

**DRAFT**  
**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**November 12, 2014**

**Present:** Chairman Kresge, Members Deschenes, McKenzie, Merrell, Moore and Selectmen's Representative Alternate Rothermel.

**Absent:** Selectmen's Representative MacIsaac, Members Bergeron and Despres.

**Staff:** JoAnne Carr, Director of Planning and Economic Development

**MEETING MINUTES APPROVAL**

On a motion by Moore, seconded by Deschenes the minutes of the September 4, 2014 site visit were approved as submitted. (4-0)

On a motion by Merrell seconded by Deschenes the minutes of the October 14, 2014 meeting were approved as submitted. (5-0)

**PRELIMINARY HEARING**

None

**CALL TO ORDER**

Chairman Kresge called the public hearing to order at 7:00 p.m. Notice of the public hearing was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen.

**APPLICATION ACCEPTANCE**

None

**PUBLIC HEARING – NEW**

To adopt Design Guidelines for non-residential development subject to site plan review.  
Exact text is available with the Town Clerk and on the Town's web site.

To amend Section VII of the Site Plan Review Regulation referencing the Design Guidelines and to amend the Site Plan Review check list to add an item relevant to the Design Guidelines.

Presentation: Chairman Kresge

Appearance:

Chairman Kresge asked if there were any outstanding issues from last month's meeting other than the language from Section VII, A. There being none Chairman Kresge proposed the following – Design guidelines for new construction and renovations to existing structures are presented in Appendix ?? of the Land Use Code. Ms. Carr offered the word found in place of presented.

During the discussion Member McKenzie asked if people would feel they wouldn't have to follow the requirements. Chairman Kresge asked if anyone felt the need to make it very clear that the guidelines are to be followed or is just referring to them in this section sufficient. Member Merrell suggested

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adding it to the checklist. By doing this it becomes on the part of the developer to either request a waiver or recognize that the design guidelines are applicable.

Section VII, A will read:

Design guidelines for new construction and renovations to existing structures can be found in Appendices of the Land Use Code.

Site Plan Checklist will have two new items:

Sketch plan and photos depicting the building placement in context with neighboring properties.

Applicability of the design guidelines

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

**PUBLIC HEARING – CONTINUED**

None

**DECISIONS**

To adopt Design Guidelines for non-residential development subject to site plan review.  
Exact text is available with the Town Clerk and on the Town's web site.

On a motion by Merrell, seconded by Deschenes the proposal to adopt Design Guidelines for non-residential development subject to site plan review was approved. (6-0)

To amend Section VII of the Site Plan Review Regulation referencing the Design Guidelines and to amend the Site Plan Review check list to add an item relevant to the Design Guidelines.

On a motion by Merrell, seconded by Deschenes the proposal to amend Section VII of the Site Plan Review Regulation referencing the Design Guidelines and to amend the Site Plan Review check list relevant to the Design Guidelines was approved. (6-0)

**OTHER BUSINESS**

**Excavation Regulations –**

Member McKenzie is concerned about someone hauling, that there's some ways to protect the Town's road conditions. Using Old Sharon Road as an example they would definitely want a bond – that road was just paved. Member McKenzie asked if the truck route can be dictated by the town. Ms. Carr stated that it cannot be regulated per statute. Ms. Carr asked for the typical amount of a road bond for a logging operation. Recording Secretary Lemire replied \$500 and it is set by the Road Agent. Member Deschenes added that all driveway bonds are \$1,500 with a \$50 application fee.

Chairman Kresge feels it may not be dramatically different from a reclamation bond or most bonds. There is no clear criteria for what the bond will be used for or what it will be called. Ms. Carr offered to speak with the Director of Public Works, Randy Heglin regarding bonds on excavation. Chairman Kresge stated that he would be interested in DPW's take on it.

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Chairman Kresge stated that by Statute and the town's regulations, if the activity is incidental to something else (agriculture or silva cultural forestry) then it doesn't need to be permitted. The sentence has been inserted into Section V, B 2 that says if it's more than 1,000 cubic yards then they will decide if it's incidental or not. It is his feeling that this is a reasonable way to approach it.

Chairman Kresge asked for the board's feelings; do they move ahead and advertise with what they have for the December meeting or wait for input on the bonding issue from DPW Director Heglin. The board felt they should have DPW's input.

Ms. Carr will confer with Director Heglin on the road bond issue. Discussion will resume at the December 9 meeting.

Impact Fees –

Ms. Carr distributed a memo to the board from Town Manager, Dave Caron explaining his reading of the impact fee report and what we charge. We picked the assessment for grades 9-12 rather than K-8 and his reading of the report says there were no improvements made to the high school so we shouldn't be charging for that. The complication is that renovations were made to the middle and high school to the benefit of both. It is his recommendation that we charge K-8 rather than the high school. Ms. Carr stated that she was asked to bring the issue to the board to change the fee schedule.

Chairman Kresge recalled renovations being made to the high school, specifically the science labs and the breezeway. Ms. Carr feels there may be some confusion as to whether there was actually work done on the 9-12; it was an integrated project. Chairman Kresge feels the base question is can they be used to pay off bonds or not.

Following the discussion Ms. Carr stated that she would have a follow-up discussion with the Town Manager about the assessments. The board will resume the discussion at the December 9 meeting.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Submitted:

  
Erlene Lemire  
Recording Secretary

Attest:

  
Mark Kresge  
Chairman, Jaffrey Planning Board