

PLANNING BOARD MEETING

TOWN OF LITCHFIELD

Held on September 3, 2013

Minutes approved Oct 15, 2013

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, September 3 at 7:00 p.m.

MEMBERS PRESENT: Russ Blanchette (Chair), Tom Young (Vice Chair), Frank Byron Selectmen's Rep, Joel Kapelson

MEMBERS ABSENT: Mike Caprioglio, Mike Croteau, Bob Curtis, Steve Perry and Kevin Bourque

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

CALL TO ORDER

Mr. Blanchette called the meeting to order at 7:15 p.m. and joined the Board in the Pledge of Allegiance.

Public Input:

No Members of public present - Public Input Closed

1. By-Laws Revisions

Jen went over the newest draft revisions of the By-Laws. The changes were made on Page 2, III Membership and Terms of Office (number 3); Page 4, Conflict of Interest (a); Page 6, VI Public Hearing (c) and Page 7, D. Conduct of Hearing (item 2) rules and procedures of conducting hearings and taking a vote on the developments of regional impact and Item F. Reconsideration. Jen stated that the next step now that the revisions have been identified is to revise them and send to counsel for review and bring back to the Board.

2. Londonderry Fish & Game Club Updates

Mr. Byron recused himself from this topic due to conflict of interest. The Board decided to hold off on this topic until there were enough Board members to hold a quorum.

Mr. Byron returned to his seat on the Planning Board.

3. Impact Fee Revised Cost Escalator Tables

Jen stated that she has the 2012 annual average for both which was as expected and not quite as high as the July 2013 number but does still increase the fee slightly. Jen stated that the board has a copy of the new tables as well as the letter that was sent to the Board of Selectmen. Jen mentioned that at the last meeting they discussed getting the 2012 annual average, addressing the tables accordingly and then looking at the revised numbers particularly for the public facilities: Town Hall, Fire, Police and Library. Jen stated that she has updated the tables for the schools and the roads, those they were holding off on because in Phase I they should have those revised methodologies from Mr. Mayberry sometime this month. Jen gave a quick synopsis of the impact fee cost increases with the Board. Joan mentioned that she set up a Public Hearing for the next Planning Board meeting. Jen will prepare a revised document that show the remaining Official version of what the fee schedule will be .

Motion: by Mr. Young to bring the Impact Fee updates to Public Hearing

Second: by Mr. Kapelson

Motion approved: 4-0-0

4. 2014 Budget Review:

Mr. Byron stated to the members of the Planning Board that the Board of Selectmen are looking for all departments to cut their budget by 5% from the 2013 proposed budget not the default budget for the 2014 Budget. The Board members went over different ways to cut their budget, Russ will revise the changes and will present it to the Board of Selectmen for review.

5. CPG - Commercial Zoning

Jen gave an overview of the updates and stated that they can go over this at the next meeting. Jen mentioned that the main thing is that there is a summary of all interviews which is consolidated commercial business owners and agricultural operators in the Town, a series of interviews that were conducted. Jen mentioned that it goes through the consolidated list of challenges and some of the positive opportunities, some general things to keep in mind, some solutions that were offered up, possible business types that people like and would like to see and other comments that folks had. Jen stated that what they will do next is to start putting this together so that they are starting to compile a nice summary of input received so that they have a final report out at the end of the process of everything they have heard through outreach efforts. Jen mentioned that at the last meeting she shared a summary of Agricultural interviews as a separate standalone piece and there is also in there a link to the summary of commercial interviews.

Jen stated that the next piece the board has is the second bullet which is what she has gone through the existing commercial and transitional and industrial districts which is 6 different zoning districts. Jen stated that she took all of the permitted uses allowed in each of the 6 districts, they are all listed out and the Board can see what is similar and different in each of the districts; frontage is one of the other pieces where there was a lot of distinctions between each of the districts; setbacks was another piece for the board to look at and one of the things tying in the frontage and setbacks is the transitional district and the question of is it functioning or is it an impediment to using those parcels that are split zoned as transitional and commercial or transitional and something else, is it acting as an impediment as utilizing those sites, which is one of the questions they need to look at. Jen also went over the site coverage requirements and special exceptions.

Jen stated that there is no actual changes proposed at this time. It is just going through the document, flagging things and start looking. The conversation they need to have is what changes they want to make or what changes are needed.

Approve minutes of August 20, 2013

Motion: by Mr. Young to approve the minutes of August 20th as amended

Second: by Mr. Kapelson

Motion passes: 4-0-0

Any Other Business

Jen mentioned that the final NRPC Workshop will be held on Tuesday, September 10th in the afternoon at NRPC and the topic is Climate/Energy

The next Planning Board meeting will be held on September 17 2013.

Motion: by Mr. Young to Adjourn

Second: by Mr. Kapelson

Vote: 4-0-0

The meeting adjourned at 9:30 pm

Minutes taken by: Donna Baril