

**Town of Orford Planning Board
Meeting Minutes – May 9, 2023**

Board Members & Staff Present: Terry Straight, Chair; Kenny King, Vice-Chair; Faith Knapp, Member; Harry Osmer, Member; John Adams, Selectboard Representative; Vickie Davis, UVLSRPC

Board Members Absent: Paul Griffin, Alternate; Nicholas Kellogg, Alternate
Public Attending In-Person: Harry Burgess, Pioneer Surveying; Jessie Reed (inquired about septic design review at Selectboard meeting)

Public Attending Virtually: None

Item 1: Review of Meeting Minutes: Terry called the meeting to order at 5:30 PM and determined that a quorum was physically present. The Board reviewed the minutes of the April 11, 2023 meeting. Harry pointed out that the minutes showed Harry as Vice-Chair, but Kenny is the Vice-Chair. Harry made a motion to approve the minutes with this amendment. Kenny seconded the motion, and unanimous agreement followed.

Item 2: Informal Meeting with Harry Burgess – Two minor subdivisions of Tax Map 8-29 lot 30 and 8-29 lot 29 for the Marjorie Green, Trust: Harry Burgess provided a marked up tax map to illustrate the proposed subdivisions for an information discussion. The Trust has two separate adjacent lots on Orfordville Road (Route 25A): an 18-acre lot and a 140-acre lot.

The 18-acre lot is proposed to be subdivided into two lots: one 6-acre lot with an existing mobile home, well, and septic and a 12-acre lot with existing mobile home, well, and septic.

The 140-acre lot is proposed to be subdivided into three lots: a 4-acre lot with frontage on Mud Turtle Pond Road; a 6-acre lot with frontage on Mud Turtle Pond Road; and a 130-acre lot with frontage on Mud Turtle Pond Road, Buckins Hill Road (Class VI), and Orfordville Road.

Harry does not anticipate submitting an application for either of these subdivisions next month.

Item 3: Informal Meeting with Harry Burgess – Lot Line Adjustment of Tax Map 8-108R Lots 55 & 55A for Sheila Thomson: Harry Burgess provided an old survey map from 2014 to illustrate the potential lot line adjustment of a one acre lot. Lots 55 and 55A are owned by the Trust and the lines would be shifted to maintain the same total area of each lot. The eastern line would be moved 10-20' closer to the house and the back line would move back about 10-20'. There is village water to this lot. Harry Burgess said this application is close to completion, and he may submit it for the June meeting.

Item 4 : Subdivision Regulations Review: Vickie requested that the Board review the Subdivision Regulations by section and determine by vote if they would like the section to be in the final review draft as is or in a revised form. The following represents all proposed changes from the meeting. The final review draft will be provided to the Board once the entire Subdivision Regulations have been reviewed. The Board would then review the changes in entirety before voting them to a public hearing to adopt any amendments.

Entire Regulations: Vickie stated that “Board of Selectmen” had been changed to “Selectboard” throughout the entire regulations beginning in Section 1. All reference to “accessory dwelling units” were deleted as ADUs are a zoning issue and do not belong in the regulations. The Board agreed to these changes.

Section 1: The definition of “Accessory Structure” was deleted as buildings (other than condos) are not relevant to subdivision. Delete “Lot in a Subdivision” as this is redundant. Add definition for “Verified Mail” as this is required in certain instances by State law. Verified mail includes any type of mail that can be documented such as certified or registered. Note that some laws still require “certified mail” so there are inconsistencies; they are at the State level and passed down to the towns. Delete “Subordinate Structure” as irrelevant to subdivision. Add definitions of “Public Meeting” and “Public Hearing.” Delete “of Lots” from definition titled “Voluntary Merger of Lots.” Kenny made a motion to accept these changes for the final review draft. Faith seconded the motion. After discussion, the motion was passed.

Section 2: Delete examples list from section 2.02 and add condominium unit development to actions requiring Planning Board approval. Harry made a motion to accept this change for the final review draft. Faith seconded the motion, and the motion passed after discussion.

Section 3: Separate “Lot Line Adjustments” from “Boundary Line Agreements” as they are very different actions. Add “or more” to indicate that a BLA could include more than two lots. Remove “of Lots” from “Voluntary Merger of Lots” in Section 3.04 and delete section 3.05 for ADUs. Faith made a motion to accept these changes for the final review draft. Harry seconded the motion, and unanimous agreement followed.

Section 4: Change 4.01 to read 21 days instead of 18 days. Add reference to RSA in section 4.02 and move “C.” up to the first paragraph. Combine “A.” and “B.” Remove reference to a specific newspaper. “D.” is now “C.” and move “E.” up into the first paragraph. Add new “D.” to discuss notice if any proposed building site is within 500’ of top of bank of any water body, the planning board shall notify the NH DES. Remove “Within 72 hours of” from second full paragraph in 4.03 as RSA has changed. Change 18 days to 21 days in 4.05 B. 1; and add “Design” after “Preliminary” for “Preliminary Design Plan.” In 4.05 B. 2., change five copies to only three. In 4.05 C., change 18 days to 21 days. Faith made a motion to accept these changes for the final review draft. Harry seconded the motion, and unanimous agreement followed.

Section 5: Remove “five” from 5.01 E. and add “as required on the appropriate application at end of sentence. In section 5.10, add “The Planning Board may require third party review and inspection of any information” as the last sentence and reference the RSA. Kenny made a motion to accept the changes for the final review draft. Harry seconded the motion, and unanimous agreement followed.

Section 6: The Board asked Vickie to review the expedited section for the next meeting. It might need to be deleted. The Board will review this section at the next meeting or in the final review draft.

Section 7: Add review of the Orford Natural Resources Inventory to section 7.07. Kenny made a motion to accept changes for the final review draft. Faith seconded the motion, and unanimous agreement followed.

The Board will try to complete the review at the next meeting so the Board can have a final review draft to assess prior to voting changes to a public hearing.

Other Business:

Jenn Carter resigned from the Selectboard so she is not longer on the Planning board as Selectboard representative. Terry asked John if he would be the primary representative. John stated once the Selectboard fills the empty position, it will be determined. Terry asked if the contract for UVLSRPC assistance had been signed. John did not recall for certain but felt it had been.

Terry and John asked Vickie to provide the Planning Board with a Notice of Decision for the April Planning Board acceptance of the Mountain View Hideaway engineer approval of the street plat.

Faith made a motion to adjourn the meeting at 6:50 PM. The motion was seconded by Harry, and unanimous agreement followed.

Respectfully Submitted,
Vickie Davis, UVLSRPC

Tentative Meeting Agenda for June 13, 2023, 5:30 PM, Town Offices

- Lot Line Adjustment Application: Harry Burgess –Lot Line Adjustment of Tax Map 8-108R Lots 55 & 55A for Sheila Thomson
- Review of Subdivision Regulations/Rules of Procedure
- Master Plan discussion
- Long-Range Facilities Plan
- Social Services needs
- Community Heart and Soul meeting