

**Pembroke Planning Board
Minutes of Meeting
(ADOPTED)
July 26, 2016**

MEMBERS PRESENT: Brian Seaworth, Vice Chairman; Larry Young, Sr.; Robert Bourque; Brent Edmonds; Fred Kline, Selectmen's Rep.

ALTERNATES PRESENT: Richard Bean

EXCUSED: Alan Topliff, Chairman; Kathy Cruson

STAFF PRESENT: Stephanie Verdile, Town Planner; David Jodoin, Town Administrator; Jocelyn Carlucci, Recording Secretary

Vice Chairman Seaworth began the meeting at 7:05 p.m. Alternate Member Bean agreed to vote in place of Member Cruson.

New Business –

- 1. Minor Subdivision Application #16-05, Mark Sargent, LLS of Richard Bartlett & Associates LLC for property owners: Town of Pembroke on Tax Map 266, Lot 40 located at 247 Pembroke Street and Pembroke School District on Tax Map 264, Lot 46 located at 209 Academy Road, in the Medium Density (R1) Residential Zone.** The applicant, Mark Sargent, LLS, proposes to annex 7,034 square feet from Map 264, Lot 46 (Pembroke School District) to Tax Map 266, Lot 40 (Town of Pembroke). Lot 40 will have approximately 2.01 acres and Lot 46 will have approximately 70.2 acres. The lot line adjustment will not create any new lots.

Present: David Jodoin; Mark Sargent of Richard Bartlett and Associates; Fire Chief Harold Paulsen

Selectmen's Rep. Kline recused himself.

Ms. Verdile said the application is considered a minor subdivision because it is a lot line adjustment. The application has several waivers for the Board's consideration.

There were no questions pertaining to the waivers.

MOTION: Member Bourque moved to grant all waivers as presented – Part A, Items G, H, I, J, K, M, N, O, R, S, U, V, and W of the Minor Subdivision Plan Review Checklist. Seconded by Alternate Member Bean.

VOTE:	L. Young – Y	B. Seaworth – Y	F. Kline - Y
	R. Bean - Y	B. Edmonds-Y	R. Bourque - Y

MOTION TO GRANT ALL WAIVERS AS PRESENTED – PART A, ITEMS G, H, I, J, K, M, N, O, R, S, U, V, AND W OF THE MINOR SUBDIVISION PLAN REVIEW CHECKLIST PASSED ON A 6-0 VOTE.

Ms. Verdile said that there were no outstanding items to keep the application from being considered complete. Ms. Verdile said Mr. Jodoin is acting as the property owner/agent.

MOTION: Member Bourque moved to accept the application as complete. Seconded by Member Young.

VOTE: L. Young – Y B. Seaworth – Y F. Kline - Y
R. Bean - Y B. Edmonds-Y R. Bourque - Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 6-0 VOTE.

Vice Chairman Seaworth opened the public hearing at 7:04 pm.

Mr. Sargent said he was representing the Town of Pembroke. He spoke of two parcels: 247 Pembroke Street (the Safety Complex) and 209 Academy Road (Pembroke Academy).

Mr. Sargent said there is a 1991 plan on record which show the meets and bounds of the entire Pembroke Academy facility including Three Rivers School. It has a total area 70.4 acres. He said the Town would like to annex a small portion of the Pembroke Academy property to the Safety Complex. The current Safety Complex property consists of 1.85 acres. They would like to annex the strip portion by eliminating the lot line (the strip measures 26' x 258' long).

Chief Paulsen said the intent of the area which is being annexed is to remain in its current state. It will allow the Safety Complex to move the parking lot South to the present property line which will allow an unpaved area on the South end of building for the snow that presently runs off the roof. The snow and ice conditions the roof runoff presents creates a constant need for plowing and is dangerous. This lot line adjustment will eliminate all that.

The Board reviewed the conditions of approval. Seeing no questions or comments from the Board or the public, Vice Chairman Seaworth closed the public hearing at 7:10 p.m.

MOTION: Member Bourque moved to approve the Minor Subdivision Plan Application, Case #16-05, with the following conditions to be completed prior to the final plan being signed and the recording of the Notice of Decision:

1. Provide the signatures of all property owners on the final plat.
2. Checklist waivers that were granted are to be listed completely on the plan with the date they were granted.
3. Monuments are to be set in all required locations.

Seconded by Member Edmonds

VOTE: L. Young – Y B. Seaworth – Y F. Kline - Y
R. Bean - Y B. Edmonds-Y R. Bourque - Y

MOTION TO APPROVE THE MINOR SUBDIVISION PLAN APPLICATION, CASE #16-05, WITH THE FOLLOWING CONDITIONS TO BE COMPLETED PRIOR TO THE FINAL PLAN BEING SIGNED AND THE RECORDING OF THE NOTICE OF DECISION:

- 1. PROVIDE THE SIGNATURES OF ALL PROPERTY OWNERS ON THE FINAL PLAT.**
 - 2. CHECKLIST WAIVERS THAT WERE GRANTED ARE TO BE LISTED COMPLETELY ON THE PLAN WITH THE DATE THEY WERE GRANTED.**
 - 3. MONUMENTS ARE TO BE SET IN ALL REQUIRED LOCATIONS.**
- PASSED ON A 6-0 VOTE.**

Old Business- Master Plan discussion

Member Bourque said he thought the Technical Review Committee was given the authority to approve minor site plan lot line adjustments without the applicant coming before the Board.

Ms. Verdile said the Technical Review Committee was given authority at the 2015 Town meeting to approve minor site plan applications without coming before the Planning Board, but the Board still has to redo the Minor Site Plan criteria and have public hearings and then add it to the Site Plan Regulations as to what constitutes a minor site plan.

Vice Chairman Seaworth said there are 2 separate issues: (1) The Simple Site Plan review required a special grant from the Town to the Planning Board to be able to delegate the authority to the Technical Review Committee. The Planning Board has yet to write the delegation. (2) There was also discussion about simplifying the minor site plan itself so that it would be an easier process for businesses to do smaller projects. (3) The Board changed the zoning to differentiate between a lot line adjustment and a minor subdivision. It is a separate application and in the text of the definitions, the Board changed that regulation so that, under certain circumstances the Planning Department could look at a lot line adjustment and decide that it does not need to go to the Planning Board. He said he did not know how much of the process still needed to be done.

Ms. Verdile said Chairman Topliff would like to talk about the simplified site plan. In August, the Board has Town Counsel coming to talk about waivers and the sign ordinance. The NH Regional Planning Commission is coming in September to talk about the master plan. She will speak with Chairman Topliff and discuss the meeting agendas.

Master plan:

Vice Chairman Seaworth said he would not like the Master Plan discussion to go past 8:15 p.m. He also said that he would like to find out how Members of the Board stand on each chapter with regard to the questions listed on the Staff Report.

Chapter 1: Introduction and Community Vision.

Member Young felt that Chapter 1 was important because it allowed the Board to see the big picture of how the Town would like to see itself in the future. With regard to the Chapter's length, Member Young said if the view of the Town is the same, then there may be paragraphs that would not have to be rewritten but merely copied to the new Master Plan.

Member Bourque said he left his notes at home and was not prepared to discuss any of the chapters.

Selectmen's Rep. Kline said when Chairman Topliff suggested the original concept of tonight's review, his perception was the list would be e-mailed to each member for their review and discuss at a future meeting. He was not prepared to comment.

Selectmen's Rep. Kline also said he felt the Board should wait until they meet with the Central NH Regional Planning Commission for their advice on some of the questions. He also said he would prefer to leave the present Master Plan alone and just update it where necessary.

Vice Chairman Seaworth said when he received his packet, he did not notice the Master Plan staff report. He said he thought that it was going to be discussed at a future work session.

Alternate Member Bean said in the last 12 years the Town had changed dramatically -- the schools had shrunk; some of the things that were a concern at the time such as single family housing may not come into play. He agreed the Board should discuss it with the Planning Commission.

Member Bourque said there may be some chapters that could be eliminated. Others may be able to be reduced in pages if some of the tables or maps were eliminated.

Vice Chairman Seaworth said he compared the existing chapters of the Master Plan to the RSA, therefore he did not think that the Chapter should be included. A demographics' chapter is also not an optional chapter per the RSA. He thought demographics' data should be referred to as a separate report or on the Town's webpage.

Vice Chairman Seaworth also said a Vision Chapter is required.

Selectmen's Rep. Kline said when reflecting on past zoning issues and past lawsuits over the last 10 years, attorneys and others were referred to the Master Plan for answers to their questions. He said the only people who would read the Master Plan were those that were pointed to it for a particular reason -- usually for zoning purposes. A good argument could be made that the History Chapter should not be included in the new Master Plan, but the Town only prints perhaps 2 a year, so it is not a high volume book.

Member Bourque said in 2004, there were 20 copies made.

Vice Chairman Seaworth said the more information is added, the more of a chance that the information can be used against you. Selectmen's Rep. Kline said that scenario has never happened.

Vice Chairman Seaworth said the RSA does not list a schools chapter as an option. He suggested the school could be listed in a Community Facilities chapter.

Ms. Verdile said Goals and Objectives could be incorporated in the Vision chapter.

Selectmen's Rep. Kline said when the 2004 Master Plan was being drafted, the Town was also drafting the growth management plan. They both went hand-in-hand and the schools played an important part in the growth management ordinance so the Board used one to leverage the other. He said that may be why the Master Plan became so large.

Vice Chairman Seaworth suggested taking a look at the Goals and Objectives in the 2004 Master Plan and determine if the goals were accomplished. If they were not, then decide if the goals are important to the Board. It would help the Board decide what kinds of things the Board would like to have as action items.

Selectmen's Rep. Kline said many of the goals are for the Planning Board. He said that if those goals are not being met, then it is a Planning Board issue such as expanding the commercial zone and opening up Third Range Road. He said that expanding the commercial zone has been brought to the Board many times but when the subject became "muddy water", it faded away. In defense, Selectmen's Rep. Kline clarified that in the first five years of the Master Plan, the Town experienced a great amount of employee turnover.

Ms. Verdile said there is no question that the C1 district must be expanded and, preferably, out of the Aquifer Conservation District.

Member Bourque pointed out there is nothing in place to help developers build a road. Usually the developer carries the entire burden even though the road may go past a number of properties.

With regard to the C1 zoning, Ms. Verdile said Mark Charboneau has come to her twice to see what they can do to expand the commercial area.

Vice Chairman Seaworth said Chairman Topliff has expressed a number of times that the C1 rezoning issue is not an immediate concern because the gravel pits have 20-25 year plans. Vice Chairman Seaworth said he does not agree with that opinion.

Member Young said all the Town needs is one developer to create a housing development in that area and that will get rid of our commercial opportunities.

Member Bourque said he felt that the Board should rezone the area.

Ms. Verdile said rezoning is a delicate issue and must be done carefully. She suggested asking the Central NH Regional Planning Commission in September.

Alternate Member Bean asked why the Planning Board does not have meetings every other week.

Member Bourque said the Master Plan will not be accomplished at regular work sessions. It will require many other meetings and subcommittees.

Selectmen's Rep. Kline said the Board could schedule additional meetings to work on the Master Plan and if someone does not want to attend, that would be understandable.

Selectmen's Rep. Kline said it's important to get citizen involvement in order to get the Master Plan in the works. Advertising will need to be done and charrettes will need to be organized.

Vice Chairman Seaworth stopped the conversation on the Master Plan at 8:15 p.m.

Ms. Verdile asked the Board if they would like her to send the staff report information from this meeting to Central NH Regional Planning Commission so they would be more prepared for the

September meeting. Vice Chairman Seaworth said he would prefer to speak with Chairman Topliff to know what direction he wanted to give them. Ms. Verdile will bring it back to the Board in August.

Minutes- June 28, 2016

The Board noticed the wrong minutes were sent in the packet. The June 28, 2016 minutes were approved on July 12, 2016. The July 12, 2016 minutes will be sent in the August 9, 2016 packet.

Miscellaneous

1. Correspondence- Ms. Verdile received Business NH Magazine.

2. Committee Reports-

Tri-Town Ambulance: Member Bourque said the Committee is working on the 2017 budget.

Board of Selectmen: Selectmen's Rep. Kline said the Board is working on the loop road.

CIP: Member Young reported the Committee met with the Fire and Police Departments. The Police are asking for two new cruisers which are on the regular schedule. The Fire Department is asking for the regular amount of money to be set aside for capital improvements.

Conservation Commission: Member Edmonds said the Commission met but did not have a quorum. They briefly discussed the lot line adjustment that was presented tonight and no comments were issued.

3. Board Member Items-

With regard to the mail distribution conversation from last meeting, Alternate Member Bean said there are two city routes which require the occupant name and address. There are also 6 routes in Pembroke. He said the city routes have more names than what the Town has on their list.

Selectmen's Rep. Kline showed Alternate Member Bean the most recent bulk mail Town newsletter. Alternate Member Bean reviewed the label and said the newsletter label pertains to a carrier route which goes into Allenstown but does not pick up the city routes. He said Alexander Drive is one city route and delivered by a truck person and the other city route is downtown.

Selectmen's Rep. Kline asked Alternate Member Bean if he was saying that anyone on the city route does not receive the survey. Alternate Member Bean said "that is correct." Selectmen's Rep. Kline said he found that hard to believe. Ms. Carlucci said she lives downtown and she along with all her Main Street tenants received the newsletter. Alternate Member Bean said he will investigate further.

Alternate Member Bean said the way the Town does their mailing should be improved because he did not get the newsletter last November. He also said he would contact Selectmen's Rep. Kline and David Jodoin with specifics about the mailing carrier routes.

MOTION: Selectmen's Rep. Kline moved to adjourn the meeting. Seconded by Alternate Member Bean. Unanimously approved.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary