

**Pembroke Planning Board
Minutes of Meeting
(Adopted)
Tuesday, January 8, 2008**

MEMBERS PRESENT: Cindy Lewis, Selectmen's Representative; Alan Topliff; Todd Terrien; Mark Zydel

ALTERNATES PRESENT: Kathy Cruson; Kevin Krebs

EXCUSED: Roland Lemoine, Chairman; Robert Bourque, Vice Chairman; Kevin Foss

STAFF PRESENT: Stephanie Alexander, Interim Planner and Jocelyn Carlucci, Recording Secretary

MOTION: Selectmen's Rep. Lewis moved to allow Alan Topliff to serve as Acting Chairman in Chairman Lemoine's and Vice Chairman Bourque's absence. Seconded by Member Zydel. Unanimously approved.

MOTION TO ALLOW ALAN TOPLIFF TO SERVE AS ACTING CHAIRMAN IN CHAIRMAN LEMOINE'S AND VICE CHAIRMAN BOURQUE'S ABSENCE WAS UNANIMOUSLY APPROVED.

Acting Chairman Topliff opened the meeting at 7:00 p.m. He appointed Alternate Member Krebs to vote in place of Chairman Lemoine, and Alternate Member Cruson to vote in place of Vice Chairman Bourque.

Conceptual Consultation

1. Major Site Plan Discussion. Case #08-101. Map 565, Lot 80 located in the Medium Residential (R1) District at 408 Pembroke Street. The applicant, G.R. Spaulding Design Consultants, LLC, on behalf of owner Community Action Program of Belknap and Merrimack Counties, will discuss a proposal for 40 one bedroom units of elderly housing with a community center.

Acting Chairman Topliff noted, for the record, that Selectmen's Rep. Lewis has stepped down from the Board.

Ralph Littlefield, Executive Director of Community Action Program of Belknap and Merrimack Counties (CAP), and Pembroke Housing for the Elderly Inc. introduced himself and Gary Spaulding, Project Engineer and Cindy Lewis, Project Architect. Mr. Littlefield stated that: (1) this a Section 202 Program; (2) CAP has approvals and has secured funds for 40 units of elderly housing in Pembroke; (3) the facility residents will be 62 years of age or older; and (4) the residents will pay approximately 1/3 of their income for rent. He gave each Board member a document entitled "Section 202 Supportive Housing for the Elderly Program" for their review.

Mr. Littlefield stated that they have the approvals in place from the Zoning Board of Adjustment. They have also worked with the Sewer Commission to secure a \$290,000 Community Development Block Grant which will allow the Sewer Department to renovate their system and gain additional sewer capacity for this development to connect to the municipal sewer system.

Selectmen's Rep. Lewis Cindy reminded the Board that 2 years ago the growth ordinance was changed to allow this type of development because it did not impact the schools.

Gary Spaulding stated that:

1. This project is a one-building elderly housing project consisting of 40 1-bedroom residential units to be located on the French family property.
2. The building will be pushed back to meet the setback requirements.
3. The building's front facade will look like an old colonial.
4. It will have 40 parking spaces and 4 visitor parking spaces. (He said that HUD does not allow any more than the parking spaces allowed by the Town.)
5. CAP has received a letter from DOT stating that the entrance will have no adverse impact to the proposed roundabout on Route 3 (Pembroke Street).
6. The entrance to the project has been situated so car lights do not shine in the building's front windows.
7. There will be retaining walls.
8. There is a 5% slope going to the back of the building.
9. It will be handicapped accessible with 4 handicapped parking spaces in the front.
10. There will be access to the rear of the building.
11. There will be sidewalks to access the upper and lower entrances.
12. There will be vertical granite curbing on the outside of the parking areas (the wide Cape Cod granite curbing which will also act as car stops).
13. There will be a hammerhead for turnaround and emergency vehicles.
14. There will be a patio with access from the building.

Mr. Spaulding noted that there are drainage issues because of water in the back of the property. The project will disturb approximately 2 acres of land. There will be landscaping/water gardens a/k/a reservoirs in between the 4 parking areas for runoff. Because of the elevation of the building, they are proposing a retaining wall to keep the drainage away from the building and will have closed catch-basins to an infiltration system. They do not want a retention pond.

Mr. Spaulding would like to meet with all Department heads and the Town engineer to review the plans to ensure that all the right steps are taken initially. They plan to begin construction in the spring.

Ms. Lewis said that the front building (2-story) will house 10 units and a community center. It will have vinyl siding with old-style trim. She said that the front door goes directly into the community room and will not be the primary entrance. The door with the covered area over it will be used most often. The "barn-looking" building is 3-stories and will house 30 units. There

will be an elevator in the center core. The siding for the “barn” will be the vinyl and board and batten and will be a different color. It will also have a cupola. Some of the attic space will be used for mechanical units. Ms. Lewis said that there have been 2 meetings with the neighbors. The abutters have asked for additional plantings along the property line and that their water issues not increase. The field will remain intact.

Ms. Lewis stated that the proposed footprint is slightly larger than the existing footprint.

Alternate Member Cruson asked if there were covered areas to aid in the residents’ walking to their cars during foul weather. Mr. Spaulding said that HUD would not fund additional covered areas other than the main entrance.

Ms. Lewis stated that CAT will provide bus service to take resident’s to stores, doctor’s appointments, etc.

Mr. Spaulding said that the parking space calculations were based on §143:46 of the Town’s Zoning Ordinance. He said that exterior lighting will consist of low profile down-lighting. The landscaping plan has not been prepared. Mr. Spaulding also said that they are discussing saving the existing garage to be used as a utility shed. The garage would be sided.

Ms. Lewis said that the applicant is considering a picket fence to help guide visitors to the property entrance.

Ms. Alexander stated that Geoff Ruggles, Town Administrator, is scheduling a meeting with the Department heads and the applicant. She will suggest to Mr. Ruggles that the Town Engineer be invited to the meeting.

Mr. Spaulding would like to speak with the Town Engineer about possible solutions to the drainage issue.

Ms. Lewis said that she has already sent an e-mail to Mr. Ruggles.

Acting Chairman Topliff asked if there will be a deed restriction applied to the back field that will prevent it from future development after the 40-year agreement has been met. Mr. Littlefield said that CAP has no intention of developing the property any further.

Ms. Lewis said that the building will be sprinklered and emergency personnel would use the covered entrance in the front and use the elevator. The total length of the building will be 130’.

Member Terrien asked what would be done in lieu of taxes to Pembroke. Mr. Littlefield said that this is a tax exempt development but CAP will enter into a pilot agreement for payment in lieu of taxes with the Town. The subject has been discussed with the Selectmen to pay the municipal and county taxes on the property.

Alternate Member Krebs asked if there should be plans made to guaranty that the back portion of the property not be developed. Ms. Lewis said that that could be a condition of approval. There being no further comments or questions, Acting Chairman Topliff thanked the applicant and noted that Ms. Lewis returned to the Board.

Public Hearings

2. Minor Subdivision Condominium Conversion Application. Case #07-06. Map 264, Lot 41-6 located in the Medium Density Residential (R1) District at 330 Academy Road. The applicant, Tarbell & Brodich on behalf of owners John and Margaret Prout, is proposing to convert an existing duplex into a two-unit condominium.

Attorney Eaton Tarbell of Tarbell & Brodich, stated that four documents were presented to the Board members, namely the condominium bylaws, condominium declaration, the site plan, and a floor plan which are the required documents necessary to convert an existing duplex to a two-unit condominium. He stated that it is a change in title only. There will be no change of use. The house is already in existence and being used as a duplex. The applicant merely wishes to make a 2 unit apartment building into a condex.

Ms. Alexander reviewed the Subdivision Application Review sheet dated November 9, 2007. she noted a number of points that have been satisfied, namely: (a) Page 2, "General Plat Requirements" Items 1 through 4; (b) Page 2, General Issues, Item 5 (the existing footprint and dimensions on the parking areas have been added).

Attorney Eaton said that the parking units are existing.

Ms. Alexander said that she prefers that each deed presented, such as a common driveway deed, easement deeds for a septic system and utilities, be noted on the plan.

Attorney Eaton said that initially the property shared a common driveway with a neighboring property that had nothing to do with the condominium. The applicant met with the property owner, Deborah Liebel, and obtained driveway easement deeds that share the cost of the driveway by and between the two properties. There are no easement deeds for the septic system, common driveway easement deeds, or limited common area easement deeds. He said that those are all set forth in the site plan and is referenced within the declaration. There will not be a separate easement for Unit A to Unit B for the septic system or a driveway agreement between Unit A and Unit B. He said the site plan is referenced by declaration which says that easements will be maintained between the two owners.

Ms. Alexander stated that Town Counsel has reviewed the materials which the applicant submitted and provided a series of comments in her December 4, 2007 memo. The comments were rectified satisfactorily. (Page 3 of the Subdivision Application Review sheet, Items No. 6, 7, and 8).

With regard to No. 9, Ms. Alexander asked the applicant if there would be appropriate subsurface disposal facilities under Env-WS 1005.10.b. Attorney Eaton stated that there will be no change and it is already existing and legal. This is merely a title change.

Ms. Alexander said that plans were submitted to all Departments including Fire, Police, Public Works, Code Enforcement, Sewer, Water, Conservation Commission, and the Roads Committee. She stated that the Fire Chief had no comments. Sewer Commission noted that there is no sewer in this area. Conservation Commission Chair had no concerns. Public Works stated that the applicant would need a new State driveway permit.

Attorney Eaton said that there is already an existing driveway, there will be no new construction and, therefore, no new permit will be necessary. He respectfully disagreed with Public Works' position.

No.11 - Town Counsel has provided comments which were provided to the applicant (see e-mail dated December 4, 2007 to Attorney Tarbell from Ms. Alexander). The comments were with regard to the Revised Easement Deeds, Revised Declaration Documents, Appendix A, Declaration of Academy Condominium and Bylaws.

Attorney Eaton said that he made the changes but did not resubmit it to the Town. He explained that with regard to the dimensional issue, a surveyor prepared a site plan based upon what was found locally. There were some minor differences (a fraction of a foot here and there). Attorney Eaton said that those type of changes are common as advanced surveying equipment is available. He said that nothing that was found alarmed him. He took the legal description from the deed but, if the Board would like him to take the description from the site plan, he would do so.

With regard to No. 12, Ms. Alexander said that she has a new set of plats which will need the owners' signatures, MCRD standards to be met, and she would like notes on the plan stating that there is a Declaration of Academy Condominium and associated Bylaws.

Ms. Alexander noted a memo to Attorney Tarbell dated November 14, 2007 regarding a special use permit for the common driveway. Attorney Eaton said that this is a subdivision that is being created in accordance with RSA 356B which states that if there is a legal existing use, any request for special exception or variance is not applicable. Since the applicant is merely changing the title, he does not feel it is necessary to make any application for special exception or variance.

Ms. Alexander said that she wants the new easement noted on the plans. Attorney Eaton said he would record the deed and call her with the book and page numbers.

MOTION: Selectmen's Rep. Lewis moved to accept the waiver requests. Seconded by Member Zydel.

VOTE: Mark Z. – Y Todd T. – Y Cindy L. - Y
 Kevin K. – Y Kathy C. – Y Alan T. - Y

MOTION TO ACCEPT THE WAIVER REQUESTS PASSED ON A 6-0 VOTE.

MOTION: Selectmen’s Rep. Lewis moved to accept the plan for review. Seconded by Member Zydel.

VOTE: Mark Z. – Y Todd T. – Y Cindy L. - Y
 Kevin K. – Y Kathy C. – Y Alan T. - Y

MOTION TO ACCEPT THE PLAN FOR REVIEW PASSED ON A 6-0 VOTE.

Acting Chairman Topliff opened the public hearing at 7:52 pm.

There being no questions, Acting Chairman Topliff closed the public hearing at 7:53 pm.

MOTION: Selectmen’s Rep. Lewis moved to approve the Plan with the following conditions: (1) Add owners’ signatures on the Plan; (2) Note on the Plan the common driveway easement with Lot 41-5 (3) Note on the Plan the Declaration of Academy Condominium and Academy Condominium Bylaws; (4) Submit the revised Declaration of Academy Condominium and Academy Condominium Bylaws directed by Town Counsel. Seconded by Member Zydel.

VOTE: Mark Z. – Y Todd T. – Y Cindy L. - Y
 Kevin K. – Y Kathy C. – Y Alan T. - Y

MOTION TO APPROVE THE PLAN WITH THE FOLLOWING CONDITIONS: (1) ADD OWNERS’ SIGNATURES ON THE PLAN; (2) NOTE ON THE PLAN THE COMMON DRIVEWAY EASEMENT WITH LOT 41-5 (3) NOTE ON THE PLAN THE DECLARATION OF ACADEMY CONDOMINIUM AND ACADEMY CONDOMINIUM BYLAWS; (4) SUBMIT THE REVISED DECLARATION OF ACADEMY CONDOMINIUM AND ACADEMY CONDOMINIUM BYLAWS DIRECTED BY TOWN COUNSEL PASSED ON A 6-0 VOTE.

3. Zoning Ordinance Public Hearings

Seeing that there were audience members interested in Amendment 6, Acting Chairman Topliff agreed to begin with this Amendment.

- Amendment 6. Article X, Cluster Subdivision Provisions

Alternate Member Krebs described the changes made to Article X: (1) Changing the language from “Cluster Subdivision” to “Open Space Subdivision” in order to change the perception of the Article from the clustering of houses to the concentration of open space; (2) Increase the lot size

in the R1, LO and R3 districts to allow more space between different clusters of houses; (3) to increase the distance between the houses; and (4) to alter the method of determining the number of homes that can be placed on a lot.

Acting Chairman Topliff opened the public hearing at 8:00 p.m.

Ammy Heiser, Chairman of the Conservation Commission, reminded the Board that the purpose of open space development is to minimize the impact on the land, leaving open space for wildlife and preserving the rural nature of the Town. She said that increasing the lot sizes moves away from the open space concept. She would prefer that the Planning Board keep the open space development and density requirements already in place.

Stetson Heiser of Academy Road and also a member of the Conservation Commission said that he would hope that the Board would support smaller lots and larger open space.

Ms. Heiser said that the Conservation Commission is charged with forest management and finding land in Town to preserve the character and nature of the Town, and preserve wildlife.

Member Krebs said that 80,000 square feet is presently required per house.

Selectmen's Rep. Lewis said that the problem is the amount of contiguous buildable area that made the lots smaller than 30,000 square feet. Alternate Member Krebs stated that, based on the calculations, it was possible to build more houses with a cluster development than with a conventional development by totaling the small pieces in order to get the dimensions needed. Alternate Member Krebs said that, with a flat piece of land, there would be the same amount of houses in a cluster as in a conventional development and the lots would be larger, but the perception is the same amount of open space when considering each home's back yard.

Ms. Heiser pointed out that if the houses interrupt the open space, then it is no longer open space. She would prefer seeing the houses clustered in one area in order to keep as much open space as possible. Considering the building obstacles such as wetlands, runoffs, driveways, and roadways, if a development is condensed to a smaller area with less land disruption, there would be the same benefit, which is the same amount of houses on a larger piece of land, which would create more open space. If the different open space areas can be connected, it would create corridors that would protect our farmland, forests and waterways and promote wildlife.

Selectmen's Rep. Lewis stated that the only way to compare the number of homes allowed in an open-space development and a conventional development would be to create and compare two sets of plans which would be not cost-effective for the developer.

Alternate Member Krebs said that the general consensus from the public has been that they oppose the number of houses in a small area, therefore, by increasing the lot sizes, it would decrease the number of houses. Ms. Heiser pointed out that that theory merely creates an illusion of open space because the same amount of houses could go on that same piece of property except

the Board is requiring different frontage or space between each home which, in essence, is spreading the homes out and the homes will occupy more land because they will have bigger yards resulting in less open space.

Alternate Member Krebs said that the requirement that 50% of the total track must be common open space will not change. With the revisions, there will be less houses built on the remainder of the land.

Ms. Heiser said that by increasing the lot size from 30,000 to 40,000 sq. ft. it would create more sprawl.

Selectmen's Rep. Lewis said that the change will allow less houses on the same amount of land because the amount of open space (50% of the total tract) will remain the same. She also noted that the Board is hoping to rewrite the entire ordinance in the future.

Ms. Heiser said that she hopes that the Board will consider meeting with the Conservation Commission, Zoning Board, and other committees to clarify the intent of the ordinances and gain fresh input. Selectmen's Rep. Lewis said that Town boards should consider creating new zones in certain areas of the Town.

There being no further comments or questions, Acting Chairman Topliff closed the public hearing at 8:27 p.m.

The Board agreed to have Ms. Alexander place Amendment 6 on the January 22, 2008 second public hearing agenda. It was also suggested that a summary of the ordinance changes should be placed in the next Town newsletter.

Alternate Member Krebs noted that additional changes were made but not included in the member handout on Amendment 6. He will send them to Ms. Alexander for inclusion.

- Amendment 1. §143-28, Minor Home Occupation

Selectmen's Rep. Lewis summarized that the purpose of the changes was to (1) eliminate the requirement for Minor Home Businesses to come before the Planning Board; and (2) require special exceptions for Major Home Businesses for such issues as parking, etc.

Acting Chairman Topliff opened the public hearing at 8:34 p.m.

There being no comments or questions, Acting Chairman Topliff closed the public hearing at 8:38 p.m.

The Board agreed to have Ms. Alexander place Amendment 1 on the January 22, 2008 second public hearing agenda.

Ms. Alexander clarified that she made clerical changes to Amendment 1 and reorganized the way the Amendment would be presented – all approved by Vice Chairman Bourque.

- **Amendment 2. §143-42, Commercial Kennels**

Acting Chairman Topliff opened the public hearing at 8:39 p.m.

Acting Chairman Topliff explained that the intent of this Amendment was to protect the surrounding neighborhoods from someone who may wish to have a large commercial kennel by proposing (1) that an outdoor kennel be 400' from the road and 200' from the rear and side lot lines; and (2) that indoor kennels be 100' from the front lot line and 50' from the rear and side lot lines. The Amendment would also require vegetated screening.

There being no comments or questions, Acting Chairman Topliff closed the public hearing at 8:44 p.m.

The Board agreed to have Ms. Alexander place Amendment 2 on the January 22, 2008 second public hearing agenda.

- **Amendment 3. Article VIIIA, Telecommunications Facility & Antenna Criteria**

Acting Chairman Topliff opened the public hearing at 8:45 p.m.

Acting Chairman Topliff stated that language was added to 143-66.2 of Amendment 3 requiring an applicant to obtain a special exception, when applicable, prior to submitting an application to the Planning Board for site plan approval.

There being no comments or questions, Acting Chairman Topliff closed the public hearing at 8:47 p.m.

The Board agreed to have Ms. Alexander place Amendment 3 on the January 22, 2008 second public hearing agenda.

- **Amendment 4. §143-67 Architectural Design District**

Acting Chairman Topliff opened the public hearing at 8:47 p.m.

Selectmen's Rep. Lewis stated that the language was changed to be consistent with the Minor and Major Home Businesses.

It was agreed that Amendment #4, Section 143-67 will not be implemented unless the amendments to Section 143-28 are approved. The Board agreed that they would like to combine the two Amendments for one vote. Ms. Alexander will confer with legal counsel.

There being no further comments or questions, Acting Chairman Topliff closed the public hearing at 8:52 p.m.

The Board agreed to have Ms. Alexander place Amendment 4 on the January 22, 2008 second public hearing agenda.

- **Amendment 5. §143-69 Floodplain Development District**

Acting Chairman Topliff opened the public hearing at 8:53 p.m.

Acting Chairman Topliff stated that the language was provided by State (Office of Energy and Planning). He said that in order to allow people to purchase flood insurance in the floodplain, the Town needed to update the zoning ordinance language to meet the State's requirements. Geoff Ruggles worked on this Amendment and felt comfortable that the intent of the ordinance was not changed.

Member Zydel noted that "communiyt's" should be changed to "community's" on page 12, Violation.

There being no further comments or questions, Acting Chairman Topliff closed the public hearing at 8:56 p.m.

The Board agreed to eliminate Amendment 5 from the January 22, 2008 second public hearing agenda.

MOTION: Member Terrien moved to send Amendment 5. §143-69 Floodplain Development District to Town Meeting. Seconded by Alternate Member Cruson. Unanimously approved.

MOTION TO SEND AMENDMENT 5. §143-69 FLOODPLAIN DEVELOPMENT DISTRICT TO TOWN MEETING WAS UNANIMOUSLY PASSED.

- **Amendment 7. Article XIV, Zoning Board of Adjustment, Variances, and Special Exception**

Acting Chairman Topliff opened the public hearing at 8:50 pm.

Acting Chairman Topliff stated that the Zoning Board of Adjustment drafted the proposed changes and discussed them with the Planning Board.

Member Terrien wanted to thank the ZBA for their thoughts and participation.

There being no further comments or questions, Acting Chairman Topliff closed the public hearing at 9:00 p.m.

The Board agreed to have Ms. Alexander place Amendment 7 on the January 22, 2008 second public hearing agenda.

- **Amendment 8. Article XVII, Growth Management Ordinance**

Acting Chairman Topliff opened the public hearing at 9:02 pm.

Ms. Alexander stated that it was the decision of the Board to allow the GMO to remain in effect for one year until the Board can review how to update the GMO. She said that Town Counsel recommended adding the Board of Selectmen in the article since they are in charge of the capital facilities.

There being no further comments or questions, Acting Chairman Topliff closed the public hearing at 9:04 p.m.

The Board agreed to have Ms. Alexander place Amendment 8 on the January 22, 2008 second public hearing agenda.

Pembroke 600 – Table discussion until January 22, 2008 at a joint meeting of the Sewer Commission to review the status of the progress of the project of the applicant.

Acting Chairman Topliff noted a letter from Donald Gartrell to Geoffrey Ruggles dated January 2, 2008 updating the Board of the Applicant's progress.

Ms. Alexander said that the Planning Board approval expired January 8, 2008. She said that it was her understanding that a representative from Pembroke 600 would be present. The applicant will meet with the Sewer Commission on January 22, 2008. It was suggested that the Board extend the approval through January 22, 2008 in order to hold a joint meeting with the Sewer Commission to hear the status of the project. At that time, the Board will need to make an independent decision as to whether to grant the applicant another extension.

Ms. Alexander recommended that the joint meeting be held before the Zoning Amendment public hearing on January 22, 2008.

Selectmen's Rep. Lewis expressed her concern that the applicant is asking for a six-month extension (noted in letter dated December 19, 2007 from Attorney Gartrell). She said that the applicant said at the last meeting that if the Board granted them an extension to January, they would be done in November.

Ms. Alexander stated that, according to the documentation, DOT decided to work on this project at the end of November. Member Zydel said that it was approved by Governor and Council on November 31, 2007.

Acting Chairman Topliff said that since the applicant has retained Attorney Gartrell, they have made progress. They now have access approval from DOT which was a major stumbling block and they have been working with Keeler Realty on preliminary marketing and have possible tenants. Although the applicant has not given the Board the information in the requested timeframe, they have made tangible progress, which prior to this point, they had not made any.

Member Terrien noted that there seems to be a pattern of lack of communication in which the applicant has not shown up for meetings or has failed to keep the Board informed of their progress as promised.

Acting Chairman Topliff noted that the original approval was granted February 28, 2006.

Alternate Member Krebs said that the Planning Board, at one time, requested that the applicant provide progress information to the Board every two weeks. He said that the applicant did not do so.

Ms. Alexander found a letter dated January 4, 2008 from Mr. Ruggles to Attorney Gartrell indicating the Planning Board Chairman decided to postpone the presentation to the next meeting.

MOTION: Member Zydel moved to grant an extension to Pembroke 600 to January 22, 2008. Seconded by Alternate Member Krebs.

VOTE: Mark Z. – Y Todd T. – N Cindy L. - Y
 Kevin K. – Y Kathy C. – Y Alan T. - Y

MOTION TO GRANT AN EXTENSION TO PEMBROKE 600 TO JANUARY 22, 2008 PASSED ON A 5-1 VOTE.

The Board agreed to have Ms. Alexander fax pertinent documents to Town Counsel for review and comment on criteria necessary to deny the application and to invite Town Counsel to a nonpublic session from 6:30 to 7:00 p.m. on January 22, 2008.

Acting Chairman Topliff suggested that the Board consider what they would like to see from Pembroke 600 (bi-weekly or monthly) with the intent of drafting a letter outlining the requirements after the January 22, 2008 meeting.

Ms. Alexander will ask Town Counsel how long the applicant has to fulfill their conditions per the RSA.

4. Review and Approve Meeting Minutes of December 11, 2007

MOTION: Selectmen's Rep. Lewis moved to accept the minutes of December 11, 2007 as amended. Seconded by Alternate Member Cruson.

VOTE: Mark Z. – Abstained
Kevin K. – Y

Todd T. – Abstained
Kathy C. – Y

Cindy L. - Y
Alan T. - Y

**MOTION TO ACCEPT THE MINUTES OF DECEMBER 11, 2007 AS AMENDED
PASSED ON A 4-0 VOTE WITH 2 ABSTENTIONS.**

Miscellaneous

- Draft Growth Management Report

Ms. Alexander reviewed the statistics shown on the (Draft 01/08/08) Growth Management Ordinance Status of Growth in Pembroke December 31, 2007.

After a brief discussion it was noted that the 2007 figures on Page 2, New Residential Subdivisions, should be changed to include the North Pembroke Road 11 lot subdivision, one lot from Ricard, and one lot from Laramie. Ms. Alexander will note those changes and recalculate the figures.

Ms. Alexander asked the Board to consider information that is not reflected in the report to support the Growth Management Ordinance such as traffic congestion on Route 3/Pembroke Street. She said that a report of the Route 3 Corridor Study will be available by the end of the month which the Board may be able to reference regarding traffic patterns, traffic counts, alternate routes to Route 3, signalization, and land use in the surrounding areas.

Ms. Alexander said that she is hoping to combine comments from this evening and the January 22, 2008 meeting for submission to the Board of Selectmen.

Alternate Member Krebs asked Ms. Alexander to verify the New Residential Subdivision figure on Page 2 for 2003.

It was agreed that Ms. Alexander will add the following phrase to the Growth Management Ordinance:

Recommendation: The Planning Board is committed to performing research over the next year to determine the feasibility of retaining the Growth Management Ordinance in its present form or another in understanding the effects of its repeal in 2009. The Board intends to hire a planning consultant to assist in this analysis. Therefore, the Board's recommendation is to retain the current Growth Management Ordinance until March 31, 2009.

Alternate Member Cruson thanked Ms. Alexander for her help in preparing for the Town meeting and for respecting the Board's opinions, and doing such a wonderful job.

The Board agreed to table the Growth Management Questions to Town Counsel from December 11, 2007 Meeting.

- **Annual Planning Board Town Report Insert**

Ms. Alexander noted that Chairman Lemoine is working on the Report.

- **Correspondence**

Ms. Alexander said that the Board received a letter regarding a telecommunication tower in Londonderry.

Ms. Alexander noted a workshop called "Land Use Clerk Works" designed for administrative staff. It will be held on Saturday, January 12, 2008 and costs \$40 and that Elaine Wesson is aware of the workshop.

Ms. Alexander arranged a folder with general correspondence to be passed around to the Board members for their perusal.

- **Committee Reports**

Member Terrien said that, due to his schedule, he will no longer be able to represent the Board on the Conservation Commission. Member Krebs volunteered to act as Planning Board Representative to the Conservation Commission.

MOTION: Selectmen's Rep. Lewis moved to adjourn. Member Zydel seconded.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Jocelyn D. Carlucci
Recording Secretary