

Town of Albany, New Hampshire
Planning Board Monthly Meeting - DRAFT
Monday March 9, 2015 7:00 P.M.

These minutes were prepared by the 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.

Next Monthly Meeting Monday, March 23, 2015 7:00 P.M.

The Planning Board Meeting was held at the Albany Town Hall.

Present: Acting Chairperson Tara Taylor, Adrian Simons, Peter Carboni, Leah Valladares, Joe Ferris, Alternate; Rick Hiland, Alternate; Selectmen Representative Kelly Robitaille, Theresa Ann Gallagher, Recording Secretary

Absent: None.

Acting Chairperson Tara Taylor called the Planning Board Meeting to order at 7:00 P.M.

Approval of the Agenda: Acting Chairperson Tara Taylor asked for an approval of the agenda. Adrian Simons made a motion to approve the proposed agenda for March 9, 2015; Peter Carboni seconded. All in favor.

Approval of the Minutes: Acting Chairperson Tara Taylor asked for a motion to approve the minutes of February 23, 2015 work session; Leah Valladares made a motion to approve the minutes of February 23 work session; seconded by Adrian Simons. Corrections: Remove "review and" in the paragraph for approving the minutes. Tara Taylor asked all those in favor of accepting the February 23rd work session minutes as amended say "aye". All in favor.

Preliminary Consultation for a Site Plan Review was on the Agenda for Cy Rouleau of 1984 Route 16 in Albany. Cy Rouleau explained that he would like to have a car lot on the property for his business. He would like to build a garage and live above it. His business would be selling a few cars (about 10). He said the lot is a square acre, but "dog bone" shape. He plans to leave the existing house there and rent it out. The Planning Board advised him that Albany does not allow apartments; he would have to meet all the setbacks and also get a driveway permit from the State. The property is near a brook, which bring up other issues to address. The Forest Service has a protected zone up against his property. Cy discussed other options, including tearing down the existing building on the property. The Planning Board advised him to go on the Albany website and read the Site Plan Regulations as well as the checklist of requirements. It involves addressing drainage, parking and other requirements. The Fire Chief would also be involved to inspect the living space above the garage. Cy asked the Planning Board if he would be able to sell fire wood on the property; the Planning Board advised him that it depends on what kind of business he opens either a home business, a home occupation, or a commercial business. They told him nothing is binding in the consultation, and they just wanted to make him aware of the issues he will be dealing with.

The Planning Board discussed the residential/commercial zone in Albany and the regulations for Land Subdivision and Site Plan Review; they agreed that they have to work on updating the regulations in the future.

Kelly Robitaille gave the Board of Selectmen's report, stating the Town Hall Meeting takes place the following day, March 10th. There are some warrants coming up which may involve plenty of discussions. One of the warrants is to create a Capital Improvement Fund. Discussion included how the Committee would be formed how it would operate to plan for future projects. Discussion also included the Planning Board budget, which has not changed very much.

Theresa Gallagher reported that Debbie Hatch contacted her asking for a signed provisional approval letter from the Planning Board. She was going to tell her that the Planning Board does not provide that kind of a letter at the preliminary consultation, but then Debbie sent a second e-mail stating that she changed her mind and she is going to do something different.

New Business was discussed. Attending the May 15th Local Officials Workshop at the Conway Professional Development Center at Kennett Middles School would benefit any Planning Board member. Theresa Gallagher announced that she will attend on her own time, and the Planning Board agreed it would benefit everyone if she attended.

No Public Comments.

Old Business:

1. Complete the revision of the Rules of Procedure.
2. The Planning Board will review the regulations for Site Plan Review, Land Subdivision, and the Zoning Ordinances.

Work on the Rules of Procedure continued. Discussion included the following: If anyone wants to be put on the agenda they have to contact the Secretary two working days before the regularly scheduled meeting, and it will have to be presented in writing. A form will be created for this purpose. A Preliminary Consultation will be the first Public Comment. The Secretary will post the minutes to the Albany website. Each person who comes in for a preliminary consultation will have a file by Map and Lot Number. A Tab for "Correspondence" will be created and will be filed by each person's name. At public hearings the Chairperson should introduce the Planning Board and any other professional advisor present, and state who is a voting member of the Planning Board; technical advisors, consultants and engineers should not sit at the Planning Board table.

Adjournment: Acting Chairperson Tara Taylor asked for a motion to adjourn the Planning Board Monthly Meeting at 9:13 P.M. A motion was made by Adrian Simons; seconded by Kelly Robitaille. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary