

Town of Albany, New Hampshire
Planning Board Monthly Meeting
Monday August 14, 2017 7:00 P.M.

Next Monthly Meeting Monday, October 9, 2017 7:00 P.M.

These minutes were prepared by the stand-in recording secretary as a reasonable summary of the essential content of the meeting, not as a transcription. These minutes have not yet been approved by the members of the Planning Board and should be read at your own risk for misinterpretation.

Present: Chairperson Tara Taylor, Vice Chairperson Adrian Simons, Peter Carboni, Morris West, Alternate; Board of Selectmen Representative Rick Hiland, Theresa Ann Gallagher, Recording Secretary

Absent: Sean Wadsworth

Also Attending: Kevin Tilton, HEB Engineers; Calvin Coleman, Alvin J. Coleman & Son, Inc.; Bayard Kennett, Kennett Realty; Wesley Smith, Thorne Surveys; Curtis Coleman, Coleman Concrete, Inc., Rodney King

Chair Taylor called the Planning Board Monthly Meeting to order at 7:00 P.M.
Chair Taylor appointed Mr. West as a voting Planning Board member for this meeting.

Approval of the Minutes:

Chair Taylor asked for a motion to approve the minutes of the August 14, 2017 monthly meeting. Chair Taylor gave Secretary Gallagher a copy of the correct spelling of the names for the minutes. Vice Chair Simons made the motion to approve the August 14 2017 meeting minutes; Mr. Carboni seconded. Chair Taylor asked for a motion to accept the minutes as written, except for some spelling corrections. Motion passed unanimously (5-0).

Board of Selectmen's Report: Mr. Hiland reported the following:

- The Selectmen are hard at work addressing some issues, including Passaconaway Road.
- There is a Municipal Law Lecture Series workshop in Gorham on Saturday, September 23rd on Land Use and Water Protection, Telecommunications and Land Use Boards, and Land Use Board Procedures From Application to Decision.

Public Hearing:

Chair Taylor opened the Public Hearing on the Kennett-Lundblad Boundary Line Adjustment. Kevin Tilton of HEB Engineers presented a map of the property and discussed the following:

- Kennett Realty will sell to Larry Lundblad 0.16 acres of land, on which Mr. Lundblad currently occupies a carport/shed (over the boundary line).
- It is out of the setback.
- Permanent markers will be placed on the boundary line, which abuts the Tin Mountain Conservation Land.
- Soil types are not applicable; due to the lot size there are no issues.
- Mr. Lundblad is aware that the current use will take effect next year; however it will go through this year.

- The Planning Board members reviewed the map and application and agreed that it is complete.

Chair Taylor opened the Public Hearing for public comment. There was none. The Boundary Line Adjustment Public Hearing closed at 7:24 P.M.

Chair Taylor asked for a motion to approve the Boundary Line Adjustment. Vice Chair Adrian Simons made a motion to accept the BLA Application as complete and to approve the Kennett-Lundblad Boundary Line Adjustment; seconded by Mr. Carboni. Chair Taylor asked for a vote to approve the Boundary Line Adjustment. Passed unanimously (5-0-0).

Mr. Kevin Tilton announced that he will provide the Planning Board with a Mylar that will have all the proper signatures.

Mr. Hiland made a motion to allow Chair Taylor to sign the Mylar and Notice of Decision out of session; seconded by Vice Chair Simons. Passed unanimously (5-0-0).

At 7:33 P.M. Chair Tara Taylor recused herself from the Planning Board's next Public Hearing, a Site Plan Review, due to the fact that her husband works for Coleman Rentals, Inc.

Vice Chair Simons opened the Public Hearing for the Coleman Site Plan Review at 7:34 P.M.

Mr. Calvin Coleman gave a brief description of the Site Plan Review project: he plans to construct another building on 7 acres of their property; it will be a metal sided building They are expanding their operation and need a place to store the gravel. The building will be on 1.5 acres for the 3-Lot commercial subdivision. Also discussed:

- The entrance to the building will be off a private road already in place.
- The building will be the same color as the one next to it, and it will be 8,000 square feet.
- The Planning Board received copies of a map describing the elevation of the property..
- The location of the property faces route 16 and Waldorf School Road
- There will be simple down lighting by the door of the building.
- Parking will not be an issue, as it will be paved and only be used by a few employees.
- Driveway Permit is not needed, as it is off a private road, which was part of the subdivision approval.
- Setbacks are not an issue; there are 5.5 acres of green space on the property.
- Burr Phillips of Civil Solutions sent an e-mail to Chair Tara Taylor summarizing his review of the project: More information regarding the drainage, grading and site layout is needed in order for him to complete the review. He recommended equipment and gravel be stored so that it doesn't flow into the Town Road.
- Fire Chief Steve Solomon, will review the building plans, and make sure there is enough access for fire trucks.

The Planning Board discussed a conditional approved based on the following:

1. The applicant will apply for a building permit,
2. Request a waiver for the parking requirements,
3. Provide Burr Phillips with the information he requested in his e-mail and follow his recommendations for drainage, adding spot elevations at the entrance, and where equipment will be stored. (see attached),
4. The Fire Chief will review and approve the building plans,

5. Updated documents will be presented to the Planning Board within the allotted time.

Vice Chair Simons asked for public comments. There were none. Public Hearing closed at 8:50 P.M.

Vice Chair Simons asked for a motion to conditionally approve the Site Plan Review. Mr. Peter Carboni made a motion to accept the SPR Application as complete and to approve the Coleman Site Plan Review with the Conditions attached, as stated above. Seconded by Mr. Morris West. Vice Chair Simons asked for a vote to approve the Site Plan Review. Passed unanimously (4-0-0).

Mr. Hiland made a motion to allow Vice Chair Simons to sign the Notice of Decision out of session; seconded by Vice Chair Simons. Passed unanimously (5-0-0).

Correspondence: None.

Chair Taylor Reported that there is a gentleman interested in the Secretary position; he would like to work 15 to 20 hours per week. Shawn Tripp is also willing to assist the Planning Board.

New Business:

Mr. Hiland reminded the Planning Board that legal documents are paper documents.

Old Business:

The Planning Board discussed the following regarding Ordinances:

- Boundary Line Adjustment and Subdivisions need a separate page for fees.
- Carroll County Register of Deeds – for the L-Chip Fee a separate check has to be made out to the County; this needs to be stated on the application.
- On the Zoning Regulations the definition of “Abutters” does not match that definition on the Subdivision Regulations.

The Planning Board continued to work on making changes so that the two definitions would match on both sets of regulations.

Public Comment: None

Adjournment: Chair Taylor asked for a motion to adjourn the Planning Board Monthly Meeting at 8:50 P.M. Vice Chair Simons made the motion; seconded by Mr. Carboni. Motion passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher,

Acting Recording Secretary