**Town of Orford Planning Board Meeting**

**June 16, 2014**

**Subject to approval**

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| **Members Present**: Ann Green (Chair), Harry Osmer, Chase Kling, Lawrence Hibbard, Jim McGoff, Tom Steketee (Select Board), Vickie Davis (Planning Assistant) |
| **Others Present**: Melinda Ricker (Scribe), Charlie Waterbury, Peter Dooley, Ted Eck |
| **The meeting was called to order at 7:00PM** |
| **At 7:03PM Tom S. moved that the minutes from May 19th be reviewed. Seconded by Jim M.** |
| **The minutes from May 19, 2014 were reviewed and the following additions and changes were noted:** |
| At the bottom of Page 2, change the lot number from 8-95/5B to 8-95/5.  At the top of Page 3, add the words “because he is an abutter” after Jim M. recused himself at this point  On Page 4, in the box that begins, “Other concerns:” add the words “which were provided to her” at the end of the first sentence.  On Page 5, the first sentence in the box beginning “The town implemented the rules…” is to be changed for clarity to read as follows: The town implements the rules included in the ZBA regulations regardless of insurance status, though it was noted that the landowner’s choice to adhere to the rules or not does affect their insurance coverage.  On Page 5, regarding the box beginning “Chase K. expressed concern…” Chase K. noted that upon further research, he has determined that it is not NH law but rather real estate standards that indicate that you cannot put a property up for sale until the subdivision approval is obtained.  On Page 6 at the very bottom, replace Mary’s last name from Picknell to the correct last name of Pinkham-Langley. |
| **At 7:15PM, the motion passed unanimously.** |
| **Curb cut permits:** Ann G. had requested that Charlie W. bring driveway forms after she fielded a question from Ted Eck who has applied for 2 permits. One permit is a request to upgrade an existing driveway (moving it back toward the west, cutting into a bank, no culvert needed) on the north end of his land and the second permit is to add new driveway on the south side for forestry access (will require a culvert). The PB members took some time to identify the location of the proposed driveways on Lot 8-29-73 (54 acres). Charlie W. did submit them for approval tonight, and noted that curb cut regulations are given out to landowners when the application is picked up.  When it became clear that the Planning Board was discussing a permit request by Ted Eck, Chase K recused himself from the discussion because he is an abutter. He noted that Ann G. had been out of order for not introducing the discussion before beginning it. |
| **At 7:45PM Tom S. moved to approve the applications for permits for 2 curb cuts, contingent upon ZBA’s flood plain determination, for Lot 8-29-73. Seconded by Harry O., motion approved unanimously.** |
| **Flood Plain Status:**  During discussion of the motion, Peter Dooley spoke up and asked whether the driveway locations being discussed were in the flood plain. After consulting the map it was determined that they do seem to be in a Flood Zone, but it can’t be determined accurately with the maps available. Peter D. said that he would look into it and make the final determination. It was noted that the PB should always check to see if the ZBA needs to be brought in on applications that they consider. Harry O. and Jim M. thanked Peter D. for bringing this up and everyone on the Planning Board agreed on the need to keep flood plain status in mind. Vickie D. handed out copies of a map entitled “Floodplains of Orford, NH” map and Ann G. went to get the FEMA map. The Planning Board would like to have a floodplain map hanging in the Niles Room for easy reference. |
| **At 7:50PM Chase K rejoined the meeting.** |
| **Peter Dooley: report on ZBA.**  Peter D. reported that the ZBA will be meeting next week June 26 at 7:00PM in the Niles Room, and that things are coming together slowly. Peter D. has been in touch with Vickie D. and roles, responsibilities, and information are being discussed and sorted out. There is a new map (passed out to the Planning Board) from Ray Clark for Lot 8-108R/35 that everyone agrees with and understands. There will be 4 members at the meeting and unless Ray C. asks for all 5 members to be present, that will be sufficient. The subdivision itself is fine but there is a very small area on one of the lots that is buildable. The main concern is to let anyone who considers buying the lot know the restrictions and that any violation of the envelope of the flood plain causes catastrophic changes in insurance charges. Peter D. noted that once warnings are served, there is no way to make sure that they are followed. |
| **Conditional approvals:** Prompted by the fact that the subdivision of Lot 8-108R/35 was approved with conditions, the question was asked about the process for finalizing an approval. Ann G. as Chair of the Planning Board can give final approval to a subdivision application once the conditions have been met, but she would like to involve the whole Board. Ann G. therefore would like to revisit all approvals when all the conditions have been met, placing it on the Planning Board agenda and discussing it so that everyone on the Planning Board will be aware that it is finalized. |
| **8:02PM**  **Excavation Regulations Discussion**  Chase K. said as a general rule that he would suggest that the Planning Board stay with the wording of the statutes and not add much—keep it simple.  Ann G will compare the 2 versions she has (one issued by Mary Pinkham-Langley—a model for “Somewhere NH) (and one entitled Orford regs which were proposed by PB in the past but never approved as far as anyone knows), and bring them back with any differences the board wants to reconcile.  Chase K. wants to make sure all the related forms are complete and gathered together. He brought some examples of permits and reclamations forms and gave them to Ann G. Ann G. will review them and bring proposed application and permit forms for Orford to the next meeting as well. |
| Ann G. noted that the conditions for Stacey Thomson’s application have been met and it is now complete. |
| **UVLSRPC Contract Renewal**  Ann G. has received the contract from UVLSRPC. It is essentially the same as last year—for the next year (July 1, 2014-June 30 2015) 6 hrs/month at $48/hr, up to 10 hrs, anything over 10 hours requires Chair approval.  The current average of Vickie’s time has been 9-ish hours/month, but Vickie D. recommends the board stay with 6 hrs/month.  **Chase K moved to accept the contract with UVLSRPC for 6 hours per month at $48/hour, can use up to 10 hours per month without approval and can add hours over 10 hours per month with Chair approval. The motion was seconded by Harry O. and approved unanimously.** |
| **Application Forms**  Vickie D. passed out drafts of the following forms, with changes marked in **bold** type. The Board reviewed them and listened to Vickie’s explanations and made minor changes or brought up questions.  Application for Lot Line Adjustment Approval  Ann G. asked about the minimum road frontage requirement—a lot line adjustment is not creating a new lot so this should not apply. Vickie will check it out and bring an answer to the next meeting.  Application for Boundary Line Agreement  No new changes noted.  Application for Minor Subdivision Approval  There are a couple of things to be changed, Vickie D. will bring back final document with changes.  Application for Major Subdivision Approval  No new changes noted.  **Ann G. moved to accept the forms, seconded by Harry O. Tom S. would like to wait and see the final form. Chase K. agreed. The motion was defeated unanimously.**  Vickie will bring the final forms to the next meeting for approval. |
| **Other Business:** |
| Subdivision of Tax Map/Lot 8-9-5B/5C on Route 10 and Grimes Hill Road proposed by Bruce & Christine Balch  The Planning board has not received the State subdivision approval yet. Ann G. does have the curb cut application for lot 5B and the permit signed by Charlie W., no culvert required. Ann G. will sign the curb cut for 8-95-5B. Also the ROW agreement is still outstanding. Ann G. thinks that the “maintenance agreement” should be covered under the ROW agreement. |
| **Driveway Maintenance Agreement/Country Lane Maintenance Agreement.**  Ann G. informed the Board that the Planning Board had adopted the Covenant for Shared Maintenance of Joint Use Driveway May 2004**.**  Covenant for Shared Maintenance of Common Access Country Lane: As yet there is no sign that the Planning Board has adopted this. The Board reviewed it and the Town Attorney is looking at it now. Ann G. suggested the PB review it before the next meeting and consider taking action at that time. |
| **Chase K. proposed a motion that the Planning Board take out the old language in the Covenant for Shared Maintenance of Joint Use Driveway (whereas, now therefore…), seconded by Jim McGoff, approved unanimously.** Tom S. is worried about removing it before we know exactly what we’re doing. Ann G. will get a legal opinion. |
| **Ray Clark Subdivision**  The Planning Board has not heard from Ray Clark yet. |
| **Town Gravel Pit**  Lawrence H. had a verbal conversation with Mary Pinkham-Langley in which she said that the Town **does** need to have a reclamation plan. The Planning Board wants to get it in writing and look at the pertinent RSAs. |
| **Planning Board Membership**  Chase K. pointed out that none of the alternates made it tonight and we were missing a member.  Melinda R. informed the Board that she will be out of town for the August Planning Board meeting and they will need someone else to take minutes that night. |
| **Motion to Adjourn** **was made by Chase K., seconded by Jim M., and approved unanimously.** |
| Respectfully Submitted by Melinda Ricker |