

**Freedom Planning Board
February 15, 2018
Freedom Town Hall**

Members Present: Anne Cunningham, Paul Olzerowicz, Bill Elliott and Dale McConkey, Ernie Day(A)

Members Absent: Peter Park, Paul Elie, Les Babb

Others Present: Jen Molin

Meeting called to order at 7:00 p.m.

Minutes:

With a quorum having been declared the meeting was called to order at 7:00 p.m. with Chairmen Anne Cunningham presiding. The minutes from the previous meeting were reviewed as the first order of business.

A motion was made by Paul O, seconded by Bill to accept the meeting minutes from January 18, 2018. All were in favor.

Changes to the Subdivision Regulations

With the aid of a hand out (see attached) Anne opened the discussion up regarding making changes to the Subdivision Regulations. She explained the notice section will need to be amended to include legal requirement to send notice to “*all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45.*” She then explained the current subdivision regulations and the process an applicant must go through to approach the Planning Board for a subdivision.

Anne used the Newbury’s application as an example to explain how confusing the process is. They did not request an informal discussion (section 5 A Informal Discussion) they wanted to go straight to the 5 C of Final Plat and the application received from the town office was titled “Major Subdivision- Preliminary Layout and Review.

The Planning Board current regulations state for an informal discussion it is upon request of the subdivider, not the planning board and it is not noticed, it is put on the agenda, so the public knows it is happening.

Section 5 B was discussed next as this is where the Newbury application got confusing. They had no informal discussion, so the preliminary layout was not waived and the Newbury’s wanted to go to the review of a final plat.

Anne suggested the possible change in the process as the following:

Require a preliminary review on all major subdivisions that include the construction of roads and instead of just giving the applicant the Review of the Preliminary Handout, put together a

flow chart or checklist explaining the whole process. There are different requirements for the two stages of Preliminary Review and Review of a Final Plat.

Discussion:

Paul O asked if there was no construction of a road would that mean there would be no requirement for informal discussion or review of Preliminary layout and they would then go directly to the Review of Final Plat. Anne responded no, there could be other things considered like needing an easement to get to another lot. Discussion ensued around if an applicant's surveyor would know if a preliminary review would be needed, using a checklist as a guide and when an informal discussion is required. It was agreed it was the Boards job to make the process easy for the applicant and having something laid out to guide the surveyor and the applicant would clarify the process.

Ernie suggested looking at what other Towns process is for subdivisions.

Steps B 505 and B 506 was discussed next (see attached). They mismatch in what information is required for Preliminary Review. The question is does the board want to put the requirements of Review for Preliminary Layout in sync with what the Board says a Preliminary Layout is. All agreed that makes sense and would clarify the process. Anne suggested they could require a review of a preliminary plat if it's a complicated subdivision instead of an informal review. Discussion ensued around what would define a subdivision to be complicated.

Anne will try to draft some language before the next meeting outlining when the Board would like to require a Preliminary Review.

Pages 3,4, and 5 of the hand out are definitions that the State suggest being in the Planning Board handbook. (see attached). Discussion ensued if they should be added to the Planning Board handbook. Anne stated not everyone has access to the States Office of Strategic Initiatives (OSI) and therefore would be easier for the applicant if they were added.

Anne explained there still needs to be discussion on what to tell people what needs to be on a final plat.

Discuss alternates for the planning board

Anne explained she did follow- up with Janice with names of people who served on the Planning Board in the past and it's also posted on the Towns website the need for alternates. Anne announced Peter Park will not be running for re-election but would possibly serve as an alternate. Having a need for another strategy to fill the vacancies was discussed. Paul O. will have it announced at church and Jennifer Molin will post it again on her web site.

Public Comment

None

Other Business that can come properly before the Board

There being no further business to come before the Board, **A motion was made by Bill, seconded by Paul O. to adjourn the meeting at 7:55 p.m. All were in favor.**

Respectfully Submitted,
Stacy Bolduc
Recording Secretary