



Town of Hebron  
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## Hebron Planning Board Minutes of Hearing 4/2/08

**Planning Board Members present:** Roger Larochelle, chair, John Dunklee, selectmen's rep, Ellie Lonske, vice chair, Chuck Beno, and David Wall.

**Planning Board Members absent:** Martha Twombly, alternate

**In attendance:** Jane Ramsay, acting secretary.

**Time Convened:** 7 p.m. **Time Adjourned:** 9:40 p.m. **Next Meeting:** May 7, 2008

### Agenda Items:

1. Administrative matters
2. Approve minutes of prior meetings
3. Continuance of Jaques ET AL subdivision and boundary line adjustments
4. Continuance of Site Plan Application: Camp Berea, Tax Map 19A, Lot LVP-12
5. Subdivision Regulations Draft
6. Any other business that comes before the Board.

The meeting was called to order by John Dunklee, who replaced Dick Cowern as the Selectmen's representative to the Planning Board. John Matthews will be the Selectmen's alternate. John Dunklee said the two members who had been reappointed to the Board, David Wall (regular member) and Tom Gump (alternate member) for three year terms, had not yet received their appointment letters from the Selectmen. He said the Board would have the election of officers after the appointed members were sworn in. Until that time, Roger would remain chair and all the members of the 2007 Board would serve. John asked the board to make recommendations of people who would be willing to serve as alternates.

Roger spoke to the Camp Berea site plan request for new accommodations for 150 additional people at the Camp/ conference center. A letter was sent to Ron Ward, the director of the camp, stating that the camp itself is grandfathered for non- conforming use in the Lakes District. The Camp would need a variance granted by the ZBA for further expansion before the proposed site plan can be considered by the Planning Board. Roger said the camp had sent a packet of further information to the board. Roger will send it out to members to review at home.

When it was brought up to Attorney Tim Bates that other camps in the Lakes District had been allowed to expand without getting a variance from the ZBA, he said that previous actions did not necessarily mean that future actions were allowed. There was a discussion as to whether Camp Berea could be defined as a "summer" camp since it was used as a year around conference center was well.

The approval of the last two meeting minutes was postponed to the next meeting.

Roger reported that Alan Barnard, who represents Jaques ET AL, has requested another continuance for the subdivision and boundary adjustments. John Dunklee reported that the Selectmen have not received any updates from Arthur (David) Jaques who has substantially changed the proposal to include his children. There are other issues with the protection of Larry Kill's driveway and other easements that the

## 5/7/2008 ACCEPTED AS WRITTEN

Town needs to address and Bruce Barnard is working on. A concern was expressed about what would happen if David Jaques was unable to complete the necessary steps to allow the Town to change George road from its current location to the new location (Would the Jaques heirs be obligated to complete it?) The board felt a letter should be sent to David Jaques asking for an update on his plans, a timetable for completion, and a reminder that his original plan was presented to the Planning Board in January of 2006 and it should be completed in a reasonable time. John Dunklee will also speak to Bruce Barnard about making progress before the funds raised at Town Meeting in 2006 are no longer available.

### **The Jaques ET AL hearing is continued until May 7, 2008 at 7 p.m.**

Roger reported that he signed the Mylar for Newfound Marina.

John Dunklee answered questions about Larry Kill requesting a change in the amount of his bond at Hebron Country Estates (phase III) The Selectmen voted to have the amount total \$300,000 regardless of how he comes up with the amount. (Line of credit, bond or cash escrow) and the Town has control of it. The money will not be released until July of 2009 when the roads have gone through a winter season and the Town has voted to take them over.

Ellie Lonske reviewed the steps taken to update the Zoning regulations. She had worked with Karen Corliss to update the Flood Plain section and the changes made at Town Meeting in 2008. The updated version is now on the Town website.

Ellie presented proposed changes to the Subdivision Regulations of the Town of Hebron that she and David Wall had worked on. They had looked at other towns' subdivision regulations, but finally decided the more productive approach would be to take the State of New Hampshire OEP Subdivision model and adapt it, where necessary, to fit Hebron's needs. Tom Gump reviewed their work and made suggestions. Formatting and structuring will be done at the end of the process.

She went through the proposal and the Board made suggestions and asked questions. The suggestions and questions are listed below. The sections that were not changed or questioned remain the same as on the original document presented at the meeting. A copy of the original is attached to the minutes

### **Section III Definitions**

Words that have been defined in the current Hebron Zoning book are not rewritten in this subdivision section. Words that have been defined in this section are capitalized in the regulations. Words not defined will have lower case first letters.

D&E. **Approval** and **approval, conditional** will replace preliminary or tentative approval.

R. **Setback**. Designated brooks, streams and lakes should be added to the definition. (Is the setback measured from the center or edge of roadways?)

V. **Subdivision, Cluster** (This definition may have to be rewritten after the Delaney vs. Town of Hebron court case has been decided.)

John Dunklee asked if there would be a definition and requirements for **rental properties**. There may be issues with renters bringing in unrelated people who cause problems for landlords by not paying and for the Town by requesting welfare. Ellie suggested the Selectmen come up with proposals for guidelines covering rentals.

### **Section V Subdivision Review Procedures**

#### **A. Preliminary Conceptual Consultation**

This meeting is not mandatory but it is suggested the applicant use it to resolve any issues that might cause problems later on in the process. The consultation may take place at a working session in rare instances, if necessary.

b) Reviewing the proposal with regard to the Master Plan, the Hebron Zoning Ordinance, and for proposed Cluster Subdivisions in conformance with generally accepted principals of Cluster design. (Footnote to reference Arendt and other publications)

Such discussion may occur without formal public notice, but must occur only at a Posted Public Meeting.

### **B. Design Review Phase**

4) A rough sketch of the proposed development should be provided. The applicant does not need a contour map at this phase.

b) lot measurements and inclusion of intended building footprints

c) streets surrounding the site as well as streets and driveways within the subdivision

d) areas of wetlands (footnote included) and steep slopes from 15% to 25% or very steep slopes, greater than 25%.

### **C. Submission of Completed Application**

3) Acceptance of an Application shall **normally** occur at a regular monthly business meeting.

e) type of subdivision Cluster Subdivision (footnote included)

### **D. Board Action on Completed Application**

5) An approved plan shall be recorded with the County Register of Deeds within 90 days of approval.

### **H. Public Hearing**

Prior to the Approval of the Application, a Public Hearing shall be held. Public Hearings may be waived for Lot Line Adjustments.

### **J. Fees**

The Board discussed the fee schedule. David Wall asked why the fee per lot rose with the total number of lots in a subdivision. He will make a study of the fees in other towns. The fees should cover the expenses of the Planning Board with the exception of fees needed for attorneys. It was suggested that there be a fee established for an applicant asking for a continuance.

Questions were raised about members of the board being reimbursed for ink cartridges and paper. A great deal of information is now being transmitted by e-mail and must be printed off individual computers. There is no money for that in the budget this year, but Roger said it would be included in next year's budget. John Dunklee said the Town should be able to help out this year. He said members should keep track of supplies used. He will look into reimbursement.

### **K. Site Inspections**

The title of this section will be **Site Visits**. Any reference to site inspection will be changed to site visit.

### **Section VI Submission Requirements**

Applicants coming to the final meeting must have all items in this section completed before the Board will act on the proposal. Roger thanked Ellie, David and Tom for their work on this document. The Board will take up the remainder of it at future meetings.

**Chuck Beno moved, seconded by David Wall, to adjourn the meeting. PASSED at 9:40 p.m.**