

PLANNING BOARD MEETING MINUTES
FEBRUARY 15, 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, Alison Vallieres, Vice Chair George Holt, Chair Chuck Frost, Secretary Ken Swayze, Ex-Officio Justin Nault, and 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:

Ron Slocum moved to approve the minutes of the January 18, 2023 regular meeting; Justin Nault seconded the motion. George Holt abstained as he was not present at that meeting. Majority in favor.

2. Correspondence – Notice of public hearing from the Town of Hopkinton Select Board. The public hearing on March 13, 2023 at 6:00pm is to gather public input on the laying out of a road over what is now Old South Road (a Class VI road). The Hopkinton Select Board received a petition requesting this layout and will gather public input before determining whether to proceed with the layout process. Jeff Crosby explained that the road connects to Old Hopkinton Road in Dunbarton. Old Hopkinton Road currently stops approximately 200' short of the town line. The group discussed the effect the improved road could have on Dunbarton's road. Several members said they would attend the public hearing to gather additional information.

3. Selectmen's Report – None

4. Building, Planning and Zoning Department Report – a) Donna said applications for the Capital Improvements Program are due by this Friday. The committee will meet on March 1st to review the applications. b) Stephanie Alexander emailed today that the updated Hazard Mitigation plan has been forwarded to FEMA by NH Homeland Security. She is hoping for a final approval within the next couple of months. c) One new application came in for the March meeting; it is a two-lot subdivision for Wayne Mills. d) The building/code enforcement department has been investigating a property that appears to have more units than were approved. An administrative inspection warrant was issued by the court; Donna, the building inspector, and police chief visited the property on January 20th. The town attorney has reviewed the documentation submitted by the department and will be drafting a notice of violation in the near future. e) There has been no update on the status of the Guiney court matter. Jeff Crosby said he met a representative of Unitil at the site earlier this week to discuss the relocation of the pole that currently stands in the road. He explained the proposed location of the pole which would still be in the Town's right-of-way. This would enhance the turn-around situation as a temporary measure; the full cul-de-sac as approved in the subdivision approval would be done once the plan is recorded. The full cul-de-sac area will incorporate a small section of land currently owned by Mike Guiney that will become part of the Town's right-of-way. The Unitil representative will contact Dave Nault about moving one of the poles on his property to align with the new position of the pole in the road.

Old Business - None

New Business – None

Other Business

Land Development Regulations

Section 9 – Architectural Design Review – Section C. Drive Through Facilities – Donna provided board members with the text from the current site plan regulations, examples gathered from other towns' regulations, and proposed language for the new combined regulations document that is being created. Based on her research, Donna recommended the access road be a minimum 11 foot width with a length to accommodate a maximum of five vehicles; a bypass lane be required; the access road/lane will not interfere with parking spaces or pedestrian traffic; and the drive-through window is to be on the side or rear of the building. She explained she chose not to include the current reference to the Town's noise ordinance as it is outdated and may not even address such uses. Board members discussed the noise potential of such a facility and agreed that it should be included in the new language. Donna will add it to her recommended text and see about getting the noise ordinance reviewed and updated.

Section 10.6 – Technical Review Committee & Section 10.7 – Technical Review Committee Procedures – Donna provided board members with the text of each section as recommended by Matt Monahan. The group had previously discussed the two sections and asked Donna to do some research. Donna took language from the regulations of several other towns, combining it with what Matt drafted. Her recommended wording was distributed and reviewed. She told the group that she recently had a remote meeting with Matt to talk about the TRC process, which he very strongly recommends all towns use. He said it allows an applicant to get early feedback on the checklist, regulations, and zoning ordinance when submitting a plan, and applicants like the process. They are given two weeks to address missing items to be at the next meeting. Matt said after the clock starts the burden is on the applicant; if they are not ready, they ask to continue. Matt told Donna that it is not her call if an application is complete or not; she can assist in the review, but it is a decision to be made by the board members. Board members reviewed and discussed the language recommended by Donna. It was agreed to go with the recommendation.

It was noted that the regulations can be changed at any time should it be found that something does not work or needs to be revised. A public hearing is required to update the regulations, but they do not have to go to the voters like the Zoning Ordinance.

The Board will discuss sections being reviewed by George Holt at the March meeting.

Ken Swayze moved to adjourn the meeting at 7:45 p.m.; seconded by George Holt. All were in favor.

Respectfully submitted,
Donna White