

**PLANNING BOARD MEETING
TOWN OF LITCHFIELD**

Held on June 18, 2013

Minutes approved 7/9/2013

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 18 at 7:00 p.m.

MEMBERS PRESENT: Russ Blanchette (Chair), Tom Young (Vice Chair), Bob Curtis, Michael Caprioglio, Joel Kapelson, Michael Croteau and Kevin Bourque, Selectmen's Rep. (Alternate)

MEMBERS ABSENT: Steve Perry, Frank Byron

ALSO PRESENT: Joan McKibben (Admin. Assistant), Jen Czysz (NRPC Senior Planner),

CALL TO ORDER

Mr. Blanchette called the meeting to order at 7:05 p.m. and joined the Board in the Pledge of Allegiance.

1. Moose Hollow Drive date to meet with Builder

Joan stated that she has been in touch with the Builder and the earliest he could meet with the Planning Board was on the 16th of July. The Board decided that their July meetings would be held on July 9 and July 16th and invite the Builder to come in on the meeting of the 16th. Joan will contact him to confirm.

2. Update on Community Planning Grant, Planning for June 22 and June 25

Jen mentioned that posted on the outreach page of the CPG site a set of speaking points for the Strawberry festival. Jen has all the materials that the board needs for the festival, handouts, maps, markers, etc. Jen went over the speaking points with the Board so they may explain what the project is and what they are planning to do such as coming up with a future land use map, revise the zoning map, update and revise the commercial and industrial zoning districts and develop a new agricultural zoning district. The Planning Board is looking for public input.

Jen mentioned that she put together an agenda for the Tuesday June 25th Listening Session. The agenda is posted for the Planning Board members and went over the agenda with the Board.

Jen discussed the agricultural preservation discussion outline notes with the Board. Jen passed out a model ordinance and examples from Allenstown, North Hampton and Wakefield. Jen went overreach of their agricultural conservation pieces and had the Board members explain to her what they liked or disliked about each of the Towns and what they could apply to Litchfield's agricultural preservation ordinance. Jen stated that these are based on their soils map. Jen took notes on thoughts and comments the Board had on each Town they reviewed and what they thought they wanted for Litchfield. Jen stated this was just background research for when they are ready to do their own overlay.

Jen asked the Board to take a look at their existing commercial transitional and commercial industrial districts. The goal is to see what works and what does not work and where they want to go with revisions. Jen stated that as an opportunity she was thinking as of as an opportunity that the existing commercial transitional districts don't really address is focusing more on commercial uses that are compatible with the agricultural operations. Working on building upon the agricultural character to build a local economy that is tied into the agricultural. Jen stated that they were going to start by pulling some examples of existing developments that match the Litchfield character in scale.

3. Road Acceptance Procedures

Joan stated that there were no changes, they were sent to Town Counsel and she said they were fine after the last set of revisions. A hearing will be scheduled for the July 9th Planning Board meeting.

4. Rules of Procedure (By-Laws)

Jen asked the board if they were all set if she had time to compare to newer model of by-laws from the Planning Board, she used the one from OEP. Jen stated it is a pretty straight forward set of updated rules of procedure, so she just marked up what the Board had. Jen went over the updates and asked the Board to go through and look at them. This will be back on the meeting of the 9th of July to go over the results.

5. Restoration Bond for Pinewood Subdivision (Hamel Dr.)

Russ stated that the recommendation from Lou Caron was to set the bond at \$10,000 for the Pinewood Subdivision.

Motion: by Mr. Young to set the restoration bond in the amount of \$10,000 for the Pinewood Subdivision.

Second: by Mr. Caprioglio

Motion Passes: 7-0-0

6. Heritage Park Condo Association (Candleridge Circle off Cutler Road) Change Request.

Russ suggested that this be deferred to the next meeting. Jen stated as a point of order, as an official request to change the application, it needs to be submitted as an official application; it needs to be noticed as a hearing and all abutters need to be notified and a hearing held to hear the change and plans need to be submitted. Jen stated that the Board would review this as a new

subdivision but with an understanding that it is a change to an existing approval. The Board will be reviewing the change, not what was already approved. A set of engineered plans are needed.

Approve Minutes of June 4, 2013

Motion: by Mr. Caprioglio to accept the minutes of June 4, 2013 as written.

Second: by Mr. Young

Motion Passes: 5-0-2

Other Business

No other business.

Motion: by Mr. Caprioglio to adjourn

Second: Mr. Kapelson

Vote: 7-0-0.

There being no further business before the Board, the meeting adjourned at 9:05 p.m.

The next Planning Board meeting will be held July 9, 2013.

The Strawberry Festival will be held on June 22nd.

The Planning Board Listening Session will be held on June 25th at 7:00 at the Town Hall.

Minutes taken by: Donna Baril