Approved

Planning Board Meeting Minutes

May 12, 2020

Members present: Nancy Teach, Chair; Art Urie, Vice-Chair; Doug Phelps; Randy Monti; John Hodgson; Dave Powers; John Kinney, Ex-Officio; and Donna Duclos, Alternate

Also present for duration of appropriate item: Pat Moyer, Planning & Zoning Administrator and abutter; Melissa Barton and Jen Johnson (real estate broker for Barton); Colin Brown (licensed land surveyor for Barton); Peter Wobber (Beam Construction for Proctor); John Ferris (Proctor); and Dan Mori (abutter)

Due to the COVID-19/Corona virus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through the video or by phone with Zoom.

Teach opened the meeting at 7:00 p.m.

7:03 Teach opened the **Public Hearing** – Melissa and Paul Barton – Lot line adjustment for a driveway to access 2 abutting properties on Switch Road –110 Switch –Map 11-431-196 and Map 11-473-207 –Rural Residential District.

A partial survey of the properties was presented. Moyer, as an abutter asked the Board to refer to the Non-Binding Consultation Approved Minutes of August 13, 2019. During the consultation, the applicant requested to only have the front portion of the properties surveyed. The Board denied the applicant’s request and agreed that full survey of the entire parcels needed to be done for approval.

A complete survey of the properties was not provided. Moyer reminded the Board and the applicant at the August 13, 2019, meeting the Board requested a complete survey. Brown replied, “the survey for the Lot line Adjustment areas was all that was necessary and a full survey would be an additional expense to the Bartons.” Public Hearing closed at 7:11. The Board voted unanimously to approve the Lot Line Adjustment as proposed.

**7:15** Teach opened the **Public Hearing**– Art Urie – Minor Subdivision-Condominium Conversion –164 & 166 Main Street –Map 19-628-252 – Village District .

Urie recused. Duclos appointed. Mori asked what the changes are. The reply, it’s a Minor Subdivision Condominium Conversion between the Post Office and the Lake Farm Realty business with residences. There now are two buildings on one lot. The subdivision will make each building a separate condominium unit with shared common space. Nothing will be added to either building, the driveway and parking areas will remain the same, and the appearance and use of the buildings will not change. Teach stated that Matt Serge town counsel, reviewed the application and found it acceptable.

The public hearing closed at 7:35. The board voted unanimously to approve the Minor Subdivision Condominium Conversion as proposed. The next steps will be for the applicant to prepare a Declaration of Condominium with the State (RSA 356-B) and have it recorded. For the town’s protection the town’s counsel will review the application from the perspective of ensuring the Town is adequately protected.

Update on Joe and Malora Rice for an agricultural business – 72 Main Street, Tax Map 19, and

Lot 337, 13 Village District

The property was formerly located in the Forest and Agricultural District which would have required the Rice’s to apply for a Special Exception to sell farm products on this property. However, as of the March 2020 Town Meeting, the voters approved Village District boundary line changes and the property is located now in the Village District. A Special Exception is not required in the Village District, however, the Board advised that due to the change in use of the property, a Site Plan Review is needed.

Powers asked if the 2nd driveway is a legitimate access with the NH Department of Transportation. Moyer will advise the Rices that a Site Plan Review Application including a property drawing are requested by the Board. A Completeness Review and Public Hearing will be held on May 26, at 7:00

**Non-Binding Consultation** –Proctor Academy – Peter Wobber, Beam Construction – new Woodland Center Building –Village District

Wobber reviewed the Site Plan Drawings to look at the plans. It will be 2-story building w/ two classrooms & approximately 3,500 sq. ft. footprint using timber harvested from Proctor property and include a green house. The proposed building will replace the woodlands building that was demolished. In June Bill Stack will provide detailed drawings for a Completeness Review. The proposed construction start date is spring 2021. Ferris joined the meeting and supported what Wobber stated.

Minutes of 02-25-2020 approved as revised. Minutes of 04-28-2020 approved as amended

**PB Organization** – Officers were elected – Doug Phelps, Secretary; Art Urie, vice-chair; Nancy Teach, chair

**Other Business –**

Champagne – Gravel and stone excavation and sales business – The Planning Board approved the application for the business on January 28, 2020 with a list of conditions prior to commencing operations. Matt Serge, Town Counsel advised the Board of the following:

 1. The applicant, Champagne must allow authorized parties to access the site in the future to monitor

 compliance and ensuring traffic flows in the certain way.

 2. Most conditions must be satisfied prior to commencing operations but do not require a further

 hearing.

 3. A hearing may need to be scheduled to review the blasting plan. This is different from state

 permits, where the town has no say in whether the permit is granted or not. The PB will need to

 keep town counsel posted as the project moves forward and when the blasting plan is submitted.

Official Town Maps to show the approved revisions to the expanded Village Zones – Phelps has contacted the Lakes Region Planning Commission to ask for assistance.

Conservation Subdivision Draft Proposal – Teach will send the Board a new draft of the Conservation Subdivision proposal that Urie sent to her.

Commercial and/or Business zones proposals could be discussed at a future meeting.

**8:30** **Adjourned**