

**TOWN OF TUFTONBORO  
PLANNING BOARD  
May 3, 2018  
MINUTES**

**Members Present:** John Cameron, Chairman, Matt Young, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Jack Parsons, Kate Nesbit, Members, Laureen Hadley, Alternate.

**Members Absent:** Russ Steensma, Tony Triolo, Members, Sue Wingate, Alternate.

**Staff Present:** Lee Ann Hendrickson, Administrative Secretary.

Chairman Cameron opened the meeting at 7:00 PM.

Chairman Cameron appointed Laureen Hadley, Alternate, to sit in for Tony Triolo, Member.

**I. Public Comment**

No comment from public present.

**II. Consideration of Minutes**

**April 19, 2018**

**Correction:** change "Town Counsel" to "Planning Board Counsel" throughout minutes

**It was moved by Bill Marcussen and seconded by Laureen Hadley to approve the April 19, 2018 Tuftonboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

**III. Scheduled Appointments/Public Hearings**

N/A

**IV. Action Items**

N/A

**V. Discussion Items**

**a. Hunter ZBA and Planning Board Approvals; Planning Board Counsel Opinion**

The Board reviewed Attorney Roger Murray's letters, dated 4/25/18 and 5/2/18, regarding ZBA and Planning Board approvals for storage facilities located on Middle Road for Steve Hunter. The Board noted they requested an opinion from the Planning Board Town Counsel relative to the removal of the berm and installation of a fence in addition to the difference in the proposals submitted to the ZBA and the Planning Board.

**It was moved by Jack Parsons and seconded by Kate Nesbit to release Planning Board Counsel's Privileged and Confidential letter dated 4/25/18. All members voted in favor. The motion passed.**

The Board provided Steve Hunter with a copy of the letter.

Steve Hunter asked if replacing the berm with a fence is acceptable.

Jack Parsons replied yes. He stated the Board wanted to ensure that the discussion of the berm during the ZBA hearing was not critical in the ZBA's decision of the application.

Relative to the ZBA presentation, Steve Hunter stated he believed the main question to the ZBA was whether it is ok to have storage facilities at his property; noting the answer was yes, as long as he did a couple of things (copy of a contract and installation of a gate). He stated then he came to the Planning Board and changed the proposal from 40' wide buildings to 30' wide after researching storage buildings and increase in impervious surface area. He stated he changed the proposal to represent an increase of 24% of the lot size since 25% is allowed.

Kate Nesbit stated two buildings were presented to the ZBA.

Steve Hunter confirmed such and stated that he was after whether self-storage buildings were allowed on the site. He stated the Planning Board approved four storage buildings with 24% lot coverage.

John Cameron stated the ZBA approved a plan that presented two buildings and the Planning Board approved four buildings; noting the Planning Board approved more than what the ZBA approved.

Staff reviewed the ZBA application and ZBA minutes.

John Cameron informed Mr. Hunter that he needed to go before the ZBA for approval of the two additional buildings.

**It was moved by Kate Nesbit and seconded by Laureen Hadley to release Planning Board Counsel's Privileged and Confidential letter dated 5/2/18. All members voted in favor. The motion passed.**

The Board provided Steve Hunter with a copy of the letter.

Steve Hunter noted he paid and received a building permit for four buildings.

Jack Parsons stated he would send Mr. Hunter a letter regarding such.

John Cameron asked when the gate will be installed.

Steve Hunter replied by the end of the month.

**b. Site Plan Review Application (Revisions/Update)**

Staff reviewed proposed changes to the Site Plan Review application which includes striking a., b., c. and d. on page 1 of the application, increase of notice fees, striking total acreage of land involved and fax numbers. She provided fees associated with public notices. She stated she would be submitting the same revisions/recommendations for the Subdivision application.

**It was moved by Jack Parsons and seconded by Bill Marcussen to increase the notice fee for Site Plan Review and Subdivision applications to \$100.00. All members voted in favor. The motion passed.**

**It was moved by John Cameron and seconded by Jack Parsons to accept the revisions to the Site Plan Review application. All members voted in favor. The motion passed.**

**VI. Informational Items**

N/A

**\*\*Matt Young arrived at 7:27 PM.**

**VII. Other Business**

**Steve Hunter – Excavation Operation/Site Plan Review**

Steve Hunter stated he has roughly delineated his property including elevations; noting one of the four abutting properties has not been surveyed. He stated his property is over 20 acres; noting approximately 8 acres is being used for his gravel operation. He stated he does not have an estimated volume of materials and asked whether he is moving in the right direction with regard to permitting his operation. He asked if the Board will require a survey. He noted the land has already been assessed as commercial industrial land.

Jack Parsons informed Mr. Hunter he could go on Google Earth to determine the amount of existing open area.

Bill Marcussen stated if the open area exceeds the previously reported open area that an Alteration of Terrain permit would be required.

Steve Hunter verified that he does not need a drainage plan since the drainage is contained.

The Board agreed that a drainage plan is not necessary and recommended Mr. Hunter include the following information in his Site Plan Review application;

- Project narrative
- 2014 Google Earth map
- 2018/current Google Earth map
- Larger scale site plan (24"x32")
- Topography to include top and bottom of embankments and 5'-10' contours
- Separate plan depicting final grades

**VIII. Public Comment**

No comment from public present.

**It was moved by John Cameron and seconded by Jack Parsons to adjourn the May 3, 2018 Tuftonboro Planning Board meeting. All members voted in favor.**

There being no further business before the Board, the meeting adjourned at 8:07 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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