



Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH 03865

PLANNING BOARD MINUTES
September 5, 2018

Call to Order: The meeting was called to order at 6:31 PM

ROLL CALL: Tim Moore, *Chair*
Lisa Lambert, *Vice Chair*
Laurie Milette
James Peck
Steve Ranlett, *Selectman's Rep, excused*
Geoffrey Adams
Julian Kiszka, *Alternate Selectman's Rep, excused*

Also present: Dee Voss, *Planning Coordinator* and P. Michael Dorman, *Chief Building Official*

Agenda Item 2: Minutes of August 15, 2018 Planning Board Meeting

There was a discussion that G. Adams being appointed as a voting member at the August 15, 2018, needed to be added into the meeting minutes.

D. Voss offered to amend the August 15, 2018 meeting minutes to include G. Adams being appointed as a voting member

★T. Moore moved, second by L. Milette, to approve the minutes of the August 15, 2018 meeting as amended. There was no discussion on the motion. The vote was 2-0-2 (L. Lambert and J. Peck abstaining).

Agenda Item 3: Workshop

• **Roadway Profile:**

There was a review and discussion of Exhibit A: Roadway Profile: Typical Cross Section. It was discussed that the last time the Roadway Profile was updated was 2003. The current copy was approved 03/11/2003 ATM by Article P-23. The purpose of the discussion was to see if there is a need for a new Roadway Profile.

There was also a review of Figure No. 1: Town of Derry, NH Typical Cross-Section -Service Road for comparison.

There were brief discussions on:

- Basic minimum requirements overall
- The minimum width of the travel lanes
- Sidewalk profiles and requirements; are sidewalks required on all projects?
- The Highway Department's disapproval of curves
- Class 5 Roads
- Review of Zoning
- Safety concerns with people walking on narrower roads, where a sidewalk is not present

J. Peck asked, "What distinguishes a Town road from a private road?"

D. Voss offered that all roads are to be built to town standards whether they're Town or private.

M. Dorman offered that the road becomes a Town road if it is approved as such by the Town.

DISCUSSION: Can the project can be reviewed on a case by case basis. What would be required for a standard? Should there be criteria set for Option A or Option B? Should there be a minimum width for roads with a notation for the Board regarding sidewalks or curves? Should a 5-foot walkway be required on all projects giving the Board the opportunity to see the project with a sidewalk, review whether it's needed or not? If it's not needed, remove the sidewalk, and update the cross section for the project?

It was discussed that the Board's main concern is safety for vehicles, bikes, and people walking. Other areas of concern are:

- Wider roads causing more maintenance and passes with the roadway and sidewalk plows in the Winter.
- What conditions would create a need for waivers?

L. Lambert asked if the Board can ask for an "End of Construction Completion Date"?

M. Dorman offered that once the applicant is vested, you cannot push them to complete the project.

D. Voss offered that the only real incentive to finish a project in a timely manner is the fact that a bond is collected at the start of a project and held until the project is complete. Only once the project is complete can the applicant get the money back.

M. Dorman asked about the current requirements for parking lots, as there doesn't seem to be any regulations for parking lots.

T. Moore offered that parking lots are private. Therefore, if the parking lots break down, it is the property owner's responsibility to repair them.

T. Moore offered that there will be a need for a public hearing to discuss Road Profiles since Road Profile is an amendment to a subdivision. It was decided that the public hearing will take place on October 3, 2018, unless D. Voss gets a large number of public hearings in the meantime, in which case the Road Profiles public hearing will be added to the agenda in November 2018.

- **Rule of Procedure:**

There was a brief discussion about cell phones.

There was also a brief discussion about the costs of public renotification if a public hearing has to be rescheduled.

D. Voss offered that the cost to post in the paper is roughly \$150-\$200. Other costs incurred are the cost of certified mail for abutter notification. These costs are dependent upon the number of abutters.

T. Moore offered his suggestion of adding an alternate date, such as a snow date, to the original notification.

D. Voss offered that she would look into whether or not an alternate date, such as a snow date, can be added to the public hearing notifications.

D. Voss offered that all references to Town Planner shall be changed to Planning Coordinator.

T. Moore stated that additional discussion regarding Rules of Procedure will be continued at the October 3, 2018 Planning Board Meeting.

- **Master Plan Community Forum:**

There was a brief discussion about the Open House to take place on September 17, 2018 from 3:00pm - 7:00pm. The Open House will be led by Steve Whitman, Resilience Planning and Design. It was discussed that the four (4) hour span of time is not consecutive, and that the structure is such that there will be a presentation at the beginning of each hour and that the same material will be repeated at the start of each hour.

- **Fee Schedule Update:**

There was a brief discussion about the draft of the proposed Planning Board Application Fee Schedule. It was stated that the Fee Schedule was last amended by the Planning Board in December 2008.

D. Voss offered that the Site Plan Fees have been adjusted so that the same fee is charged regardless of the size of the building. The reasoning for this is the fact that regardless of the size of the building, the application processing still takes the same amount of work.

It was discussed that Impact Fees are no longer achieved through a warrant article. They are now done through the Planning Board. In order to propose a new impact fee, the methodology must first be completed by engaging the services of a consultant, such as Bruce Mayberry.

D. Voss offered that it takes approximately \$8,000 to update two (2) impact fees. Safety and School Impact Fees are in the process of being changed.

D. Voss will post the Fee Schedule update to the Public Hearing Schedule.

Agenda Item 4: Old Business

There was no old business discussed.

Agenda Item 5: New Business

Agenda Item 6: Communications, Updates, & Other Business

There was no additional business before the Board and the meeting was adjourned at 7:38p.m.

Respectfully Submitted,

Samantha D. Cote
Recording Secretary