

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES OCTOBER 18, 2018**

At 6:30 pm Chairperson Susan Rauth convened the regularly scheduled meeting for the Planning Board and took attendance. Present were member Paul King, alternate members Craig Fournier and Kathy Bacon. Chairperson Rauth appointed Mr. Fournier as a voting member for this meeting due to the absence of member Lynmarie Lehmann.

Member of the public in attendance was Mrs. Catherine Burke-Michaud as the agent for her parents, William & Lena Burke, who could not attend because they were in Florida.

The first order of business was to discuss the denial by the Planning Board and the Fire Chief of the Driveway Permit for Construction # 18-07 for 1063 Pleasant Street owned by William & Lena Burke. The driveway had been constructed without a permit. It also had two curb cuts. The lot at 1063 Pleasant Street has only 431 feet of frontage and per the Driveway Regulations, 500 feet of frontage is required for two curb cuts. The Planning Board sent Mr. and Mrs. Burke a letter requesting their presence at this meeting to discuss the issue; being back in Florida, they authorized their daughter, Catherine Burke-Michaud to be their agent.

Chairperson Rauth recognized Mrs. Burke-Michaud. Mrs. Burke-Michaud stated when her parents were here from Florida, she was in the process of replacing her septic system. (Mrs. Burke-Michaud lives across the street from her parents on Pleasant Street. Her daughter lives in her parents' home while they are in Florida for the winters.) Her father, Mr. Burke, asked one of the laborers doing the septic if he could take a look at his driveway. Mrs. Burke-Michaud stated her father did not know about needing a driveway permit. The Planning Board had copies of the Driveway Permit and the drawing that was submitted after the driveway had been reconstructed. Mrs. Burke-Michaud stated that the horseshoe style was needed due to space restrictions when plowing snow. Member King stated that the new second curb cut actually had a better line of sight than the old cut. He suggested closing off the old driveway entrance and use the new one. After a lengthy discussion, the Board and Mrs. Burke-Michaud agreed to have the old entrance closed off this winter to see how things work out. Mrs. Burke-Michaud asked if the Board would ever look at changing the 500 foot frontage requirement because she ran into the same thing when she wanted to subdivide her land and she did not have the required 500 feet to do it. Chairperson Rauth stated that the regulations were written after careful reviews and measurement calculations. She thanked Mrs. Burke-Michaud for coming and Mrs. Burke-Michaud thanked the Board for their time.

The next order of business was review of the draft minutes from September 20, 2018. Member King made a motion to accept the minutes as written; seconded by Acting Member Fournier and approved unanimously.

The next order of business was to discuss the Scenic Roads Planning Board Subcommittee recommendations. Chairperson Rauth informed the Board that the subcommittee gave their recommendations to the Select Board. The recommendations focused primarily on the administrative changes that could be made so that discussion would occur at the Select Board meetings. She stated the idea was to improve communication, information and understanding about road maintenance on scenic roads. Chairperson Rauth reminded the Board that at the last Planning Board meeting, the Board was in agreement with the administrative changes that were proposed. She stated she felt that the next phase of the project discussed at that Planning Board meeting about doing legal research to determine the boundaries of the roads, the Town's maintenance easement and so forth was not something the Planning Board agreed with. She added she felt the subcommittee also had not reached a consensus on that phase either. Chairperson Rauth stated that several Planning Board members had commented to her that pursuing that would be costly and time consuming. She stated the subcommittee presented the administrative recommendations to the Select Board at their October 8th meeting, but for the second phase – looking at the boundaries and the widths and the town maintenance easement and standards for ditching and widening – the subcommittee suggested that the town could pursue further research. Chairperson Rauth stated that it was clearly stated in the law that the Select Board was responsible for the roads and for directing the work of the road agent; not the Planning Board. After a brief discussion, Chairperson Rauth stated that it was the job of the subcommittee to make the recommendations and then it was up to the Select Board to carry them out. She stated she felt this was a difficult project and the subcommittee did a good job. Chairperson Rauth stated the Road Agent thinks it is important for

the boundaries of the roads to be delineated. She added that even New Hampshire Municipal Association legal department indicated it was very difficult to determine that and most towns do not set a standard like three rods. Chairperson Rauth stated the reason she was discussing this tonight was to see if the Board agreed with how the subcommittee had done their job and that it is now in the hands of the Select Board. She stated she felt the subcommittee had fulfilled its obligations. The Board was in total agreement and that now the Planning Board can move forward on other planning and zoning projects that need to be addressed.

Chairperson Rauth then discussed the 2019 CIP update. She stated this year subcommittee members are Paul King, Craig Fournier, Bruce Johnson, Roger Becker, Sarah Chalsma and Leslie Palmer. She stated she had received the requested information from the Road Agent and the Police Department so far. The first meeting is October 30th at 4 pm at town Hall.

Chairperson Rauth then discussed the update for the Master Plan. She stated that all the chapters were done except the existing Land Use and the Future Land Use chapters. Chairperson Rauth proposed having Central New Hampshire Regional Planning Commission assist the Board in writing these last two chapters. The contract would be for \$1,000 and would cover the mapping, entering and analyzing the data, helping to format the report and writing some of the narrative. She stated that CNHRPC representatives will be attending the November 8th meeting at 6:30 pm to help pull the final Master Plan report together. Member King asked about the funding. Chairperson Rauth stated there was over \$2,200 in the PB/ZBA budget. After a brief discussion, Acting Member Fournier made a motion to accept Chairperson Rauth's proposal; seconded by Member King and approved unanimously.

At this time, Chairperson Rauth informed the Board she had asked Acting Member Fournier if he would be interested in moving in to the Planning Board Member position left vacant by Susan Roman and he agreed. Chairperson Rauth will write a recommendation to the Select Board for Craig Fournier to be appointed as a Planning Board member until March 31, 2020 to the Select Board.

The last order of business was to discuss potential 2019 legislation and the process. Chairperson Rauth stated if there are to be any zoning amendments there was a very rigorous schedule that would have to be met. She stated that one of the things they talked about in the Master Plan meetings was to look at drafting an ordinance to allow for cluster housing development, which is a denser housing development leaving open space. She stated that Hopkinton and Boscawen both have cluster housing developments. Boscawen also has what is called the *conditional use permit*. Chairperson Rauth explained when a cluster housing development is applied for the conditional use permit goes before the Planning Board for review. After a brief discussion, Chairperson Rauth stated cluster housing is very common and she would send an article about it to the Board members. She added that it is also called *conservation subdivision*. Basically the subdivision is designed around the terrain and the features of the land that would be preserved. She stated that if drafting an amendment cannot be done for this year, more research could be done and then bring it forward next year. After a brief discussion, Acting Member Fournier stated he thought cluster housing was a smart thing to do. He suggested taking a look at the zoning regulations for Hopkinton. Chairperson Rauth agreed and she suggested to also look at Boscawen's. She stated it will be in the Master Plan as a recommendation to look at adopting a cluster housing ordinance. She reminded the Board the next Master Plan meeting will be November 8th at 6:30 pm in the conference room at Town Hall. Chairperson Rauth told the Board that Michele Derby and Leslie Palmer will be helping to proofread and format the updated Master Plan. She stated that all the chapters will be online for public review and there will be a public hearing for the Planning Board to approve it. Chairperson Rauth stated they would decide at the next Planning Board meeting whether to hold the public hearing in December or January. A brief discussion ensued.

At 7:35 PM Acting Member Fournier made a motion to adjourn the meeting; seconded by Member King and approved unanimously.

These minutes were approved as written at the November 15, 2018 Planning Board meeting.

Respectfully,

Susan Rauth, Chairperson

Approved as Written