



Town of Hebron
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Hebron Planning Board
DRAFT Minutes of Workshop 3/19/07

Members Present : Chuck Beno (alternate), Dick Cowern (Selectmen's rep), Tom Gump (alternate), Roger Larochelle (chair) and Sheila Oranch (secretary)

Others Present : none

Time Convened: 7:00 PM **Time Adjourned:** 8:32 PM

Next Meetings : 4/4/07 regular monthly hearing, 4/16/07 workshop

Agenda:

1. Administrative Matters and Announcements
2. Election of officers
3. Approve minutes of hearing 2/19/07
4. Hear public comment and discussion of proposed Site Plan Review changes
5. Any other business that comes before the Board

Dick Cowern convened the meeting and asked for nominations for chairman for the coming year. **Roger Larochelle was elected unanimously to serve another term as chairman. Ellie Lonske was nominated as vice chair and elected unanimously.**

Curtis Mooney asserted that his service will end after the May 2nd hearing, as family obligations have increased and leave no time.

In the absence of Ellie and David, Roger appointed Chuck and Martha as voting members.

Roger reported that all zoning amendments passed by resounding majorities at Town Meeting.

The change of authority for excavation permitting from the Board of Selectmen to the Planning Board also passed by a clear majority.

Next on the task list is review and update of Site Plan regulations. Curtis presented the Board with a comprehensive draft of excavation permitting regulations as a foundation.

Roger reported that a petition with signatures regarding development on West Shore Road has been submitted to the Planning Board and will be presented as information at the 4/4 hearing.

Roger reminded everyone of the 4/28 OEP conference in Waterville Valley. He is registered and will be giving a presentation. The group reviewed other conferences and training opportunities coming soon.

Minutes of 2/19/07 were reviewed. **Dick Cowern moved/Chuck Beno seconded approving the minutes of 2/19/07 as written. PASSED**

Subdivision Regulations updating can move forward with the text of the updated zoning ordinance having been approved. Thanks to Tom Gump for his wizardry in scanning the Site Plan Regulations into editable form.

Site Plan Review Regulations

SP1, Article V

Eliminate first sentence.

Re-number types to make A. Cluster subdivisions.

SP2, Article VI

B. Preliminary Consultation and Review

Should we require? Consensus was to encourage rather than require. 2nd sentence changed to "Such preliminary consultations are encouraged and shall be information and directed toward:"

SP2, Application fee increased to \$50 to be consistent with SD fees.

SP3, Mailing fee increased to \$5 each

Discussion of fees for cluster SD. Should there be a per-lot fee? Yes, as long as some of the fees can be waived if the information is included in the subdivision plan. Chuck suggested \$50 per unit because a cluster would already be going through a subdivision review and paying those fees.

Take away underline from fee waiver caveat

Take away paragraph about PB may require professional advice because it is covered in #3

Chuck discussed traditions of self-employed businesses just starting up in their home or barn. A person might start sharpening saws and mower blades, seeing real estate customers, putting up a produce stand, etc. and as the regulations stand they have to apply for a site plan review. Is this necessary? Curtis said it is usually a noticeable junction sign that triggers the review. Discussion continued with examples of individual crafters who cannot put out little signs on their homes to show where they are and sell their stuff. What about a notary public or JP? What about if someone had a business that was grandfathered and then moved to a new location? No conclusions but to keep it in mind as we go forward.

SP3, D. Public Hearing and Notice

Ten days is still good. Increase public places to at least 3. Discussion went around about wording of notices and conclusion was to change the word "given" to "mailed" and the ten days cannot include the day of the hearing or the day of mailing.

Generally, Planning Board notices are posted on bulletin boards at the Selectmen's Office, Town Clerk's Office, Post Office and Village Store. The requirement is for at least two public places in the town.

Martha suggested replacing the entire paragraph with the language in RSA 675:7 which specifies notice requirements for public hearing.

Can't quite do that, but can incorporate the requirements as phrased.

E. The question arose as to whether the Board shall act within 90 days or if 60 days is required by the RSA. This needs more research.

SP4, Article VII. Curtis suggested separating the meetings of the two boards, as there might be confusion. Scratch the second sentence.

Article VIII seems to be okay.

Article IX. Planning Board now requires two set of full size plans and ten sets of reduced 11x17 size copies of the plan.

Roger summarized discussion and suggested that Submission requirements, make one list, A, what is required on the site plan (map). The Site Plan application B list would be added requirements with its own list including such things as an erosion control plan, approved permits, approved septic plan, letters from the Fire Chief, Police Chief, etc. as well as photographs if available. C. would be the caveat paragraph that the Board may ask for additional information.

Article IX. A Site Plan application package shall include:

- A. The application, check, Plan and documentation as follows.
- B. Two sets of full sized copies plus ten sets with reduced copies of the Plan (graphic) of the Site showing the List of items ON the Plan.
- C. Ten sets of the permits, documentation and attachments .

B-list ends after M.

C-list includes:

Approved Permits: building, driveway, wetlands, excavation

Adequate Septic design from a certified planner

Adequate Well design information

Letters from Fire Chief, Police Chief and any other relevant authorities

Erosion Control Plan

Monitoring Plan

Landscaping Plan

Signage Plan

Lighting Plan

Fencing, Walls, Outside Recreation Area Plans with materials types, dimensions, colors, etc.

Article XI discussion of Surety, purpose and amount- setting changes.

Changes and alterations language modified slightly to include “written” request of the applicant. Curtis recommended adding a sentence requiring that a changed Site Plan be filed as soon as consent is granted. Approved Site Plan doesn’t mean it is signed off on until all the conditions are met. Discussion of when and how final plans should or could be updated and/or recorded went on. Requiring a Surety might improve the probability that final plans will be filed after conditions have been met or changes granted. Should the applicant be responsible for filing the final site plan? A receipt would be required for proof of having recorded with the Grafton County Register of Deeds. Fees will be paid by the applicant and proof of recording with map and page number given to the Planning Board for the file.

E. To what does the second sentence refer? Can the Board waive the requirement to record the Site Plan? Is this sentence needed or not? The conclusion was that yes, in some cases there are no material changes to the property, and there isn’t anything substantive to record. Change it to “The Board may waive the requirement to record the approved Site Plan.”

Other Business:

Notice of regular hearings and workshops has been posted at the Selectmen’s Office and Town Clerk’s Office. Town Counsel has opined that this is adequate public notice even if notice of a specific hearing is missed. This precaution will avoid a situation such as happened in January when notice was not posted in time and a hearing was not held.

Curtis presented a draft of Excavation Review Regulations and explained his sources and recommendations.

Martha pointed out that it is up to the regulating body to determine whether a permit is needed in a given situation. That was covered in the workshop she attended.

Any use of the word “security” should be changed to “surety” in text.

Adjourned by unanimous agreement at 9:00 pm.

SUMMARY OF MOTIONS

Roger Larochelle was elected unanimously to serve another term as chairman. Ellie Lonske was nominated as vice chair and elected unanimously.

**Dick Cowern moved/Chuck Beno seconded approving the minutes of 2/19/07 as written.
PASSED**