

**PLANNING BOARD PUBLIC MEETING**

**TOWN OF LITCHFIELD**

**Held on May 19, 2015**

Approved on June 2, 2015

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 19, at 7:00 p.m.

**MEMBERS PRESENT:** Tom Young (Chair), Russ Blanchette, Matthew Shoemaker, Mike Caprioglio and Frank Byron (Selectmen's Rep).

**MEMBERS ABSENT:** Jason Guerrette, Michael Croteau, Steve Perry (Selectmen's Rep)

**ALSO PRESENT:** Jen Czysz (Assistant Director NRPC, Circuit Rider)

**CALL TO ORDER**

Mr. Young 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 wished to speak.

**1) Peeples Photography Home Occupation Sign (HO approved 6/3/2014)**

Mr. Young stated that the Planning Board will review the information to make sure the application is complete, then vote to accept the application for consideration, but this does not approve the application. The Planning Board will then consider the merits of the application and if acceptable approve the application.

All abutters have been notified, fees paid and application is complete.

***Motion: by Mike Caprioglio to accept the application of Peeples Photography Home Occupation sign approved June 3rd, 2014.***

**Second:** by Russ Blanchette

**Motion passes: 5-0-0**

Mr. Raymond Peeples, 205 Charles Bancroft Highway came in front of the Planning Board to present his sign application and stated that the Board has electronic copies of the sign. The sign is made out of high intensity polyurethane. The sign is oval in shape and green in color and would like to keep it in concert with their residence. The sign will be set back from the road. Mr. Peeples stated that the location of the sign is outlined on the map provided. The top piece of the sign is wrought iron, it will be on a metal post in keeping with the neighborhood. There were no questions or comments from the Board or NRPC.

**Public Comment:** No members wished to speak.

***Motion: by Russ Blanchette to approve the application for Peeples Photography Home Occupation Sign.***

**Second:** by Matthew Shoemaker

**Motion passes: 5-0-0**

**2) Public Hearing: Subdivision, Site Plan changes (see public notice)**

Mr. Young stated that in accordance with New Hampshire RSA 675:7, the Litchfield Planning Board will hold a Public Hearing tonight to consider the changes to the Litchfield Subdivision and Site Plan Regulations, along with Appendix A and I of the Land Use Regulations, amendments to the Planning Board Bylaws and adoption of a new Appendix K.

The Planning Board is considering Amendments to the Subdivision Regulations, **Section 200:** Add definitions for “Active and Substantial Development and Building” and “Substantial Completion.” **Section 300,** change number of plans and supporting information to be provided for submittal, subsequent plan revisions, and final plat. **Section 320.01** Reorder paragraphs and numbering to clarify preliminary review is conducted after the application is filed, change the filing of applications to 21 days before the scheduled public meeting, add use of Waiver Request Form Appendix K. **Section 320.03** Preliminary review to strike one more day requirement, **Section 320.05** Change revisions must be submitted a minimum of 7 days before scheduled or continued to public hearing. **Section 402.00** Compliance with Federal, State and Local Land Use Regulations may be a condition of approval. **Section 500** Plat submission requirements, reduces the number of copies required. **Section 850** Expiration of Approved Plans: Changes to comply with RSA 674:39 (vesting) and new definitions of “Active and Substantial Development and Building” and “Substantial Completion.”

**Public Comment:**

Claudette Durocher of 157 Charles Bancroft Highway came in front of the Board to state she has a hard time understanding what this is all about and what is the purpose of all these changes. Mr. Blanchette explained that it is largely just housekeeping. The staff had submitted some feedback to the Board, that there were some things that we could do better, and they reviewed and brought these changes forward. Claudette also mentioned the 15 days and the 21 days and wanted to know if the Board was eliminating days. Russ stated that they are realigning their approval time line to match State Law. Claudette asked if it was going to reduce the number of days the public may be aware of these filings. Tom stated that the 21 days will give you a longer period. Instead of 15 days as it is now, it will be 21 days.

Diane Sherman of Pilgrim Drive came in front of the Board and was wondering how many subdivisions are in the works already. Mr. Caprioglio stated that there are none. There is only the one that got approved a year ago. Diane questioned Albuquerque Ave. and was told that was just logging and also questioned the one on Page and was told no that there are plans in the works right now. Nesenkeag was approved two years ago.

Diane asked if there were any talk of moratoriums, like other Towns further north have on any kind of development. Mr. Caprioglio stated that there is nothing in the works.

**Public Hearing Closed.**

***Motion: by Russ Blanchette approve the amendments to the subdivision regulations; Section 200, Section 300, Section 320.01. Section 320.02, Section 320.03, Section 320.05, Section 402, Section 500 and Section 850 as discussed.***

**Second:** by Matthew Shoemaker

**Motion Passes: 5-0-0**

**Site Plan Regulations**

The Planning Board is considering the following amendments to the Site Plan Review Regulations, **Section 115:** add definitions for “Active and Substantial Development and Building” and “Substantial Completion.” **Section 140** change the filing of applications to 21 days before the the scheduled public meeting. **Section 140.2 (b):** add use of request form Appendix K. **Section 140.2(c):** Preliminary review to strike 21 day requirement. **Section 150:** Change number of plans for submittal on subsequent plan revisions. **Section 175.1.1:** remove requirement for site plans to be recorded at the

Registry of Deeds. **Section 175.1.2:** 4 paper copies of approved plat to be submitted. Section 175.8: Post approval procedure changes to comply with RSA 674:39 and new definitions of “Active and Substantial Development and expiration of approved plans (vesting).”

**Public Comment:**

Claudette Durocher came forward to state that sometimes the wording is a little confusing regarding the numbers. Jen stated that it is just an issue of how the strikeouts are displayed on the printed copy. Matthew Shoemaker stated that anything that is stricken should have a line through it and anything added should have a line underneath it.

**Public Hearing Closed.**

***Motion: by Matthew Shoemaker to approve the amendment to the Site Plan Regulations, Section 115, Section 140, Section 140.2b, Section 140.2c, Section 150, Section 175.1.1, Section 175.1.2 and Section 175.8.***

**Second:** by Russ Blanchette

**Motion passes: 5-0-0**

***Motion: by Matthew Shoemaker to amend prior motion to include Section 151 in the amendments to the Site Plan Regulations.***

**Second:** by Russ Blanchette

**Motion Passes: 5-0-0.**

**Appendix A**

The Planning Board is considering the following amendments to Appendix A - Road Design Requirements **Section 5.6** Road Maintenance Bond: correct errors in the bond example, **Exhibits B and C:** Remove requirement for granite curb at intersections.

**Public Comment**

No members wished to speak.

**Public Hearing Closed.**

***Motion: by Mr. Caprioglio to accept the amendments to Appendix A: Road Requirements, Section 5.6 and Exhibits B and C.***

**Second:** by Russ Blanchette

**Motion Passes: 5-0-0.**

Mr. Byron questioned the wording on the Road Maintenance Bond calculations. After review the Board decided that this needs more clarification to describe the equation. Jen stated that there is a correction to be made in Paragraph C and D.

***Motion: by Mr. Caprioglio to withdraw his motion***

**Second:** by Russell Blanchette

***Motion: by Matthew Shoemaker to reject the Amendments to Appendix A: Road Requirements, Section 5.6 and Exhibit B and C.***

**Second:** by Mike Caprioglio

**Motion Passes: 5-0-0.**

### **Amendments to Appendix I - Conditional Use Permit**

The Planning Board is considering the following amendments to Appendix I - Conditional Use Permit: Add new sections to help applicants provide all information required in the existing Land Use Regulations.

#### **Public Comment:**

No members wished to speak.

#### **Public Hearing Closed.**

***Motion: by Mike Caprioglio to accept the Amendments to Appendix I - Conditional Use Permit to add new sections to help applicants provide all information required in the existing Land Use Regulations.***

**Second:** by Matthew Shoemaker

**Motion Passes: 5-0-0.**

### **Amendments to the Planning Board Bylaws**

The Planning Board is considering the following Amendment to the Planning Board Bylaws - Require application submission be 21 days prior to scheduled meeting.

#### **Public Comment:**

No members wished to speak.

#### **Public Hearing Closed.**

***Motion: by Mike Caprioglio to accept the Amendments to the Planning Board***

***Bylaws to require application submission to be 21 days prior to scheduled meeting.***

**Second:** by Russ Blanchette

**Motion Passes: 5-0-0.**

**Adoption of new Appendix K**

The Planning Board is considering the following Adoption of a new Appendix K - New application form for site plan/subdivision regulations waiver requests during application process.

**Public Comment:**

No members wished to speak.

**Public Hearing Closed.**

***Motion: by Matthew Shoemaker to approve the Adoption of a new Appendix K - New application form for site plan/subdivision regulations waiver requests during application process.***

**Second:** by Russ Blanchette

**Motion Passes: 5-0-0**

**Committee Reports**

Tom Young mentioned that last Friday at NRPC they heard from Eversource and Spectra on their pipeline projects. Tom stated that he has their powerpoint and will distribute to the Board. Tom stated that the new plans they propose are picking up all of the power stations in New England with the gas lines. This project will be going into construction in approximately a year and a half. Tom mentioned it is an existing corridor, they are removing a 20" gas main and replacing it with a 42" gas main.

**Approve Minutes of April 21, 2015**

***Motion: by Russ Blanchette to approve the minutes of April 21, 2015 as written.***

**Second:** by Tom Young

**Vote Passed: 2-0-3.**

Jen mentioned that the Board can start working on the Masterplan and the correction to Appendix A.

**Any Other Business**

Russ stated that at the last Planning Board meeting, they voted in opposition of the Kinder Morgan Pipeline and was giving the task to produce a letter to be signed by the Board and submitted to FERC and others. Russ mentioned that he has the letter and passed out for the members in attendance to sign and will get the letter to Joan and have the rest of the members sign.

Selectman Byron mentioned that there was a question earlier tonight about appointing the ex-officio member to sub in for the missing member. Frank stated that the Board should be aware that under 673:11- Designation of Alternate Members, it reads: Whenever a regular member of a local Land Use Board is absent or whenever a regular member disqualifies himself or herself, the Chairperson shall designate an alternate if one is present to act in place, except that only the alternate designated for the City or Town Counsel, Board of Selectmen or Village District Commission shall serve in place of that member.

***Motion: by Mike Caprioglio to Adjourn***

**Second:** by Matthew Shoemaker

**Vote Passed:** 5-0-0

**The Next Planning Board meeting will be held on Tuesday, June 2, 2015 at 7:00 pm. All welcome to attend.**

The meeting adjourned at 7:50 pm.

**Minutes taken by: Donna Baril**