

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES OCTOBER 17, 2019**

At **6:30 pm** Chairperson Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were Lynmarie Lehmann and Paul King.

Members of the public present were David Hemenway and Dan Kimball.

6:36 pm Chairperson Rauth opened the Public Hearing pursuant to RSA 675:6 & 7, regarding the adoption of proposed amendments to a) Subdivision Regulations and Site Plan Review Regulations. She stated the Board would make a few minor changes to the Site Plan Review Regulations before a final vote on the regulations then the Board would give interested parties the opportunity to speak. After which the public hearing would be closed to testimony in order for the Board to evaluate and vote on the regulations.

At this time, Chairperson Rauth stated that the Planning Board had met on October 15, 2019 and took a look at a couple of sections in the Site Plan Review Regulations which mostly pertained to signs. She stated the Board made a recommendation to do minor rewording of the sign section and also, they felt that to do an effective job with the sign regulation they would like to put it into an ordinance. She stated the Board would work on that later in the meeting after the public hearing. She stated she had three minor re-wording changes to the Site Plan Regulations

1.Change size of sign to be more general: "Signs shall be sized, designed, constructed, erected and maintained so as not to present a hazard to persons and property. Signs must be located on the property."

2.Regulations for signs, lighting and parking currently apply to major subdivisions; Chairperson Rauth added wording "These regulations may also apply to a Minor Subdivision."

3. Section IV.B. Additional Plat Submission Requirements – new section which outlines The additional requirements for Major Site Plan reviews. The Planning Board has the Authority to determine whether requirements for Major Site Plan Review are appropriate to extend to Minor Site Plan Reviews, i.e., Parking and Loading; Lighting.

Member Lehmann made a motion to adopt the three minor edits that Chairperson Rauth recommended; seconded by Member King and approved unanimously.

Chairperson Rauth stated that the regulations were substantially the same as they were before. She stated what the Board had primarily done was bring them up to date since 2009 which was the last time they were reviewed and amended. Chairperson Rauth stated that the Board had started the process of reviewing these regulations in August of 2014. Between then and now, the Board hired Matt Monahan, a planner, from Central New Hampshire Regional Planning Commission, to do an audit of the regulations to find out where it was inconsistent, especially with the NH State RSA's. She stated the requirements mostly remain the same; the document has been reorganized for a better flow and for the purpose of administering the regulations. She stated that any new sections that were added were due to changes that were made in the NH State Statutes over the last ten years. Chairperson Rauth added that it was a lot of detailed work and the Board did a good job. This public hearing was to review the amended regulations and to listen to any comments or questions and then adopt the regulations if there are no substantive changes

At this time, Chairperson Rauth asked the Board if they had anything they would like to change. Members King and Lehmann stated they were all set. Chairperson Rauth handed out a five page document listing the proposed changes for

both sets of regulations. She explained each one. Mr. Kimball and Mr. Hemenway had a few questions of clarification but had no changes to be made.

After the discussion, Chairperson Rauth reiterated that a lot of the changes were made because of updates to the state statutes. She stated that the proposed drafts of both sets of regulations had been available at Town Hall and on the website for over a month. The Public Hearing was advertised in the October 4, 2019 Concord Monitor and in the October 2019 issue of The Grapevine.

She asked for comments from the public. Mr. Kimball asked if the flood areas had changed. Mrs. Larson stated those areas are based on the FEMA maps of April 2010 – no changes from FEMA, yet.

7:20 pm Chairperson Rauth closed the hearing to public testimony in order for the Planning Board to discuss and deliberate.

Member Lehmann stated she had not heard input that would make the Board amend what they have put forward. She made a motion to adopt the Subdivision Regulations and the Site Plan Review Regulations with the earlier amendments that were voted on tonight. At this time Member King questioned whether or not “etc.” should be added to one of the proposed changes the Site Plan Review Regulations Section IV.B. At the suggestion of Member Lehmann, the Board amended the proposed to change by adding “such as but not limited to”.

“The Planning Board has the authority to determine whether requirements for Major Site Plan Review are appropriate to extend to Minor Site Plan Reviews; i.e., *such as but not limited to* Parking and Loading; Lighting.”

Chairperson Rauth agreed. Other than that, change, Member King was all set – he seconded the motion to adopt with that minor change the Subdivision Regulations and the Site Plan Review Regulations both as amended October 17, 2019 and were approved unanimously.

7:25 pm Public Hearing was adjourned. Chairperson Rauth thanked Mr. Kimball and Mr. Hemenway for coming. Mr. Kimball left, and Mr. Hemenway stayed for the rest of the meeting.

The next order of business was review of the draft minutes from August 15th, September 19th and October 15th. Member Lehmann asked that her name be spelled correctly in the October 15th minutes. Member Lehmann made a motion to accept the October 15th minutes as written with that correction; seconded by Member King and approved unanimously. Member King made a motion to accept the September 19th minutes as written; seconded by Member Lehmann and approved unanimously. Member King made a motion to accept the August 15th meeting minutes as written; seconded by Member Lehmann and approved unanimously.

The next order of business was to review and discuss the proposed wetlands and water quality ordinance being drafted by the Webster Conservation Commission (WCC). Chairperson Rauth stated the WCC had been working diligently on this. She stated the biggest issue was identifying the types of wetlands and the appropriate buffers. She said the WCC decided to hire a wetlands scientist who will be sampling numerous areas for evaluation and the WCC will determine the geographic areas for the evaluation. Chairperson Rauth stated the WCC plans on getting this done by the end of the month. She stated the Planning Board would like to have a review of that work and also the draft ordinance in early November and keep working on it until the end of the year.

At this time Chairperson Rauth referred the Board to the rough draft of the proposed *Wetlands and Watershed Protection Regulations* ordinance. She also handed out another document from the Environmental Law Institute, *A Planner's Guide to Wetland Buffers for Local Governments*.

Member Lehmann asked if the wetlands overlay district was consistent with the recommendations in the Master Plan. After a brief discussion, Mr. Hemenway found the recommendation for adopting a Wetland Overlay District into the Zoning Ordinance on page 70 of the 2018 Master Plan. Chairperson Rauth asked the Board to please read through the draft ordinance and the handout before meeting with the WCC in November.

Chairperson Rauth brought up the topic of "Signs" and the possibility of drafting a Sign Ordinance. After a lengthy discussion, it was decided to table the subject until Member Fournier could be present for discussion because he was the one who drafted the ordinance.

Member King brought up his concern again regarding notifying the property owner on Pleasant Street to have a more permanent barrier for an unauthorized curb cut. Mrs. Larson will bring a copy of the original letter from the Planning Board to the property owner to the November 21st Planning Board meeting for further discussion.

8:25 pm Member Lehmann made a motion to adjourn; seconded by Member King and approved unanimously.

These minutes were approved as written at the November 21, 2019 Planning Board Meeting.

Respectfully,

Susan Rauth, Chairperson