

Town of Milton
424 White Mtn Highway
Milton NH, 03851



Planning Board
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Meeting Minutes
April 3, 2018
6:30 PM

Members in Attendance: Lynette McDougall, Peter Hayward, Larry Brown, Matthew Morrill, Ryan Thibeault Ex. Officio, Also in Attendance: Dana Crossley Land Use Clerk, Bruce Woodruff Town Planner
Excused Member: Brian Boyers
Public Attendance: Dennis Woods

Vice-Chairman Hayward called the meeting to order at 6:35pm.

Public Comment: None

Appointment of Alternates: R. Thibeault Motions to appoint Robert 'Bob' Graham as an alternate member of the Planning Board for 3 years, L. Brown seconds the motion. All in favor, motion carried, board members signed the appointment sheet, Ex-Officio R. Thibeault swore B. Graham in as an alternate.

B. Graham was brought to the board as a full voting member in place of absent member B. Boyers.

Continue: Site Plan Review Regulation Analysis & Revision: Board began the continued review of the Site Plan Regulations. B. Woodruff noted the minor changes from the last meeting, page 6.D(3) it had to be changed from the language before because there is not a maximum of developable space in the Zoning requirements, but do have for green space. Page 9&10 made the parking regulation chart smaller so that it fit in with the document more, page 2, did not make a change but would suggest looking at B. Discussion of applications requirements, does not mention design review (difference is that under Design Review abutters are notified when the applicant comes before the board, more formal than the step before concept review) would like the boards input on that. P. Hayward noted that the board can get bogged down in asking questions applicants are not ready to answer yet. B. Woodruff noted it is in the Planning RSA's already so the board cannot prevent it from happening, having it in the Milton Site Regulations does not take away the right of the applicant to come in for Design Review. R. Thibeault questioned if it would be just a mention of the RSA or more information. B. Woodruff replied that the RSA is mentioned above, but not everyone reads the RSA's, could give the information to the applicant, not in the template but is in the current Site Plan regulations. Board discussed benefits of design review and that Design Review is an option regardless if in the site plan regulations.

R. Thibeault motions to add in Design Review to the Site Plan Regulations. L. Brown seconds the motion. All in favor, motion carried.

D. Crossley brought up the number of application plans to change from 6 small copies of the applications, to 8 and 3 large sets of plans.

B. Graham motions to accept the changes to the number of plans (page 2) Page 6 and 9. R. Thibeault seconds the motion. All in favor, motion carried.

L. McDougall questioned if a flow chart is used in this process. B. Woodruff replied that he has one but it has been never used in the Site Plan Regulations. Discussed that the flow chart is used in Planner meetings with the applicant, or TRC.

P. Hayward brought up that the 50 year flood standard is being used, asked if it will be a GIS layer, and felt there was too much driveway stuff, questioned if the board should be looking at construction standards in the flood zones. B. Woodruff replied that there are some standards and under the enforcement of the Code Enforcement Officer, the site review regulations does not talk about construction in a flood zone, PB looks at the development of the site not necessarily how it is built, at times how it looks, but not how it is built, addressed that when the flood maps are updated by FEMA it will eventually be a GIS data layer available for the Town.

L. Brown discussed roof pitch and aesthetic image, (B. Woodruff pointed him to page 11).

B. Woodruff asked if the board is ready for a public hearing or wants to wait to see the revisions.

R. Thibeault motions to send the draft Site Plan Review Regulations to public hearing on April 17, 2018 at 6:30 second hearing date on May 1, 2018 (same time and place) B.

Graham seconds the motion all in favor, motion carried. Public hearing will be held at the next meeting.

Town Planner Comments: B. Woodruff discussed peer review process and that boards can contract with engineering firms who will do work on third party reviews, (payable by applicants) would save time and money, would not pay the engineering firms until work was needed to be done (payable by the applicant) he can bring in examples of contracts. Board was in favor in seeing examples of contracts.

Approval of Minutes: March 20, 2018 meeting minutes: L. Brown page 1 change “Tempist” to “Temple”, L. Brown motions to approve the minutes with changes, L. McDougall seconds the motion, all in favor, minutes approved.

Other Business: D. Crossley presented the board the PB By-Laws adopted at the last meeting, forgot to have the board members sign the by-laws, asked if they could do that now so she could record them with the Town Clerk’s office. Board members signed the by-laws.

D. Crossley informed the board that the Strafford Regional Planning Commission sent a Planning Board update, will forward to the board if they are interested in looking into it more.

L. Brown touched upon businesses coming into town and that the Planning Board has the authority to ask for aesthetically pleasing and fitting buildings.

B. Graham motions to adjourn, R. Thibeault seconds the motion, all in favor meeting adjourned at 7:23pm.

Respectfully submitted,
Dana Crossley, Land Use Clerk