

**PLANNING BOARD  
TOWN OF FRANCESTOWN, NEW HAMPSHIRE  
January 22, 2024**

**Members Present:** Scot Heath (ex-off), Linda Kunhardt, Karen Fitzgerald, Sarah Pyle, Betsy Hardwick

**Absent:** Bob Lindgren, Gerri Bernstein

**Alternates present:** Susan Kane

**Absent:** Kris Stewart, Chris Danforth, Kaela Law

**Voting members:** Scot Heath (ex-off), Linda Kunhardt, Karen Fitzgerald, Sarah Pyle, Betsy Hardwick, Susan Kane

**Others present:** Martha Farmer, Russell Huntley

*Minutes prepared by Amanda Burton*

Sarah Pyle called the meeting to order at 6:30.

**Discussion:**

Minutes from 11-14-2023

**Motion:** Kunhardt suggests housekeeping change: insert Subdivision Regulation before the word section.

Motion: Hardwick moves to accept as amended

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane **Opposed:** none

Minutes from 12-5-2023

Discussion of how to word Bernstein motion on waiving admin fee.

**Motion:** Pyle moved to accept as amended, Hardwick seconds

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane **Opposed:** none

Minutes from 12-19-2023

Fitzgerald questions if map/lot references are correct

**Motion:** Pyle moves to accept as amended. Fitzgerald seconds.

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane **Opposed:** none

**Subdivision Application/Public Hearing: Bible Hill Road - Case #23-SD-03**

Meeting Continued from December 19th, 2023.

Since the last meeting, the Applicant had submitted amended materials. The CRC committee met January 5, 2024 to look at revisions, Kunhardt advised applicant of the additional changes needed:

- Missing revision date on plat
- Did not find omission that was requested.
- No waiver request

Kunhardt reported that, following the CRC advisement, the deficiencies identified appear to have been met.

**Motion:** by Heath to accept the application as complete for purposes of consideration, Hardwick seconds

**In Favor:** Hardwick, Fitzgerald, Kunhardt, Pyle, Kane, Heath **Opposed:** None

Kunhardt reviews first waiver request: Sediment and Erosion Control Plans - for any driveways crossing slopes greater than 15% until such time as the lot owner applies for a building or driveway permit. Board discusses timing for meeting the erosion control plan requirement.

**Motion:** Hardwick moves to grant waiver for purposes of discussion, Heath seconds

**In Favor:** Fitzgerald, Kunhardt, Pyle, Kane, Heath, Hardwick. **Opposed:** None

Kunhardt reviews second waiver request: HIS maps

**Motion:** Fitzgerald moves to grant waiver for HIS Map, Pyle seconds

**In Favor:** Kunhardt, Pyle, Kane, Heath, Hardwick, Fitzgerald **Opposed:** None

Kunhardt reviews third waiver request: DES approval of lots under 5 acres

**Discussion:** Heath suggests this be a condition of approval, board agrees.

**Motion:** Heath moves to grant waiver of approval for the purpose of discussion.

**In Favor:** Hardwick seconds, Fitzgerald, Kunhardt, Pyle, Kane **Opposed:** None

### **Open Public Hearing on Case# 23-SD-03**

Subdivision and Lot Line Adjustment

Tax Map 9, Lots 9-26.02, 9-22.01 and 9-23, Bible Hill Road

Applicants: Huntley Survey and Design, PLIC, Brenda and Lester Greenwood and the Lara K. Gilman Rev. Trust

Russell Huntley, Surveyor, presented the proposed plan and discussed the changes the board has requested. He explained that the Greenwoods are proposing to create 3 front lots on Bible Hill Road from 2 existing lots and to annex a portion of land at the back of the lots to a neighboring lot owned by the Gilman Trust.

All 3 lots have proper frontage and approved driveway cuts along the road as indicated  
One lot has been developed, it is the Greenwood's current home  
The proposed 50' right of way on the original plan has been removed  
9-26.3 has been provisionally labeled - as the next number in line.

**Discussion:** Hardwick presented opinion from conservation committee:

- Lot numbers should be consistent, there appear to be discrepancies.
- Zone X- Flood Map- the land is not in hazard area
- the ConCom would like to see a note on restrictions needed when developing the proposed middle lot. There are significant slopes and highly erodible soils on this lot. (proposed L 9-26.3). It is not clear on the plan where the driveway is going. Where is the house proposed? Driveway is close to buffer.

**Motion:** Kunhardt moves that a designated building envelope be established, and shown on final plat, that is outside of steep slope areas and building setbacks. Second by Hardwick

**In Favor:** Hardwick seconds, Fitzgerald, Pyle, Kane, Heath. **Opposed:** None

**Motion:** Hardwick moves that a note be added to the plan: prior to any site development shall meet all standards established in Section V-H of the Subdivision Regulations. Fitzgerald seconds.

**In Favor:** Fitzgerald, Kunhardt, Hardwick, Pyle, Kane, Heath. **Opposed:** None

Hardwick suggests that the current Note 12 regarding waivers should be removed

**Motion:** Hardwick moves to waive the requirement for an erosion control plan prior to subdivision approval but add to as condition that the PB must approve prior to any site development. Heath seconds.

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane. **Opposed:** None

**Public Discussion:**

Margaret Farmer questions where the house is being put on the lot and asks for clarification on rules for setbacks.

She notes that her concerns regarding what happens on the access road have been resolved.

There being no further public comments, Pyle closed public discussion

**The Board discussed and agreed upon the following conditions of approval:**

**Precedent:**

1. Correct the lot designations on the portion of land to be annexed

2. Remove proposed note 12 (waiver requests)
3. Add the following note 12: "Any site development will meet all standards established in Section V-H of the Subdivision Regulations."
4. On proposed lot 9-26-03, show a designated building envelope which is outside of conservation overlay areas and building setbacks, and include as note #13: "A building envelope is established on lot 9-26-03. All primary structures, accessory buildings, and systems will be located within the designated building envelope." (Subdivision Regs V. A.5.(j))
5. Receipt of DES approval of all lots under 5 acres, in accordance with Section V-N.1 of the Subdivision Regulations
6. Submission of final Mylar - Sheet 1, suitable for recording at HCRD, plus two copies of both pages of the final approved plan sized 22" X 34", plus three copies sized 11" x 17" (in accordance with Subdivision Regs, Section VII-C.7).
7. Receipt of digital plan and payment of recording fees (both as specified in the Frankestown

**Subsequent:**

1. Prior to any site development on steep slopes (over 15%) or any further town approvals, Planning Board approval & certification of a sedimentation and erosion control plan, and payment of fees incurred for independent review of the proposed plan, is required. (In compliance with zoning ordinance 2-A.3.1 and Subdivision Regs: Section V-H.2 and-C.11).

Heath moved to approve the subdivision subject to the conditions outlined.

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane. **Opposed:** None

Pyle closed the Public Hearing on Case # 23-SD-03

**Public Hearing: Proposed changes to the Frankestown Zoning Ordinance**

Pyle opened the Public Hearing on proposed amendments to the Zoning Ordinance and noted that that board had discussed at length the proposed amendments and, on December 19th, voted to take them to public hearing.

Pyle also noted that any substantive changes made at this meeting would require a second Public Hearing.

No member of the public was in attendance for the hearing.

**Discussion:**

Kunhardt suggested several formatting changes and suggested the word *review* be changed to *approval* to be consistent throughout the document. The board accepted the proposed changes and agreed that proposed changes were not substantive.

**Motion:** Pyle moved to present the proposed amendment, with formatting corrections, to voters at Town Meeting. Hardwick seconded.

PB 1/22/2024- Approved

**In Favor:** Heath, Hardwick, Fitzgerald, Kunhardt, Pyle, Kane. **Opposed:** None

**Proposed Changes to Site Development Regulations**

Postponed until next meeting

**Announcements and Communications:**

none

Meeting adjourned at 8:35pm.