

**Town of Orford Planning Board
Meeting Minutes – June 13, 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: William Riehl; Kim Neutter, Addie Lyndes, and Hunter Neutter; Harry Burgess, Pioneer Surveying

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 May 9, 2023 meeting. Harry made a motion to approve the minutes. Faith seconded the motion, and unanimous agreement followed.

Item 2: Lot Merger Public Meeting/Hearing for William Riehl, Tax Map 8-93, Lots 38 & 37-C: William Riehl presented his application to merge lots shown on Tax Map 8-93, Lots 38 (1.04 Acres) and 37-C (1.74 acres). He said he uses the property as one lot and sees no point in keeping them as two lots. They had been part of a lot line adjustment a few years ago. The application was deemed complete. Terry opened a public hearing. As there was no public or Board discussion, he closed the hearing and moved to deliberations. Kenny made a motion to approve the lot merger. Harry seconded the motion, and unanimous agreement followed. Terry signed the application to be recorded at the Registry of Deeds by the Town.

Item 3: Informal Meeting with Addie Lyndes and Hunter Neutter: Addie and Hunter presented their proposed minor subdivision of Tax Map 8-91B, lot 7 with a hand-drawn sketch. The total acreage of the lot is 8.5 acres. They propose to subdivide off a 3.07 acre parcel. The remainder lot contains the house. The new lot has an existing curb cut on Brook Road. A subdivision process was begun and abandoned several years ago, and a survey exists which could not be presented at an informal meeting. The Board advised the applicants to submit their application when the applicants are ready to proceed. It was noted that the multiple owners would need to sign the application as well as appoint an agent if they wished.

Item 4: Lot Line Adjustment Public Meeting/Hearing for Pioneer Surveying, Agent for Sheila Thomson Revocable Trust, Tax Map 8-108R, Lots 55 and 55A: Harry Burgess of Pioneer Surveying presented the application stating that the property lines will change between the two lots, but the acreage will not. He added that NH DES regulations have changed in regard to the required distance between a property line and a septic system. The regulation changed to only 5' from 10'. He said he believed they had maintained 10' anyway. Harry made a motion to deem the application complete, Faith seconded the motion, and unanimous agreement followed.

Terry opened the public hearing. There being no public and no Board discussion, the hearing was closed, and the Board moved to deliberations. Kenny made a motion to approve the application. Harry seconded the motion and unanimous approval followed.

Item 5: Subdivision Regulations Review: Vickie requested that the Board review the remainder of the Subdivision Regulations by section and determine by vote if they would like the sections 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. The Board had reviewed through Section 7 at the last meeting.

Section 6: The Board had asked Vickie to review the expedited section for this meeting. Vickie reported that the subsections 6.10 and 6.11 should remain as they are descriptions of the final review requirements for boundary line agreements and lot mergers which are treated differently from subdivision applications which includes lot line adjustments. She removed “lot line adjustments” from subsection 6.10 as LLAs should be treated as other subdivisions with a public hearing as provided in previous subsections of Section 6. She also changed the name of “Voluntary Lot Mergers” to “Lot Mergers” since there are no nonvoluntary lot mergers anymore. Harry made a motion to accept these changes for the final review draft. Kenny seconded the motion, and unanimous agreement followed.

Sections 8-9: There was no discussion on sections 8-9 as changes were minor. Harry made a motion to accept these changes for the final review draft. Kenny seconded the motion, and unanimous agreement followed.

Section 10: Kenny made a motion to accept these changes for the final review draft. Faith seconded the motion, and unanimous agreement followed.

Section 11: No proposed changes.

Section 12: There were some questions about subsection 12.02, but the Board determined for now it should move forward to the complete draft for review. Kenny made a motion to accept these changes for the final review draft. Harry seconded the motion, and unanimous agreement followed.

Section 13: Kenny made a motion to accept these changes for the final review draft. Harry seconded the motion, and unanimous agreement followed.

The Board requested paper copies for everyone and 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. Vickie will send the regulations to Esther for copying.

Other Business:

Terry asked John who the Selectboard representative would be on the Planning Board. John responded that it was an agenda item for the Wednesday night Selectboard meeting. A new computer to use for virtual/hybrid meetings did not get included in the town budget. It was unclear if the air conditioner was included for the meeting room which gets quite hot in the summer.

APPROVED July 11, 2023

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

Respectfully Submitted,
Vickie Davis, UVLSRPC

Tentative Meeting Agenda for July 11, 2023, 5:30 PM, Town Offices

- Review of Subdivision Regulations/Rules of Procedure
- Change date of August meeting as Vickie will be away August 8, 2023
- Master Plan discussion
- Long-Range Facilities Plan
- Social Services needs
- Community Heart and Soul meeting
- Invoices and mail