

**Town of Orford Planning Board
Meeting Minutes – November 17, 2014**

Board Members & Staff Present: Ann Green, Chair; Andy Schwaegler, Vic-Chair, Lawrence Hibbard, Member; Jim McGoff, Member; Harry Osmer, Member; Chase Kling, Member; Tom Steketee, Selectboard Representative Member; Rob O'Donnell, Alternate; Sam Hanford, Alternate; and Victoria Davis, Planning Assistant

Board Members Absent: Edward (Skip) Gould, Alternate

Item 1: Review of Meeting Minutes: Ann Green called the meeting to order at 7:00 pm. The minutes of the October 20, 2014 meeting were reviewed. Harry made a motion to approve the minutes. Andy seconded the motion, and unanimous agreement followed.

Item 2: Excavation Regulations & Forms: Vickie handed out the final version of the Excavation Regulations. The Board signed one copy for Ann to place in the town records and on the town web site. The Board reviewed the Excavation permit application and questioned what a "State Pit Agreement" was. Vickie will check with the State to see what department requires this agreement. Tom made a motion to approve the application form. Harry seconded the motion, and unanimous agreement followed. The Board reviewed the excavation permit form. Tom made a motion to approve the form. Chase seconded the motion, and unanimous agreement followed.

Item 3: Covenant for Shared Maintenance of Common Access Country Lane Model Form: The Board reviewed the model form. Jim made a motion to approve the form. Harry seconded the motion, unanimous agreement followed. The Board discussed that this is a covenant that will be transferred to future owners.

Item 3: Discussion of Clark Subdivision (Tax Map/Lot 8-108R/35): Ann provided copies of the State driveway permit and the easement over the Christiansen property to the Clark lot on the river. The permit requires a driveway not to exceed 14' in width and the 50' easement provides for a 16' driveway. The requirement for a country lane which was a condition of the subdivision approval is 18'. The width requirement was clarified with Ray Clark when he stopped by the 9/15/14 meeting. Ann proposed that the Board give Ray a waiver to allow the 14' driveway. The Board discussed this and determined that Ray would either have to apply for this waiver or request that the State permit be revised to allow 18'. This is further complicated by the mention of a 16' driveway in the right of way.

The Board discussed that a country lane and not just a driveway is required to provide the required road frontage of 50' as provided in the Subdivision Regulations per the definition of "Frontage" and Section 8.02 B. The lot has no other road frontage. (Note: On 11/18/14 Vickie spoke with Don King at NH DOT who said he had not known an 18' curb cut was needed, and they would be glad to go out and check to see if it were possible. Vickie asked him to wait for direction from Ray Clark.)

Andy pointed out that a bond might be required if the country lane will not be built in the near future.

Item 4: Rules of Procedure: Ann reviewed the Rules of Procedure with the Board to clarify board member and alternate duties conduct at meetings. Jim suggested a change to the Rules of Procedure that "no new cases shall be addressed by the Board after 10 PM." He would like it changed to 9 PM. The Board will take this up at their next meeting. Vickie pointed out that the minutes have not been available within five days as required by State law, and this could present a problem to the Board in the future.

Item 5: Accessory Housing Units: Ann suggested that the accessory housing unit exemption be reviewed at the next meeting. There was discussion that there are unpermitted accessory housing in town including on the Wilson property.

The meeting adjourned at 9:00 pm.

Submitted by,
Victoria Davis, Planner
Upper Valley Lake Sunapee Regional Planning Commission

Tentative Meeting Agenda for December 15, 2014

- Accessory housing discussion
- Rules of Procedure amendment
- Review of Wright/Smith driveway agreement