

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on AUGUST 1, 2017

minutes approved on 9/5/2017

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, August 1, 2017 at 7:05 p.m.

MEMBERS PRESENT: Tom Young (Chairman), Kimberly Queenan, Dave Samuel, Tyler Perrin, Mike Croteau, arrived at 7:08 p.m.

MEMBERS ABSENT: Matt Shoemaker (Vice-Chairman), Joe Blanchette, (alternate), Steve Perry (Selectmen's Rep.),

ALSO PRESENT: Joan McKibben (P.B. Admin. Assistant), Jen Czysz (Assistant Director NRPC)

CALL TO ORDER

Mr. Young called the meeting to order at 7:05 p.m. and led the Board in the Pledge of Allegiance.

Roll call of members.

Public Input: No Public input on non-agenda items.

Community Design Chapter - Master Plan

The letter the Board will send out to attract volunteers to the community design sub-committee is unchanged from a previous meeting.

The charter for the community design subcommittee has been refined with clarifications that the sub-committee will meet during the second regular planning board meeting the third Tuesday of the month. The sub-committee will advise the Planning Board on what should go into this chapter.

Discussion and strategy centered on how to involve members from the population at large beyond town boards and committees.

A rough draft of the chapter may be sent to abutting communities $\frac{3}{4}$ of the way through the process for their input.

When the letter from the Board is ready to go the following people will contact their groups for volunteers:

Tom Y. - Planning, Selectmen, Conservation ZBA, Recreation, a member of the Senior Community, and a high school student.

Kim Q. - The Historical Society

Tyler P. - Real Estate Agent/Developer/Applicant's Rep.

Dave S. - Agricultural community member and point person for the What's Up Litchfield Facebook Page to get a volunteer from the public, also letter to editor HLN was mentioned. The Board can also use the reader board at town hall near the roadways to advertise for volunteers.

The goal for the the next few weeks is to get the HLN letter and What's Up page announcement.

2018 Budget

Joan suggests add funds to purchase a chrome book to be used at the meetings. Tom will check with Town Admin. Troy and possibly add to budget.

Dave S. MOTIONS to accept the 2018 planning bd. Budget with added funds for a chrome book .Tyler P. seconds the motion. Motion passes 5-0-0.

Site Plan Regulations/Zoning Update

Town Counsel has reviewed and provided some comments.

Section 115.2.65 site plan - An applicant can replace in-kind lighting if grandfathered.

Section 163.4 needs clarification currently states "lighting and lights from vehicular traffic shall be shielded or buffered to prevent off-site glare ..." also need to prevent site lighting from interference with vehicles and head lights can also interfere with enjoyment of a person's property. These items need to be separated out.

Jen will do scan on entire document (site plan) to find wording elsewhere and correct.

Demolition Review

Kim Q. meet with Kevin Lynch, Building Inspector, Code Enforcement to review the parameters of a possible demolition ordinance. They will be reviewing the square footage requirements.

Kim would like to meet with Jen to discuss this idea further.

It was mentioned the voters will want to know what is meant by historically significant.

There would be two documents one for town building and a slightly different one for privately owned buildings.

Approval of 6/20/17 minutes

Dave S. makes a MOTION to approve the June 20 minutes as written. Kim Q. seconds the motion. Motion passes 4-0-1.

The July 18 notes are mentioned, no quorum.

Dave S. makes a MOTION to adjourn. Tyler P. seconds the motion.
All in favor. The meeting adjourned at 8:20 p.m.

Next meeting is September 19, 2017

Minutes transcribed by
J. McKibben