

**TOWN OF WEBSTER  
PLANNING BOARD  
WORK SESSION  
SEPTEMBER 3, 2014**

At 3:30 pm Chairperson Rauth convened the Planning Board work session regarding updating and revising the Town of Webster's Subdivision Regulations.

Present were Chairperson Sue Rauth, Members Jere Buckley, Selectman Roy Fanjoy and Alternate M.J. Turcotte. Also in attendance was Mr. Matt Monahan, Senior Planner for Central New Hampshire Regional Planning Commission (CNHRPC).

Chairperson Rauth turned the floor over to Mr. Monahan. He gave a brief summary of the audit report he had done for the Board dealing with updating and revising the Subdivision Regulations. He stated he looked at the Subdivision Regulations – current (8/2009) and the 2008 draft that Member Buckley had worked on, draft # 5 and/or #6 of the Driveway Regulations and the checklists for subdivisions and site plan review applications. Mr. Monahan stated other documents were also impacted, especially the Zoning Regulations. He stated the most important updates were the major vs. minor subdivisions' definitions and the criteria for each. He explained the audit he had created was divided into three different categories: Tier 1 - highest priority; Tier 2 – next to be worked on; Tier 3 – to be look at down the road. Member Buckley asked about the beginning point.

Mr. Monahan suggested the Board begin to work through the Tier 1 changes first. A great deal of discussion ensued. Some of the topics referenced included RSA 36:54-36:57 "Review of Developments of Regional Impact", RSA 674:53 "Land Affected by Municipal Boundaries", and RSA 676:4 "Board's Procedures on Plats"-II.(a) "Preliminary Conceptual Consultation Phase (b) "Design Review Phase". Chairperson Rauth and Mr. Monahan agreed that looking at other towns' lists and criteria for major and minor subdivisions would be a good idea. Prior to this meeting, Mr. Monahan had sent copies of subdivision regulations for the towns of Allenstown and Henniker to the Board as examples to look at. Member Buckley questioned Mr. Monahan regarding where lot line adjustments and mergers would fit. Mr. Monahan stated a lot line adjustment would come under subdivision regulations because it can be considered a "re-subdivision annexation" and should fall under the Town's minor subdivision process; merging lots would be a better fit under subdivisions rather than site plan review regulations. Member Buckley pointed out the Board would have to look at redefining 'subdivision'. Mr. Monahan suggested adding more detail to the current definition. He referred the Board to RSA 672:14 "Subdivision" for a more in depth definition of 'subdivision'.

Discussion continued regarding a "Road Acceptance Policy". The legislative body of the Town of Webster voted on March 13, 1993 to "...authorize the board of selectmen to accept the dedication of any street shown on a subdivision plat approved by the planning board, provided that such a street has been constructed to applicable town specifications as determined by the board of selectmen or their agent." A brief discussion ensued. Member Buckley asked Mr. Monahan what the difference was between a private road and a shared driveway. Mr. Monahan stated that in his opinion the criteria would depend on the length and the number of houses. He considered 3 houses or more to be a private street. After a brief discussion, Mr. Monahan stated the Subdivision Regulations would govern road construction standards while the "Road Acceptance Policy" would govern what milestones the applicant would have to reach in

construction. The Board of Selectmen could write the policy or the Planning Board could write it for the Board of Selectmen, but it would be the Board of Selectmen who would have to adopt it.

The next topic of discussion was the Driveway Regulations. Chairperson Rauth stated the Board could take that up with Mr. Monahan the next time they meet with him. At this time Member Buckley asked Mr. Monahan could the Board control internal features of a driveway. Mr. Monahan answered in the affirmative. After a brief discussion Mr. Monahan suggested the Board follow Town Counsel's opinion that the Planning Board can control internal features of driveways and incorporate that into the Driveway Regulations. Member Buckley will be working on draft #7 of the Driveway Regulations. The Board will continue to review Mr. Monahan's audit and make plans to meet with him again in early October. In the meantime, the Chairperson Rauth hopes to have continued discussion about Mr. Monahan's audit during the next Planning Board meeting on September 18, 2014 if time allows.

At 5:20 pm Acting Member Turcotte made a motion to adjourn; seconded by Selectman Fanjoy and unanimously approved.

The minutes were approved as amended at the September 18, 2014 Planning Board meeting.

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Susan Rauth, Planning Board Chairperson

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