

PLANNING BOARD MEETING MINUTES
SEPTEMBER 21, 2022, 7:00 PM AT DUNBARTON TOWN OFFICES

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

Roll Call Attendance

Alison Vallieres, Ron Slocum, Vice Chair George Holt, Chair Chuck Frost, Secretary Ken Swayze

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 August 17, 2022 workshop and regular meeting; George Holt seconded the motion. All were in favor.

2. Correspondence – None

3. Selectmen's Report – Selectman Nault was unable to attend this meeting.

4. Building, Planning and Zoning Department Report – Donna reported the following: 1) Strategic Contracting has completed their share of the Gile Hill Road improvements, the widening dedication deed and plan have been recorded. Post office representatives viewed the road and determined they will not deliver to houses on the road due to its steepness. The highway department cleared behind the existing bank of mailboxes for the residents on the road, allowing space for them to move their mailboxes back a few feet and more room to get off the road when checking their mail. A letter was sent to each of the residents, notifying them of the decision and the option to move their mailboxes. 2) Bob Pike had to do a corrective deed for the open-space parcel recently given to the Town as part of his open-space subdivision approval. NH Fish and Game required review of the parcel and particular language inserted into the deed. Mr. Pike met with the Selectmen, who agreed to the additional language. The corrective deed has been recorded.

Old Business - None

New Business – None

Other Business – Land Development Regulations - The chair said he and Donna met with Matt Monahan on Friday to go over the revisions made to the draft document after meeting with the board in August. He said tonight's discussion of the draft will be a high-level review of those revisions, setting up for future workshops to begin fine-tuning the document. The chair asked Donna to go through the document, section by section, to explain revisions that have been made and answer questions that Matt has for the board in various sections.

Section 1.9 – Matt has created definitions for Commercial Farms and Family Farms. Board members discussed the differences, using examples of area 'farms,' and felt this needs to be re-considered. During that discussion, George Holt said he felt all definitions should be located at the front of the document rather than toward the back.

Section 3.6 – Receipt of Determination Letter: A project must be reviewed for compliance with the Zoning Ordinance. If it does not, Code Enforcement will issue a letter referring it to the ZBA.

Section 5.4 (7) – Commercial solar proposals also must comply with Section 8.22.

Section 6.9 – Condominium Subdivisions; verify plan elements. Donna will review this with Matt.

Section 7 – Financial guarantees, inspections, and acceptance of public improvements; PB and BOS feedback is needed. To be discussed in detail at a future workshop.

Section 8.2 (1) – Donna has talked with the Town Administrator about road acceptance policies. This is something that needs to be pursued and formalized.

Section 8.6 – Donna has talked with the Road Agent about the sections pertaining to streets, access, and construction details. She said Jeff feels a lot of the detail does not pertain to Dunbarton. Matt would like her to sit down with Jeff and review line by line, deciding what the town wants to keep and/or change.

Section 8.6 (26) – The town could be petitioned to accept a private road as a public road; it should be built to town standards in anticipation of that happening.

Section 8.10 – Groundwater – the group wants to review this further.

Section 8.14 (11) – Fire chief agrees with the general requirements for fire suppression water source.

Section 8.15 – Illumination – the group agreed to leave this section for further review.

Section 8.16 – Landscaping – the group agreed to leave this section for further review.

Section 8.17 – Shoreland Protection – there was discussion about this being addressed by DES; it was agreed to leave the section and discuss at an upcoming workshop.

Section 8.18 – Surface Waters and Wetland Resources – the group wants to look at this closer.

Section 8.20 (5) – Driveway and Access Standards – Donna will speak with the fire chief about common driveways.

Section 8.21 – Screening and Buffering – the group wants to look at this closer.

Section 8.22 – Commercial Solar – new section to be reviewed further. George Holt suggested that there should be viewshed consideration for residential solar as well.

Section 8.25 – Noise – There was some discussion about if this needs to be in the handbook. It was agreed that it gives the department something to point to when complaints are received and to leave the section.

Section 9 - Architectural Design Review – the group agreed to leave this section for further review.

Section 10.2 – Certification of Approval – the group agreed this is important in ensuring all conditions of approval have been met.

Section 10.3 – As-built Plans – the group agreed this is important to have in the file.

Section 10.6 – Technical Review Committee (TRC) – the group agreed this would be a good tool, having all parties at the table for preliminary review, etc.

Section 10.7 – TRC Procedures - to be discussed in more detail at a future workshop.

Section 10.11 – Inspections, Certificate of Occupancy, and Acceptance of Public Improvements – a good tool to ensure compliance with approved plans.

Section 11.12 – Application Fees – the group agreed they would like to keep these separate from the handbook.

Donna will sit down with the road agent to review the construction standards and details appendix and street construction sections.

Ken Swayze moved to adjourn the meeting at 8:30 p.m.; seconded by Alison Vallieres. All were in favor.

Respectfully submitted,
Donna White