

PLANNING BOARD PUBLIC MEETING

TOWN OF LITCHFIELD

Held on November 3, 2014

Minutes Approved 11/18/2014

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

MEMBERS PRESENT: Michael Caprioglio (Chair), Tom Young (Vice Chair), Russ Blanchette, Bob Curtis, Mike Croteau, Kevin Bourque

MEMBERS ABSENT: Jason Guerrette

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

CALL TO ORDER

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

Public Input:

No members of the public present.

1). Multi-family overlay district discussion for March 2015 Town Meeting

Jen stated that at this time if there are no further revisions, the Planning Board can vote to send to Public Hearing in advance of the Town Meeting. The other piece was to look at and determine how many property owners in Litchfield would be affected by the ordinance. Jen mentioned that if 100 or fewer were affected, you would have to do individual notices. There are 418 parcels within the overlay.

Jen stated that the schedule Camille went over with the Planning Board at the last meeting; the suggestion was to use the November meetings to wrap everything up and you would have a last chance at things at the first December meeting and then hold a first Public Hearing at the second meeting in December. The last possible day to hold a first Public Hearing if a second Public Hearing is anticipated, is January 12th. Jen stated by doing it in December it gives the Board a full month before if you need to have

a second hearing and the deadline to hold a second hearing is January 25th.

Motion: By Mr. Blanchette to move the Multi-Family Residential Ordinance Draft to the first public hearing on December 16, 2014.

Second: by: Mr. Young

Vote Passes: 6-0-0

2). Impact Fees

Jen mentioned that she posted on the site, the last version the Planning Board August. If no other revisions required, the Board can make a motion to send to Public Hearing.

Motion: By Young to move the Impact Fee Ordinance to the first public hearing on December 16, 2014.

Second: by: Mr. Blanchette

Vote Passes: 6-0-0

3). Multi-family overlay district information to the public (costs for mailing)

Joan stated that she checked with the HLN and right now the cost for 3000 is \$238.00, but she said it would be better to budget for \$300.00 because it will be in the next year. The printing is \$140.00 for double sided flyers. The Board had discussion on what is available in the budget for this year and next year. Joan will put this back on the agenda for December 16th.

4). Discuss plan administration

Mr. Caprioglio asked Jen to explain to the public what goes on behind the scenes when an application comes into the Planning Board so the public understand what happens and what process is involved.

Jen stated that the way it happens in Litchfield is similar but slightly different from perhaps how plan administration goes on behind the scenes in other communities. The Board has Joan doing 90% of the administrative work and Jen (NRPC) doing the plan review and the only time she jumps in on the administrative side is when it has the technical pieces to review. What happens in the plan review process: the first thing is that the plan has to come into the town offices, and three weeks before it should be on the agenda, the application needs to be received here in the office, it needs to get into Joan's hands and it needs to get into Jen's hands. What they do is a quick look through to see if they have all the pieces that they need. Joan and Jen touch base and say who else needs to review this application, because of what is entailed and what's being proposed; does it need engineering review, does it need the Fire Chiefs review, does it need the Police Department's review. Generally it goes to everybody by default, but if it

is a really simple subdivision, there are no roads, there is nothing complicated it might not go to Lou for review because there is no engineering proposed or required on the application. Jen stated that part of that is trying to make sure that they go through the regulations to ensure that all the boxes have been checked and that they have met the requirements and the Planning Board is receiving a complete application. Jen stated that is a behind the scenes before the Planning Board sees the application. Then the application is put on the Planning Board's agenda and Jen and Joan come in with a recommendation whether all the pieces are there or not. Jen stated that one of the things they can do with an applicant (which is highly encouraged) is that even before they officially submit an application, they call talk to Joan and Joan can schedule a meeting with Jen, Kevin, Fire Chief, Police Chief, Lou or whoever is needed can come into the table and sit down with the applicant and have a contractual conversation about what goes into the application and what is needed and by doing that it can help make the process once they get to the Board smoother and eliminate any confusion and open up the communication channels. Mr. Caprioglio asked if it was encouraged. Joan stated that they usually don't know until the application comes in and they have done everything and is walking in the door with their full application. Jen stated that it is not required, it is an optional thing for the applicant and is in the regulations.

The next stage is that the Planning Board gets the application and goes through and determine it complete, you except, review and approve and 99% of the time there are conditions of approval. Generally those are administrative things, they are things that can't necessarily be done before the review is done, such as state permits; a board can not hold up an application just because it does not have it's state permits yet, but a board can make those permits a condition of approval. That is an administrative thing that Joan would verify so they would come in and say they have their state permits know and Joan can check off that condition of approval and once they have checked off all of those boxes, the Planning Board gets the plat to sign before it goes to the registry of deeds. Depending on what is being proposed, they are not supposed to be getting a building permit and definitely not a certificate of occupancy until everything has been signed off on and filed. If it is a subdivision and has not been filed with the Registry of Deeds, they can't build on that lot. Those conditions of approval become very important in making sure that those are administratively met. Jen stated that this is a big behind the scenes process; what comes with it is depending on the complexity of the application, depends on who has to do that review. Jen stated that generally she does not review conditions of approval, she will review the conditions of approval for the Hamel Circle application that just came in because there was a larger scope of those, they were all administrative, a checklist to see if they did it items.

Jen stated that applications that entail stormwater systems, roadways, shared driveways or anything that requires an engineering review as part of The Planning

Boards plan review process; part of what is in the subdivision and site plan regulations is an inspection piece; those pieces that are on that approved plan need to be constructed according to how they are drawn and how they are shown on those approved plans. Lou will go out and inspect to ensure that what is constructed is what was shown on the plans and adequately completed. Jen stated that anything that comes in as a driveway permit that is just a basic driveway permit; the Building inspector can inspect it, but there are instances such as a shared driveway or a driveway that had a stormwater system entailed with it that had more of an engineered curve cut, those need Lou (engineer) to inspect to make sure that the grade and drainage is correct and that the engineering part is complete. Jen stated that the inspection process happens after the plat has been signed, recorded. The inspection is what happens after everything is done, which is part of signing off on the whole construction. Lou will go out and look at roads, stormwater and if everything is correct, he will sign off on that. Kevin (building Inspector) will go and look at the structure itself and the things that are covered by the Building Code to make sure they are completed correctly.

Mr. Caprioglio asked the Board how they felt about having Mr. Hoch and the support staff in Town collectively sit down and find the most fairest process to make sure that all parties involved understand the responsibilities of the other parties involved; be it a Town employee, a consulting engineer, etc., to have a meeting of the minds to discuss what should be done and make sure everyone is on the same page.

Motion: by Mr. Blanchette to recommend to Mr. Hoch (Town Administrator) that the Planning Board would like to proceed in the direction to have a meeting to make sure that all parties involved (staff and related consultants) in the application understand the process and the responsibilities of all other parties involved. Mr. Hoch would be the organizer of the meeting.

Second: by Mr. Young

Vote Passes: 6-0-0

Mr. Caprioglio mentioned that he thought it would be a good idea going forward to have another section added to the Agenda for conditionally approved applications.

Approve Minutes of October 21, 2014

Motion: By R. Blanchette to approve the minutes of October 21, 2014 as amended.

Second: by B. Curtis

Vote Passes: 3-0-3

Any Other Items

Mr. Young mentioned that he sent a copy of the NHMA Land Use Boards electronically to the members of the Planning Board.

Mr. Caprioglio mentioned to the Public that anyone is welcome to come to the Planning Board meetings. The planning Board is looking for volunteers. The Planning Board meets in the 1st and 3rd Tuesday of the month at 7:00 p.m.

Motion: by Mr. Blanchette to Adjourn

Second: by Mr. Bourque

Vote Passes: 6-0-0

The Next Planning Board meeting will be held on Tuesday, November 18, 2014 at 7:00 pm.

The meeting adjourned at 7:40 pm

Minutes taken by: Donna Baril