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A Planning Board meeting was brought to order by Bob Helmers at 7:00pm on May 23rd, 2019.

Attendance: Bob Helmers, Tom Whitman, Mike Brady, Marshall Bennett and Charles Estes

In the Public Audience – Tom Hahn of Green Acres Woodlands, Robert Berti of ForeCo, LLC and Allan Barnard on behalf of the owners. Also in attendance is Dan & Sandy Boyce and Keith Hemmingway for the Hill Bible Church. Observing, having no formal business, was Ellen and Paul Guild.

Without prior notice, ForeCo, LLC's Bob Berti and Mr. Barnard approached the board for a "Pre-Application Preview" (PAP). The PAP was for a land subdivision application to include a 10-acre parcel on March Pond. On the land currently exists a seasonal cabin which is intended to be renovated / updated for continued seasonal use. Having received the preliminary and partial submission of materials in the office of the Selectmen, Mr. Barnard and ForeCo, LLC meet the 21-day deadline of submission prior to the May 23rd, meets the requirement to informally request the board review materials for completeness. Thus, for the same reason, the Board is able to review materials prior to formal acceptance of an application. Noting a change in plans from a previous submission, ForeCo, LLC renders its previous application moot. The board, in accordance with the PAP procedure recommended by the NH OSI, performed a very preliminary and basic review of new materials. The Chairman reminded the board and those in public audience to refrain from any formal discussion until proper notices are posted or sent to abutters. The board casually reviewed the materials for compliance with the application checklist without formal discussion. The applicant wanted to address questions related to frontage, access to the property on a class VI road and allowance of a subdivision of land on a Class VI road with access being from Poverty Pond Road. The road is only partially maintained up to the Danbury town line by Danbury's Streets and Highways Dept. The applicant states they shall seek a letter from the NH Forest Society of Protection and Conservation to address a question of (1) 10-acre lot being allowed to replace the currently allowed (2) 5-acre lots. A question arose regarding overhead utilities lines. It was stated it is not cost prohibitive at this time. Certain topics for completeness of the application also included the abutter's list, the need or lack for it on the plat and other call outs on the plat, the application form for completeness and submission of fees. The town has received a payment of fees. Mr. Barnard asked if the Board might entertain an allowable waiver.....**(Please help fill in here, my notes refer to Section A3 Page 32 ???) and (Injustice of Denial)**

Secretary will post notice of the application and mail letters to abutters. The Chairman shall schedule the public hearing – Board to vote on acceptance of the final submission at the next regular meeting and may thereafter immediately hold the Public Hearing if properly noticed. Mr. Barnard, Mr. Berti and Mr. Hahn departed at 8:00 Pm.

At 8:02 PM – The Board was approached by the leaders of the Hill Bible Church for the purpose of a preliminary consultation on a possible Lot Line Adjustment combining two existing lots owned by the Church <or> in the alternative, an easement in order update the Church's Septic System. Mike Brady suggested a town vote may be required to combine the two lots which would contradict the warrant article that provided for the Town to sell the property to the Church. Bob Helmers suggested an easement would not require a vote of the town's people opposed to the lot line adjustment. The Church leaders also wish to renovate the front entrance to provide an entry way with overhead protection from the weather. The plan may require Zoning Board review for a Variance addressing the "set-backs encroachment" created by the renovation as its currently designed.

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The Church leaders were advised by Chairman Helmers that the procedure to follow would require the Church leaders submit an application for a building permit to the Selectmen which would likely be denied. They would then in turn appeal the decision to the ZBA for a Variance. The church leaders departed at 8:10 PM.

The Board reviewed (2) applications for driveway permits...Bob Helmers asserted that he would continue to attend to driveway applications as before. After a brief discussion, it is the decision of the board that Driveway application will be submitted following the process outlined herein:

1. A completed application, with fees, shall be submitted to the Selectmen's office.
2. The office administrator will log the application, issuing a file # and will forward the application to the Streets and Highway Department for review.
3. The Streets and Highway Department Head (Dean) will perform a site inspection and approve or deny the site inspection based on the applicable state or local regulations.
4. Streets and Highway Department will return the application to the Office Administrator who will send the PB Secretary (Charlie) a copy of the application with Dean's approval or denial of the site inspection. A copy will be filed in the Planning Board file and an electronic copy will be forwarded to the Planning Board Chairman (Bob) who will approve or deny the final permit.
5. Unless otherwise determined, Bob will be responsible to draft and send a notice of decision via mail to the applicant and will send an electronic copy of the notice of decision to the Secretary for the Planning Board's record.

After a brief discussion related to prior minutes, a motion was made and seconded that the April Minutes be approved with the suggested amendments. The Motion carried.

Having no other business on the agenda, Tom Whitman motioned to adjourn. Mike seconded. The motion carried. The meeting adjourned at 8:35 PM.

Respectfully Submitted,

Charlie Estes.