

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES SEPTEMBER 19, 2013**

At 7:00 p.m. Chairman Jere Buckley convened the regularly scheduled meeting of the Webster Planning Board.

Chairman Buckley asked Mrs. Larson to call the roll for the benefit of the visitors that were in attendance.

Present: Chairman Jere Buckley, Members Sue Roman, Lynmarie Lehmann and Sue Rauth, who arrived a minute after the meeting was convened; alternates Rick Cummings and M.J. Turcotte. Neither the Select Board representative nor his alternate were in attendance. Per RSA 673:11 the Board was not authorized to designate anybody else to act in their capacity, therefore that chair would remain empty for the meeting.

The first order of business was to review the draft minutes from the August 15th meeting. Chairman Buckley had a couple of suggestions:

- 1) on page 2, about three inches from the bottom of the page, change the sentence beginning "...*The setback would be for all boundaries...*" to read "... *The **40 foot** setback would be for all boundaries...*".
- 2) on page 4, 2nd paragraph, delete the last two sentences and replace them with "***Chairman Buckley agreed to call a meeting of the Subdivision Regulations' subcommittee and to have an informal discussion with Roy Fanjoy on Driveway Regulations.***"

There were no other comments on the minutes from the Board. Member Lehman made a motion to adopt the minutes with the modifications as suggested by Chairman Buckley; seconded by Member Roman and unanimously approved.

The next item on the agenda was a conceptual discussion with Mark Phillips regarding a possible subdivision. Chairman Buckley explained that a conceptual discussion was for the purpose of informing the applicant or potential applicant and the Board about the particular proposal and identifying any questions or problems that might be answered before the process goes on, in an informal fashion. The conceptual discussion is non-binding for either the applicant or the Board. Chairman Buckley then turned the floor over to Mr. Mark Phillips of Winnepocket Road. Mr. Phillips discussed his proposed subdivision/lot line adjustment which would involve his three abutting lots: 4-12 (100 acres), 4-28 (10 acres) and 4-25 (12.64 acres). Lot 4-25 is land locked, i.e., does not have frontage on a road that serves it. Mr. Phillips' proposal was two-fold:

1. subdivide a minimum of 5 acres or more from lot 4-12 to create a new building lot with the required minimum of 250 feet of frontage on Pond Hill Road;
2. do a lot line adjustment between abutting parcels 4-12 and 4-25 thereby adding acreage from 4-12 to 4-25 in order to give a minimum of 250 feet of frontage to 4-25 on Winnepocket Road.

Mr. Phillips asked the Board if they could see any red flags regarding his proposals. He questioned the requirement for a survey of the 100 acre parent lot 4-12. After a brief discussion, Chairman Buckley referred to *Section VII-7.1-D.-9. of the Subdivision Regulations* which requires the plat to include “...*Location of property lines, including entire undivided lot,...*”. Chairman Buckley then referred to *Section XI* which states, “...*the foregoing regulations may be modified when, in the opinion of the Board, specific circumstances surrounding a subdivision, or condition of the land in such subdivision, indicate that such modifications will properly carry out the purpose and intent of the Master Plan and these Regulations.*” Chairman Buckley felt there was ample precedence for the Board to agree to waive a total survey. After a brief discussion Chairman Buckley informed Mr. Phillips everything was spelled out in the *Subdivision Regulations*. In conclusion, the Chairman stated he saw no problems with the proposed lot line adjustment. Mr. Phillips thanked the Board for their time and left.

At this time Chairman Buckley recognized Mr. & Mrs. John Little of Deer Meadow Road. Mr. Little presented his letter of intent regarding the gravel pit he had purchased. The Chairman read the letter to the Board. (*See scanned copy of the letter attached to these minutes. Please be advised the correct parcel identification number of Mr. Little’s gravel pit is 9-23-4.*) There were no other comments. Mr. & Mrs. Little thanked the Board and left.

The next item on the agenda was a Notice of Voluntary Merger form from Mr. Kenneth Hoar of Battle Street. The parcels affected by the merger were located on tax map 5, lots 22 and 24. The parcels were shown to be contiguous and Mrs. Larson confirmed that Mr. Hoar was the owner of both parcels. After a brief discussion, Member Lehmann made a motion to approve the merger; seconded by Member Rauth and unanimously approved. Chairman Buckley signed the form.

Chairman Buckley informed the Board that he had a brief conversation with Marty Bender. He reminded Mr. Bender that the Planning Board would still welcome any input or participation in the process of amending the *Zoning Ordinance*.

The next item on the agenda was discussion of the *Proposed 2014 Warrant Article (Version 2-as approved)* for the following purposes:

1. to confirm that the Chairman had correctly reflected the changes the Board agreed upon at the last meeting and,
2. to find out from the subcommittee if there would be any additional *Zoning Ordinance* changes that should be considered either as part of this proposed article or separately.

Before continuing, Chairman Buckley stated he believed the subcommittees should have names based on their charters or what they are assigned to do. The subcommittees will have posted meetings at Town Hall with published meeting minutes. Each subcommittee will select one chairperson and secretary or minutes – taker.

Chairman Buckley suggested the following names for three major subcommittees:

1. **The Zoning Subcommittee:** members – Lehmann, Rauth, Roman and Turcotte. The charter is two-fold:
 - a) to review and make recommendations regarding definitions on use of ‘building’, ‘structure’ and ‘setback’ in the Zoning Ordinance and to assure consistency in other documents, especially the Subdivision Regulations;
 - b) to review and make recommendations on the structure and content of the Zoning Ordinance looking ahead to 2015 Town Meeting.
2. **Subdivision Subcommittee:** members – Buckley, Rauth, MacAllen and Roman. The charter would be to review and make recommendations on the structure and content of the Subdivision Regulations. Chairman Buckley stated that he had undertaken to call the first meeting but has been unable to do so because of personal obligations.
3. **Driveway Subcommittee:** members – Buckley and Fanjoy. This committee has yet to meet. Chairman Buckley stated he would try to make that happen before the October meeting

Chairman Buckley asked for any comments from the Board. Member Lehmann stated that part a) under number 1. above had been accomplished by their subcommittee and therefore should be closed out after they make their recommendations. After a brief discussion the Board renamed part a) under number 1. above to **Subcommittee to Review Definitions of ‘Building’ and ‘Structure’ in the Zoning Ordinance and Subdivision Regulations** and part b) to **Zoning Subcommittee**. Alternate Cummings suggested having Central New Hampshire Regional Planning assist the Town with amending the Zoning Ordinance in the future but for right now have the Board concentrate on the Subdivision Regulations which only require a vote of the Board and a public hearing. Members Rauth and Roman agreed with Alternate Cummings. Member Lehmann suggested the Board could form two subcommittees to work on the Subdivision Regulations. Member Rauth suggested the Board come to the next meeting with a list of areas in the Subdivision Regulations to focus on. By consensus, the Board agreed with Member Rauth. In summary, Chairman Buckley stated the present subcommittee’s work would hopefully be done at this meeting. Members Lehmann and Roman stated they would be okay with forming an investigatory subcommittee on subdivisions. Member Lehmann suggested the investigatory subcommittee come back next month with the two subcommittees they want to create. After a brief discussion, the **Subcommittee for Exploratory Review of the Subdivision Regulations** was formed with members being Lehmann, Roman, Rauth and Turcotte. They will meet Monday, October 7, 2013 at 7:00 pm at the Town Hall.

The next item on the agenda was to review the subcommittee results and recommendations regarding the uses of ‘building’ and ‘structure’ in the Zoning Ordinance and Subdivision Regulations. Member Lehmann presented the proposed

changes throughout the entire **Zoning Ordinance** along with the other members of the subcommittee, Members Roman, Rauth and Alternate Turcotte. A lengthy and in depth discussion ensued encompassing numerous changes to be made.

Chairman Buckley stated the Board will need a new copy of the **Zoning Ordinance** with all of the proposed changes and a “strike out” copy. Member Roman volunteered to work on the Proposed Warrant Article (Version 2 – As Approved) to reflect the changes recommended at this meeting. The question was raised regarding the timeframe for completion. Chairman Buckley stated in the past he had hoped for a public hearing sometime in October however, it looks more like November. Alternate Turcotte stated she could do the “strike out” copy of the **Zoning Ordinance** and send it to Member Lehmann to proofread and also to Members Rauth and Roman. Member Roman stated that once she gets the “strike out” version she will craft the additional paragraphs for the warrant article.

At this time the Board reviewed the subcommittee draft meeting minutes of September 16, 2013 charged with the review of the use of the terms ‘building’ and ‘structure’ throughout the **Subdivision Regulations**. Corrections were made as follows:

- insert **‘and its’** under “...*Section III – Lot definition...* Delete the word **“and its’ accessories.”**...
- change *Section IV to Section V. Para. 5.2.D. to 5.3.D.*
- under *Section VII...*change 14. ditto to 13. **Replace “building with “construction”**

Member Lehmann made a motion to adopt the minutes with the changes; seconded by Member Roman and unanimously approved by the subcommittee.

At 9:06 p.m. Member Lehmann made a motion to adjourn; seconded by Member Roman and unanimously approved.

These minutes were approved as written at the Planning Board meeting of October 17, 2013.

Jere D. Buckley, Chairman

ADDENDUM

Letter of INTENT

Aug 15 2013

PLANNING Board of Webster
Rt 127 Webster N.H.

John Little
P.O. Box 529
Cortacook N.H.
03229

Dear Board,

I would like to inform you of my intention of the sand pit that I have purchased from Mr. Cummings, on Deer Meadow Rd. (Map 9 Lot 23). I intend to level it out and grass the entire area, except for a small section in the south east corner where I could still dig sand for my own use, probably less than an acre. It will no longer be commercial property.

Respectably yours

John Little

RECEIVED SEP 19 2013