

**TOWN OF SUTTON**  
**Planning Board**  
Pillsbury Memorial Hall  
Meeting Minutes  
August 27, 2013

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

**The meeting was called to order** at 7:07 PM, by Carrie Thomas, Co-Chairman.

**Administrative:**

**Minutes of previous meetings:** Roger Wells moved to approve the minutes from the meeting of August 13, 2013; Thomas seconded and it was voted unanimously to approve as written.

**Correspondence:**

The LUC explained that there was a request form letter from NH Division of Historical Resources regarding the Industrial Tower and Wireless LLC (ITW) proposed cell tower. Board members discussed the request briefly. Wells recommended that the LUC simply send a letter explaining that the ZBA had approved the Variance and Special Exception requests with conditions after a balloon test was completed that indicated there would be minimal visual impact except in the immediate vicinity of the tower and that the Planning Board had received an application for Site Plan Review; but, a hearing date is not yet set. The Planning Board's question of the Division of Historical Resources is: whether there is anything that the Division of Historical Resources feel the Planning Board should ask of Industrial Towers and Wireless in connection to the ITW cell tower Site Plan Review?

**Old Business:**

**ITW Cell Tower - PB Site Plan Review Application- Status** The LUC explained that after Peter Blakeman had reviewed the second set of documents submitted, ITW was notified they still had not fulfilled the requirements for completeness. In response, ITW furnished still a third round of maps. Blakeman subsequently had conversations with the ITW engineering firm about the most recent plans to be submitted.

Peter had emailed the LUC that he was comfortable that his most pressing concerns regarding the documents submitted were resolved with the most recent set. The LUC asked if, in light of this it was not reasonable to move forward and whether she could notify ITW that there would be a meeting on October 8<sup>th</sup> and that the Planning Board would then take up a review of the application for completeness. The Board members present asked to see the most recent submissions.

Upon viewing the maps provided, the Board agreed that they were not sure that they felt the maps provided the specific documentation required by the Sutton Site Plan Regulations. Wells quoted from the Submission Requirements, ARTICLE VIII.2. k: "The location of all existing and proposed buildings, (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, service areas, easements and landscaping." Wells noted that this was quoted in the first letter to ITW notifying them that the application was not complete and the LUC agreed that this was so. Wells said that he thought there were still items missing from the

documentation, for example, he thought that there should be check dams and he didn't see them. Wells and Burnham both question the section of the drive that has a 25% slope. They are not convinced that the run-off potential is adequately addressed by any of the materials provided.

The Board then continued to discuss the question of whether to set a hearing date to be preceded by a determination of completeness, despite some serious concerns whether it could be considered complete, or whether to continue to push to get the information that they expected based on town regulations. Roger suggested that the LUC contact Blakeman to get a better understanding of why he thinks that the application is complete at this point.

The LUC asked if it made sense for Blakeman, Wells, and Burnham to actually visit the site as a useful next step. Wells said he thought that the first step was to contact Blakeman for his input. The Board agreed that the LUC should contact Blakeman and ask him to visually review the latest documents and to provide more information for the Board, especially in connection to ARTICLE VIII.2.k of the Regulations. Additionally, if Blakeman does not feel that the materials provided completely address all of the submission requirements including drainage, road retention, and stripping of hillsides, the Board directed the LUC to contact Mitchell Group about whether the Board can recommend to the applicant that they do more work at this point or whether it should simply be taken to a Public Hearing preceded by a review and vote by the Board for completeness. There are also concerns about time limitations or number of times to request more information before an application is accepted and a hearing set.

**Hazard Mitigation Plan-** the LUC explained that Roger Wells had reviewed the entire more than 200 page Hazard Mitigation Plan and the accompanying maps. She had emailed the Board and the NH Central Planning Commission (NHCRPC) the results of Roger's work. It was her understanding that the wording recommendations that she passed on to the NHCRPC had been accepted and the changes made. Thomas and Burnham, Co-chairs, have both signed off on the Plan. Last night there was a public hearing on the plan. Elly Phillips told her that the plan was well accepted. The recommended changes to the map had not yet been acted upon. She explained that the NHCRPC Coordinator, Stephanie Alexander was on vacation and that there may be a cost issue as well. The Board asked the LUC to continue to pursue how to have the corrections made.

#### **Other Business:**

#### **Appointments to the Board:**

**Planning Board Alternate Member-** the LUC told the Board that she had spoken to Carole O'Connell about the vacant Planning Board Alternate position. And, O'Connell has indicated a willingness to be an alternate. Both the LUC and the Co-chair, Thomas, had worked with O'Connell in other capacities and voiced support for the nomination. The LUC asked if Board Members present would like to vote on whether to place O'Connell's name in nomination for the Select Board to consider. At this point, Wells stated that he wished to go on record as being in favor of the nomination; but, against the Sutton process of having the nomination of an applicant initiated by the Planning Board and not by the Board of Selectmen.

It was agreed unanimously that the Planning Board recommend Carole O'Connell to the Select Board for the position of Planning Board Alternate.

**Use of Electronic Means of Communication by the Planning Board-** the LUC told the Board that she had recently checked the state statutes regarding electronic files and communications as it affected Land Use Boards. She explained that one thing that she thought they might check more closely is what is involved in using electronic means, for example "Skype" or something like, it to enable a member who couldn't be present at a meeting to hear and view the meeting "online" and participate, especially as Wells is out of the state much of the winter and Blakeman often cannot easily be present at the meeting. The Board agreed the LUC should continue to investigate that avenue.

*Approved as written September 24, 2013*

**Work Session:**

The Board then took up the review of the Site Plan Review Application and Check List as revised by the LUC based on the previous work session. Board members went through each section discussing and making changes. At the end of the session it was agreed that the LUC would incorporate the evening's revisions into the document and have it ready for the next meeting which would also, because there were no public hearings scheduled, be a work session. Wells suggested that the LUC also work up a first draft revision to the Subdivision Application and Checklist and have it available for the next meeting as well.

**Next regular meeting is scheduled for Tuesday, September 10, 2013 at 7pm.**

**There being no further business, the meeting was adjourned at 8: 35 PM.**

Respectfully submitted,

Laurie Hayward  
Land Use Coordinator