



BARRINGTON PLANNING BOARD MEETING

NEW LOCATION: EARLY CHILDHOOD LEARNING CENTER

77 RAMSDELL LANE

Barrington, NH 03825

**Tuesday May 1, 2018
6:30 p.m.**

**NOTE: THESE ARE SUMMARY ACTION MINUTES ONLY. A COMPLETE COPY OF
THE MEETING AUDIO IS AVAILABLE AT THE LAND USE DEPARTMENT.**

**(Approved May 15, 2018)
MEETING MINUTES**

Members Present

James Jennison, Chair
Jeff Brann, Vice Chair
Steve Diamond
Donna Massucci
Andy Knapp ex- officio

Town Planner: Marcia Gasses

MINUTES REVIEW AND APPROVAL

1. Approval of the April 17, 2018 meeting minutes.

Without objection the Board approved the April 17, 2018 meeting minutes with a minor change line 114.

ACTION ITEMS CONTINUED FROM March 6, 2018

2. [114-35, 51 & 55-GR-17-LL \(Owners: Geraldine S. Baxter Revocable Trust of 2010\)](#) Request by applicant for a lot line adjustment between Map 114, Lot 35 and Map 114, Lot 51 and Map 114, Lot 51 and Map 114, Lot 55 and waivers at 269 and 511 Beauty Hill Road (Map 114, Lots 35, 51 & 55) in the General Residential (GR) Zoning District. BY: Steven M. Oles, L.L.S., Norway Plains Associates, Inc.; PO Box 249; Rochester, NH 03866-0249.

J. Jennison gave a brief description of the application.

Steve Oles, from Norway Plains Associates, Inc. represented Geraldine S. Baxter Revocable Trust of 2010 and Lewis and Brenda Brown. He gave a recap from when he was before the Board in December. He explained that he had revised plans with small changes.

M. Gasses asked if these changes were different from the email plan.

Steve Oles explained that they were. He explained that when he was before the Board in December some of the waivers were granted and other were not granted. He explained that test pits were done on all three lots and wetland delineation was done by Marc Jacobs.

S. Diamond asked about the missing topography and wetlands also why the blank spots.

Steve Oles explained that was the area for topography and wetlands the waivers were granted for.

A. Knapp asked what access Lot 35 would use.

Steve Oles explained that Lot 35 would be using the existing right of way from Summer Lane. He explained that all the lots out there have deeded access to use Baxter Lane, Summer Lane, and Otter Way.

S. Diamond asked about the neck of the lot being buildable.

Steve Oles explained that the neck of Lot 35 was not buildable. He explained that you could see the wetland line.

M. Gasses asked if the line was the 40' setback from the right of way on Summer Lane.

Steve Oles explained that it was 30', but he would increase it to 40'.

S. Diamond expressed the neck looks like 60' wide.

M. Gasses explained that the line was more because this was actually a back lot. She explained that they were a grandfathered lot already taking access from Summer Lane. They were not taking access from the frontage on Beauty Hill Road.

J. Brann explained that Summer Lane also was used for the access for Otter Way and Baxter Lane.

M. Gasses explained that they were taking access from the right of way. She explained that this was an odd situation because the road was going through the middle of the lot.

J. Brann asked about the house on the lot. He asked if they would break off the upper half of the lot to build a house.

Steve Oles stated not as far as he knew.

A. Knapp asked what the sizes of the lots were.

Steve Oles explained the sizes of the lots.

S. Diamond asked why the neck was left on Beauty Hill Road.

Steve Oles explained that you needed to have public access a Class V road.

A motion was made by S. Diamond and seconded by J. Brann to accept the application as complete. The motion carried unanimously.

Steve explained that the mother passed away and she wanted the lots split between the three sisters.

J. Jennison opened public comment.

J. Jennison closed public comment.

M. Gasses read Planners comments:
Comments from December 5, 2017

1. Add exiting and new area to Map 114 Lot 55
2. Label Summer Lane and Otter Way on the plan
3. Note #10 along Baxter Lane should be note #9
4. Notes should be added that reflect Note #9. Additional Street names have been added for E-911
5. There is a question of the legal status of a portion of Map 114 Lot 35 that was deeded to the owner of Map 114 Lot 38 in 2006. The 1997 subdivision clearly shows the triangular portion of land as part of Map 114 Lot 35 and not a separate lot of record. No subdivision or Lot Line adjustment occurred involving this area of land since 1997. Staff and the Town's Attorney are reviewing the situation for any possible action that may be necessary.

M. Gasses explained that she was working with Mr. Wilson and the attorney to get corrected deeds
Stating the changes.

Steve Oles explained that the applicant was now working with an attorney to file corrective deeds.

6. Label the roads within the subdivision as "Private"

Planners Comments for May 1, 2018

- Add the wetland buffer lines to the plan
- The applicant is working with an attorney to revert 114-39 back to 114-35
- Identify an area on Lot 114-35 meeting the requirements of 4.2.1(1) of the Zoning Ordinance
- Two test pits for TM 114-35 are required under 15.2 of the subdivision regulations and the area shall be shown on the plan.

M. Gasses explained that the Board needed to discuss if they would grant a waiver for the second test pit where the DES requires one and the Town subdivision regulations requires two.

J. Jennison asked what their thoughts were on granting the waiver for the second test pit. He explained that his thoughts were that there was already a house there.

J. Brann questioned that there were two test pits done, was one not done on the correct lot.

M. Gasses explained that he only did one on each of the lots. She explained that Lot 35 was large and 1) it does not comply with the regulations; and 2) the lot does not have a State approved septic.

Steve Oles explained that the State does have the subdivision application for approval. He explained that a lot under 5 acres needed State approval.

J. Jennison asked where the location was on Lot 35 for the test pit.

A motion was made by J. Brann and seconded by S. Diamond to grant the waiver for second test pits under Article 5.3.2 (2) on Map 114, Lot 35. The motion carried unanimously.

M. Gasses read the conditions precedent:



Planning & Land Use Department

Town of Barrington

PO Box 660

333 Calef Highway

Barrington, NH 03825

603.664.0195

barrplan@metrocast.net

barrplan@gmail.com

DRAFT NOTICE OF DECISION

[Office use only]	Date certified:	As built received: N/A	Surety returned: N/A
<i>"Applicant," herein, refers to the property owner, business owner, individual(s), or organization submitting this application and to his/her/its agents, successors, and assigns.</i>			
Proposal Identification: 114-35,51 & 55-GR-17-LL (Owners: Geraldine S. Baxter Revocable Trust of 2010) Request by applicant for a lot line adjustment between Map 114, Lot 35 and Map 114, Lot 51 and Map 114, Lot 55 and waivers at 269 and 511 Beauty Hill Road (Map 114, Lots 35, 51, & 55) in the General Residential (GR) Zoning District. By: Steven Oles, L.L.S., Norway Plains Associates, Inc.; PO Box 249; Rochester, NH 03866-0249			

Applicant: Geraldine S. Baxter Revocable Trust of 2010 269 Beauty Hill Road Barrington, NH 03825 Steven M. Oles, L.L.S. Norway Plains Associates, Inc. PO Box 249 Rochester, NH 03866-0249	Dated: XXXX, 2018
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Dear applicant:

This is to inform you that the Barrington Planning Board at its XXXXX, 2018 meeting **CONDITIONALLY APPROVED** your application referenced above.

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to the plans being certified by the Planning Board. Certification of the plans is required prior to commencement of any site work or recording of any plans. Once these precedent conditions are met and the plans are certified the approval is considered final.

Please Note* If all of the precedent conditions are not met within 6 calendar months to the day, **by XXXXX, 2018**, the Boards approval will be considered to have lapsed, unless a mutually agreeable extension has been granted by the Board. *Reference 8.23 of the Town of Barrington Subdivision Regulations*

Conditions Precedent

- 1)
 - a) Add the owners signature to the final plan
 - b) Add the wetland scientist stamp & signature to the final plan
- 2) Add plan note with the following waivers that were granted:
 - 5.3.1(6) Existing Grades & Topo for Map 114 Lot 55
 - 5.3.1(6) Existing Grades & Topo for Map 114 Lots 35 & 51 provided a minimum of topo 80,000 s.f. delineating a minimum buildable area.
 - 5.3.1(7) Existing Drainage Systems
 - 5.3.1(8) Estimated Locations of Existing Structures
 - 5.3.1(9) Natural Features on Map 114 Lot 51 outside the buildable area
 - 5.3.1(9) Natural Features on Map 114 Lot 55 outside the buildable area
 - 5.3.1(11) Existing Public and Private Utilities
 - 5.3.2(3) Second Test Pits on Map 114 Lots 55 & 51 & 35
- 3) Add a note to the plan stating "Any disturbance outside of the delineated areas requires wetland delineation of the proposed areas of disturbance".
- 4) The ownership of lot Map: 114 Lot: 39 must revert to the owner of Map: 114 Lot: 35 prior to the signing of the plans.
- 5) The applicant's surveyor shall certify in writing that the bounds and pins have been installed according to the plans.
- 6) Any outstanding fees shall be paid to the Town
- 7) For lot line adjustments the applicant shall submit to the Land Use Office a copy of the signed and notarized deed which will effect the conveyance of the subject property before the plat is certified by the Planning Board. Once the plat is certified the deed must be recorded simultaneously with the plat. For Lot Line Adjustments where the property is in the same ownership deeds incorporating the adjustment must be provided. Please contact the Land Use Office to coordinate the recording of the deeds and final plans.
- 8) Final drawings. (a) five sets of large black line plus (b) one set of 11"x17" final approved plans must be on file with the Town. Each individual sheet in every set of drawings must be stamped and signed by the land surveyor, engineer, or architect responsible for the plans. If there are

significant changes to be made to the plans, as specified above, one full size paper check print must be sent to the Planning Department for review prior to producing these final drawings.

I wish you the best of luck with your project. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Marcia J. Gasses

Town Planner & Land Use Administrator

cc: File

A motion was made by J. Brann and seconded by A. Knapp to approve the Lot Line Adjustments on Map 114, Lots 35, 51 and 55 as conditions read by the Town Planner. The motion carried unanimously.

ACTION ITEMS

3. 238-42-TC-18-SR (Owners: A. William & Jules D'Antilio) Request by applicant for a Site Review for a proposal to run a seasonal farmer's market at 567 Calef Highway (Map 238, Lot 42) in the Town Center District. BY: MJS Engineering, P.C.: 5 Railroad; Newmarket, NH 03857.

A. Knapp recused himself.

J. Jennison gave a brief description of the application.

Michael Sievert from MJS Engineering explained that he was representing applicants A. William and Jules D'Antilio for a proposal for a farmers market on Saturday mornings from 9-2. He showed the area of where the farmers market would be. He made a correction that the restaurant would be open at 12 and the spa opened at 9. He gave a description of the lot and location of businesses on the lot. He explained the parking lot had 92 parking spaces, including employee parking and this was more than what was needed. He explained that this location was previously approved for another business that was never built.

M. Gasses explained that this went through the whole process but the plan was never signed. She explained that the additional parking was for the business that was never built.

Mike Sievert explained that an application was sent to NHDOT for the driveway entrance. He explained that he felt after talking to NHDOT that there should be no problems.

S. Diamond asked how many parking spaces are normally used on a Saturday morning.

Jules D'Antilio explained that there are 10 employees and about 20 spaces coming and going at a time.

Mike Sievert explained that there was additional parking in the back.

J. Brann asked about any lot line being adjusted.

M. Gasses explained that this was a site plan with a change of use.

S. Diamond questioned the signage to let everyone know that the farmers market was there.

Jules D'Antilio would add to the sign that was already at the location.

M. Gasses explained that signage goes through code enforcement. She explained that there was no fee for a temporary banner.

A motion was made by S. Diamond and seconded by J. Brann to accept the application as complete. The motion carried unanimously.

J. Jennison questioned the use of restrooms and disposal of not sold goods. He asked if they felt a dumpster should be on site.

Mike Sievert explained that there was a dumpster on site but it was for the facility.

Jules D'Antilio explained that the vendors would take away what they bring in.

S. Diamond asked about restrooms.

Jules D'Antilio explained that a porta potty would be installed if needed. She explained that she did not want them to use the restaurant [rest rooms].

D. Massucci asked if there was going to be a limit to the amount of vendors.

Jules D'Antilio explained that right now there are 10 and they didn't require even half of the space.

J. Brann asked if there was someone that would be managing the event.

Jules D'Antilio explained that she and a farmer would be managing the event.

J. Brann asked if she was the one to oversee the porta potty.

Jules D'Antilio explained that there would be a porta potty.

Mike Sievert felt that it was odd to have the porta potty because when there are farmers markets in the downtown you do not see porta potties.

J. Brann stated that the applicant would determine if they needed a porta potty or not.

M. Gasses explained that there are restrooms available if needed.

S. Diamond questioned the soils there if it was to rain heavily.

Jules D'Antilio explained that they would have the pop up tents.

J. Jennison asked if this would be a conditional use.

M. Gasses explained that once they are approved they don't have to come back. She explained that this was an allowed use the applicant just never asked for it. She asked if the metes and bounds could be added to the plan.

Mike Sievert explained that he would add to the plan.

S. Diamond asked about electrical for cooking or cooling.

Jules D'Antilio explained that there would be no electrical.

J. Jennison asked if there was a delineated area [for the venders].

Mike Sievert explained that they would be kept in the fenced area because the leach field was out there.

S. Diamond asked if there was a broader farmer organization that was part of this.

Jules D'Antilio explained that there was not.

M. Gasses read staff comments:

Police Chief

- No Comment

Town Planner:

- Correct Zoning District to Town Center
- Revise dimensional requirements to Town Center requirements
- Add note confirming location is not in the flood zone
- Add metes and bounds
- Add owners signature to final plan
- Add Planning Board approval block
- Add the updated driveway permit# or provide authorization from NHDOT

Conservation Commission:

- Will there be any paving? Increase in impervious surface?
- Any wetlands on property?
- Good idea to support local agriculture

John Huckins, Building Inspector Zoning Administrator

- No issues

Rick Walker, Fire Chief

- Any membrane structures installed must meet NH Fire Code Regulations, including assembly permits if required.

Suzanne McNeil, Assessing

- No comment

Peter Cook, Road Agent

- No issues with application or comments

J. Jennison opened public comment.

J. Jennison closed public comment.

M. Gasses read the conditions precedent:



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Town of Barrington

PO Box 660

333 Calef Highway

Barrington, NH 03825

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barrplan@metrocast.net

barrplan@gmail.com

NOTICE OF DECISION

<i>[Office use only]</i>	<i>Date certified:</i>	<i>As built received:</i>	<i>Surety returned</i>
<i>"Applicant", herein, refers to the property owner, business owner, individual(s), or organization submitting this application and to his/her/its agents, successors, and assigns.</i>			
Proposal Identification: 238-42-RC-18-SR Request by applicants for a proposal to run a seasonal farmer's market at 567 Calef Highway (Map 238, Lot 42) in the Town Center District. By MJS Engineering, P.C.; 5 Railroad Street, Newmarket, NH 03857			

<p>Owner: A. William & Jules D. Antilio Dante's Restaurant & Adagio Spa PO Box 474 Barrington, NH 03825</p> <p>Applicant/Engineer (Contact): Michael J. Sievert, P.E. MJS Engineering, P.C. 5 Railroad Street Newmarket, NH 03857</p> <p>Land Surveyor: William Doucet, LLS Doucet Survey, Inc. 102 Kent Place Newmarket, NH 03857</p>	<p>Dated: xxxxxx, 2018</p>
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Dear applicant:

Barrington Planning Board Meeting Minutes/bi
May 1, 2018/ pg. 9 to 18

This is to inform you that the Barrington Planning Board at its XXXXX, 2018 meeting **CONDITIONALLY APPROVED** your application referenced above.

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to the plans being certified by the Planning Board. Certification of the plans is required prior to commencement of any site work or recording of any plans. Once these precedent conditions are met and the plans are certified the approval is considered final.

Please Note* If all of the precedent conditions are not met within 6 calendar months to the day, by XXXXX, 2018, the Boards approval will be considered to have lapsed, unless a mutually agreeable extension has been granted by the Board.

Conditions Precedent

- 1) Add the following plan notes
 - a) Add note confirming the location is not in the flood zone
 - b) Add the updated driveway permit# or provide authorization from NHDOT
 - c) Any membrane structures installed must meet NH Fire Code Regulations, including assembly permits if required.
- 2) Revise the following plan notes
 - a) Correct Zoning District to Town Center
 - b) Revise the dimensional requirements to Town Center requirements
- 3) Make the following plan revisions
 - a) Add metes and bounds
 - b) Add Planning Board Approval Block
- 4) Add the owners signature to the final plan
- 5)
- #6) Any outstanding fees shall be paid to the Town
- 7) Prior to obtaining Board signature, the Applicant shall submit three(3) complete paper print plan sets and supporting documents as required in Article 3 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Barrington's file. The Chairman shall endorse three copies of the approved plan(s) meeting the conditions of approval.

General and Subsequent Conditions

- #1) None

(Note: in both sections above, the numbered condition marked with a # and all conditions below the # are standard conditions on all or most applications of this type).

I wish you the best of luck with your project. If you have any questions or concerns, please feel free to contact me.

Barrington Planning Board Meeting Minutes/bi
May 1, 2018/ pg. 10 to 18

Sincerely,

Marcia J. Gasses

Town Planner & Land Use Administrator

cc: File

A motion was made by J. Brann and seconded by S. Diamond to approve the amended site review 238-42-TC-18-SR as conditions read by the Town Planner. The motion carried unanimously.

4. 229&230-19&6-GR-18-LL (Owners: Colin & Eve Williams & Roger D. Williams) Request by applicants for a proposal for a Lot Line Adjustment between Lot 19 and 6 with waivers on Old Settlers Road (Map 229, Lot 19 & Map 230, Lot 6) in the General Residential (GR) Zoning District. BY: Bruce Pohopek, Pohopek Land Surveyors; 42 Flagg Road; Rochester, NH 03867.

J. Jennison gave a brief description of the application.

Bruce Pohopek from Pohopek Land Surveyors & Septic Designers LLC, explained that he was representing applicants Roger D. Williams and Colin & Eve Williams for a Lot Line Adjustment. He explained that Colin & Eve Williams, who currently own 26.47 acres Map 229, Lot 19, have a proposal to add 9.32 acres, which would come out of the 210 acre parcel owned by Roger Williams that was undeveloped land Map 230 Lot 6. He explained that there would be no road front changes or proposed new building sites. He explained that this would be an exchange between two large tracts.

Requested Waivers:

1. **5.3.1(5)** Survey property lines...of the entire parcel

Reason: The reference plan shows accurate survey data for the pertinent areas involved in the LLA. The remaining boundary of the undeveloped 210 acre parcel is taken from older surveys and GIS data.

A motion was made by J. Brann and seconded by S. Diamond to grant the waiver for 5.3.1 (5) for the undeveloped 210 acre parcel as not granting the waiver would pose an unnecessary hardship to the applicant and granting the waiver would not be contrary to the spirit and intent of the regulations. The motion carried unanimously.

2. **5.3.1(6)** Existing Grades

Reason: The waiver request is to show topography only in the frontage area of interest of the undeveloped 210 acre parcel. The other portion of the LLA and its future undeveloped 9 acre addition has an existing house; installed state approved septic system and well.

A motion was made by A. Knapp and seconded by S. Diamond to grant the waiver 5.3.1 (6) for the portion of the undeveloped 9 acre addition and the 210 acre parcel as not granting the waiver would pose an unnecessary hardship to the applicant and granting the waiver would not be contrary to the spirit and intent of the regulations. The motion carried unanimously.

3. **5.3.1(8)** The estimated location and uses of all existing structures...

Reason: our waiver request is to show the structures that are in the area of interest on the 26 acre parcel. The undeveloped portions of the 9 and 210 acre parcels have no structures.

WITHDRAWN

4. 5.3.1(9) Natural Features

Reason: The waiver request is to show the natural features that are in the area of interest and not on the undeveloped 210 acre parcel

A motion was made by J. Brann and seconded by S. Diamond to grant the waiver 5.3.1 (9) Natural Features for the undeveloped 210 acre parcel as not granting the waiver would pose an unnecessary hardship to the applicant and granting the waiver would not be contrary to the spirit and intent of the regulations. The motion carried unanimously.

5. 5.3.1(10) Man-made features

Reason: The waiver request is to show only those structures that are in the area of interest and not on the undeveloped 210 acre parcel or abutting lots.

A motion was made by A. Knapp and seconded by S. Diamond to grant waiver 5.3.1 (10) Man-made features to show only those structures and not on the undeveloped 210 acre parcel as not granting the waiver would pose an unnecessary hardship to the applicant and granting the waiver would not be contrary to the spirit and intent of the regulations. The motion carried unanimously.

A motion was made by J. Brann and seconded by A. Knapp to accept the application as complete. The motion carried unanimously.

J. Jennison asked if current use changes.

M. Gasses explained that the applicant would need to update their map. Assessing would get a copy of the signed copy to send to cartographic to make the change on the map.

M. Gasses read the conditions precedent:



Planning & Land Use Department

Town of Barrington

PO Box 660

333 Calef Highway

Barrington, NH 03825

603.664.0195

barrplan@metrocast.net

**DRAFT
NOTICE OF DECISION**

[Office use only]	Date certified:	As built received: N/A	Surety returned: N/A
"Applicant," herein, refers to the property owner, business owner, individual(s), or organization submitting this application and to his/her/its agents, successors, and assigns.			

Proposal Identification: 229-30 & 230-6 –GR-18-LL (Owners: Colin & Eve Williams & Roger D. Williams) Request by applicants for a proposal for a Lot Line Adjustment between Lot 19 and 6 with waivers on Old Settlers Road (Map 229, Lot 19 & Map 230, Lot 6) in the General Residential (GR) Zoning District. By: Bruce Pohopek, Pohopek Land Surveyors; 42 Flagg Road; Rochester, NH 03867

Applicant: Roger D. Williams 84 Canaan Back Road Barrington, NH 03825 Collin & Eve Williams RV TR 1997 54 Old Settlers Road Barrington, NH 03825 Professional: Bruce L. Pohopek Pohopek Land Surveyors & Septic Designers LLC 42 Flagg Road Rochester, NH 03839	Dated: XXXX, 2018
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Dear applicant:

This is to inform you that the Barrington Planning Board at its XXXXX, 2018 meeting **CONDITIONALLY APPROVED** your application referenced above.

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to the plans being certified by the Planning Board. Certification of the plans is required prior to commencement of any site work or recording of any plans. Once these precedent conditions are met and the plans are certified the approval is considered final.

Please Note* If all of the precedent conditions are not met within 6 calendar months to the day, **by XXXXX, 2018**, the Boards approval will be considered to have lapsed, unless a mutually agreeable extension has been granted by the Board. *Reference 8.23 of the Town of Barrington Subdivision Regulations*

Conditions Precedent

- 1) a) Add the owners signature to the final plan
 b) Add the wetland scientist stamp & signature to the final plan
- 2) Add plan note with the waivers that were granted:

- a) 5.3.1(5) Surveyed property lines only in the area of interest of 210 acre parcel and not in the undeveloped portion of the lot.
 - b) 5.3.1(6) Existing Grades only in the area of interest of 210 acre parcel and not in the undeveloped portion of the lot or the 9.3 acre addition to Lot 19.
 - c) 5.3.1(9) Natural Features only in the area of interest of 210 acre parcel and not in the undeveloped portion of the lot or the 9.3 acre addition to Lot 19.
 - d) 5.3.1(10) Man-made features only in the area of interest of 210 acre parcel and not in the undeveloped portion of the lot or the 9.3 acre addition to Lot 19.
- 3) Add the following plan notes:
- a) Add a note to the plan stating "Any disturbance outside of the delineated areas requires wetland delineation of the proposed areas of disturbance."
 - b) Add note stating that both Map: 230 Lot: 6 and Map: 229 Lot: 19 are subject to Article 9, of the Barrington Zoning Ordinance including wetland buffer requirements
- 4) Make the following plan revisions:
- a) Revise the Planning Board Approval Block to meet 5.3.1(5) of the Barrington Subdivision Regulations
 - b) Label Old Settlers Road as Class V
 - c) Add 50' wetland buffer line to Map: 229 Lot: 19
- 5) The applicant's surveyor shall certify in writing that the bounds and pins have been installed according to the plans.
- 6) Any outstanding fees shall be paid to the Town
- 7) For lot line adjustments the applicant shall submit to the Land Use Office a copy of the signed and notarized deed which will affect the conveyance of the subject property before the plat is certified by the Planning Board. Once the plat is certified the deeds must be recorded simultaneously with the plat. For Lot Line Adjustments where the property is in the same ownership deeds incorporating the adjustment must be provided. Please contact the Land Use Office to coordinate the recording of the deeds and final plans.
- 8) Final drawings. (a) five sets of large black line plus (b) one set of 11"x17" final approved plans must be on file with the Town. Each individual sheet in every set of drawings must be stamped and signed by the land surveyor, engineer, or architect responsible for the plans. If there are significant changes to be made to the plans, as specified above, one full size paper check print must be sent to the Planning Department for review prior to producing these final drawings.

I wish you the best of luck with your project. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Marcia J. Gasses
Town Planner & Land Use Administrator

cc: File

[Barrington Planning Board Meeting Minutes/bi
May 1, 2018/ pg. 14 to 18](#)

A motion was made by J. Brann and seconded by A. Knapp to approve the Lot Line Adjustment for 229&230-19&6-GR-18-LL based on Notice of Decision read by the Town Planner. The motion carried unanimously.

COMMUNICATIONS RECEIVED

REPORTS FROM OTHER COMMITTEES

UNFINISHED BUSINESS

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

5. [Review of a request for a building permit at Long Shore Drive a Private Road, for Robert & Natalie Clark \(Map 103, Lot 31\)](#)

Without objection the Board agreed to send a letter to the Selectmen stating that they knew of no pending projects or conditions that would hinder the issuing of a building permit. The Board concurs with the recommendations of Peter Cook, Road Agent.

6. [Review of a request for a building permit at Small Road, for J. Mathew Hynes \(Map 107, Lot 3\)](#)

S. Diamond expressed the Road Agent is no longer providing the width for private road applications.

Without objection the Board agreed to send a letter to the Selectmen stating that they knew of no pending projects or conditions that would hinder the issuing of a building permit. The Board concurs with the recommendations of Peter Cook, Road Agent.

7. Discussion on Article 2 proposed amendments in the Subdivision Regulations.

The Board had a discussion on the amendments. See Attachment:

SETTING OF DATE, TIME AND PLACE OF NEXT MEETING AND ADJOURNMENT

The next meeting will be on May 15, 2018 at 6:30 p.m. at the ECLC 77 Ramsdell Lane.

Without objection the meeting was adjourned at 9:00 p.m.

PART II – THE APPLICATION PROCESS

ARTICLE 2 ... OVERVIEW OF APPLICATION PROCESS

2.1.....GENERAL GUIDANCE

The subdivision application and review process can be a complicated procedure that involves the consideration of large amounts of information and input from many participants. The information presented in this article is intended to serve as recommended actions for assisting the applicant through the review process while also helping the Board efficiently and thoroughly carry out its charge as provided for under state statute.

2.1.1.....DESIGNATED REPRESENTATIVES

In order to expedite the subdivision review process for the applicant and the town, both parties shall designate an agent that will have primary contact responsibility throughout the process.

2.1.1(1).....Applicant's Representative

The subdivision application form requires designation of one person to act as the "authorized representative." All communication to the applicant should be made through this person and this person should be present at all meetings with the Board. In the text of these regulations, references to the applicant shall also imply the authorized representative.

2.1.1(2).....Town's Representative

All communications to the town shall be directed to the ~~Planning Board Secretary~~ Town Planner, who will act as the Board's agent, unless otherwise indicated by the Chairman of the Board. The Board's agent will be responsible for receiving preliminary plans and final plats, checking them to determine if they meet the requirements of these regulations and making recommendations to the Board. An~~The~~ appointed agent may also be charged with inspecting improvements for compliance with the Board's approval and the requirements of these regulations.

2.2.....PROFESSIONAL ASSISTANCE

Applicants will most likely need to hire professionals to prepare part or all of their application. In all cases where a plan is to be recorded, a New Hampshire Licensed Land Surveyor is required to prepare the subdivision plat. In some cases, other specialists will be needed, such as a licensed Professional Engineer, an attorney, or a soil scientist. The skills and abilities of these professionals are essential to ensure that the town and applicant have sound information on which to base their decisions.

2.3.....SHARED RESPONSIBILITIES

The Board will attempt to process all applications as fairly and quickly as possible. To accomplish this, the applicant must share certain responsibilities. The applicant must be properly prepared, which includes reading these regulations in order to understand the requirements that must be addressed, and dealing with all the significant issues as early in the process as possible. Incomplete submittals or failure to properly address issues will result in unnecessary delays in obtaining a final decision from the Board.

2.4.....REQUESTS FOR WAIVERS

The applicant must submit all waiver requests in writing with the application at the time of filing. In general, the Board will rule on waivers at the initiation of the process. Some unforeseen issues, however, may require a waiver to be addressed at a later time in the review process. All waivers must be granted prior to application approval.

2.5.....GENERAL APPLICATION PROCESS

The application process is similar for all applications, although the amount of work and time to obtain an approval can vary widely. All applications follow the basic process outlined below.

2.5.1.....APPLICATION PREPARATION

The applicant prepares the application which is usually done by hired professionals. This may involve some discussion with the Board through conceptual consultation or design review meetings.

2.5.2.....APPLICATION COMPLETENESS REVIEW

The applicant shall file the application with the board or its agent at least 21 days prior to the meeting at which the application will be accepted.

Following filing at Town Hall the application will be reviewed for completeness by the Board's designee, a regularly scheduled meeting. ~~The Board cannot formally vote to accept the application at this time or have any formal discussions with the applicant regarding the proposed development. In accordance with RSA 676:4(I)(c)(1) the Board must make a determination within 30 days as to the completeness of the application.~~
The Planning and Land use Office will provide copies of the applications to the Planning Board prior to the meeting considering acceptance.

2.5.3.....APPLICATION ACCEPTANCE

~~Upon submittal of the application materials to the town, and favorable completeness review by the Board, the application is placed on the next available Planning Board agenda for consideration. By State law, there is a minimum lead time of 15 days in order to allow for notification of abutters. The application may only be accepted as complete at a public hearing where notice has been given to the abutters.~~

The Board shall at the next regular meeting or within 30 days following the delivery of the application, for which notice can be given in accordance with the requirements of 676:4(I)(d)(1) determine if a submitted application is complete according to the board's regulation and shall vote upon its acceptance. Upon determination by the board that a submitted application is complete according to the board's regulations, they shall begin formal consideration and shall act to approve, conditionally approve or disapprove within 65 days, subject to extension or waiver as provided in 676:4(I)(i)

For any public hearing on the application, the same notice as required for notice of submission of the application shall be given. If notice of public hearing has been

included in the notice of submission or any prior notice, additional notice of that hearing is not required nor shall additional notice be required of an adjourned session of a hearing with proper notice if the date, time, and place of the adjourned session was made known at the prior hearing.

2.5.4.....SCATTERED AND PREMATURE DEVELOPMENT/REGIONAL IMPACT

The Board may make certain initial findings that a proposed development is scattered and premature ([RSA 674:36II\(a\)](#)) or is a development of regional impact ([RSA 36:55](#)), which may lead to modification of the application, additional public hearings, or could result in denial.

2.5.5.....ROAD LAYOUT

The Board may require extra meetings to discuss road layout and function before it will accept or review final road design plans. This permits transportation issues to be discussed conceptually before the exact details of specific designs are developed.

2.5.6.....PUBLIC HEARING

All complete applications will have a public hearing. This is the official opportunity for the public to ask questions about the application, to raise issues, offer suggestions, or indicate their support or opposition. The hearing may be interspersed with periods of deliberation by the Board, and may be continued to future dates.

2.5.7.....DECISION

Ultimately, the Board must decide whether to approve or deny the application. Where approval is warranted the Board may approve the application with conditions, which means that there are additional administrative or technical requirements that must be satisfied to obtain the full approval or that the plan must be revised in some other way to receive final approval.

2.5.8.....TIMING

Perhaps the most commonly asked question about an application to a Planning Board is "~~H~~ow long will it take?" There is no standard answer. At a minimum, there must be a meeting with the Board, and this alone requires at least ~~21~~ ~~45~~ 30 days lead-time. Boundary Line Adjustments can be approved at a single meeting. ~~Major~~ Subdivisions, however, may require a minimum of two meetings and are likely to take a few months to complete. However, this general answer is all based on the assumptions that the applicant is properly prepared and that no unusual circumstances arise. Without the applicant's consent, however, it is very unlikely that an application process can take longer than six months.