**MINUTES**

**Business Meeting**

**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday, July 19th, 2018 at 7:00 PM

**Meeting Place:** Meeting Room, Sanbornton Town Offices

The meeting was called to order by Don Bormes at 7:05 PM

**Roll Call**

Regular Members present: Will Ellis, Dick Gardner, Don Bormes, Selectman John Olmstead

Regular Members absent: Justin Barriault

Alternate Members present: Jody Slack, Debra Schneckloth (seated for Justin Barriault)

**Others present at the meeting:** Town Planning Assistant, Steve Laurin

**Approval of draft Planning Board minutes from 7/21** – Dick Gardner made a motion to approve the draft minutes of 7/21 with changes. Will Ellis seconded the motion and the motion passed, with Selectman Olmstead abstaining.

**New Business**

**a. Modification of Condition of prior Subdivision Approval – Discussion regarding modification of condition of approval of the John and Sheila Dodge subdivision application, approved 4/19/18, located at 30 Woodman Rd, Tax Map 10/Lot 60 -** Applicant Sheila Dodge stated that the surveyor couldn’t make it to tonight’s meeting, and explained that she would like to make changes to these parcels of land since coming before the Planning Board for subdivision approval several months ago. Stephen Laurin explained that this application is a procedural item following that last meeting, when the Planning Board granted a conditional approval of subdivision as long as granite boundary markers were used in the front area of the property.

Stephen Laurin stated that he has found one granite pin and an existing rebar pin located in a stone wall. Because the applicant has since decided to make further changes to the boundaries of the property, to be heard immediately in the next case, Dick Gardner motion made a motion for the Planning Board to retroactively accept a rebar marker at the southwest corner of lot 60-2 (in the next application tonight, this will be null). Selectman John Olmstead seconded the motion and the motion passed unanimously.

**b. Lot Line Adjustment Application by John and Sheila Dodge and Jason Dodge - Proposing to transfer 7.45 acres of land from Tax Map 10/Lot 060.001 (Jason Dodge) to Tax Map 10/Lot 060 -** Dick Gardner made a motion to accept the application as complete. Will Ellis seconded the motion and the motion passed unanimously. Stephen Laurin explained that there is a waiver request for the required 20-foot contours which he agrees is not necessary in this case. There is also the rebar marker in the stone wall on the plan, as mentioned earlier. This type of marker is not an approved boundary marker in Sanbornton’s Subdivision Regulations, and Stephen asked if the Board wants to waive the requirement of a granite marker so that the stone wall is not disturbed.

Debra Schneckloth made a motion to accept the waivers as discussed. Dick Gardner seconded the motion and the motion passed unanimously.

Dick Gardner stated that there is a manufactured home on the same lot as another home on the property. Sheila Dodge responded that that the manufactured home has been there before Sanbornton had Zoning requirements. Dick Gardner noted that some portion of the land will need to be taken out of current use, and Stephen Laurin explained that the Assessing Assistant will handle this.

A revised plan provided by the applicant shows a new leach field and alternate well location, and has State subdivision approval for septic. The well radius is not entirely on the property so a liability waiver is required by the property owner, which has been recorded and a copy has been provided.

Test pit results have been submitted but need to be shown on the plan per subdivision regulations. Sheila stated that the surveyor said that there isn’t a lot of room to do this on the plan but he will do it if the Board requires it. Dick Gardner made a motion to accept the test pit data being submitted separately from the plan as long as it is still recorded at the Registry of Deeds and referenced in notes on the plan, or added to the plan. Debra Schneckloth seconded the motion and the motion passed unanimously.

Stephen Laurin explained that the Planning Board’s Notice of Decision needs to be on the plan as well. Dick Gardner asked if specific language needs to be included in this, and Stephen responded that it either needs to have the conditions upon which the Board approved the site plan, or reference to the minutes that include that information. Debra stated that she would like the conditions written out on the Notice of Decision on the plan.

Selectman Olmstead made a motion to approve the site plan pending conditions of allowing rebar to remain as a boundary marker in the stone wall and showing test pit results on the plan. Debra seconded the motion and the motion passed unanimously.

**Other Business**

**a. Discussion of solar energy ordinance amendments –**Stephen Laurin suggested that the Planning Board look at conditional use permits for solar energy systems for systems of a certain size; if it’s under that size the applicant could look at a checklist and if they meet the requirements in the checklist they would obtain a CZC permit.

Debra Scheckloth stated that she has put together a sample ordinance for the Board to consider, combining the model ordinance from NHSEA and Sanbornton’s existing ordinance. Debra stated that there are some important pieces that the Planning Board needs to decide on, such as if commercial solar energy would be allowed in the Forest Conservation zone; she has highlighted these areas in the draft.

Don Bormes asked who would inspect a solar energy installation. Will Ellis stated that he has spoken with a utility company and verified that they will not hook up the installation to power until they have inspected it. Debra asked if anyone from the Town would inspect a 5kW commercial facility. Stephen said that the Zoning Enforcement Officer would inspect for setback, etc., but not for how the actual facility operates.

**b. Discussion on detached accessory apartments –** Debra Schneckloth stated that she will continue researching accessory dwelling units (ADUs) as some Planning Board members are in favor of amending the zoning regulations to allow for detached ADUs. Don Bormes stated this will be something to discuss at the next workshop meeting. Dick suggested thinking about the pros and cons of allowing detached ADUs in Sanbornton and what affect that policy change would have on the Town. Stephen noted that the Board would need to decide if it considers “detached ADUs” to be ADUs that are standalone buildings or those that are detached from the main dwelling on the property but still attached to another building (barn, garage, etc.).

**c. CZC permit report -** Will would like to see a regular report of new CZC permits.

**Meeting adjourned at 9:10pm.** The next meeting is the Joint Land Use Boards meeting on 8/2 at 7:00pm at the Old Town Hall.

**Respectfully Submitted,**

**Audry Barriault**