TOWN OF DUNBARTON, NH  
PLANNING BOARD MEETING MINUTES 

July 17, 2019, 7:00 p.m. at Dunbarton Town Offices

IN ATTENDANCE: Chairman Ken Swayze, Vice Chairman George Holt, Secretary Chuck Frost, Brian Pike, Ex-Officio Mike Kaminski, P/Z/B Department Administrator Donna White

BUSINESS: Secretary Chuck Frost stated that meeting notices were posted per regulations.

1. Approval of Minutes: Brian Pike made a motion to approve the minutes of May 15, 2019 and June 19, 2019 as presented; Mike Kaminski seconded the motion. There was no discussion. All were in favor.

2. Correspondence: Donna reported the office received a letter from the USPS about the establishment of mail delivery prior to any developments being built and to secure the required postal approvals for mail delivery in advance of any decisions being made.

3. Selectmen’s Office Report: Mr. Kaminski reported the Board has met with Mr. and Mrs. Crooker about their property on the Class VI portion of Guinea Road and the roadway improvements required for them to obtain a building permit. The Board has suggested doing a site walk at the location with representatives of different boards and departments in attendance. He asked if any Planning Board members would be interested in participating. Brian Pike, Ken Swayze, and George Holt stated they would participate if available on the date selected.

4. Planning/Building Department Report: Code Enforcement Officer Mike Cumings recently met with Rick Botnick at 210 Kimball Pond Road to review the status of site improvements approved in site plan review in 2017. Mr. Botnick stated that he does not intend to complete several pieces of the site plan as approved; he was advised to contact the Planning Board about a modification to the site plan approval.

OLD BUSINESS: None

NEW BUSINESS:

Application #2019-PB-002 - Kenneth & Elizabeth Perkins, Re-subdivision/Lot Line Adjustment, Tax Map Lots K1-13-03 & K1-13-04, Gorham Pond Road, Low-Density Residential District. The applicants were present and represented by Surveyor Jacques Belanger.

An overview of the application was given as follows: 1) lot line adjustment with even exchange of 888 square feet; 2) acreage and frontage remain the same; 3) vacant lot has septic system approval and protective well radii release; and 4) three waivers have been
submitted with the application. Chairman Swayze stated the waivers were not necessary because the items noted (replace known and documented monuments, show contours and wetland delineation, and the USGS benchmark reference) are not typically required for a lot line adjustment. After brief discussion, it was agreed to address the waiver requests as submitted. **Mike Kaminski moved to approve the three waiver requests as presented; seconded by George Holt. All were in favor.**

**George Holt made a motion to accept the application as complete and move to public hearing; seconded by Brian Pike. All were in favor.**

Mr. Belanger gave an overview of the proposed plan, explaining that these are two non-conforming lots. He pointed out that there is no area or frontage change, so this will not make either more non-conforming. He said the applicants want to build a new home on the vacant lot. The septic approval was based on the original lot configuration; he will submit an amended plan based on the adjusted lot line. Mr. Belanger stated this lot line adjustment will provide more width in the area of the proposed house location, allowing the applicants to meet the required setbacks for the new home.

Ken Swayze pointed out that the home, well, and septic are not under the purview of the Planning Board. Brian Pike noted the driveway of the existing house is at the property line and asked if they will be leaving that in place. Mr. Belanger said it would remain as is since there are no setback requirements for driveways. Mike Kaminski said the proposal is straightforward. Chuck Frost pointed out that the driveway turnaround is in the Town’s right-of-way. Mr. Belanger said that will be addressed. He will remove the building and driveway from the final plan. George Holt had no concerns with the proposal.

There was no one from the public in attendance. The chairman asked the applicants if they had any questions or comments. Mr. and Mrs. Perkins said they did not. **George Holt made a motion to approve Application #2019-PB-002, Kenneth and Elizabeth Perkins, for the proposed re-subdivision/lot line adjustment of Tax Lots K1-13-03 and K1-13-04 located on Gorham Pond Road, with the five standard conditions (complete text on Notice of Decision); Brian Pike seconded the motion. All were in favor.**

**OTHER BUSINESS:**

Mike Tardiff, Central N H Regional Planning Commission – Mr. Tardiff reported that the Master Plan update is wrapping up nicely. He thanked George Holt for his assistance in reviewing the maps, presenting a set of printed maps for the Board’s review. The maps will be uploaded to the review site on Thursday. The Community Vision chapter was handed out to Board members for review and comment. George Holt asked about the percentage of responses on the survey done at the beginning of the update process. Mr. Tardiff said results of the survey and visioning session will be included as appendices. There was brief discussion as members glanced through the handout. A public hearing on the updated Master Plan will be held at the September Planning Board meeting. The hearing will be posted, promoting the availability of the updated document for review on the Town’s website. A hard copy of the draft update will be available at the Planning office window for the public’s review. Mr. Tardiff said he will be submitting the final invoice for $1,000 to the Town, closing out the Master Plan update contract.
Zoning Ordinance Review – Chuck Frost reported about the sub-committee's continuing review of the Zoning Ordinance. He said they have been working through Article 4, noting minor revisions to be made. Further review of the multi-family district provisions will be done as the group proceeds through the Ordinance. Donna was asked to send the sub-committee’s workshop minutes to the full board. Mike Kaminski suggested involving the Zoning Board for input to the sub-committee, as the ZBA has the charge of hearing appeals of the Ordinance. It was agreed the ZBA would be contacted.

Chuck Frost moved to adjourn the meeting at 8:10 p.m.; seconded by Brian Pike. All in favor.

Respectfully submitted,

Donna White