

**PLANNING BOARD PUBLIC MEETING**

**TOWN OF LITCHFIELD**

**Held on April 1, 2014**

Minutes Approved April 15, 2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, April 1 at 7:00 p.m.

**MEMBERS PRESENT:**Michael Caprioglio (Chair), Tom Young (Vice Chair), Russ Blanchette and Kevin Bourque (Selectmen's Rep)

**MEMBERS ABSENT:**Joel Kapelson, Bob Curtis, Michael Croteau and Jason Guerrette (Alternate)

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

**CALL TO ORDER**

Mr. Caprioglio called the meeting to order at 7:00p.m. and led the Board in the Pledge of Allegiance.

**Public Input:**

No members of the public present

**1) Work Session: Impact Fee draft Ordinance**

Jen stated that what the board has goes back to 2 years ago, they had made a first pass effort at taking the public capital facilities impact fee ordinance and the school impact fee ordinance and merging them together to be one single ordinance because a lot of language is redundant and duplicated and was not necessary to have 2 separate ordinances. Jen explained that was the first batch of edits. The second batch of edits are the Board's review from 2 years ago after they did that attempt at merging the two documents. Jen explained that the Board still has some comments from that point in time

that are just notes in the margin, on top of that Jen added an marked the draft up based on the comments that Mr. Mayberry had sent in a separate memo, he had typed up some comments and suggestions that he had for the draft, so rather than trying to go between two separate documents, Jen tried to merge his comments in here. Jen explained that on top of that Jason Hoch went through Mr. Mayberry's comments and added some comments as well, so she merged those as well. Those suggestions that they had that were very straight forward, Jen went through and just made some quick edits, but otherwise they are suggesting a larger more conceptual change and Jen just included it in the margins so the Board can go through and think about how they want to address some of these different suggestions. Jen stated there is a lot, and since it has been two years, she would recommend starting at the top and working through. Jen started by jumping towards the end: Mr. Mayberry's comment on page 10. Jen stated that this was something that was good to have in the back of the Board's minds as they talk about it. After going through and providing comments on the whole ordinance, Mr. Mayberry suggested essentially scrapping, reorganizing and rewriting, so the approach the Board would take to get to this reorganized proposal would be to repeal and replace in whole, it would be a cleaner approach. Jen stated that this is one consideration to keep in mind. Mr. Caprioglio stated that to repeal and replace you still have to have public hearing for both sides and still has to go to the ballot and if one passess and not the other, is it contingent on one. Jen stated that you would do repeal and replace as one single warrant. Jen stated that either way it would be one warrant article because to merge you would have the one article that would say: make all of these edits to 1300 and repeal 1400, it wouldn't make sense to make the edits the way we have it without repealing the school's piece. Jen stated that essentially the only difference between 1300 and 1400 the way they currently exist, is you have identical text between the two and 1300 has public capital facilities and 1400 says, school facilities, and that is it. Jen stated that part of the point that Mr. Mayberry makes is that he has tried to include as he went through and provided his comments, is that Litchfield's ordinance as well as several other Towns in the State was adopted prior to what we currently now have in statute. There was a lot of justification purposed statements, findings and other foundation items, included in the ordinance because the statutory language wasn't there, so now he is saying is what is here is obsolete and unnecessary, because now you have those statutory provisions that provide that direction to the municipality that you didn't have previously. Jen also mentioned that the main thing Mr. Mayberry suggests that has now become obsolete is a lot of the findings, because the findings are very much something that is applicable at the time they were drafted and they are not as applicable today as they were when they were originally drafted. Jen stated that another thing that he suggest just as a clarification is you now have in statute clear definition of what your Capital Facilities are, and he suggests not distinguishing between public capital and school facilities. School facilities are included as part of your Public

Capital Facilities by definition.

The Board went through section **1300.01 (Authority)** which was straight forward.

The Board reviewed and discussed section **1300.02 (Intent and Purpose) (a)(b)(c)**

The Board reviewed and discussed section **1300.03 (Findings) (a)(b)(c)(d) and (e)** and decided to delete from this section. (f) through (h) were moved to section **1309 (Review and establishment of fees)**.

The Board reviewed and discussed section **1300.04 (b)(c) and (d) (Applicability and Rules of Construction)**

The Board reviewed and discussed section **1301.00 (Definitions)** and decided they wanted to add the definition of CIP

The Board reviewed and discussed **1301.04** and added per RSA 674:21, **1301.03** and replaced gross living area with net floor.

The Board reviewed and discussed section **1301.05 (New Development) (a)(b)(c)(d) and (e)**

The Board reviewed and discussed section **1301.06 (Public Capital Facilities)**. Jen will do some research on this.

The Board reviewed and discussed section **1301.07** and decided to delete this section.

The Board reviewed and discussed section **1302.00 (Imposition of Impact Fees) (a)(b)(c)(d)**

The Board reviewed and discussed section **1302.01 (Computation of the Impact Fee)**. The Board decided they would like to retitle this.

The Board reviewed and discussed section **1302.03 (Appeals)**

The Board reviewed and discussed section **1303.00 (Administration of Funds Collected)**

The Board reviewed and discussed section **1303.01 ( Custody and Maintenance of funds collected) (a)(c)**

The Board will review the rest Ordinance at the next Planning Board meeting.

## **2) Close-Out Memo for the Agricultural Overlay District**

The Board decided to table this until the next meeting of the Planning Board on April 15, 2014.

### **Approve minutes of March 4, 2014**

***Motion: by Mr. Young to approve the minutes of March 4, 2014***

**Second:** Mr. Blanchette

**Vote Passes:** 3-0-1

### **Other Business**

Joan mentioned that she sent out a notice to Planning Board Members about the Water Source Protection Conference.

Mr. Blanchette mentioned that the New Hampshire Office of Energy and Planning has announced their 20th annual Spring Planning and Zoning Conference, it will be held on Saturday, May 3rd at the Mountain View Grand Resort in Whitefield, NH.

***Motion: by Mr. Young to Adjourn***

**Second:** by Mr. Blanchette

**Vote: 4-0-0**

**The Next Planning Board meeting will be held on April 15, 2014 at 7:00 pm.**

The meeting adjourned at 9:30 pm

**Minutes taken by: Donna Baril**