

Revision #2
TOWN OF NEWPORT, NH
Minutes of the Planning Board Meeting
October 11, 2016 – 6:00 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting and Public Hearing

MEMBERS PRESENT: David Burnham, Chairman; Ken Merrow, Vice Chairman; Howard Dunn; Bert Spaulding, Sr.; Ray Kibbey, Alternate; David Hoyt, BOS Representative; Bill Walsh

MEMBERS ABSENT: No irregularity

VIDEOGRAPHER: Louis Cassorla, NCTV

STAFF PRESENT: Julie M. Magnuson, Planning and Zoning Administrator

CALL TO ORDER: Chairman Burnham called the meeting to order at 6:00 p.m. followed by a roll call.

MINUTES: August 9, 2016 and September 27, 2016

Chairman Burnham introduced minutes dated August 9, 2016 and September 27, 2016 for review. Julie Magnuson requested they table the minutes to the next meeting date to include Maura Stetson (scribe). Members agreed.

General discussion of statutory limits, accuracy and content appropriateness took place. Howard Dunn noted minutes become official when approved by the Board.

CONTINUED BUSINESS: none

NEW BUSINESS:

2016-ANFP-002: Virginia Marie Roarabaugh & Clarissa Lynn McKay (Owners) request review of an annexation/lot line adjustment of properties identified as Map 230 Lot 003 (McKay et al) and Map 106 Lot 016 (McKay et al), both located on Maple Street in the Rural (R) Zoning District.

Chairman Burnham opened Case 2016-ANFP-002 and read the Administrative Review into the record. Chairman Burnham stated applicant requests an annexation/ lot-line adjustment.

Ms. Magnuson states the Town of Newport received a permit for driveway on September 25, 2016.

On a motion by Mr. Spaulding, seconded by Mr. Ken Merrow; ***the Board voted to approve application as complete. The motion passed with complete consensus.***

Roarabaugh took the floor and presented a map titled Lot Line Adjustment Plan of Land of Virginia Marie Roarabaugh & Clarissa Lynne McKay dated March 16, 2016 outlining her request for a lot line adjustment. Except for adding the new lot lines, 2016-ANFP-002 requires the Mylar to remain exactly as it exists now with.

Linda Callow questions the reasoning supporting the request for three driveways. Ms. Roarabaugh responds by detailing a safer exit point and individual contentment derived from the horse-shoe effect. No objection to Ms. Roarabaugh's response noted.

On a motion by Mr. Spaulding, seconded by Ken Merrow; ***the Board voted to approve Annexation Plan. The motion passed with complete consensus. Bill Walsh and Ken Merrow appointed to sign Mylar.***

2016-ANFP-003: Paul Tetreault and Joseph Branch (Owners) request review of an annexation/lot line adjustment of 2.335 acres of land from property identified as Map 234 Lot 008 (Tetreault Family Rev. Trust) to Map 234 Lot 007 (Branch), and located at Chandlers Mill Road in the Kelleyville (K) and Rural (R) Zoning Districts.

Mr. Spaulding recused himself from Case 2016-ANFP-003. David Kibbey appointed as alternate.

Chairman Burnham opened Case 2016-ANFP-003 and read the Administrative Review into the record. Chairman Burnham stated applicant requests an annexation.

On a motion by Mr. Spaulding, seconded by Ken Merrow; ***the Board voted to approve the application as complete. The motion passed with complete consensus.***

Chris Bateman (surveyor) took the floor and presented a map titled Annexation of Land Tetreault Family Revocable Trust and Joseph L. Branch dated September 7, 2016 outlining the request of a subdivision that includes adjoining land. No objections noted.

On motion by Ms. Spaulding, seconded by Ken Merrow; ***the Board voted to approve Annexation Plan complete. The motion passed with complete consensus. Bill Walsh and Ken Merrow appointed to sign Myler.***

Mr. Spaulding, Sr. returned as a sitting Board member.

ADMINISTRATION:

Chairman referenced the June 14, 2016 Minutes of the Newport Planning Board Meeting.

Number 1: is complete and requires no further discussion at this time.

Number 2: is up-to-date and requires no further discussion at this time.

Number 3: is in progress. Samples have been gathered.

General discussion took place regarding the importance of prioritizing discussions such as but not limited to planning board goals for upcoming meetings.

On motion by Bert Spaulding, seconded by Mr. Merrow; ***the Board voted CIP benchmarks will be the first priority in next Planning Board meeting and secondly the Zoning Amendment discussions. The Motion passed with complete consensus.***

On motion by Bert Spaulding, seconded by Mr. Merrow: ***the Board voted to amend Mr. Spaulding's previous motion to include a third priority stated as Subdivision Regulation review at the next Planning Board Meeting. The Motion passed with complete consensus.***

Number 4: resulted in general discussion *and* has been postponed until the next meeting. Authority over appointment of CIP members derives confusion among the board members. Reaffirming CIP membership is, also, needed. Mr. Dunn offers to investigate the CIP appointment process.

Number 5: resulted in general discussion *and* has been postponed until the next meeting. Ms. Magnuson emphasizes the importance of addressing construction of tiny houses to insure the town minimizes building codes and/or town regulation conflicts.

Number 6: is up-to-date and require no further discussion at this time.

Amendments to the Planning Board Rules of Procedure:

Order of discussion appears satisfactory.

General discussion of recording equipment and records took place.

On a motion by Mr. Spaulding, seconded by Mr. Merrow; ***the Board voted to change the wording of paragraph 2 under Open Meetings, Records to include the following:*** (please note changes are underlined)

The Vice-Chairman of the Board shall maintain the records of the Board by ensuring that all records of the Board are properly filed in the Town Office of Planning and Zoning (TOPAZ). The Chairman shall ensure that the records of decisions are made available for public inspection at TOPAZ 5 business days after the decision is made as required by RSA 673:6. Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, a brief description of the subject matter discussed and final decisions. Subject to the provisions of RSA 91-A:3, minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91 – A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception.

Motion passed with complete consensus.

Mr. Spaulding motioned to omit paragraph 2 under Recording Equipment. Motion was casually denied.

On a motion by Mr. Dunn, seconded by Bert Spaulding; ***the Board voted to change the wording of paragraph 2 under Recording Equipment to omit the following words: "'in places that are mutually agreed upon between the Planning Board and the equipment owner(s)". Motion passed with complete consensus.***

General Discussion items regarding public hearings took place.

On motion by Ken Merrow, seconded by Howard Dunn; ***the board voted to omit numbers 8 and #9 and omitting the words "and those appearing in favor of the proposal shall be allowed to speak" in number 7." Motion originally resulted in 3 member's voting in favor of the motion. Roll call resulted in passed.***

On motion by Ken Merrow, seconded by Howard Dunn; *the board voted to the words “and those appearing in favor of the proposal shall be allowed to speak” in number 7. Motion passed with complete consensus.*

Upcoming Meeting Date Change

The Planning Board Meeting scheduled for November 8, 2016 has been moved to November 15, 2016.

On a motion by Mr. Spaulding, seconded by Bill Walsh; *the Board adjourned at 7:50 p.m. The motion passed with complete consensus.*

Respectfully submitted,

Kymberly Kenney
Scribe

Approved on: