

**Lyme Planning Board Minutes**  
**September/26/2013**

Board Members and Staff Present: John Stadler, Chair; C Jay Smith, Select Board Representative; Vicki Smith, Member; Tim Cook, Member; David Robbins, Planning and Zoning Administrator

Board Members Absent: Jack Elliott, Vice Chair; Freda Swan, Alternate; Ben Kilham, Alternate; Sam Greene, Alternate

Members of the Public Present: Charlie Hirshberg, Brian Pratt, Rich Brown, Liz Ryan Cole, Bobbie Hanks, Philip Hastings, Donna St. Peter.

John opened the meeting at 7:00 pm.

**Item 1:** Loch Lyme Lodge has applied to the Lyme Planning Board for a Preliminary minor Subdivision hearing to subdivide the Loch Lyme Lodge property (Tax map 408 Lot 22) at 70 Orford Road into two (2) lots.

Introductions were made.

Charlie presented an overview of the proposed minor subdivision.

John asked if there were any questions from the Board.

Vicki noted that the proposed property line split one of the existing buildings and that others were within the property line setbacks. She expressed concern that this will create a non-conforming lot with respect to property line setbacks.

Brian responded that they could move the buildings to conform to the 35' setback or redraw the boundary to move the property line so that the buildings meet the setback.

Vicki then asked about the status of the two cabins that would not be located on the lot with the Lodge.

Philip stated that the use would remain as lodging until such time as the property owners decide that they wish to change the use.

Vicki then queried Charlie about access to the new lot. She felt that if the lot was to be approved it would need its own access and that would require a State DOT driveway permit. Charlie said that this would not be a problem and he would contact the State and obtain the permit.

The final concern Vicki had was a location for a septic system. Charlie stated that they would be able to provide information.

The Planning and Zoning Administrator asked about the lot coverage of the lot with the Lodge. Charlie replied that the existing buildings total approximately 18,700 square feet.

Note from the Zoning Administrator:

Based on the lot size calculation from the applicant of 200,046 square feet, 12 % of the lot would be 24,005 square feet so the existing lot coverage would be conforming.

The applicant agreed to update the plans and return to the Planning Board for a Final Subdivision hearing at a later date to be determined.

**Item 2: Acceptance of minutes from September/12/2013**

Tim moved to accept the minutes as submitted

Vicki seconded the motion.

The Board voted unanimously to approve the motion

**Item 3:** Donna St. Peter came to discuss the procedure for correcting an error with the recorded plat for an old subdivision of her property.

Mrs. St. Peter explained that while her subdivision was approved approximately 27 years ago it was just recently discovered that the plat that was submitted to the Registry of Deeds did not have surveyors stamp and signature. In order to have the correct plat recorded she would need to have the Planning Board sign a new copy of the original plat that was stamped and signed.

The Board responded that they had no issues signing the plat ( as long as it was a copy of the original survey that was in the Towns files ) , but that the Board was bound by the State law ( RSA 676:4 ) that requiring that they can only sign a plat after holding a noticed public hearing.

She explained that the issue was that the Planning and Zoning Administrator had asked for her and the owner of the subdivided parcel both to sign the application and that the other owner would not sign on the advice of her lawyer.

The Planning and Zoning Administrator stated that he had requested both signatures so as to create a paper trail for future reference and so that all parties would be aware that the Board would be taking action on their property.

The Board asked the Planning and Zoning Administrator to talk to the lawyer to find out what issue he had with his client signing the application and to see what steps would be needed to try to resolve the issue and move forward to get the plat signed.

**Item 4: New Business**

John reported back on discussions with the Chair of the Conservation Commission in regards with trying to find ways to streamlining the permitting of decks.

John voiced a concern that the Board does not have enough alternate members that attend the meetings on a regular basis. The Planning and Zoning Administrator was asked to contact the two residents who had shown interest in being alternates and to post openings on both the Lyme List-serv and the Towns website.

Vicki asked the Board to consider canceling the Board Meeting on November 28<sup>th</sup>, 2013 (Thanksgiving) and December 26<sup>th</sup>, 2013 (Day after Christmas). The Board voted to cancel both meetings.

John suggested and the Board agreed to add "Changes to the Zoning Ordinance" to the agenda through the end of the year.

The meeting adjourned at 8:40 pm.

Respectfully Submitted  
David A. Robbins  
Lyme Planning and Zoning Administrator.