



# MADBURY PLANNING BOARD

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## DRAFT

### OFFICIAL BUSINESS

**Minutes of:** April 19<sup>th</sup>, 2023

**Meeting Convened:** 7:01 pm

**Members in Attendance:**

Marcia Goodnow - Chair  
Douglas Hoff - Vice Chair  
Tim Burt -Ex Officio  
Tom Burbank  
Casey Jordan  
Andrew Losee  
Bill Cortemanche

**Support Staff:**

Daphne Chevalier - Recording Secretary

**Meeting Attendees:**

**1. Seating of Alternates**

In Member Card's absence, Alternate Cortemanche was seated this evening.

**2. Approval of Minutes**

**Motion** by Vice Chair Hoff to accept the minutes for April 5<sup>th</sup>, 2023 as presented.

**Seconded** by Selectman Burt. **Motion passed unanimously.**

**3. Correspondence**

No correspondence to enter into the record this evening.

Regarding the Philbrick case discussed last meeting, Selectman Burt reported that he brought the issue back to the Select Board, and they are drafting a letter now to follow up on the issue. The previous minutes stated there was a public hearing previously on the matter; however, a public hearing did not occur. Selectman Burt would like the minutes to reflect that correction.

**4. Workshop session: Upcoming Lot Line Adjustment hearing, May 3, 2023**

Chair Goodnow introduced the lot line adjustment application and advised caution as the Board moved forward with discussing the issue. She said informational questions are acceptable, but they cannot deliberate on the issue. Vice Chair Hoff said they can discuss the history of the issue to get the Board up to speed. This particular case is complicated by the reservoir and Portsmouth's interest in the matter. Member Jordan reviewed the lot map with the Board, identifying the wetland areas for the new Board members. Vice Chair Hoff reviewed some of the conditions on the previous application for lot line adjustment. One of the conditions was that

any future development shall have no wetland impacts. The Board reviewed the map from the first proposal and compared it with the map for the new application proposal. There was some discussion as to whether the Board requires the wetlands to be shown on the plans. The Board questioned how that area is zoned: is it commercial, residential, or agricultural? The Board reviewed the checklist for lot line adjustments. The checklist does require boundaries of wetlands and water areas. The Board discussed where application materials are housed for the public to be able to access them. A copy of the materials must be housed at the Town Hall so members of the public can come in and review them. The Board discussed procedures and best practices around incomplete packets, stating abutters need to have ten days' notice prior to a public hearing. Vice Chair Hoff reviewed the procedures for a public hearing for the new Board members. He stated most of the undeveloped land left in Madbury is wet, making those difficult cases. Member Jordan said oftentimes the Board will ask applicants to go before other commissions to get feedback and make adjustments before returning to the Board for approval. Member Burbank pointed out it is incumbent upon the Engineering companies to ensure all the State requirements are met in the applications as well. Chair Goodnow encouraged the Board to revisit the documentation in preparation for the lot line adjustment public hearing.

#### **5. Workshop session: Master Plan update overview**

Chair Goodnow explained the purpose of a Master Plan and reviewed the Table of Contents for the current Plan. She reviewed the town goals and explained that though the Planning Board is charged with developing the Plan, it belongs to the public. Madbury's number one goal is to protect water resources. She reviewed Madbury's other major goals as written. The existing Master Plan is available on the Town website.

#### **6. Other Business**

Chair Goodnow informed the Board a new application for a new home occupation has been received. It will likely be scheduled for the first week in June.

Chair Goodnow informed the new Board members about the history of agritourism, including a barn on Cherry Lane that hosts weddings, and how lengthy a process it was for some applicants as a result of new requirements laid out by the State law.

**Motion** to adjourn by Member Burbank. **Seconded** by Member Cortemanche. **Motion passed unanimously.**

**Meeting adjourned:** 8:25 p.m.

Respectfully submitted by Daphne Chevalier.