

**OSSIPEE PLANNING BOARD  
MEETING MINUTES  
November 01, 2016**

Minutes recorded by Laura Nash, Planning Board Secretary; amendments are noted by ***bold/italic*** type. Live Recording of meeting can be found on <http://www.governmentoversite.com>.

**Call to Order:** Ski called the meeting to order at 7:00 p.m.

**Attendance by roll call:** Ski Kwiatkowski - Chairman, Connie Billings – Vice Chairman, Bob Gillette, Roy Barron, Dennis Legendre, Frank Riley, Bruce Parsons, and Steve McConarty (ZEO). **Absent:** Rick St. Jean

**Meeting Minutes:** Review to approve Meeting Minutes of October 18, 2016.

**Motion:** by Connie B., seconded by Roy B., to approve the minutes of October 18, 2016.

No Discussion: **All voted in favor by show of hands, motion passed.**

**Unsatisfied Conditions:** **NO UPDATES Received as of 10/27/2016** (continued from previous PB Mtgs)

Board	Date	Applicant	List of Conditions
PB	11/03/15	LBWD	Ltr stating manufacturing/light industry only. – <b>To be sent by PB</b>
PB	09/20/2016	WWSCR-Northgate Ossipee, LLC	SPR granted pending remaining conditions: <b>Pending #1: Water Supply Approval</b>
PB	09/20/2016	WWSCR-Northgate Ossipee, LLC	SPR granted pending remaining conditions: <b>Pending #2: Subdivision Approval</b>
PB	09/20/2016	WWSCR-Northgate Ossipee, LLC	SPR granted pending remaining conditions: <b>Pending #3: NHDES Septic Approval</b>

**Informal Discussion:**

- **Ryan Downer:** Missing Link Equipment – interested in purchasing the old laundry mat on 80 Old Rte. 16 B. Wants to start a business for rental, sales and repair of equipment. **Did not show up to present for discussion.**

**Old Business:**

- **Plan NH – Accessory Dwelling Units (ADU's):** Ski K., produced the following summarized recommendations to the Zoning Ordinances to conform with NH State Law, per Connie B., suggestions:

**XX.XX.X Accessory Dwelling Units**

- I. Accessory Dwelling Units (ADU's) as defined in RSA 674:71 are permitted where residential living dwelling units are permitted.
- II. ADU's shall comply with RSA 674:72 and shall be effective June 1, 2017. The ADU shall comply with all sections of the Ossipee Zoning Ordinance including, but not limited to setbacks and lot coverage.

Ski K., also produced the following recommendation to the Site Plan Review Regulations:

**11.08. Period of Validity of Board Approval**

**Change:** “If a building permit has not been issued, or if a building permit has been issued but has not, in the opinion of the Board, been substantially acted upon with the one-year period, the approval shall automatically become null and void.”

**To Read:** “If a building permit has not been issued, or if a building permit has been issued but has not, in the opinion of the Board, been substantially acted upon *within the two-year period*, the approval shall automatically become null and void.”

**Bob G.,** noted the PB must put in some reference in the Zoning Ordinances to comply with NH State RSA 674:71 & 674:72. **PB** discussion ensued over whether the municipality wanted to adopt RSA 674:73 Detached Accessory Dwelling Units and what types of ADU’s to permit. Discussion continued to include defining a detached ADU’s, whether a common wall or breezeway is required or not. Current ADU regulations specify dwellings to be a maximum of 1000 square feet and connected by a common wall or breezeway between buildings. RSA 674:73, VII: will provide the size of the dwelling to be a minimum of 750 square feet and can be detached. PB did agree the new revision should state: “must meet subdivision regulations, all setback regulations, and access road/driveway frontage regulations and per 674:72 (VIII) a familial relationship to the primary property owner is not required.

**Motion:** by Connie B., and seconded by Roy B., to adopt RSA 674 in its entirety as written today and all amendments.

**Discussion:** **Bob G.,** objects to adopt RSA 674 in its entirety and all amendments. Bob G., suggested to just adopt RSA 674: 71, 72 & 73. Ski asked due to outside public knowledge that two members of the Board have a personal interest in the ADU’s; Ski recommended these two members recuse themselves from this topic. After a heated and uproar discussion, Ski polled the Board for a vote.

**Vote:** Those **in favor** of adopting RSA 674 in its entirety, by show of hands were: Dennis L., Connie B., and Roy B. **Opposed:** were Ski K., Bob G., Frank R., and Bruce P. **Motion defeated 4 - 3.**

**Motion:** by Bob G., and seconded by Frank R., to adopt RSA 674:71, 674:72 and 674:73 to take into account attached and detached ADU’s.

**Discussion:** Dennis L., questioned when the town adopts an RSA from the State and adopts it into the Zoning Ordinance, the town is already accepting all written instructions that is included in the RSA. Bob clarified for Dennis that the State is telling the town’s it must incorporate RSA 674:71 & 674:72 into the Zoning Ordinance but the Town has the option of adopting RSA 674:73.

**Vote:** Those **In Favor:** of adopting RSA 674:71, 674:72 and 674:73 to take into account attached and detached ADU’s, by show of hands were: Ski K., Bob G., and Frank R. **Opposed:** Connie B., Bruce P., and Roy B. Abstained: Dennis L. **Motion defeated 3 - 3.**

**Discussion:** Bob G., asked Bruce P., his reasoning for opposing the motion. Bruce replied he does not approve of RSA 674:73 detached ADU due to effectively doubling the population.

**Motion:** by Connie B., and seconded by Roy B., to strike on page 80 of the Ossipee Zoning Ordinance Article 35.1 Residential Uses – Section: (1) Accessory Apartments & (b) Two Family Dwelling and adopt RSA 674:71, 674:72 and 674:73.

Bob G., asked Steve McConarty if he was alright in striking these two sections from the Zoning Ordinance. Steve McC., stated he would need to review these sections before making a response.

**Ashe Fischbein** called for Point of Order: Ski K., acknowledged the point of order. Ashe Fischbein suggested recalling the last motion until each member of the Board has a clear understanding of RSA 674:71, 674:72, and 674:73 before deciding to strike other Articles from the ZO, that some members feel contradicts RSA 674:71, 674:72, and 674:73.

**Discussion:** Bob G., requested to give Steve McConarty time to review the Article 35.1 Residential Uses – Section: (1) Accessory Apartments & (b) Two Family Dwelling before striking it from the ZO.

**Vote:** Those **In Favor:** of motion to strike on page 80 of the Ossipee Zoning Ordinance Article 35.1 Residential Uses – Section: (1) Accessory Apartments & (b) Two Family Dwelling and adopt RSA 674:71, 674:72 and 674:73. By show of hands were: Connie B., and Roy B. **Opposed:** were Ski K., Bob G., Dennis L., and Bruce P. **Abstained:** Frank R.

Bob G., asked Connie B., if wanted to retake the second motion. Connie replied no, he will sign a petition.

**Master Plan 2016 Revision** – Work Group Committee: Bob Gillette, Rick St. Jean, and Dennis Legendre: **Bob G.**, thanked Pat Jones for the work she did on the last revision in 2006. But stated there are 10 sections and are about 12 years outdated and missing sections to today's standards. Missing sections include: Economic Development, Recreation, Community Design Standards, Energy and Energy Conservation. Structurally there are a lot of section that are very narrative which could consolidated. Bob G., suggested structuring it to include: Summary of Current Situation followed by Challenges & Issues and finally Recommendations. Another issue identified is cost of research, supplies, printing fees for books and contacting LRPC for updated maps. Bob G., suggested having other Boards, Commissions, Fire Dept., Police Dept., update sections that pertain to them verses having the PB update the sections. Discussion ensued over updating the maps. Roy proclaimed the State has only one acceptable set of map per the meeting he attended. Bob G., is to investigate cost and with LRPC for maps.

- **2017 Budget Proposal:**

2017 Budget Worksheet	2016	2016 YTD	PB REQ. 2017	Selectmen's Req.
PLAN BD - SEC	\$5,500.00	\$6,592.50	\$7300.00	\$7300.00
PLAN BD - FICA	\$341.00	\$408.79	\$453.00	\$453.00
PLAN BD - MEDICARE	\$80.00	\$95.64	\$106.00	\$106.00
PLAN BD - TELEPHONE	\$550.00	\$414.30	\$550.00	\$550.00
PLAN BD - ADVERTISING	\$1,500.00	\$1,449.80	\$2,000.00	\$2,000.00
PLAN BD - OFFICE SUPPLIES	\$500.00	\$215.50	\$500.00	\$500.00
PLAN BD - POSTAGE	\$1,000.00	\$697.40	\$1,500.00	\$1,000.00
PLAN BD - MILEAGE	\$200.00	\$12.15	\$250.00	\$250.00
PLAN BD – EDUCATION/TRAINING	\$300.00	\$336.25	\$500.00	\$500.00
PLAN BD - PROFESSIONAL FEES	\$1,500.00	\$0.00	\$5,000.00	\$2,000.00
PLAN BD - LAKES REGION PLAN	\$4,500.00	\$4,234.00	\$4,500.00	\$4,281.00
PLAN BD - COMPUTER & SOFTWARE	\$250.00	0.00	0.00	0.00
Total:	\$16,221.00	\$14,456.33	\$22,659.00	\$18,940

Connie went to the Selectmen's Budget meeting to represent the PB's \$22,659.00 proposed recommendation. Rick Morgan- Selectman, thought postage should remain at \$1,000.00, Pro fees - \$2,000.00 and LRPC - \$4,281.00. Connie reported the Selectman did not cut the budget but has left final decision up to the Budget Committee, who will meet on November 2, 2016. But Rick Morgan stated he will recommend reducing these three items. Connie will be there to represent the PB.

**New Business:** [Ski provided update to PB from previous conversation with Rick St. Jean.](#)

- **Jones & Beach Engineers, Inc.** invoice = \$6,679.75 [Late notice invoice received at Town Hall on 10/28/2016, no changes to the amount.](#)

### Letters: (FYI – ONLY)

- NH Div. of Historical Resources: Notifying of no historical properties affected by Valley Road Bridge Replacement project.
- LRPC – Municipal Membership dues – FY 18 = \$4,281.00
- MWV Housing Coalition: Accessory Dwelling Units workshop on November 14, 2016 at North Conway Water Precinct Community Room from 6 – 8 pm.

### Any Other Business Which May Come Before This Meeting -

- **Ashe Fischbein:** Had few things to discuss with the Board:
  1. Recommended [www.choosenh.com](http://www.choosenh.com) for information to assist with the Master Plan update.
  2. Economic Development Council meet the 3<sup>rd</sup> Monday of each month and welcomed members of the PB to attend.
  3. Site Plan Reviews – encourages to have more SPR because that means things are growing and thriving in the town. Stated he has been approached by several realtor who have clients wanting to do business in Ossipee.
  4. Would like to speak with Steve McConarty more in-depth about inconsistencies with SPR and other businesses in town.
  5. Would like someone to explain the procedure to change zoning on a property – Connie replied there are two ways:
    - i) Approach the Planning Board – If PB accepts the request, it goes to 2 public hearing and voted on by PB, who will determine final wordage of amendment. If approved it goes to Annual Town Meeting for a ballet vote.
    - ii) Petition – need 25 Registered Ossipee Voters to sign a petition to amend the zoning. The petition would go to the Selectmen, who will send it to the Planning Board, and the same procedure ensues.

Bob G., suggested having the Economic Development Council help write the update for the Master Plan. Ashe agreed.

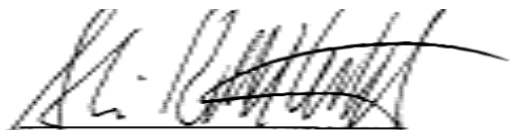
### Adjournment

**Motion:** by Roy B., seconded by Connie B., to adjourn the meeting.

**All in favor by show of hands, motion passed.** The meeting adjourned at 8:15 p.m.

**Next Meeting: November 15, 2016 at 7:00 p.m.**

**Minutes approved by majority vote of the Board on – 11/15/2016**  
Date



**Ski Kwiatkowski, Chairman**