

1 Planning Board Site Plan and Subdivision Regulations Subcommittee

2 Meeting House – 1 pm, August 14, 2024

3 Members present

4 Greg Meeh, Chair, Rich Marcou, Matt Monahan, CNHRPC

5 Others Present

6 Gail Ober, Land Use Administrator, Michelle Hammon, Secretary in training

7 Agenda – to work through edits and issues in Sections 3, 4, 5, 6

8 Picking up from last time, Page 21 – starting at Section 3.4 – no changes on personal
9 wireless facility.

10 P. 21, Section 3.5, Determination of Regional Impact

- 11 • Rich noted this is considered during completeness. Gail suggested having that on
12 the check list that Gail will send out for applications. Since the PB has to vote on RI
13 determination, put it on checklist for the hearing too. So, it is noted twice – on cover
14 letter and in completeness hearing.

15 P. 22, Section 3.7, Phased Development

- 16 • discussion about projects in phases and what to do if something does not follow
17 schedule.
- 18 • Agreed to have Section 3.7, #3 about what happens if developer goes beyond time
19 limit, include some time limits, and the PB ‘may’ modify or condition original, rather
20 than require totally new plans and also PB can ask for changes at this stage
- 21 • then create a new 3.7 #4 to cover requests for extensions, including what has to be
22 submitted with that request and something like ‘the Board may grant extensions
23 based on situations’, and ‘grant extensions of not more than 2 years’
- 24 • and the new 3.7.#5 would become the old #4 about applicant’s responsibilities to
25 inform PB

26 Page 23. Section 3.8 – Special Investigations and Studies

- 27 • Rich noted PB can ask for additional studies ‘as set forth’ – and change #5,5 to #5.4
28 (that is about supporting documentation for major site plan).

29 Page 23, Section 3.9 – State and Federal permits

- 30 • Rich noted in 4th line, ‘application is not complete without required permit’ – so add
31 ‘is not’.

32 Page 24, Section 4 – Submittal Requirements for All Applications

- 33 • agreed that PB can put a lot of stuff in this section but preface it with ‘if
34 applicable’ – ie. anything can be waived too. And put something like “the
35 following shall apply to applications as applicable unless waived by the Board’
36 and then have the long list of items to include.

37 Page 24, Section 4.1,

- 38 • Introductory sentences, 4th one down about site walks – Rich noted that is
39 repeated at 4.1, #22, so delete this introductory one.
- 40 • Also agreed to keep sentence in about voluntary lot mergers and add reference to
41 Section 10.8 about waivers so people know where to look for waivers. Little
42 paperwork is needed for those compared to lot line adjustments.
- 43 • Abutter notification language in 4.1, #6, could be combined with 4.1 #3 about
44 business addresses
- 45 • Discussion about having definition of Abutter in these regs as well as ordinance?
46 No, just in one place (Matt says ideally that should be the regs not the zoning
47 ordinance) and for now, keep it cut out of this document and refer to zoning
48 ordinance ‘as amended’.
- 49 • 4.1, #4, change to ‘all holders of easements and/or deed restrictions’ (are included
50 as abutters)
- 51 • 4.1, #7, delete ‘and boundaries’ – so it reads ‘Current zoning classification for the
52 site and note any classification change within 200 ft of the site’.
- 53 • 4.1, #9, delete ‘and’ and put comma in so it reads ‘Water courses, base flood
54 elevations, and ---’
- 55 • 4.1, #10, about required number of copies – begin sentence with, ‘5 paper copies of
56 plans ---’, so delete ‘shall be 5’ – and 1 electronic copy.
- 57 • 4.1, #11, begin sentence with ‘All Plans shall meet the expectations’ --- and then list
58 A through G. So A. is Legibly prepared; B. is Have North Arrow near top of plan; C. is
59 Preparation Date; D. is Revision Dates (if applicable); E. is Property lines with
60 bearings and directions; F is ‘site plan drawings shall be draw to scale’ and shall be
61 provided at the scale of 1=10 as written and keep the bit about ‘architectural
62 renderings’ and add the clause about a minimum of ½ “ margin; G. has the 22” x 34
63 “ (the old c.); and put the bit about title block up into C.

- 64 • Legal access needs to be shown. And access to a minimum of a Class 5 Standard
65 town road too.
- 66 • Location and type of lighting – Matt has added these as old d. – but do not need to
67 be in this section as it is listed in Section 5.2, #15 on page 28, ref to minor site
68 plans.
- 69 • 4.1, #12, Ref to Locus map – put ‘vicinity sketch (locus map)’ to include both names
70 used for this
- 71 • 4.1, #20, re topographic contours – suggested to move up so 4.1, #11, and make it
72 11.1, (i)

73 Page 26 – 4.2 – State and Federal Permits

- 74 • 4.2, #7 can be deleted altogether
- 75 • 4.2, #6, should read ‘Any other State and Federal Permits’. But as this is verbatim
76 what is in Section 3.9, delete here and say ‘see Section 3.9.’ In parentheses.

77 Page 26, Section 5, Site Plan Specifications for Plans and Documents

- 78 • Add a period at end of first sentence not a colon
- 79 • 5.1, title, Change in Use or Occupancy ONLY (emphasize only)

80 Page 27, Section 5.2, Required Plan Information – Minor Site Plan

- 81 • In the parentheses, delete 1.9, which is major, and it should read (see Section 1.8)
82 which is for minor site plans
- 83 • Delete 5.2.#2, boundary lines, as it is already in Section 4.1

84 **MATT TO READ THROUGH AND DELETE THE DUPLICATIONS BETWEEN 4.1, 1.8 AND 5.2**

85 **AND SAME FOR MAJOR, DELETE DUPLICATIONS BETWEEN 5.3 AND 4.1, 1.8 AND 1.9**

86 Page 29, Section 5.4, Supporting Documentation for Major Site Plan

- 87 • Drainage information – 5.4, #5, that language can be deleted and put in Section 5.2,
88 as a new #30.
- 89 • And delete the Drainage Study ref on page 30, Section 5.4, #12.

90 Discussion about Definitions of Minor and Major:

91 Agreed that is put in text in Section 1.9, page 11. Major includes over 5000 sq ft so anything
92 at 20,000 would be ‘major-major’ ---**MATT TO WORK ON LANGUAGE FOR 5.4, #13, 14,15**
93 to keep these items without threshold numbers, but keep the item subjects (environmental
94 report/fiscal impact study/Conservation report)

95 Greg noted the town does not have definitions of major or minor site plan in the zoning
96 ordinance, only definitions of major and minor subdivisions. Greg --- Definition of site plan
97 regs – we do not have major or minor of site plan defined in our ordinance - only
98 subdivisions are defined as major and minor.

99 Page 32, Section 6.4, Submission Requirements for all Subdivision Plats

100 Agreed to **DELETE THE REPETITIONS SO THAT 6.4, #1 AND #2 MATCH SECTION 4.1**

101 Page 33, Section 6.5, Required Plan Information – Minor Subdivision Plat

102 **CHECK THAT 6.5, #1, IS CROSS REFERENCED WITH SECTION 4.1 AND 6.1**

103 **AGREED TO KEEP ALL SUBDIVISION ITEMS SEPARATE FROM SITE PLAN** (to avoid
104 repetitions of waiver requests for things like lighting studies)

105 Rich suggested instead of listing them in a sentence, say ‘all documentation as required in’
106 --- and give numbers and titles of those headings – and listed in the following ---

107 Page 34, Section 6.7, Supporting Documentation for Major Subdivision

108 **AGAIN, REFER BACK TO 4.1, 6.5 AND 6.6.**

109 So, the idea is to eliminate repetitions but increase the way the requirements are listed.

110 Page 36, Section 6.8, Legal Documents for All Subdivisions

111 Agreed to keep these separate from the site plan legal documents requirements listed in
112 Section 5.5, page 30.

- 113 • Merge 6.8, #2 and #3
- 114 • And 6.8, #4, change wording to ‘All deed restrictions.’

115 Page 36, Section 6.9, Special Provisions for Condominium Subdivisions

- 116 • Gail suggested adding something about declarations for short term rentals in the
117 condo organization otherwise they can do what they want – include that with 1.d.

118 Page 37, Section 6.9, #4 Common Facilities

- 119 • Agreed – instead of 5,6,7,8, change it to 4 a, 4 b, 4 c. Then old 8. Becomes new #5 (2
120 copies)
- 121 • Discussion about role of Attorney General’s Office who approve and handle the
122 registration of a condo plan – the plat does go to the Registry though. **MATT TO**
123 **CHECK ON LANGUAGE FOR AG OFFICE ROLE AND ADD A NEW #6 RE PLAT TO**
124 **COUNTY REGISTRY**

125 Page 37, Section 6.10 Cluster Neighborhoods

126 • Delete comment re verify after TM

127 **AGREED THE NEXT MEETING WILL BE FRIDAY SEPTEMBER 6, 1 PM, MEETING HOUSE**
128 **(OR OTHER VENUE TBD), TO COVER PAGES 38-60, SECTIONS 7 -9. MATT WILL NOT**
129 **MAKE A NEW COPY – CARRY ON USING THESE ONES. MICHELLE TO TAKE MINUTES.**

130 Respectfully submitted,

131 Lois Scribner, exiting Planning Board secretary.

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