

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on September 5, 2017

minutes approved on 9/19/2017

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, September 5, 2017 at 7:00 p.m.

MEMBERS PRESENT: Tom Young (Chairman), Matt Shoemaker (Vice-Chairman), Kimberly Queenan, Dave Samuel - remotely by phone from LA, Tyler Perrin, Joe Blanchette, (alternate), Steve Perry (Selectmen's Rep.),

MEMBERS ABSENT: Mike Croteau,

ALSO PRESENT: Jen Czysz (Assistant Director NRPC)

CALL TO ORDER

Mr. Young called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance.

Roll call of members. Joe Blanchette is appointed as a voting member.

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

1. Demolition Review Ordinance and Heritage Commission

Kim Q. starts the discussion with a handout of the draft flowchart for demolition process for privately owned building. This would be a zoning change. There is state law exempting governmental buildings from zoning.

One of the main things to remember about this proposal is the property owner has the ultimate decision to keep or demolish the building.

We have been working on the proposed ordinance from mid April - August. We have reviewed it with Kevin, Building Inspector/Code Enforcement.

We have put the flowchart into sentences to ultimately bring it to an ordinance.

When it is in form we can put it on the web site for the public to look at it.

The main idea on the flowchart is if the Heritage Commission finds the structure to have historical or architectural significance the process would start before demolition. First a Heritage Commission would need to be created by town meeting vote. It should not hold up the property owner more than 40 days.

Matt S. asks ultimately what do we want to do with this today?

Kim/Jen Start to review the ordinance as a body for December- January hearings before town meeting in March.

We would need to coordinate items and speak to the Selectmen about creating a Heritage Commission which would be on the ballot in March.

Kim states that the Heritage Commission would be advisory only they would NOT be looking at creating a Historic District.

Dave S. questions whose responsibility will it be to do the public notice on the building (to be demolished) and remove the notice? Currently (in the proposal) it would be the owner picking up and placing the sign.

Steve P. thought it should be up to the Heritage Commission to place and remove the signs at the site because they have the interest in the historic structure.

Dave S. suggests adding language for the sign identifying the building for demolition be visible from the road.

2 Community Design

Jen and the board discuss the response from volunteers for working on the community design chapter. Very limited response from the public. Dave will resubmit to the Facebook page Tom will follow up the the high school. Tom stated some people have expressed interest in sending in comments.

The agenda, objectives and what the board hopes to accomplish at the 9/19 meeting, when volunteers come in, is discussed.

Items discussed - how to conduct meetings , review RSA 91-A
Communicate the goals and overview of the project
Where this chapter falls into the master plan
Q & A session
Subcommittee roles and responsibilities
How to do research
They may need to research or outreach outside of a meeting
Ask why the volunteer are interested in the project.

Follow up with the high school was mentioned again and more than one student would be an advantage.

August 01, 2017 Minutes

Tyler P. makes a MOTION to approve the August 01, 2017 minutes as written seconded by Kim Q. Motion passes 4-0-3

Matt S. makes a MOTION to adjourn Joe B. seconds the motion.
All in favor. Meeting adjourned approximately 8:00 p.m.

Minutes transcribed from video by
J. McKibben