

Approved

- January 14, 2008**      Mason Planning Board
- In attendance:**      Mark McDonald, Dotsie Millbrandt, Pam Lassen (chair), Bruce Mann, Linda Cotter-Cranston
- Absent:**                Chris Guiry (ex-o), Joe McGuire (alternate)
- Call to order:**        7:45 pm
- Next Meetings:**      January 28, 2009
- Old Business:**        Approved minutes from December 3, 2008.
- New Business:**

### **School District Building Committee**

Mary McDonald of the School District Building Committee presented a preview of the school building expansion plan. This includes moving the Mason Congregational Church Parsonage from its current location to a new location a few hundred feet up Meetinghouse Hill Road. A lot line adjustment will be needed. Both the north and south lot lines will be moved. The northerly lot line will be moved into property currently owned by George Schwenk. The southerly lot line will move, and the land it vacates will become part of the school property. The board thinks only one lot line adjustment hearing will be needed, since no new lots are being created.

### **Public Hearings:**

### **Proposed Amendments to the Town of Mason Planning Ordinance Ordinance**

A public hearing is opened on a proposed amendment to the Floodplain Ordinance portion of the zoning ordinance. This amendment will be presented to voters on the written ballot portion of the Town Meeting.

#### **Article XVIII: Floodplain Development Ordinance**

Delete the words "as permitted by RSA 674:52" . This RSA was repealed by the Legislature in 2002.

#### **Appendix A:**

***New construction*** means, for the purposes of determining insurance rates, structures for which the start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *new construction* means structures for which the *start of construction* commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

Pam makes a motion to approve the amendment as written. Bruce seconds. Vote: Mark – aye, Bruce – aye, Pam – aye, Linda – aye, Dotsie – aye.

## **Proposed Amendments to the Town of Mason Subdivision Regulations**

A public hearing is opened on two proposed amendments to the subdivision regulations.

### **Amendment #1:**

#### **SECTION 3.09 FEES**

1. All applications will be reviewed by the Board's Planning Consultant ~~Southwest Region Planning Commission (SWRPC)~~. The cost for review will be charged on an hourly basis of ~~\$45.00 per hour~~ and will include an hourly fee of \$5.00 for Town administrative costs, and shall be paid by the applicant to the Town of Mason prior to the Planning Board taking action on an application. Upon receipt of an application, ~~SWRPC~~ the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. Refer to Appendix B - Instructions for Subdivision Applicants for the most current hourly rates. The following hourly estimates are illustrative of typical review times based on the type of application:

### **Amendment #2:**

#### **APPENDIX B – Instructions for Subdivision Applicants (See Attached Sheet)**

3. Change table to delete SWRPC and to reflect Planning Consultant Review Fee Schedule (See attached sheet)
4. In accordance with Section 4.09.4 of the Mason Subdivision Regulations, all applications will be reviewed by the ~~Southwest Region Planning Commission (SWRPC)~~ Board's Planning Consultant. The cost for review will be charged on an hourly basis of ~~\$45.00 per hour~~ and will include an hourly fee of \$5.00 for Town administrative costs, and shall be paid to the Town of Mason by the applicant prior to the Planning Board taking action on an application. Upon receipt of an application, ~~SWRPC~~ the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. The following hourly estimates are illustrative of typical review times based on the type of application:

Bruce makes a motion to approve the amendments as written. Pam seconds. Vote: Mark – aye, Bruce – aye, Pam – aye, Linda – aye, Dotsie – aye.

The amended regulations need to be filed with the Town Clerk and Town Secretary. They take effect immediately.

## **Proposed Amendments to the Town of Mason Site Plan Review Regulations**

A public hearing is opened on two proposed amendments to the site plan review regulations.

### **Amendment #1:**

#### **Section 5. Procedure**

- A.5. The Planning Board must begin consideration for approval of an accepted completed application within 30 days and must act to approve, conditionally approve, or disapprove the application within ~~90-~~ 65 days of the date of acceptance of the application. Extensions and remedies for failure of the Planning Board to act within the specified time frames shall be as provided for in RSA 676:4-I.

### **Amendment #2:**

#### **Section 6. Fees and Securities**

- B. All applications will be reviewed by the Board's Planning Consultant ~~Southwest Region Planning Commission (SWRPC)~~. The cost for review will be charged on an hourly basis of ~~\$45.00 per hour~~ and will include an hourly fee of \$5.00 for Town administrative

costs, and shall be paid by the applicant to the Town of Mason prior to the Planning Board taking action on an application. Upon receipt of an application, ~~SWRPC~~ the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. Refer to Appendix A - Instructions for Applicants for the most current hourly rates.

Pam makes a motion to approve the amendments as written. Dotsie seconds. Vote: Mark – aye, Bruce – aye, Pam – aye, Linda – aye, Dotsie – aye.

The amended regulations need to be filed with the Town Clerk and Town Secretary. They take effect immediately.

### **Other Business**

A random assortment of other issues and questions:

1. In December the board voted to submit a warrant article to the Town Meeting requesting authorization to set up a Capital Improvements Plan. Do we need a public hearing to get this on the ballot, or was our vote sufficient?
2. Can we strike 3.12 of the Subdivision Regs? It just causes confusion.

#### **3.12 LAND DIVIDED BY PUBLIC RIGHT-OF-WAY**

Any transfer, conveyance or sale of land held in one ownership but already divided into lots or parcels of land by an existing public right-of-way shall not be considered a subdivision for the purposes of these regulations and shall not be required to conform to the procedures set forth herein.

3. The Rules of Procedure we just adopted has the meeting location listed as Mason Town Hall. That's incorrect, we meet in the Town Offices building, the Mann House. We will need to hold a hearing to fix this.
4. Bruce's copy of the Planning Ordinances has a blank page where the zoning district map should be.

**Adjourn:** Pam makes a motion to adjourn. Bruce seconds. Meeting is adjourned at 10:01.