

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES MARCH 21, 2019**

At **6:30 pm** Chairperson Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were Nanci Schofield, ex-officio Select Board member, Paul King, Craig Fournier, Lynmarie Lehmann and alternate member Kathy Bacon.

No members of the public were present.

The first order of business was the nomination and election of a Chairperson. Member Fournier nominated Member Rauth; seconded by Member Lehmann and approved unanimously. Member Rauth accepted the nomination.

At this time Chairperson Rauth wanted to speak about other business before discussing the *Subdivision Regulations*. First, she stated the Webster Conservation Commission (WCC) would like to develop a wetlands ordinance for wetlands buffers to be put on the 2020 Town Meeting Warrant next March. Chairperson Rauth stated the WCC has invited the Planning Board to attend their next meeting on Wednesday, April 10th at 7:00 pm in the Select Board conference Room, to talk in more detail about that. Chairperson Rauth stated her understanding from the WCC was that the Wetlands Bureau of the NH DES is overwhelmed and is having a hard time responding to complaints and issues in NH towns. She stated that conservation commissions do not have enforcement authority so the WCC would like to make the Town's Zoning Ordinance stronger by developing a wetlands buffer ordinance. Member Lehmann referred the Board to **RSA 674:55. Wetlands** which gives authority to municipalities to enact regulations pertaining to wetlands and "wetlands" can be defined by the municipality in a manner different from the common meaning. Member Lehmann stated that if this ordinance is approved, then this will potentially mean that someone would have to go out and look at the wetlands when processing building permits and subdivision applications, etc. Chairperson Rauth agreed that it would definitely impact the zoning regulations. She stated her goal was to get the *Subdivision Regulations* in good shape before then. She informed the Board that writing amendments to the zoning ordinance adheres to a specific Traditional March Town Meeting Calendar schedule in order for amendments to be put on the Warrant brought before Town Meeting in March. After a brief discussion, Chairperson Rauth stated the WCC would be responsible for drafting the amendment and then submitting it to the Planning Board because the Planning Board is responsible for the Zoning Ordinance. The WCC plans on looking at towns that have a wetlands ordinance in place. Chairperson Rauth added that the Planning Board will also be discussing cluster housing which falls under **RSA 674:21. Innovative Land Use Controls**. After a brief discussion she stated that if trying to work on cluster housing became too much, the Board could put off development of an ordinance until the next year. She stated that when the time comes, the Board will look at other towns' cluster housing regulations. Chairperson Rauth stated that she really wanted to work on the *Subdivision Regulations* this year and get them done.

The next order of business was discussion about completing the update of the *Subdivision Regulations* that had been started in August of 2014. Chairperson Rauth distributed copies of 2014 audit documents from Matt Monahan, Senior Planner for CNHRPC and the February 2017 draft of the subdivision regulations. The current subdivision regulations were last amended in 2009. Since that time NH RSA's have also been amended. In order to familiarize the board members, Chairperson Rauth explained the history of the process that had been started five years ago and how they arrived at the current version dated February 2017. During the discussion, Alternate Bacon clarified what Chairperson Rauth hoped to achieve was that the Board have a good understanding of the document and how it evolved, but then to move forward with changes and not to go backwards by re-editing the document except for minor corrections.

Chairperson Rauth thought the document should be organized in the way it is going to read; get the document cleaned up and then pick up where they left off. She stated that there are still questions throughout the document that have not been resolved. Once those are complete, they can move forward with the next sections and complete the amended document. Alternate Bacon stated the work that she does in her private life involves writing manuscripts with input from many contributors so she is very experienced with formatting and editing documents electronically. After a brief discussion, Member King asked the Chairperson when the final document is complete will it be sent back to CNHRPC for review.

Chairperson Rauth stated yes. At this time she reminded the Board about the CNHRPC Circuit Rider hourly contract that was discussed at the February Planning Board meeting in order to assist the Planning Board with finishing the *Subdivision Regulations* and writing new zoning ordinance legislation. She mentioned this again to see if the Board agreed with it. Member Lehmann commented that she wondered about the pricing; hiring somebody on an hourly basis vs. a contract for a flat fee. Member Fournier asked the Chairperson the timeframe for contacting Matt Monahan. Member Lehmann stated the Board completes the document, sends it to Matt for review and then the Board votes to adopt the newly amended version. Chairperson Rauth stated they might even have questions for Matt that arise in each work session. Member Lehmann asked how much was spent on CNHRPC last year. Chairperson Rauth stated she could get that information if the Board wanted it. A brief discussion ensued. Member Fournier suggested the Board put off discussion about the Circuit Rider contract until needed. Alternate Member Bacon agreed as did the remaining Board members.

At this time Chairperson Rauth suggested scheduling a subdivision regulation work session. Alternate Member Bacon asked if anything was going to be done to the draft document before the work session. Chairperson Rauth stated yes. After a brief discussion Alternate Member Bacon agreed to work on the document with Chairperson Rauth. Chairperson Rauth stated what they needed to do was to turn off the comments and all of the notes, colors and formatting language in order to organize it in the way it will be as the final regulation. The Board agreed to have a work session on Sunday, April 14, 2019 at 8:30 am in the Select Board conference room. After a brief discussion, Chairperson Rauth stated that after she and Alternate Member Bacon work on taking the comments/changes out of the document, it will be sent out to the Board members for them to read/review before the April 14th work session.

Chairperson Rauth stated that in Matt Monahan's August 18, 2014 cover letter for CNHRPC's audit, he pointed out that the Select Board should consider the adoption of a Road Acceptance Policy. She stated that policy would be the **procedure** by which the Select Board could reclassify a Class VI road to a Class V road. A brief discussion ensued.

Member Lehmann made a motion to accept the February 21, 2019 minutes as written; seconded by Select Board Member Schofield and approved unanimously.

7:50 pm Meeting adjourned.

These minutes were approved as written at the Planning Board meeting of April 18, 2019.

Respectfully,

Susan Rauth, Chairperson