



## Town of Hebron

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### Hebron Planning Board

APPROVED Minutes of Workshop 7/17/06

**Members Present:** Chuck Beno (alternate), Dick Cowern (Selectmen's rep), Tom Gump (alternate), Roger Larochelle (chair), Ellie Lonske (vice chair), Curtis Mooney, Martha Twombly (alternate), and Sheila Oranch (secretary)

**Others Present:** none

**Time Convened:** 7:00 PM

**Time Adjourned:** 9:26 PM

**Next Meetings:** 8/2/06 regular monthly hearing, 8/21/06 workshop

#### Agenda Items:

1. Approve minutes of 6/19/06
2. Administrative Matters
3. Discuss excavation permitting (155:E)
4. Revisions to the Subdivision and Site Plan Regulations
5. Condominiums, what form of subdivision
6. Rules of Procedure
7. Any other matters that come before the Board

Roger Larochelle convened the meeting and reviewed the agenda. The minutes of 6/19/06 were reviewed and several corrections to the Bridgewater-Hebron Subdivision and Zoning Regulations comparison chart and the wording were suggested.

**Ellie Lonske moved/Dick Cowern seconded approving the minutes of the 6/19/06 joint work session with members of the Bridgewater Planning Board as amended. PASSED**

Martha Twombly initiated a discussion of the Planning Board mailing list and notification procedures, as she had not received the agenda and draft of minutes. Curtis Mooney said he also had not gotten the minutes. Sheila Oranch explained that she had used an outdated list and it has been corrected. Tom Gump has been added as an alternate and members will receive a new list. Martha also requested that copies of applications and materials to be reviewed be distributed to all Board members at least a week before the next hearing, so they will have time to study the data.

After a brief discussion, the Board consensus was to incorporate that into the new procedures and require eight copies of all documents with 11x14" copies of plans and maps included.

Curtis Mooney said he was concerned that too many members of the Planning Board were on other boards in town and the RSA on page 283 limits dual members to two per board. He said that he and Martha Twombly and Tom Gump were all involved with the Conservation Commission. He stated his preference to remain on the Planning Board and to withdraw from the Conservation Commission. Roger Larochelle agreed and will report Curtis' choice to the Board of Selectmen.

Ellie Lonske asked for volunteers to help proof read the updated zoning regulations so they can be printed and posted on the Town website. Roger Larochelle asked everyone to report corrections to Ellie and him by Monday, July 24, 2006. Let Sheila Oranch know if you need the files again.

### **Excavation Permitting**

Roger Larochelle said the Board needs some education on excavation permitting. The Selectmen sent the Planning Board a letter dated 6/15/06 stating that the Planning Board is responsible for overseeing excavations and gravel pits in town. At Roger Larochelle's request, Martha Twombly drafted a letter to the Selectmen saying that a recent permit to Ethier Excavating was issued in error because according to their letter they are not the proper authority. Roger Larochelle said the Planning Board as well as the Board of Selectmen both need to send letters to Mike Ethier informing him that he does not have a valid permit and should not continue operations. He needs to apply to the Planning Board for approval and submit a list of required documents and permits. The list should be included with the letter. According to Martha, the Board of Selectmen has a check list, which will help the Planning Board. The Board also needs to establish a procedure and specify it in the letter. All State regulations will need to be fulfilled. The Gravel Tax Appraiser, Mary Pinkham-Langer, says 155:E has to be re-filed as it has expired. Martha Twombly and Roger Larochelle will get together Thursday to finish the letter. Martha will also request an informational session with the Meredith Town Planner, as their procedure seems good.

### **Revisions to the Subdivision and Site Plan Regulations**

The Board members all agreed to follow the same procedure of drafting suggestions and reviewing them at work sessions, then submitting them to Town counsel for review. The same process of publishing notices for public hearings must be followed, but a Town vote is not required.

Ellie Lonske spoke about definitions of dead end roads and asked why Hebron has a half mile limit. Curtis Mooney said that the rationale for that specific road length limit was that if there was a problem at the beginning of the road emergency vehicles might not be able to get in or out.. Ellie said the Bridgewater formula for increasing road curve radius for steep or difficult terrain makes sense, but most roads in Hebron are greater than a half mile in length with dead ends. The Board should either enforce the rule or drop it. Roads for any hypothetical development already must meet all conventional standards and regulations.

Ellie noted that the wording for lot coverage and the area required for recreation purposes on page SD-10 should say "usable area" to be consistent with new zoning regulations. She also mentioned that the Bridgewater regulations say the area set aside should be designated on the subdivision plan. She will submit the two suggested updates in writing.

The Board needs a check list for subdivision applications. Martha Twombly said she will review other Towns' check lists for ideas.

Roger Larochelle asked that all suggestions be put in writing for the next work session on 8/21/06.

There was some discussion of fees and check lists (page SD-19 and 20). Sheila Oranch noted that the second to the last page in the book is an un-numbered check list for Site Plan applications, which someone had said in a hearing was not intended to be an official part of applications, but people see it and think it is complete. If a list is going to be in the book, it should be fully informational. Also, in SD-16 8.8 it states an applicant must accept a request for continuance in writing. This is not being done. Is documenting the request and consent in the minutes adequate?

Ellie Lonske said the Bridgewater Planning Board requires the applicant to prepare all abutters notices and put on the postage. The Board then sends them out. The Board also requires applicants to provide eight copies of all application materials two weeks before the requested hearing.

### **Rules of Procedure**

Roger Larochelle handed out printed copies of the Rules of Procedure downloaded from RSA 676:1 and suggested that this be the starting point for the Hebron Planning Board. There will be a few details to refine, but this way the local rules will be consistent with the RSA rules.

**Ellie Lonske moved/Dick Cowern seconded adjourning the Board until 8/2/06. PASSED**

Roger Larochelle adjourned the meeting at 9:26 PM

### **SUMMARY OF MOTIONS:**

**Ellie Lonske moved/Dick Cowern seconded approving the minutes of the 6/19/06 joint work session with members of the Bridgewater Planning Board as amended. PASSED**

**Ellie Lonske moved/Dick Cowern seconded adjourning the Board until 8/2/06. PASSED**