Dave Fullerton expressed that he thought that promises had been made regarding access or lack here of to Myrtle St Extension property owners at some point. There was extensive discussion about that with no consensus reached as to the subject.

Herm Wiegelman said in his opinion a second access would be needed for the project.

Ken Stafford said if the road was over a thousand feet, then it would.

Leigh Bosse said he didn't have a thousand feet of road.

Martha Caron said that for senior housing, the Planning Board might require it.

There was discussion about the types of units that were being proposed.

Leigh Bosse said that he was looking at relatively small 2 bedroom units, with quality amenities.

Herm Wiegelman asked about sewer availability.

Leigh Bosse answered that he hadn't inquired about that yet.

Dave Fullerton said that he thought that the Myrtle St. Extension residents might have concerns.

Ed Houle said that he thought that Emergency Access gates could address any access concerns.

Ann Poole asked about the open space. She said she thought that sidewalks would be appropriate and that they should tie in to the town's plans to gradually add them to West Main Street.

Leigh Bosse said that he could put sidewalks within the development, but didn't think that the Dascomb Road right of way would be wide enough to allow for them.

Ann Poole also expressed concern about the health care needs for the age group of residents he was proposing.

Ann Poole asked about the similarity to Maplewood. She asked if there would be a community room.

Leigh Bosse said he didn't have one planned at this point.

Ann Poole suggested perhaps porches where residents could sit and socialize with neighbors.

Leigh Bosse said he was planning on porches.

Martha Caron asked about parking.

Leigh Bosse said there would be car ports and driveways.

Fred Sprague expressed concern about Dascomb Road being widened as he has property on both sides.

Leigh Bosse clarified that he had no power to take land to widen beyond the town's right of way (30 feet).

Fred Sprague said he was worried about the widening because his house was only 12' from the road now.

Ken Stafford asked if it was possible for a service truck such as an oil truck and a car to pass.

Leigh Bosse answered that they could pass on the right of way, but not on the current road.

a) 7:10 PM - Public Hearing – Requested Exemption From Site Plan Review

Paul M. Haley – 116 Henniker St. (M 12, L 78).

Robyn Payson read aloud a description of the proposal from a memo prepared by Kelly Dearborn-Luce:

“The applicant would like to alter the existing porch for a Law Office. The porch is attached to the single family home. The entire building is approximately 3,664 square feet and the law office space would be at a capacity of 564 square feet. I have also enclosed copies of the floor plan on the assessment card. The single family home will be used as a mix-use (single family unit on larger side of the home and law office within the porch). There is no physical expansion to the building or the site.”

Robyn Payson said that Kelly Dearborn-Luce had checked with the department heads and that they had no problems with the proposals.

There was discussion about whether the proposal was specifically for a law office or any professional office use. It was noted that the application did say professional office.

Martha Caron asked if the property was in the commercial zone.

Paul Haley answered yes.

Martha Caron moved: *That the application for exemption from site plan review be deemed complete and that the Board approve the application as presented be exempt from site plan review.*
Ken Stafford seconded.

Ann Poole asked about parking.

Robyn Payson referred her to the plan.

Ed Houle said that it is already there.

Paul Haley said that it was more than adequate.

Consensus was that there was plenty available.

Ann Poole noting that a conference room was shown on the plan, asked if there would be employees. Suzanne Decker answered that she wasn't planning on any at this time.

Motion passed 6-0.

Ed Houle asked if that was as a Professional Office.

Kelly Dearborn-Luce asked if the Notice of Decision would say that?

Chair Wiegelman said yes.

The majority of the members of the public left at this time (7:40 pm)

Minutes

a) November 14, 2012

Ann Poole moved: *To approve the minutes of November 14, 2012 as presented.*

Dave Fullerton seconded. Motion passed 4-0-2 (Ken Stafford and Martha Caron abstained).

b) November 7, 2012

Chair Wiegelman asked why these were on the agenda.

John Segedy began to explain.

Ann Poole said she didn't want John Segedy to speak except as a member of the public at appropriate times.

Chair Wiegelman said that he could speak as Secretary when about items within his job.

John Segedy explained that after the November 7th minutes were approved by the Board, Robyn Payson had sent him a suggested correction by e-mail.

A copy of the proposed correction was provided to the Board.

John Segedy noted that the Board's Rules of Procedure specifically allow making a change.

Herm Wiegelman asked if the change was significant.

Robyn Payson said no.

Chair Wiegelman said they should just leave it.

c) October 17, 2012

John Segedy explained that after the Board had made a change and then approved these minutes he had listened to the recording and the original reference to 25 years was correct. He said he didn't feel comfortable signing the amended minutes.

Chair Wiegelman said that he didn't think the difference was significant and that they should move on. He said that he would sign the minutes.

Old Business

a) Planning Department Budget

Robyn Payson informed the Board that she had met with the Selectboard regarding the Department Budget. She said that in addition to the 24 hours they had also approved putting in \$3,000.00 for overtime. She noted that because of the hours limitation she would not be attending a conference this Friday. She said she would be keeping track of her hours as well as things she is unable to do.

b) Scenic Road List

Robyn Payson said she had completed the list of Scenic Roads as requested and that copies were provided in the Boards information packet. She said she wasn't sure what else the Board wanted her to do with it.

Martha Caron said she thought it should be incorporated in the minutes, put in the Master Plan Update when it is done, and included in the Town Annual Report each year. (See appendix below).

Ann Poole said the list was to be the basis for determining if there are any roads that should be recommended for designation. She said at first glance one that comes to mind is Gleason Falls Road, but that she would like time to review the list before they discuss them.

There was discussion of the deadline for bringing items to town meeting.

Ann Poole said she would rather not rush into the matter. She felt that they should talk to people who live on any roads they consider.

Consensus was to wait until next year to make any recommendations.

Dave Fullerton said that he would suggest that Robyn consider delegating some items due to her hours. There was discussion of the budget, overspending, etc.

c) Zoning Amendments

Robyn Payson referred the Board to a memo in their packet that discussed what Kelly Dearborn-Luce, Roger Racette and she had come up with.

1. Expiration Date for Variances

Robyn Payson said she had discussed this with Attorney Paul Sanderson at the Local Government Center who told her that this issue was scheduled to be addressed by the legislature this year. In light of that, she recommended that the Board wait a year and then see if they further need to address the matter.

Roger Racette agreed and said in the meantime the ZBA could just address the question on a case by case basis with conditions.

Consensus was to table that issue for a year.

2. Ground Signs

Kelly Dearborn-Luce spoke about the allowed size of Ground Signs. She talked of the current 150 square foot allowance as being to large and recommended reducing it to 100 square feet.

There was discussion of various aspects of signs.

Martha Caron asked if the Board felt comfortable with the 100 square foot size?

Roger Racette said the Committee had discussed it and felt there were already some that big so it seemed like a good size.

Ann Poole said she thought one sheet of plywood was a good size.

There was discussion of conditional use and/or special exceptions as being other ways of addressing the issue.

Consensus of the Board was to have the staff work on a proposal with a smaller limit but with an 'out' for allowing larger signs in some cases.

3. Building Height

Kelly Dearborn-Luce said she wanted to correct the fact that there are multiple definitions in the current code.

There was discussion regarding barns, stories and measurement.

Kelly Dearborn-Luce said she had added the word 'only' after 'livestock occupancy' to address the issue of people living in a section of a barn.

Dave Fullerton said that many barns are higher than 4 stories.

Anne Poole said she was not comfortable with barns being exempt.

Kelly Dearborn-Luce said that if they wanted to address the whole issue of barns and agriculture she would have to research more. She said that all she had wanted to address was the discrepancy in different height definitions.

Anne Poole said she was concerned about large agricultural operations.

Dave Fullerton asked where the measurement started and was told at the sill.

Kelly Dearborn-Luce said she had suggested 3 stories or subject to Fire Department (FD) approval.

Roger Racette said that the committee had recommended 35 feet in all districts except the Central Business District which would allow 60 feet.

Martha Caron asked if the FD could approve any height... 40', 60', 80'?

Kelly Dearborn-Luce said yes.

Ann Poole suggested: *The maximum height shall not exceed 35' above grade except in the central business district 60' will be allowed.*

There was discussion of the FD deciding higher.

Martha Caron said she thought that the Planning Board should set the limit and then the FD may then require lower if there is a reason.

After discussion the consensus was to just have a maximum height and that the FD concerns would be addressed when applying for a building permit.

After further discussion the consensus of the Board was that 35' was a good maximum height.

Roger Racette said he thought that 35' was to low for the Central Business District.

Martha Caron said she was alright with 60'.

Roger Racette said that with 4 commercial stories of 12' that would be 48', so maybe 50' would be a good height.

Consensus of the Board was in agreement with 50' in the Central Business District.

Chair Wiegelman asked the staff to bring back specific proposals with the Boards decisions incorporated.

d) Safe Routes to School

Robyn Payson said she had completed the training. She said she would be setting up a meeting to coordinate transitioning from his services.

Planning Director Update

Robyn Payson said she had included in the Boards packet a proposed schedule of meetings for next year for the Board to review.

Other Business**a) Planning Director Warrant Article**

Ann Poole noting that they had previously discussed this wanted to know if the Board wanted to pursue this.

Martha Caron said that they had made their concerns clear to the Selectmen. She thinks that at this point the best way forward may be to keep up with keeping track of what Robyn does in her hours. She also said she had concerns about going forward and then having it defeated.

Larry Baker said that a no would mean that the Selectboard couldn't do it on their own.

b) Plan NH

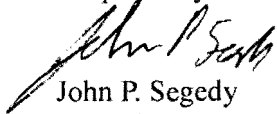
Robyn Payson asked if there was interest in pursuing having them do a 'charrette' perhaps on Main St. There was discussion of 'charrettes'.

Adjournment

Martha Caron moved: *To adjourn.*

Larry Baker seconded. Motion passed 6-0 at 9:03 pm.

Respectfully Submitted:



John P. Segedy

Recording Secretary

Approved December 19, 2012

Appendix:

Road Name	Year Designated a Scenic Road	Location
Beard Road	1975	Map 8
Danforth Corners	1975	Map 4
County Road	1974	Map 5
Farley Road	1974	Early Map 8
Shedd Jones Road (now Shedd Road and Jones Road)	1973	Map 8
Dean Hill Rd	1973	Map 6
Barden Hill Road	1979	Not on list and not noted on Map - 11C, 11D, 20 and 21