

TOWN OF SUTTON
Planning Board
Pillsbury Memorial Hall
Meeting Minutes
August 13, 2013

Present: Planning Board Members: David Burnham, Co-Chairman; Bob DeFelice, Julie McCarthy; and Roger Wells, members (Carrie Thomas, Co-Chairman; Peter Blakeman, member; and Dan Sundquist, Ex-Officio were absent); and Laurie Hayward, Land Use Coordinator (LUC).

The meeting was called to order at 7:00 PM, by David Burnham, Co-Chairman.

Administrative:

Minutes of previous meetings: Wells moved to approve the minutes as submitted. McCarthy moved that the minutes be approved with one “typo” corrected. It was voted unanimously to approve the minutes from the meeting of July 23, 2013 with one amendment.

Correspondence:

None.

Old Business:

The LUC gave a brief update on the status of the ITW application for Site Plan Review, stating that, as requested in the last meeting, she drafted a letter to ITW. She reviewed the original application and the draft letter with Peter Blakeman and then revised the letter to incorporate his suggestions for specifics. She further explained that Blakeman had spoken with ITW representatives after they received the letter. She understood that Blakeman explained in further detail what the Board was asking ITW provide in order to complete the application. She told the Board that Kevin Fadden, the Site Acquisition Specialist for ITW, had made an appointment for the next day to drop off the additional documentation that the Board had requested. She will review it with Blakeman and if he agrees send it to Board members for their review. If the Board is in agreement, both an application review for completion and a Public Hearing will be set for the first meeting in September.

Also, in connection with the ITW application, the LUC contacted town counsel regarding Regional Impact Status in a cell tower Site Plan Review. It was agreed that, although many of the issues found with major subdivisions in terms for impact to traffic, schools, and infrastructure are not in question with this proposed cell tower, still there may be other issues including visual impact. Town counsel advised that regional impact notices be sent to surrounding towns.

Roger Wells' review of the Hazard Mitigation Report was taken up next. Wells noted that he "admired the fortitude of the committee members" in completing this document. Wells explained that there are a couple of items that directly affect the Planning Board. He specifically noted that under Chapter 6 - Floodplain Management, there was an item regarding the National Flood Insurance Program (NFIP) suggesting that the Planning Board should be aware of NFIP recommendations and incorporate them in the subdivision regulations. LUC offered to get ahold of Chris Rowe and ask that he tell us what or how to get the current regulations so that they can be reviewed as part of the process of revising town Subdivision and Site Plan Review Regulations. Wells also noted that in Chapter 8 - Existing Mitigation Support Strategies, on page 149 under Master Plan 2005, first column it states updated yearly and it is not actually updated annually. Update yearly should be changed to every five years. The LUC will see about correcting the document including Table 22E. It was agreed that the LUC should contact the Town Administrator and the NHCRP contact person, Stephanie Alexander regarding changes to the draft document.

There ensued a discussion regarding floodplain maps. Roger suggested that it would be nice if there were some comparisons to other towns of similar size and make up in terms of hazard mitigation.

Other Business:

Open Conditions Report:

LUC noted that we are already seeing the Open Conditions report shrink as Matt Grimes, the new Code enforcement Officer, has begun to address specific items from the list. The improvement should be apparent when the list is published later in the month.

One of the items on the Open Conditions Report is the Mapes open conditions from a 2012 ZBA decision. The LUC handed out copies of the Notice of Decision, the minutes from the ZBA meeting/public hearing from the date of that decision, and a copy of a 2013 septic system inspection made by Byron's Septic. The LUC explained that Patty Mapes had come to the Land Use Office and that she gave Mrs. Mapes a blank Site Plan Review Application and offered to help her complete the application there in the office. The offer was declined. Mapes explained that she thought that her husband did not want to go before the Planning Board and that they were considering all options, for example whether to revert to an old configuration/use or to simply refuse to do anything at all. Mapes indicated that she would let the LUC know by Friday what they planned to do. The LUC also explained that she had had a couple of conversations with Ted Kupper of Provan and Lorber regarding the status of their work to complete a septic system design and obtain DES approval for the design. The LUC stated that Provan and Lorber has twice recently appealed to the Select Board, asking for time extensions to complete their work for the Mapes. It was concluded that until there was an application for Site Plan Review, this is more of an issue to be addressed by the Health Officer and Board of Selectmen than something requiring Planning Board action.

Work Session:

The Board next took up a review of a draft of a revised Site Plan Review Application, including a revised Site Plan Review Check List. The LUC explained that the revision included language that should be the same in both the Regulations and the Application so revisions made in the application would be made in the Regulations as well. There ensued a very detailed point by point review of the proposed language. Roger Wells suggested that almost each sentence could be a separate paragraph. Suggestions resulted in shorter sentences and paragraphs with simplified language.

Approved August 27, 2013

In taking up the detailed requirements, there were discussions about what to keep and whether requirements could be reduced. It was noted that the list of requirements covered all Site Plan Reviews and Site Plan Reviews were generally for properties where a commercial enterprise was proposed. It was agreed that where an applicant felt that a specific requirement might not make sense in the specific proposed usage, the applicant could fill out a Request for Waiver.

It was agreed that the LUC would work through the agreed reformatting and new language and have a new draft prepared for review at the next work session.

Next regular meeting is scheduled for Tuesday, August 27, 2013 at 7pm.

There being no further business, the meeting was adjourned at 9:00 PM.

Respectfully submitted,

Laurie Hayward
Land Use Coordinator