

Town of Albany, New Hampshire  
Planning Board Monthly Meeting Minutes - DRAFT  
Wednesday, September 9, 2013 7:00 P.M.

Next Meeting/Work Session - Monday, September 23, 2013 7:00 P.M.

The Planning Board Meeting was held at the Albany Town Hall.

Present: Chairperson Josephine Howland, Vice Chairperson Mike Helmers; Tara Taylor, Adrian Simons, Peter Carboni, Alternate Voting Member; David Maudsley, Technical Advisor; Selectmen Representative Jack Rose,

Absent: Joe Ferris, Alternate; Matt Parker, Alternate; Theresa Ann Gallagher, Recording Secretary

Chairperson Josephine Howland called the Planning Board Public Hearing to order at 7:05 P.M. The meeting was taped for Theresa Gallagher.

Approval of the Agenda: Chairperson Josephine Howland asked for a motion to approve the proposed agenda for the September 9, 2013 Planning Board meeting. Tara Taylor made a motion to accept the agenda as submitted; seconded by Selectmen Representative Jack Rose. Chairperson Josephine Howland asked if there were any addition or changes; a report from Building Inspector, Peter Carboni will be added to the agenda, as #6, after the Board of Selectmen's Report. and move Ordinance Changes down to #7. Chairperson Josephine Howland asked for approval of the agenda as amended. All were in favor. None opposed.

Chairperson Josephine Howland signed Tin Mountain Conservation Center's Mylar, which was left in the meeting room; Theresa Gallagher will also sign and bring to the Registrar's office.

Approval of the Minutes: Chairperson Josephine Howland asked for a motion to accept the minutes from the August 14, 2013 Planning Board meeting; Selectmen Representative Jack Rose made a motion to accept the minutes from August 14, 2013 meeting; seconded by Tara Taylor. Chairperson Josephine Howland asked if there are any errors or omissions. On the first page, under Public Comment, first line add "for his firewood business". Discussion continued on the content of the minutes; Mike Helmers said he received them late and would like time to review the minutes and have them approved at the next meeting. A suggestion was made to include the tax map # and lot # when discussing properties in Albany. Chairperson Josephine Howland asked for a motion to put the approval of the minutes on hold until the next meeting; Adrian Simons made the motion to put the approval of the minutes on hold until the next meeting; Tara seconded the motion. All were in favor. None opposed.

The Planning Board would like to receive copies of letters sent to residents in Albany by the Board of Selectmen when asking them to come before the Planning Board.

The Planning Board agreed that the requirements for submitting applications need to be reviewed and will be added to the list of ordinance changes for future discussions.

Chairperson Josephine Howland reported that Theresa Gallagher and Kathy Vizard are working on getting the date scheduled for a joint meeting of the Board of Selectmen, Planning Board, Zoning

Board of Adjustments and the Conservation Commission. The Planning Board will put together an agenda for the meeting. Board Members should E-mail their ideas for the agenda to Chairperson Josephine Howland.

Board of Selectmen Representative Jack Rose reported that the Board of Selectmen and the Conservation Commission met with Executive Councilor Ray Burton and the Commissioner of Transportation, Christopher Clement, on Friday to discuss the possibilities of acquiring the DOT yard; it would allow the Town of Albany to gain access to the farm property. Discussion on opening a compost business is also on the table. Commissioner Clement took it into advisement. He will be discussing this matter with the Fish and Game Department, because they have been using the property. They have also expressed an interest in acquiring the property. Further discussion is being pursued. The Town of Albany and the Fish and Game may end up sharing the property.

Board of Selectmen Representative Jack Rose also reported that the signage for “Our Favorite Things” located at 2659 Route 16 (log cabin) was questioned by the Board of Selectmen; the owner was served a notice to come into compliance or be fined for having illegal signs. The trailers on the property are also a safety hazard and will be addressed.

Code Enforcement Officer, Peter Carboni, reported:

Tin Mountain Conservation Center, tax map 7, lot 71, has permission to build the intern cabin. The NH Institute of Agriculture, tax map 3, lot 37, needs to submit the application for the permit to build the 200 square foot structure that was discussed before the Planning Board.

Richard Lake came before the Board of Selectmen with an application for a building permit. He wants to put up a service building on his property. Peter Carboni asked for more specs on the building, and told him that if it involves a change in use, he will have to go before the Planning Board.

Outdoor wood furnaces are structures that need permits and have to meet the setbacks. Two residential building permits have been issued in the month of September.

Ordinance Changes, as suggested by the Board of Selectmen:

II. A definition for Code Enforcement Officer needs to be addressed. Chairperson Josephine Howland asked Code Enforcement Officer Peter Carboni to write the definition.

VI.A. Manufactured Homes – no change.

IX.A. Administration and Enforcement – no change.

IX.B. Permits – no change.

Fees – no change.

Temporary structure/permits-portable garages should comply with setbacks. This was already discussed and it was decided that “any structure” needs a permit and must meet the setbacks.

Sign Ordinance Permit – III.A., VII.D.4., and IX. change “Permit Fee \$5.00” to “Permit fee required.” Chairperson Josephine Howland asked for a motion to change the wording in these three sections from “Permit Fee \$5.00” to “Permit fee required.” Tara Taylor made a motion to change the wording in these three sections from “Permit Fee \$5.00” to “Permit fee required.” Selectmen Representative Jack Rose seconded the motion. All were in favor. None opposed.

Chairperson Josephine Howland discussed making an ordinance change for cluster housing; if someone has more than 4 acres, they should be allowed to put another building on the property. Peter Carboni suggested using the suburban area requirements; if someone has many acres of land,

they have to put in a right of way for a second structure. It's called backyard building. David Maudsley suggested including duplexes (which are currently allowed) and in-law apartments in cluster housing. To make a change in cluster housing it has to be addressed in the current Master Plan.

Mike Helmers suggested working on a Noise Ordinance. Mike Helmers offered to draft an ordinance and bring it before the Planning Board at the next meeting. Peter Carboni suggested the ordinance address noise from using a firearm in the backyard. Tara Taylor also mentioned it should include the noise from fireworks, too.

Mike Helmers handed out copies of his section on Excavation for the Master Plan and commented that he will continue to work on it. The Town of Albany will be monitoring residents who make drastic changes to the topography of their property.

Adjournment: Chairperson Josephine Howland asked for a motion to adjourn the meeting at 9:00 P.M. A motion was made by Selectmen Representative Jack Rose to adjourn the Planning Board meeting at 9:00 P.M.; seconded by Tara Taylor. Passed unanimously.

Respectfully submitted,

*Theresa Ann Gallagher*

Recording Secretary