

Lyme Planning Board Minutes
April/10/2018

Board Members and Staff Present: John Stadler, Chair; Tim Cook, Vice Chair; Rusty Keith, Select Board Representative; Vicki Smith, Member; Eric Furstenberg, Member; David Robbins, Planning and Zoning Administrator.

Board Members Absent: Amber Boland Alternate;

Members of the Public Present: None.

Item 1: Acceptance of minutes from May/26/2018.

John moved to approve the minutes as amended by Tim.

Tim seconded the motion.

John called for a vote and the motion passes unanimously.

Item 2: Housing Chapter.

John wanted to ensure that the Board was moving forward with their tasks. Eric has been absent when the tasks were assigned and asked for more information on what his was.

John noted that Eric was assigned to update the housing inventory with any new construction. The Administrator stated that he would pull all the permits for new houses. Vicki stated that she had not made any more progress on her task. Drafts of the Introduction from John and the Historic Assets from Tim were complete.

Rusty suggested that new rental information could be gathered by comparing the voter registration list addresses with the property owner address list to make an estimate of the number of people who rent. He agreed to forward information gathered from research on the school to Eric.

John asked that the various tasks be completed by the June 14th meeting.

Item 3: RPC Buildout. The Board agreed that this is a priority and asked the Planning and Zoning Administrator to fund this from his budget. He was also asked to give the UVLSRPG the go ahead.

Item 4: Business Inventory. Rusty had suggested at the Select Board meeting that it would be useful to have an inventory of all businesses and the number of employees at the time that zoning was adopted. He stated that the Select Board would like the Planning Board to send out a letter to Lyme businesses asking for that information. The Board had a discussion about how this could be effectively done to obtain useful information. Some of the Board expressed a willingness to send out the request from both the Select and Planning Boards.

Vicki suggested that it would be a good opportunity to educate Lyme's small businesses on when an expansion would require a Site Plan Review. She suggested that a letter should not only ask for employee counts but also provide information on when a Site Plan Review would be required.

John noted that the 1985 Master Plan had a list of businesses, this would be a good place to start to build a list of businesses to contact.

No final decisions were made, on this matter.

Item 5: New Business

- John asked Rusty if he had asked the Select Board to appeal the approval of Bailey Site Plan at the 26th meeting. Rusty confirmed that he had, but that the Select Board had, at their meeting earlier in the day, voted not to pursue the issue. John noted that Rusty had seconded the motion for approval and voted in the affirmative. He asked Rusty to explain how he could then ask the Select Board to appeal the decision. Rusty stated that as a Planning Board member he believed that the decision was correct but as a Select Board member he believed that the Planning Board should have sent the Baileys to the Zoning Board of Adjustment for a special exception under section 8.11. John noted that the Board had a lengthy discussion about the intensity of use and that Rusty should have brought the issue up at that time. Vicki noted that the Board tries very hard to work with applicants to get them through the process with the least amount of difficulty as possible. Having the Select Board step in and appeal a Planning Board decision just adds extra delays for the applicant. This is especially true if the issue has been already raised and dealt with by the Planning Board. She echoed John's comments that he should have raised his issue at the hearing and not later on with the Select Board.
- Rusty then stated that the entire Select Board is asking the Planning Board to consider adding to the 2019 Town Warrant a new Commercial Zoning District from the Bailey's property north to the Town Line on both sides of the road. Rusty was asked what data and information he had to show that the additional district was needed, wanted and would be beneficial to the town. Rusty stated that the Select Board had no data to support the creation of the new district but the Select Board felt that there should be one there. The consensus of the Board was that they would be willing to consider adding a district if it was needed and wanted by the Town. That said, they were unwilling to do so without any relevant research to support it. Tim noted that there is commercial space available in town that is not being utilized and felt that adding additional areas for commercial development at this time was unwarranted. John felt that at a minimum the Board would need a build out analysis to see what could be created if a new business district was created. Vicki suggested that the Board wait until the consultant being hired by the Lyme Community Development Committee and the Planning Board has completed their investigation. She believed that the information that they

should be compiling would provide insight into the Towns needs for commercially zoned areas.

- John noted that an email was sent to him and he asked the Planning Administrator to forward it to the Board members. The email was sent by Stuart T. Arnett to Nils Johnson Chair of the Lyme Community Development Committee. In the email Mr. Arnett asked:

“In reviewing the schedule, could we respond – without being eliminated from further consideration - with a Proposal that completes the initial data and analysis by the Sept 15th date, and then conducts outreach and visioning during the Fall-early winter? We are presuming the Town will want to have the process completed before deadlines for Town Meeting Articles or Warrants. Our experience is this schedule is both very tight to do both steps by 9/15/18 and - as everyone is elsewhere in July and much of August – it results in very low-levels of participation. Thanks for your consideration of this question.”

After some discussion the Board concluded that the question should not be directly answered because it would give an unfair advantage to Mr. Arnett over any other groups responding to the RFP who would not have the same information. The Board concluded that he should be asked to respond as best as he can and if he felt more time was needed then he should include that in his proposal. That standing, The Board agreed with the gist of Mr. Arnett’s concerns. Vicki noted that the Planning Board had brought up the same issues of timing when the RFP was being written.

Rusty voiced a concern that if Mr. Arnett had received an answer from someone else it could disqualify him from being considered for the project. John asked Rusty to pass the Board’s thoughts to Sue Mackenzie.

Item 6: Master Plan Energy Chapter.

John informed the Board that he had talked to Mark Bolinger, Chair of the Energy Committee, and that the Board is interested in the committee working with the Planning Board to update the Energy Chapter. Mr. Bolinger will contact the Planning Administrator to schedule a time to meet with the Planning Board.

The meeting adjourned at 8:40 pm

Respectfully Submitted

David A. Robbins

Lyme Planning and Zoning Administrator.