

## **PLANNING BOARD MINUTES**

June 22, 2022

**APPROVED:** 8/24/22

**AGENDA:** 22PCC07 – PIZZA BENE – MATTHEW PITTSLEY - 34 CENTRAL SQUARE - #114-094  
BYLAW AMENDMENT – REGARDING ALTERNATES  
MASTER PLAN DISCUSSION – SURVEY QUESTIONS  
VISION PLAN CHAPTER – DRAFT #4  
CONDITIONAL USE PERMIT DOCUMENTS  
MANUFACTURED STORAGE CONTAINER  
INCORRECTLY DELINEATED WETLANDS  
OFF PREMISE SIGNS  
ZONING DEFINITION AMENDMENT – OFFICE

**ATTENDING:** Denice DeStefano (Chair), Don Milbrand (Select Board Representative), David Shirley, Elizabeth Seeler, John Miller (Alternate)

**ABSENT:** Randall Kelley (Vice Chair), Bruce Beaurivage (Alternate)

**OTHER:** Christina Goodwin (Land Use Manager) Lindsay Thompson (Land Use Administrative Assistant)

Mrs. DeStefano called the meeting to order at 7:00pm with a quorum in person. Mrs. DeStefano appointed Mr. Miller as a voting member of the Board in the absence of Mr. Kelley.

### **NEW BUSINESS:**

#### **22PCC07 – PIZZA BENE – MATTHEW PITTSLEY - 34 CENTRAL SQUARE - #114-094**

Mrs. DeStefano moved to new business and a request from Pizza Bene to update their Site Plan with a change in the hours of operation and an update regarding the entrance stairs access. She explained that a Preliminary Concept Consultation (PCC) is an informational meeting to discuss proposed intentions on a project and not for formal decisions on plans. It is the best off-the-cuff information based upon what is before the Board this evening. The applicant should not move forward financially or with work until the final approval is received.

Mr. Pittsley and his business partner stated their intention was to come before the Planning Board for a change in hours and other updates planned for the business. Ms. Goodwin explained that the original Site Plan was done a while ago and has not been updated. The original plan includes umbrella tables on sidewalk area and there are now picnic tables. The picnic tables were previously approved by the Select Board. She suggested that the business owners may want to also update this when they complete the Site Plan Review.

Mrs. DeStefano reviewed the options for Site Plan. She advised the Board that there was also a possible option for an Amended Site Plan. Mr. Milbrand indicated he thought an Amended Site Plan might apply. He stated that changes were indicated for the hours of operation and asked if

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### **22PCC07 – PIZZA BENE – MATTHEW PITTSLEY - 34 CENTRAL SQUARE - #114-094 continued**

there was a change to the number of seats with change to picnic tables and if there were any plans to change seating capacity. Mr. Pittsley indicated that they were approved for 75 to 99 seats. Discussion continued about capacity concerning approvals and numbers that may be different from the Fire Department and Liquor Commission requirements vs. the Site Plan. Ms. Goodwin indicated current Site Plan is for 50 inside and 4 outside. Mr. Milbrand suggested that the Board move forward with application as an Amended Site Plan because changes indicated seemed insignificant. Mr. Shirley asked about hours change and suggested the applicant submit for the hours they want to end up with, for the business, as commented on the application for 11 am to 10 pm rather than changing hours for the summer season.

Mrs. DeStefano summarized the discussion by stating the revised Site Plan Application should show updates to seating, hours of operation and any other updates planned. She also instructed Mr. Pittsley and his business partner regarding Amended Site Plan filing, timing, and meeting process once the Amended Site Plan Application is received.

### **MASTER PLAN DISCUSSION – Survey Questions and Vision Chapter Draft:**

#### *Survey Questions*

The Board reviewed the proposed Master Plan Survey Questions to include, edit or remove items before final draft is completed. Mrs. DeStefano stated that the survey questions were sent out to members for review in preparation for this meeting. She asked the Board to share any questions or comments on the proposed survey. The following discussion centered on the questions:

Question #4 - Mr. Miller commented on question #4 regarding “Other” for Community Services. He inquired if the Board should delve into whether the intent was for a community member replying to questions who might have expectation of their personal access to services met. Further discussion led to items listed be “Provided Town Services” or adding another section surveying necessary “Community” services for those working or schooling from home.

On question 5 there was discussion concerning what “affordable” housing and the different types of housing that should be included. Mr. Milbrand felt that affordable is not really a type of housing. He felt that it would be good to look at Lakes Region Planning definitions or categories to be sure to include a complete list. Further discussion revolved around difference or equating of “Low Income” housing or “Work Force” housing. It was determined that the categories would list work force housing and eliminate affordable housing.

Question 7 – Ms. Goodwin asked about 7e for discussion as campgrounds cannot be permanent housing in Bristol. She cited Bristol Shores community as example where people must move out for 14 weeks per year and cannot use as residence for voting, registering a vehicle or school for children. Mrs. DeStefano suggested deleting “letter e” as a category.

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### **MASTER PLAN DISCUSSION – Survey Questions continued**

Question 8 - Discussion centered around defining areas led to thoughts that “village” should be changed to near the town center. Definitions of “cluster developments” were also discussed and thought to change to eliminate new villages and keep new neighborhoods.

Question 9 - Discussion centered around the history of voting on the issue of building code adoption. Wording of this question was discussed to include the issue of adoption, and enforcement with the hiring of a Building Inspector. Ms. Goodwin will re-write this question for the next meeting.

Question 11 – Discussion led to the removal of “Old” from Historic Old Town Hall and to add location information. The Historic Old Fire Station is now partially the Historical Society, and the address should be included.

Question 12 – Discussion of the preservation list led to clarification of some of the wildlife habitat locations, but no additions or changes were indicated.

Question 14 - Letter h will change to Pemi River Access

Question 15 – It was determined to add Breweries/Wineries/Distilleries and remove “bars” from bars or taverns and change to pubs or taverns.

Question 16 – no change

Questions 17 – 24 - Mr. Miller asked for 17 through 24 to be taken as a group as they were repetitive. Following discussion about these questions it was determined Mr. Miller will take a stab at reducing number of questions with a reworking to decrease repetitive nature of the questions.

Question 25 – Ms. Goodwin asked if Town offices should be added to list, due to staff vs. public parking constraints. This was discussed but determined to be a Select Board issue so this would not be added and keeping i and j would be warranted.

Question 26 - Letters f and g were to be removed because these are considered done and that Kelley Park plans have changed so letter h can be eliminated. Later discussion suggested adding bike lane around Newfound Lake and creating historical walking tour downtown.

Question 27 – will remain as written

Question 28 – can be eliminated

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### **MASTER PLAN DISCUSSION – Survey Questions continued**

Question 29 – Mr. Miller suggested this question be edited so it can define what the need for service. He suggested that it take into consideration the speed needs. Mrs. DeStefano suggested that #27 and #29 be coordinated to get this info. Mr. Miller will work on re-writing.

Question 30 – No change warranted

Questions 31 – 34 no change warranted

### *Vision Plan Chapter – Draft #4*

Ms. Thompson read off each of the previously requested edits which were made to create this draft. Members noted a few typo changes and suggested including updated photos. Mrs. DeStefano asked for a change to the last sentence of paragraph 1 on Page 5 and offered a wording change to read expanding the opportunities for distance learning and remote work such that the families can continue to thrive and grow in Bristol.

Mrs. DeStefano suggested that the final draft be sent out prior to public hearings for Boards and Committees to review. The dates for public hearings were July 27 for Boards and Committees and then August 24 for the public.

Mr. Milbrand motioned to approve the Vision Plan Chapter as amended and to set the Public Hearings for dates discussed. Ms. Seeler seconded. The motion carried 5-0-0.

### **CONDITIONAL USE PERMIT DOCUMENTS:**

Mrs. DeStefano explained that there were two (2) categories that require a Conditional Use Permit – one is for an Internally Lit Sign, and one is for Steep Slopes and Ridgelines. Application materials were reviewed and edited. She stated that these may change if the Ordinance changes this year.

The Board reviewed the Internally Lit Sign forms. Ms. Goodwin offered an edit on last sentence of the Internally Lit Sign instructions to remove the extra “and” after An Application. She also stated that fees may have to change after Select Board meeting approves the proposed fee changes but should add “if requested at Site Plan Review there is no fee in the fee box.” On the applications she asked if Board wanted to include the property address as well as mailing address and they agreed. Ms. Thompson asked to include a box or place for date received. Mr. Milbrand talked about checklist items in “Staff Use or Office Use” only box. Ms. Goodwin stated that the Application title should also read Conditional Use “Permit” Application.

Th Board reviewed the Steep Slope and Ridgelines forms. Ms. Goodwin offered edits for titles to include “Permit” after Conditional Use, add “and Ridge Lines” after Steep Slopes and to remove the duplicate “For.” Mrs. DeStefano asked if it would make sense to move the property address to the front page of the application. Mr. Miller suggested on the checklist that the sentence about deadlines should read Town Website so the “s” could be removed. Others thought it would be

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### **CONDITIONAL USE PERMIT DOCUMENTS continued**

good to keep address info and other items consistent with other permit instructions and applications, such flood plain info, overlay info signature and date line for applicant, etc.

### **MANUFACTURED STORAGE CONTAINER:**

Mrs. DeStefano read proposed changes to this section of the Ordinance. Review and discussion followed with some edits offered. Ms. Goodwin suggested adding “and D” to item letter E. Mr. Milbrand asked for clarification of letter C asking if there are two (2) things the number of containers or time that require a waiver, asking if one could get a waiver for either. Ms. Goodwin stated that that was true. Mr. Shirley was concerned with letter D regarding the period of time that a container can a lot with permits. Mr. Miller motioned to accept the amendment with the changes discussed and forward it for Public Hearing. Ms. Seeler seconded. The motion carried 5-0-0.

Mrs. DeStefano suggested to have this Public Hearing when this and other approved items are done so there can be multiple items in the public hearing.

### **INCORRECTLY DELINEATED WETLANDS 9.4B:**

Mrs. DeStefano indicated she has done homework on this issue. She explained that she reviewed Army Corp of Engineers determination of wetlands data form to make some recommendations for changes to the Ordinance. She presented a draft amendment for review and discussion based on the research and spoke to the changes and reasons why. All references to a Certified Soil Scientist were changed to a Certified Wetlands Scientist; indicated that methodology followed be based on most current Army Corps of Engineers Wetlands Delineation Manual and applicable regional supplements; and report shall include a copy of the completed Army Corps of Engineers Data Form.

Discussion followed with Mrs. DeStefano stating that a Wetlands Scientist can change a wetlands boundary where a Soils Scientist cannot. Mr. Miller stated that there was an additional Soils Scientist reference that should be changed too. Mr. Milbrand asked about revised soils map requirement and offered language to be changed to provide a revised wetlands map of the area in question instead. Other typos, spacing and justification edits were mentioned.

Mr. Miller asked if there might be times when both a Soils Scientist and a Wetlands Scientist would be needed. Mrs. DeStefano mentioned language in the 1<sup>st</sup> paragraph “field analysis” requirement mentioning other applicable regional supplements. Ms. Goodwin read some language in the NH Department of Environmental Services Wetlands Delineation that may require both. Mrs. DeStefano agreed more research on this would help. Ms. Goodwin also mentioned that some work may be needed on 9.4 A. depending on changes. Mrs. DeStefano will work on the changes and come back with a Draft #3.

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### **OFF PREMISE SIGNS:**

Ms. Thompson explained that she supplied some examples of sandwich board signs and information on other Town ordinances. She stated that some towns included sandwich boards as portable signs and no towns included them in Off Premise Signage Ordinances.

Ms. Goodwin brought up that there was discussion from last meeting regarding "letter e" directional signage for businesses. The language and size information, and distance from establishment, was updated and changed at last meeting to better define guidance and allowed usage for this type of signage. More discussion about sign locations and distance locations people currently use were held.

Mr. Miller asked for sandwich boards requirements and if they could state where and what these can be rather than where and size these cannot be. More work will be done to include comments and edits for the next meeting.

### **ZONING DEFINITION AMENDMENT – OFFICE:**

Mrs. DeStefano stated that it was determined that people did not like the definition in Zoning Ordinance for Office, so she prepared a draft version for a starting point.

*Office – A space where an organization's employees perform administrative work and is open to the public and or its customers / clients.*

Mr. Shirley suggested instead of organization's it should state Business's. Mr. Miller motioned to approve the amendment to the definition for Office as edited with a Public Hearing date to be determined. Mr. Milbrand seconded. The motion carried 5-0-0.

### **PLANNING BOARD BYLAW AMENDMENTS:**

Mrs. DeStefano read change to Article 2 Section 5 with the proposed added sentence to end.

*"Alternates are permitted to participate in discussions and deliberations on cases where they are formally seated but do not have a vote."*

Mr. Miller asked if this should be "and" instead of "but." He offered another change in language that sparked discussion of gender-neutral language and it was determined that this should be addressed in whole document. Edits will be made and brought back to the Board.

### **REPORTS:**

*Select Board* – Mr. Milbrand reported that the Board will begin the Town Administrator search and is working on the finalizing some projects, such as the River Falls Park pathway extension, Fiber installation and the Public Safety Building.

*Capital Improvements Program Committee* – They do not meet until August.

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### **REPORTS continued:**

*Historic District Commission* – They do not meet until August.

*Conservation Commission* – Cancelled their June meeting and will meet in August.

*Land Use Department* - Ms. Goodwin updated the Board on activities of Land Use Department and thanked Mr. Miller for assistance with the computer upgrade for the Permitting Software, which was completed.

Ms. Goodwin reported on fee changes and updates recommended to the Select Board.

Ms. Goodwin updated the Board on Land Use positions and interviews. She has made hiring recommendations to the Select Board for approval. She stated Peter Daniels will be retiring on July 8 so there will be an opening for a Land Use Officer/Deputy Health Officer.

### **OTHER:**

Mrs. DeStefano will be late to the July 13 meeting and advised Mr. Kelley that he may be required to Chair the beginning of the meeting.

Ms. Goodwin informed the Board that she will be at a “tech review meeting” tomorrow with a future applicant, attorneys, and other Town Board members to discuss requirements and information for an application, which should come before the Planning Board in August.

### **ADJOURNMENT:**

With no other business to come before the Board, Mr. Milbrand motioned to adjourn. Mr. Miller seconded. The motion carried and the meeting adjourned at 9:18 PM

Respectfully submitted,  
Janet Cote  
Land Use Associate