

TOWN OF JAFFREY
Jaffrey, New Hampshire
PLANNING BOARD
Meeting Minutes
April 8, 2014

Present: Chairman Kresge, Members Bergeron, Deschenes, Grodin, Moore and Selectmen's Representative MacIsaac.

Absent: Members Despres, McKenzie and Merrell

Staff: JoAnne Carr, Director of Planning and Economic Development

MEETING MINUTES APPROVAL

On a motion by Moore, seconded by Bergeron the minutes of the February 11, 2014 working session were approved as presented. (5-0)

PRELIMINARY HEARING

None

CALL TO ORDER

Chairman Kresge called the public hearing to order at 7:00 p.m. Notice was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen. It was brought to the attention of Chairman Kresge that at this time his appointment had expired and would be before the Selectmen for approval at their next scheduled meeting on April 14, 2014. Chairman Kresge would not vote. Member Bergeron voted.

APPLICATION ACCEPTANCE

None

PUBLIC HEARING – NEW

To amend the following sections of the Jaffrey Land Use Code

Subdivision Regulations:

Section III, General Provisions - Criteria relating to subdivisions on roads
Appendix A, Road Design Standards and Acceptance Regulations
Section VIII, Vesting of Approved Plans

Beginning the summary of proposed changes Chairman Kresge reminded the board that at the November 12th public hearing they discussed Zoning Ordinance Section IV relative to Erection of Buildings on Streets and the Subdivision Regulations as they pertain to development on Class VI and private roads. It was at that time that the board agreed to table the proposed changes and enact the regulations once the zoning was passed at town meeting.

The language on vesting of site plan and subdivision approvals is proposed to be changed to align with the state statute. Ms. Carr summarized that the changes mean a five year exemption (you have five years to finish the project) instead of four and twenty-four months to make substantial progress instead of twelve. The only other administrative change is item three under Expedited Review (page six, subdivision regulations). It speaks to lot line adjustments and the item has been removed because the language is not clear; it does not adhere to our process or statute.

There being no further questions Chairman Kresge closed the public hearing.

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Site Plan Regulations:

Section IX, Vesting of Approved Plans

And additional administrative changes to both the Subdivision and Site Plan Regulations.

Ms. Carr reviewed the proposed changes to the site plan regulations. The first proposal is to increase the square footage on what triggers minor site plan from 100 to 1,000 square feet. The only other change is to vesting which is the same as was discussed in the subdivision regulations.

There being no further questions Chairman Kresge closed the public hearing.

PUBLIC HEARING – CONTINUED

None

DECISIONS

To amend the following sections of the Jaffrey Land Use Code

1. Subdivision Regulations:

Section III, General Provisions - Criteria relating to subdivisions on roads
Appendix A, Road Design Standards and Acceptance Regulations
Section VIII, Vesting of Approved Plans

On a motion by MacIsaac, seconded by Moore the board approved the proposed changes as presented.
(5-0)

2. Site Plan Regulations:

Section IX, Vesting of Approved Plans

And additional administrative changes to both the Subdivision and Site Plan Regulations.

On a motion by MacIsaac, seconded by Grodin the board approved the proposed changes as presented.

OTHER BUSINESS

- Voluntary Merger (Kemmis) – signed
- Application submittal deadlines –

Chairman Kresge commented that the main issue is when an applicant will submit new information very late in the day on the day of the hearing or even at the hearing. The question is how they can prevent that from happening and are the deadlines for submittal clearly stated in the zoning ordinance. Ms. Carr explained that there is a schedule that states an incomplete application won't be scheduled for hearing. The review committee meets the week following a public hearing to review all applications for the next month. If the committee agrees that the application is incomplete then it will

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not be scheduled and the applicant is notified along with the reasons why. If there is some administrative deficiency then either I or the Building Inspector will work with the applicant making them aware of the submission timetable. We always try to give some flexibility but there is also a deadline to meet for the advertisement and this is relayed to the applicant. Unfortunately they still try to deliver additional information after the fact. Chairman Kresge used a recent application submitted by McDonalds as an example where an entirely new plan had been brought to the meeting unbeknownst to the Planner, JoAnne Carr. Recording Secretary Lemire stated that the practice is to advertise only those applications that are complete. When new materials are brought in late or changed at the last minute it is not fair to anyone who may have come in to look at an application. It would seem that under those circumstances it would be up to the board to assure that the application before them is consistent with what was advertised.

In an effort to minimize the problem it was agreed that wording relative to submission deadlines on both of the applications and within the ordinance could be more specific and that the Monday following the plan review the Recording Secretary will e-mail all complete applications to the board. If any information is delivered to the board the night of the meeting the board can then choose to move forward as it was advertised or continue the hearing to the next month allowing the board time to review the new information.

Ms. Carr reminded the board that it is within their jurisdiction to continue a hearing or close a hearing and continue the deliberation. On complicated or large projects these are good options to consider. Sometimes it helps to ponder on what is being proposed so you can make a clear and thorough decision.

- Election of Officers –

Chairman

On a motion by Grodin, seconded by Deschenes the board re-elected Member Kresge to the Chairman position.

Vice Chairman

Due to health issues Member Merrell will be absent for a period of time. Being unaware of his desire it was agreed by the board that the position of Vice Chairman would be left open until his return. Should the Chairman be unavailable for a meeting he will choose a member to fill the Chair's position.

Secretary

On a motion by Grodin, seconded by MacIsaac the board re-elected Member Moore to the Secretary position.

- Downtown Plan / Master Plan –

At the last meeting there was talk about the Main St. program area and whether they want to head towards a plan or design guidelines to get the town pointed in the direction they would like for that area. Members McKenzie, Bergeron and Grodin had volunteered to be on this committee. Ms. Carr stated that she has received design guideline samples from town's similar in size to Jaffrey that they can look at. She feels they should be thinking about the Master Plan at the same time. The program area includes Main St. up to the post office and also Peterborough St. up to Pelletier's. Her question to the committee and the board is do we really have two faces of Main St. and should we be looking at design guidelines that reflect those two faces. Peterborough St. might have a different set of design guidelines from Main St. Is that consistent with the Master Plan?

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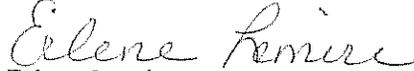
Chairman Kresge summarized that they should look at a review of the Downtown, Master Plan chapter. A working meeting of the committee will be scheduled for Tuesday, April 22nd at 7:00 p.m. The purpose of the meeting will be to review the current standards of the downtown Master Plan and take a look at the model design guidelines that have been received and try and establish a direction.

- Chairman Kresge stated that there are some aspects of the Mountain Zone ordinance which need further conversation such as duplex construction and some of the allowed uses that are deferred to the ZBA for special exceptions. Ms. Carr would also like to discuss open space development. Selectmen's Representative MacIsaac suggested a review of the last two OSDP's and in retrospect sitting back looking at it ask the question how could we have done this differently. Discussion on these topics will take place at the May 13th meeting.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Submitted:



Erlene Lemire
Recording Secretary

Attest:



Mark Kresge
Chairman, Jaffrey Planning Board