

**Town of Milton**  
424 White Mtn Highway  
Milton NH, 03851



**Planning Board**  
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**Meeting Minutes**  
**December 6, 2016**  
**6:30 PM**

Members in Attendance: Peter Hayward, Joseph Michaud, Bob Graham Alt., Brian Boyers, Tim Long, Also in attendance, Dana Crossley Land Use Clerk, Bruce Woodruff Town Planner

Excused Members: Bob Bourdeau, Tom Gray, Larry Brown

Public Attendance: None

Chairman Boyers called the meeting to order at 6:30pm.

Bob Graham was brought to the board as a full voting member to sit for excused member Bob Bourdeau.

Public Comment: no comment

**Public Hearing:** Site Plan Regulations Amendment: Technical Review Committee: Town Planner Bruce Woodruff introduced the language into the record for the Technical Review Committee, which would be replacing Article III Application Procedures & Requirements, Section III-I, B.

*“B. Discussion/Applications Requirements.*

*Prior to the formal submission of an application for site review, the Applicant shall meet with the Town Planner to review initial compliance with all land use regulations, zoning and state and federal requirements and to determine permit needs and plan requirements. After this preliminary consultation, the Applicant shall meet with the Technical Review Committee (TRC). The Planner shall schedule a TRC meeting at the request of the applicant after plans have been developed to at least 60 percent design stage. Said meeting(s) shall serve to assist the Applicant in preparing a development proposal that is technically conforming to the regulations contained herein. The Technical Review Committee shall make no decisions regarding land use as their role is simply an advisory one to the Planning Board and applicant.*

*The Technical Review Committee (TRC) shall be comprised of the Public Works Director/Road Agent, Town Engineer (as required), Fire Chief, Police Chief, Code Enforcement Officer, Town Assessor and Town Planner, who shall act as chairperson. The TRC shall be an informal committee offering only technical advice to the Board. All Committee members shall have a designated alternate available in their absence.*

*An applicant may informally appear before the Planning Board for concept review to discuss proposal ideas with the Board and receive information from it on the requirements for submitted Site Plans, however, applicants must meet with the Technical Review Committee to ensure the Planning Board receives the required TRC evaluation report on technical compliance and completeness of the proposal, regardless of whether an informal review occurs or not.*

*A "rough drawn" preliminary concept sketch may be submitted to the Planning Board should the applicant choose to meet informally for concept review to aid in the discussion."*

B. Woodruff continued that the TRC is a great way to solve a lot of problems with applications before the applicant comes to the board, they work to get the plans more correct before the board sees them. Chairman Boyers commented that basically this would be the eyes and ears for the Planning Board. Chairman Boyers opened the public hearing. No public present. Chairman Boyers closed the public hearing. **P. Hayward moves to amend Article III Application Procedures & Requirements, Section III-1, B of the Site Plan Regulations as submitted to provide a Technical Review Committee. J. Michaud seconds the motion. All in favor, motion passed.**

Continued Discussion of Zoning Districts: High Density Residential/Commercial Residential double Zone: Town Planner B. Woodruff presented a draft warrant article to the board that addresses the issue of the double zone (Commercial Residential and High Density Residential). He read to the board the proposed warrant article: *Are you in favor of the adoption of Amendment No. 1 as proposed by the Milton Planning Board for the Town Zoning Ordinance Official Map as follows: This Amendment eliminates all areas that were double zoned in error by warrant in 1988 as both High Density Residential (HDR) and Commercial Residential along the NH Rte. 125 corridor by removing the High Density Residential (HDR) in those areas, and further, replaces the High Density Residential (HDR) Zoning District with the Commercial Residential Zoning District on the western side of Dawson Street, which shall be 200 ft. deep from the edge of the road right of way, from the southern terminus of Dawson with NH Rte. 125 northward to the northern terminus of Dawson with NH Rte. 125. This amendment, in part, reverses a change in the Zoning Map approved in 1988 and amended in 2007 and 2015. All other areas zoned High Density Residential (HDR) shall remain in effect and as shown on the Official Zoning Map of the Town of Milton.*

This change would make the zoning much clearer and does expand the Commercial Residential. J. Michaud commented that he is comfortable with the changes, thinks it is clear and concise, also does what they had intended. P. Hayward questioned the status on re-drawing the zoning maps. D. Crossley responded the zoning map will be finished once this decision of the double zone has been voted on and the money is being encumbered to finish the maps next year. T. Long commented that it is a good idea. The board decided to send a copy of the warrant article to Legal Counsel for review. **T. Long moves to accept the language of the warrant article, post the language and hold a public hearing on December 20<sup>th</sup> with a follow up if necessary January 3<sup>rd</sup> at 6:30 pm. P. Hayward seconds the motion. All in favor, motion passed.**

Master Plan Review Discussion: T. Long commented that he would like for B. Bourdeau to be present to discuss this matter. The board decided to wait for the rest of the board for continued discussion.

Town Planner Comments: B. Woodruff commented that he received an email from Chris Berry of Berry Survey and Engineering that included a copy of the traffic impact analysis for the Mobile Gas Station/Convenience store at Exit 17, he has been asked to participate in the scoping meetings with DOT and Berry Surveying to first go over the Traffic Impact Analysis and secondly to discuss any off site roadway mitigation projects that the developer may need to do. He questioned if the Planning Board wants him to sit in on the discussions with DOT to represent the board and bring his comments on the analysis, in his opinion the traffic study should have been done before the board made a decision on the plan. The board agreed to have B. Woodruff represent them in these meetings.

Approval of Minutes: November 1, 2016 meeting minutes T. Long motions to approve the minutes, B. Graham seconds the motion. (J. Michaud abstained) all in favor, minutes approved.

Other Business: The board received and reviewed a letter from NHDES an Alteration of Terrain Permit for the Paey gravel pit.

B. Graham motions to adjourn, J. Michaud seconds the motion. All in favor meeting adjourned at 7:00pm.

Respectfully submitted,

Dana Smith  
Land Use Clerk