



Planning Board Meeting
Tuesday July 9, 2007, 7:00 p.m.
City Council Chambers, City Hall, Claremont, NH

Meeting Minutes

Meeting Called to order by Alan Grigsby at 7:05 pm

I. Roll Call

Present: Peter Guillette, Mayor Scott Pope, Ralph Swift, Alan Grigsby, Lori Richardson, Russell Fowler, Erwin Caplan

City Staff: Gerald Coogan, City Planner; Michelle Aiken, Boards and Commissions Coordinator; City Solicitor, Jane Taylor

Absent: Richard Wahrlich

Guests: Franco Rossi, Cartographic Associates

II. Minutes of June 25, 2007

Motion to: Approve the minutes of June 25, 2007 as amended

Made by: Mr. Guillette **Second:** Ms. Richardson **Vote:** Unanimous

III. Informational Workshop

- **Guest Speaker Franco Rossi, VP Cartographic Associates, Inc.**

Mr. Coogan passed out a memo and project summary. Mr. Coogan advised that when zoning was first established the official way was to hand draw it onto a mylar and there were subsequent updates and those were the official maps. Four years ago city staff transferred the mylars to the GIS system and that's how mapping is done today. In the process of using it we have found inconsistencies, for example some zoning changes did not make it onto the map, or there were some right of way inconsistencies. They wanted to clarify and make sure the maps were accurate. Mr. Rossi went through all the past amendments, mylar's, Zoning etc. The maps he has provided show the existing and the recompiled lines. Some of the maps done in the 1990s when the I3 zone was added and the flood zones were not incorporated into the mylar's. Since the Master Plan is getting started we felt it was good to have an accurate base map before any zoning changes are suggested. It is a quality control effort to make sure that it is correct; there were not a lot of inconsistencies. The goal was to have an updated Zoning Map that depicts all the zoning in the city, also you should know that there have been no Zoning changes, just a representation to what is accurate today. Mr. Rossi will go through his process and tell us what all the changes were and why. Mr. Coogan advised that at the next meeting if the board would like they can choose to accept the maps and then recommend the maps to the City Council for adoption. Prior to coming to the Planning Board there have been several meetings with Mr. Rossi, staff, City Solicitor, Mike Pietraskiewicz from assessing and lots of others for review.

Mr. Franco Rossi ran through the summary of how he came to the final maps. Mr. Rossi is a partner in Cartographic Associates, which is a municipal mapping and GIS firm out of Littleton and they serve about 300 municipalities on an ongoing basis, mapping parcels, zoning maps, etc. They started the process by meeting with city staff looking for expectations and what inconsistencies they expected, to review the zoning maps, ordinances, etc. They plotted the zoning data, interpreted the zones themselves using one map to another, and

plotted those on a base map to compare. After comparing the data they reviewed changes with city staff and there weren't as many as everyone thought, although there were some and some holes in the data. About 5 years ago the city invested in new ground control photography which provided greater special accuracy, those were not available when the original maps were done. There were a couple of Zoning amendments that were not incorporated in the maps, so they incorporated those. They produced hard copies of the maps to show how they recompiled the maps. All the data will be available in hard copy and data form.

Mr. Grigsby asked approximately how many changes they found. Mr. Rossi advised that there were no changes although there were some adjustments in about maybe 15 to 20 places. Mr. Rossi advised that he would say they are just more accurate lines. Mr. Grigsby asked how significant the line differences are. Mr. Rossi advised that one of the new maps shows the recompiled zones and accurately depicts the zoning.

Mr. Swift asked what it means to the people who think they are in one zone now and now they are in another zone. Mr. Coogan advised that the Zoning was probably a requested change by them should be on their deed and it is probably correct on the assessment card.

Mr. Fowler advised that he is having a hard time being convinced that these are not changes. Mr. Rossi advised that none of the ordinances changes, we just more accurately plotted them. If you are a property owner that tells you that you have 10 +/- acres or so and you hire a surveyor and he tells you that you actually have 12 acres. Nothing has changed except the accuracy of the depiction of the parcel. There are just better tools available now to make it far more accurate. The GIS was getting going and the assessing office transferred the information and there were some mistakes made, due to missing information and he misinterpreted some information.

Mr. Swift stated that he felt that there is a big difference between precision and accuracy and what was have here is a very precise depiction of the layout and is also relevant to the documents. Ms. Taylor stated that the City does not want anyone to think that the GIS maps are a legally binding documentation. The Zoning maps are the most accurate information we have. If there is a zoning boundary, whether its in deed, survey, etc, that is what the controlling document is. There are in-accuracies in the GIS, the underlying maps need to be accurate and then the GIS with be more accurate.

Mr. Caplan stated that he is under the impression that when a zoning change is made there is not a very long time period where it is supposed to be on the map. Mr. Grigsby asked what we will do in the future if there are changes. Mr. Coogan advised that maybe every couple of years we will need to have it updated. There are changes, subdivisions, boundary line adjustments, etc. that will need to be updated on the maps. Mr. Coogan advised that we will have it electronically. When we have a zone change it should be updated right away. Mr. Swift thought it would be advantageous to have the GIS updated right away. Mr. Coogan stated that sometimes it doesn't make it to the map but it does make it to the GIS. Zoning changes can be made, but the map hard copy also needs to be updated.

Mr. Coogan requested that at the next meeting the city staff would like you to consider voting to recommend these maps to the City Council. Mr. Caplan asked if we find some errors can we get them corrected. Mr. Coogan advised that if they do they will research it. Mr. Rossi advised that their contract has a year guarantee for any errors or misinterpretation. If there is an error it should be brought to Mr. Coogan's attention and they will correct them as long as it's new data.

Mr. Swift asked if this means that Planning & Development will have run revision control of the updates, does that mean every time there is a change it will need to be voted on. Ms. Taylor advised that this is the outline of the Zoning maps, not the individual subdivisions or streets. Because it's in the zoning ordinance it needs to be adopted by the legislative body. If a new Zone or something of that nature was implemented they would have to update the hard copy maps and be voted on. This was not done as it should have been in the past.

IV. Reports from Boards and Commissions

V. Adjournment

Motion to: Adjourn

Made by: Mr. Pope **Second:** Mr. Caplan **Vote:** Unanimous

Meeting Adjourned at: 7:39 pm

Respectfully Submitted,

Michelle Aiken

Boards and Commissions Coordinator