

PLANNING BOARD MEETING MINUTES  
JULY 19, 2023, 7:00 PM AT DUNBARTON TOWN OFFICES

The chair called the meeting to order at 7:00 p.m.

**Roll Call Attendance**

Ron Slocum, Vice Chair George Holt, Chair Chuck Frost, Ken Swayze, Secretary Alison Vallieres, Alternate Don Stairs.

Don Stairs was appointed a Voting Member in the absence of Jeff Crosby.

**Business**

The chair confirmed with the secretary that this meeting was posted in two places and on the Town's website.

1. Approval of Minutes: **Ken Swayze moved to approve the minutes of the June 21, 2023 regular meeting; Alison Vallieres seconded the motion. All in favor.**
2. Correspondence – None
3. Selectmen's Report – None
4. Building, Planning & Zoning Department Report – a) ZBA Appeal of Administrative Decision was continued to August 14, 2023 due to only four members present at the July meeting and the applicant opted to wait for a full board; b) ZBA Variance for less than the required acreage was continued to September 11, 2023 to allow the applicant time to verify title and get a certified plot plan if clear to proceed; c) No update on the Guiney v Town of Dunbarton court case; d) Donna was subpoenaed and went to court for an owners' dispute involving Millie's Way.

**Old Business** - None

**New Business** – None

**Other Business**

Land Development Regulations – Board members submitted comments on their sections of the draft regulations.

The group began the review with Section 3 Board Procedures, Public Notice, and Other Considerations, reviewed by Alison Vallieres. Alison pointed out a few areas where minor typographical corrections were needed. References to a *Determination Letter from Code Enforcement* will be revised to *Determination Letter from the Technical Review Committee*. There were no other recommended changes.

The group went on to Section 4 Submittal Requirements for All Applications, reviewed by Donna White. Section 4.1 – Donna recommended adding lot line adjustments to the list of

applications; removed *except for Voluntary Lot Mergers*. 4.1.5 – Donna spoke about the need to address how escrow funds are collected. This can be covered in Section 11-Fees. 4.1.6 – Donna added that two sets of mailing labels are to be included. 4.1.7 – Determination Letter from Code Enforcement: the group discussed the item, questioning if just one person should determine if an application met the requirements of the Zoning Ordinance. It was decided they would be more comfortable with the determination being made by the Technical Review Committee. This section will be revised. 4.1.11 – Required number of paper copies to be submitted. Donna pointed out that there does not seem to be any specified amount; she will review the entire document and revise this section as necessary. 4.1.14 – Colored photographs: the group questioned the purpose or need for colored photographs. It was noted that all buildings, abutting properties, streets and public ways would be cited on a plan and could also be viewed during a site visit. It was agreed to remove the item from the list of required documents. 4.1.17 c – total floor area, floor area for each building, and floor area for each use by floor. Donna asked what the intent/purpose of this item would be. Board members spoke about different scenarios and types of business uses. It was agreed to leave the section as written. The list will be extended to include 4.1.19 ZBA approval/Notice of Decision, if needed, and 4.1.20 Deeds/documents affecting use of property/restrictions, covenants, limitations. Section 4.2 title will be revised to Local, State and Federal Permits. 4.2.3 – NH DES Sewer Connection Permit will be removed from the list as it is not applicable, nor foreseeable, to Dunbarton.

The group then went on to Section 6 Subdivision Specifications for Plans and Documents, reviewed by Jonathan Lefebvre. Jonathan was not in attendance but had previously submitted his review comments to the board members. 6.1 Boundary Line Agreements – Jonathan recommended the removal of this item as they do not fall under the jurisdiction of the Board. The group discussed the section, and it was agreed to modify the text rather than delete it completely. 6.4 – Jonathan recommended adding the text in bold: A NH Licensed Land Surveyor shall prepare each subdivision plat and shall certify the plat meets the required Error of Closure **as defined by the joint committee of the American Congress on Surveying & Mapping and the American Society of Civil Engineers**. After brief discussion, it was agreed to leave as written in the draft. 6.4.2 – Jonathan questioned if a determination letter from Code Enforcement has been the standard and if so, who provides the letter. As in Section 4, it was agreed that a determination should be made by the Technical Review Committee. 6.4.3 b – Jonathan recommended removing *superimposed on the Town Tax Maps*. The group discussed what is currently required on plans and decided to leave this as written in the draft. 6.4.3 g – Jonathan recommended removing *five hundred feet of* from the following: Water courses and flood zone locations with base flood elevations that may exist within five hundred feet (500') of the subdivision boundaries. After a brief discussion, it was agreed to remove the section as recommended. 6.4.4 – reads as follows: Plans shall reflect all land within one thousand feet (1000') of any portion of the Subdivision in which the owner/Subdivider has an interest. If the plans include only a portion of the entire holdings, any possible future plans, in the form of a sketch, for these remaining holdings shall be shown. Said plan to include possible road layout, lots, service, etc. Jonathan suggested replacing *reflect* with *note*. Board members talked about the intent of the item; it was agreed to make the recommended word change and also to delete the text after the first sentence. 6.5.4 – Jonathan recommended adding the text in bold and removing 15%: Soils **shown per the United States Department of Agriculture Soil Conservation Service current publications** and steep slopes in excess of ~~15% and~~ 25%. All were in agreement with the recommended changes. 6.5.5 – Jonathan recommended the addition of text in bold: **Shall the board deem necessary, High Intensity Soil**

**Mapping may be required to demonstrate the functionality of a subdivision in regard to lot sizing and sensitive soil conditions. Maps shall be prepared in accordance with the Standards for a High Intensity Soil Map as defined by the Society of Soil Scientists of Northern New England.** The identification, classification, and delineation shall be performed by a NH Certified Soil Scientist who shall sign and seal the plan upon which the soils are mapped. Board members discussed HIS mapping and agreed to the recommendation. 6.5.10 – Jonathan recommended adding the text in bold: Location of existing and proposed well(s), with 75-foot well radius, and septic systems on the site and within 200 feet of the site, **along with a 4,000 Sq. Ft. area reserved for septic systems in accordance with the New Hampshire Department of Environmental Services administrative rules.** All were in agreement with the recommendation. 6.5.15 – Jonathan recommended deleting the requirement for photographs of surrounding sites and structures. Board members agreed with the recommendation. 6.7.1 f – Jonathan suggested the deletion of text in bold: **Estimated value added by development**, tax status, estimated Current Use Penalty, if any. Board members talked about the whole section and agreed that it was not something that falls within the jurisdiction of the Planning Board. It was decided to delete the entire requirement. 6.7.3 – Jonathan asked if the traffic study should be merged with item 6.7.1 d or amended. Board members discussed 6.7.1 being a summary report of various items and this being the full study if applicable to a project. It was agreed to leave it as written. 6.7.4 – Jonathan asked if what is to be included in an Environmental Report has been defined. George Holt said this is also covered in the sections that he has been reviewing. He suggested that it might be combined with drainage report. It was agreed to compare this section with Section 8.8. 6.7.7 - Report from the Conservation Commission – for projects over 20,000 sq. ft. of impervious surface area, or projects within protected shoreline areas, or which have wetland or wetland buffer impacts. Jonathan asked if the Board has received comment from the Conservation Commission for this, should it be changed to Major Subdivision and projects within protected shoreline areas, or which have wetland or wetland buffer impacts. After a brief discussion, it was agreed to look at this closer for clarification and possible combination with other sections.

The group agreed to stop at this point in the review and continue at the August meeting.

**Chuck Frost moved to adjourn the meeting at 8:35 p.m.; seconded by George Holt. All were in favor.**

Respectfully submitted,  
Donna White