

**TOWN OF WEBSTER  
PLANNING BOARD  
MEETING MINUTES MAY 16, 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 (arrived shortly after meeting was convened), Paul King, Lynmarie Lehmann and alternate member Kathy Bacon. Chairperson Rauth appointed Ms. Bacon as a voting member due to the absence of member Craig Fournier.

Members of the public present were Mr. Dan Higginson, Land Surveyor and agent for applicant, and Mr. Michael Boucher, abutter to the applicant.

Chairperson Rauth suggested reviewing the draft minutes after the Lot Line Adjustment and Site Plan Review.

Chairperson Rauth explained the procedure for conducting a public hearing. She informed the Board that Mr. Dan Higginson, Land Surveyor, would be representing the property owner, Zsuzsa Tanos for both applications.

**6:32 pm** Chairperson Rauth opened the public hearing. The first order of business was to review the Lot Line Adjustment/Annexation application PB #19-02 from Zsuzsa Tanos for completion. After the Board reviewed the application, Member Lehmann made a motion to accept the Lot Line Adjustment/Annexation application PB # 19-02 as complete; seconded by Member King and approved unanimously.

Chairperson Rauth then invited Mr. Higginson to make his presentation of the LLA to the Board. He explained that the applicant was also the owner of the Santa Cruz Gunlocks LLC, a business conducted from her home. Because the applicant wanted to replace an existing loading dock with a larger one and rather than apply for a variance, the applicant had chosen to ask for a lot line adjustment between lots 8-5 and 8-6-1 which are both owned by the applicant. Doing a Lot Line Adjustment will meet the current set back requirement of 50 feet from the property line. Mr. Higginson referred to a plat showing the lot line adjustment which proposes to annex approximately 1.10 acres from lot 8-5 to lot 8-6-1 thereby increasing lot 8-6-1 to 4.13 acres. This would not create a new lot. After a brief discussion, Chairperson Rauth asked if anyone would like to speak in favor or against the proposal. Mr. Boucher, an abutter, stated he was OK with it.

**6:39 pm** Chairperson Rauth closed the public hearing. Member Lehmann made a motion to accept the lot line adjustment application subject to walking the bounds, submission of mylars and adding the correct deed restriction language and boundary markers per the Subdivision Regulations, Section 5.4 – D. & E. and Section 9.9, respectively; seconded by Selectwoman Schofield and approved unanimously.

The next order of business was review for completeness of the Site Plan Review Application PB #19-03 from property owner Zsuzsa Tanos. Member Lehman had questions regarding a few items not checked off on the checklist. Mr. Higginson had asked for waivers in writing for *m.* and *r-w.* That document was included in the application. Member Lehmann was concerned about an increase in storm water runoff with the new configuration of the loading dock. Mr. Higginson stated the loading dock currently had a concrete, totally impervious surface with compacted gravel around it which is impervious as well. He stated that everything being proposed should not have an increase in storm water runoff because all the necessary precautions are in place, i.e., ditching, sloping and culverts, that were required for a previously approved site plan. After a brief discussion, Member Lehmann made a motion to accept the application with the waiver request; seconded by Member King and approved unanimously.

**6:45 pm** Chairperson Rauth opened the public hearing for the Site Plan Review application PB # 19-03 from Zsuzsa Tanos. There were no further comments from the public or the Planning Board.

**6:46 pm** Chairperson Rauth closed the public hearing. Member Lehmann made a motion to accept the Site Plan Review Application #19-3; seconded by Selectwoman Schofield and approved unanimously.

The next order of business was to review the draft minutes from April 18, 2019. Member Lehmann made a motion to accept the April 18, 2019 Planning Board minutes as drafted; seconded by Acting Member Bacon; approved with one abstention – Member Lehmann was not in attendance on April 18, 2019.

**6:53 pm** Member Lehmann moved to enter into Non-Public Session under RSA 91-A:3, II(d) to discuss the “consideration of the acquisition, sale, or lease of real or personal property...” and for reviewing the non-public minutes from April 18, 2019. Selectwoman Schofield seconded the motion. Roll call was taken: Acting Member Bacon – yes, Member King – yes, Member Lehmann – yes, Selectwoman Schofield – yes and Chairperson Rauth – yes.

**7:11 pm** The Planning Board came out of the non-public session. Member Lehmann moved to seal the Non-Public minutes. Chairperson Rauth seconded the motion. All were in favor – the motion passed.

The next order of business was the review of sample wetlands and water quality protection ordinances. Chairperson Rauth stated she had heard back from the WCC (Webster Conservation Commission) that they created a merged document of the ordinances from Auburn, NH and New Durham, NH. She added that the new ordinance will require a conditional use permit from the Planning Board as opposed to applying to the Zoning Board. She stated that once the WCC sends the complete draft to the Planning Board, the PB will meet to discuss it and how to integrate into the Zoning Ordinance.

The next order of business was the Road Surface Management System (RSMS) update. Chairperson Rauth informed the Board that the Town of Webster will be participating in the RSMS. Chairperson Rauth explained that the Town works with Central New Hampshire Regional Planning Commission and the Town’s Road Agent. By using I-Pads the town roads are broken down into segments to be inventoried regarding the conditions of the roads and importance of the roads. This helps by prioritizing road projects that need to be worked on. She stated the system was a forecasting tool for the next five years. Selectwoman Schofield stated that she, Leslie, Emmett and Dean Williams from CNHRPC met to discuss. She stated there was a lot of updating and corrections to do on DOT maps regarding the Town’s roads. Chairperson Rauth stated the RSMS update had been recommended in the CIP for the last two years and also in the Master Plan.

The last order of business was discussion about a Town Road Acceptance Policy which would also help to address not building on private roads, class VI roads or paper roads. After a brief discussion, Selectwoman Schofield stated she would follow-up with Town Counsel and will clarify whether a *policy* or an *ordinance* is to be developed regarding building on private, class VI or paper roads. Chairperson Rauth then referred to a hand-out of a sample Town Road Acceptance Policy/how to change a Class VI road to a Class V which would be in conjunction with the Subdivision Regulations design review phase. The Board then made changes to the sample policy to tailor it to the Town of Webster. A lengthy discussion ensued. Member Lehmann made a motion to accept the procedure with modifications as discussed to the draft; seconded by Member King and approved unanimously.

At this time Selectwoman Schofield informed the Board that she would have Impact Fee information at the next Planning Board meeting.

A brief discussion ensued regarding the definition of Home Businesses in the Zoning Ordinance. The Board agreed nothing needed to be changed at this time.

**7:35 pm** Meeting adjourned.

These minutes were approved as written at the June 20, 2019 Planning Board Meeting.

Respectfully,

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Susan Rauth, Chairperson