

1-25-17 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester**  
**Planning Board Meeting**  
**Wednesday, January 25, 2017**  
**Municipal Complex**  
**Approved Minutes**

**Members Present**

Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member  
Richard Snyder, Member  
Michael Weider, Member (arrived at 7:43 pm)  
Aaron Hume, Alternate Member

**Members Absent**

Brian Sullivan, Chairman  
Cass Buckley, Ex-Officio

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times**

Tri-Town Times

Vice Chairman Sederquest called the meeting to order at 7:03 pm.

**Agenda**

**General Business**

- Review & sign invoices & time sheet.
- Review & approve minutes for 1/11/17.
- Review & approve the substitution of the revised School Impact Fee report
- Review & approve draft of updated Road Requirements & Acceptance Policy.
- Final PB 2017/2018 budget discussion.
- Reminder – Thursday 26<sup>th</sup> BOS – Budget review @ 7:15 pm
- Discuss potential zoning amendments.
  - Article 14 – Fair Share Contribution
  - Table 2?
  - Article 6 – perimeter setback
- FYI – Review spreadsheet of Offsite Improvement Account balances.
- FYI – Letter received from GBN Properties.
- FYI – ECM submitting Crowley Woods subdivision plans to Dubois & King for review.

**7:15 Appointment**

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None scheduled.

#### **7:45 Public Hearings**

None scheduled.

#### **Future Meeting Dates:**

- January 26, 2017 – PB Annual Budget Review with BOS
- February 1, 2017 PH Stein re: Bittersweet Blessings, SUB James Marchese re: Ruth Ray Road acceptance
- February 8, 2017 – Zoning Amendments?
- February 22, 2017 – Zoning Amendments?

Vice Chairman Sederquest stated that Mr. Hume is the alternate at this meeting for Chairman Sullivan.

#### **Review and approve minutes for 1/11/17**

The Board reviewed the minutes from 1/11/17. One change was made, line 339 had the word “oxygen” added to the sentence. Mr. Snyder made a motion to approve the minutes dated 1/11/17 as amended; Ms. Richter seconded the motion. Motion approved, 4-0-0.

#### **Review & approve the substitution of the revised School Impact Fee report**

Mr. Hadik presented the Board with the revised School Impact Fee report. He noted that there are no substantive changes to the report. There were no changes to the calculations and fees. Mr. Hadik added that the report has been updated with only the appropriate attributions on pages 1 and 2.

Mr. Snyder made a motion to approve the substitution of the revised School Impact Fee as presented by Mr. Hadik tonight; Ms. Richter seconded the motion. Motion approved, 4-0-0.

#### **Review & approve draft of updated Road Requirements & Acceptance Policy**

Mr. Hadik presented to the Board the updated Town of Chester Road Requirements & Acceptance Policy.

Mr. Snyder made a motion to accept and approve the Planning Board’s portion of the Town of Chester Road Requirements & Acceptance Policy as presented by Mr. Hadik and amended tonight; Ms. Richter seconded the motion. Motion approved 4-0-0.

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**Final Planning Board 2017/2018 budget discussion**

Mr. Hadik updated the Board on the Planning Board's proposed annual budget. He reviewed minor changes that had been made to the budget. He and the Board discussed a request to add \$1,000 for additional skills training, including ARC-GIS training for the possible development and maintenance of a Town geographic information system (GIS).

Mr. Hadik and the board discussed online GIS for the Town. Mr. Hume noted that he is familiar with GIS, providing information about GIS to the Board. Mr. Hadik noted many surrounding towns already have GIS systems for their taxpayers. He stated that whether or not he used the training to develop the system in-house or by an outside party, the knowledge will be useful for saving costs when the time came for reviewing bids for development and maintenance of a Town GIS system.

**Reminder – Thursday 26<sup>th</sup> BOS – Budget review @ 7:15 pm**

Mr. Hadik reminded the Board that the budget review by the BOS takes place tomorrow night on Thursday, January 26, 2017. He noted that he is unable to attend.

Mr. Weider arrived at the meeting at 7:43 pm.

**FYI – Review spreadsheet of Offsite Improvement Account balances.**

Mr. Hadik presented the Offsite Improvement Account balances spreadsheet. He and the Board reviewed and discussed the information on the spreadsheet.

**FYI – Letter received from GBN Properties.**

Mr. Hadik presented the Board with an information request letter he received from GBN Properties, LLC along with the letter in which he responded to the request, and a copy of the document requested by Mr. Jonathan Remillard.

**FYI – ECM submitting Crowley Woods subdivision plans to Dubois & King for review.**

Mr. Hadik updated the Board on his conversations with Mr. Eric Mitchell regarding the Crowley Woods subdivision. Mr. Hadik noted he had recommended to Mr. Mitchell, because of the large size of the subdivision, to sign a contract and initiate the engineering review with Jeff Adler well in advance of submitting the subdivision application. This way any major design issues could be addressed in advance, in order to minimize the risk of exceeding the 60-day application approval period stipulated in the RSAs.

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**Discuss potential zoning amendments.**

Mr. Hadik presented the Board with a list of proposed 2017 Zoning Amendments he had compiled from various Board reviews over the past year, along with input from the Town Building Inspector and the ZBA. He and the Board reviewed the list of proposed amendments, discussing the proposals in detail, and debating which and how many proposals would be practical to put before the Town's voters.

Mr. Snyder suggested an informational meeting with the Building Inspector to discuss the need for certain proposed amendments and how they would address current Town problems.

Mr. Weider noted that any "technical clean-up" to existing amendments did not require having the amendment put before the Town for a vote. Other Board members agreed that fixing scrivener's errors such as typos, numbering format, accidental duplicate wording etc. did not require zoning amendments to make the corrections.

**7:15 Appointments**

None scheduled.

**7:45 Public Hearings**

None scheduled.

**Other**

The Board briefly discussed the upcoming Public Hearing, February 1, 2017 for Stein re: Bittersweet Blessings. Mr. Hadik noted the attorney had presented the Board with a couple options for how to proceed. Mr. Snyder and Ms. Richter briefly discussed whether the Planning Board should revoke the approval because the application was approved based on incorrect information.

Mr. Hadik also noted that the attorney suggested that, if and when approved, a condition should be added that requires the dwelling unit to be owner-occupied.

**Adjournment**

Mr. Snyder made a motion to adjourn the meeting; Mr. Hume seconded the motion. Motion approved, 5-0-0. The Meeting was adjourned at 8:54 pm.

Respectfully submitted,

C. Molly Qualters

Recording Secretary