



# Town of Plymouth

Planning Board Meeting

Plymouth Town Hall

Plymouth, NH 03264

## December 4, 2014

FINAL 01-08-15

**MEMBERS PRESENT:**

Mike Ahern (Chair), John Randlett (Vice Chair), John Kelly, Rebecca Hanson, Jack Scarborough, Bill Bolton (Select Board Rep.)

**OTHERS PRESENT:**

Sharon Penney, Plymouth Town Planner

**CALL TO ORDER:**

Mike Ahern called the meeting to order at 6:30 p.m. Roll call of members was completed.

**GENERAL PUBLIC COMMENTS:**

None

**ADMINISTRATIVE MATTERS:**

- ❖ Introduction of new Planning Board member Rebecca Hanson who represents the Plymouth Conservation Commission.

**Review of November 6<sup>th</sup> and November 20<sup>th</sup>, 2014 minutes.**

- ❖ Jack Scarborough made a motion to accept the November 6<sup>th</sup>, 2014 minutes as written, seconded by Bill Bolton. John Randlett and John Kelly in favor, Mike Ahern abstained as not in attendance of meeting.
- ❖ Jack Scarborough made a motion to accept the November 20<sup>th</sup>, 2014 minutes as written, seconded by John Randlett. John Kelly and Bill Bolton in favor, Mike Ahern abstained as not in attendance of meeting.

**CORRESPONDENCE:**

None

**NEW BUSINESS:**

None

**UNFINISHED AND OTHER BUSINESS:**

**Continuation of Zoning Amendment process:**

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- ❖ Sharon Penney reviewed with the Board on the changes that have been discussed. She noted they might want to proceed with small changes at this time such as modifying zoning definitions rather than larger changes as they are embarking on the new Master Plan update the first of the year and the zoning ordinance could be affected by that process once it concludes. Suggestions are as follows:
    - A term of "bed and breakfast" added with a definition.
    - Removing "tourist home" or combining with bed and breakfast as tourist home is obsolete.
    - A definition for Master Sign Plan as it is referred to in the Zoning Ordinance; however it presently has no explanation, definition or information attached to it.
    - Change to the definitions of "tree, airport and industry".
  - ❖ Sharon Penney mentioned to the Board that these changes are for them to make and present to the public. This starts off the season for petitioned warrant articles.
  - ❖ Bill Bolton mentioned that he has looked through the Zoning Ordinance and mentioned the definition for the term "child care center" is not correct and that should be addressed as well.
  - ❖ Mike Ahern verified that they are looking for better definitions for the terms.
  - ❖ Sharon Penney noted that applicants are coming to the Zoning Board of Adjustment for applications citing terms which do not exist or does not have a proper definition in the Zoning Ordinance. She is trying to avoid extending this problem into the future. She stated that the boards time frame for doing this is very limited as she mentioned before.
  - ❖ Jack Scarborough offered to take the lead on looking through and writing down any changes he sees necessary to be made to the Zoning Ordinance.
  - ❖ Mike Ahern asked the Board if they are okay with Jack Scarborough taking the lead on this and consulting with Bill Bolton and Sharon Penney on the changes they have mentioned.
  - ❖ John Kelly noted that they should substitute the word University for College.

**Master Plan Consultant search update:**

- ❖ Sharon Penney passed out a copy of the RFP submitted by North Country Council to the Board members. She noted that this was the only submission received in spite of all the additional advertising that was done. She feels this submission covers the needs the Board is looking for and is the range of pay that the Board was looking to spend for this scope of work. She mentioned that the plan was for the Board to meet with the consultant and fine tune the list of task. The final contract would go through the Select Board.
- ❖ John Kelly asked if all task as well as mileage are included in their fee.
- ❖ Sharon Penney stated everything is included in their bottom line number. This includes work for approximately 18 months. Sharon stated the Board would have to meet with them to iron out the specifics. North Country Council has worked on many projects for the Town and she feels they have a fairly familiar with the Town. She stated the RFP had been out for five or six weeks and the period was until November 21<sup>st</sup>, 2014.
- ❖ Mike Ahern noted that he remembers the last Master Plan consultant's fee was significantly higher than this quote.

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- ❖ John Kelly feels the difference could be a sign of the times then and now.
  - ❖ Bill Bolton asked what the next step is at this point.
  - ❖ Sharon Penney stated this was the only submission and the window of opportunity ended November 21<sup>st</sup>, 2014. She stated she had an inquiry from Municipal Resources Inc., however they never followed through.
  - ❖ Mike Ahern asked if this is up to the Planning Board or the Selectboard.
  - ❖ Sharon Penney stated the contract is issued by the Selectboard, however they need recommendations from the Planning Board as they are the ones that are having a new Master Plan written. She stated that she feels North Country Council will do a good job due to past experiences.
  - ❖ John Kelly feels that North Country Council did not give them enough of an explanation to fix their problems.
  - ❖ Sharon Penney noted that they have the documents to help them, however they are outdated and need updating to help them in this process. If something is not documented than they cannot enforce it.
  - ❖ John Kelly feels they always come up with problems, however never cost effective solutions. His big issue is with the environmentally sensitive zone and how to change this.
  - ❖ Sharon Penney suggested tackling this in the Master Plan. The Master Plan is the blueprint and the other documents are the tools to get it done. She stated how big of a project it will be to tackle the environmentally sensitive zone and that they would need time to tackle that issue.
  - ❖ Mike Ahern stated to John Kelly that he brought up a very valid point and that he has been thinking about the issue with the environmentally sensitive zone as well. He feels that a new person coming to Plymouth and wants to build a new business that they should be able to understand the Zoning Ordinance. They need to have specific rules. He is hoping the Master Plan will be a start for a solution to these problems.
  - ❖ Sharon Penney stated that right now they are doing basic housekeeping to the Zoning Ordinance and once they have affirmation on the RFP they will start the process on the Master Plan.
  - ❖ John Randlett made a motion to recommend the Selectboard approve the proposal from North Country Council, seconded by Jack Scarborough. All in favor.

#### **PUBLIC COMMENTS:**

- ❖ Frank Miller feels the reason they are not getting anywhere with the Master Plan is due to a zone and definition issues. He feels once these are addressed the process will move forward.
- ❖ Sharon Penney passed out the updated handbooks from the Office of Energy and Planning.

#### **ADJOURNMENT:**

- Jack Scarborough made a motion to adjourn; motion seconded by Bill Bolton. All in favor. Meeting adjourned at 7:06pm.

PLEASE NOTE:

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The public is invited to attend all meetings of the Planning Board. During official public hearings, the public is welcome to speak. For other items the public may speak at the discretion of the chair/board. Files on the applications and items above are available for inspection in the Planning Department in Town Hall, from 8:00 a.m. to 4:30 p.m., Monday through Friday. These applications and items are subject to change prior to final action. Contact the Planning Department if you have questions or comments about these or any related matters or if you have a disability requiring special provisions for your participation at 536-1731 or you can e-mail the Town Planner, Sharon Penney at: [spenney@plymouth-nh.org](mailto:spenney@plymouth-nh.org).

Respectfully Submitted,  
Lisa Vincent