

PLANNING BOARD MINUTES

October 28, 2020

APPROVED: 11/18/20

AGENDA: PCC: BOB JACKMAN / LAVALLEY LUMBER COMPANY, 400 Summer Street, #223-080 WORKSHOP

ATTENDING: Denice DeStefano (Chair), Don Milbrand (Sel. Rep.), Paul Barnett, Elizabeth Seeler (Zoom), Bruce Beurivage (Alternate – phone)

ABSENT: Jackie Elliott (Vice Chair), Evan Hickey (Alternate)

OTHER: Christina Goodwin (Land Use Manager), Applicants

Ms. DeStefano appointed Mr. Beurivage to sit in for the open seat and the meeting opened at 7:00 pm with a quorum.

Ms. DeStefano stated that there is still an emergency order issued by the Governor that allows for meetings to be held both in-person and electronically, due to the pandemic. Board members are attending in-person, via video and telephone conference and the meeting is open to the public via the same options. The meeting continued by roll-call vote 5-0.

PRELIMINARY CONCEPTUAL CONSULATION (PCC) – Bob Jackman / LaValley Lumber Company, #223-080

Ms. DeStefano read the procedure for a PCC. She added that the applicant is asking to add shelving to the existing shelving location, add another covered shelving unit beside the existing, and put in a guard shack at the entrance. Mr. Jackman described where these projects were proposed to be located and Ms. Goodwin pointed them out on a plot plan from the Town's mapping system.

Ms. DeStefano asked if Lavalley Lumber wants everything under cover and was told that they did, with a canopy roof. Ms. DeStefano then said the applicant is looking for a Minor Site Plan and she read the requirements. It was noted that the dimensions of the guard shack are 10 ft x 12 ft and it will sit approximately 40 to 50 feet from the State right-of-way. The covered extension of shelving is for 40 ft and the new cover and rack is 120 ft. There were no additional questions from the Board.

D. Milbrand made a MOTION to allow the hearing as a Minor Site Plan, second by P. Barnett. The motion CARRIED by roll-call vote 5-0.

WORKSHOP:

Mixed-Use Development Ordinance

Mr. Milbrand felt that the Ordinance proposal is a regulation document and that putting it in Zoning is hard to do. He feels we should put the document as guidelines in the Subdivision / Site Plan Regulations and add setbacks, etc. into the Zoning Ordinance. Ms. Goodwin mentioned that Mixed-Use is already a use in the Zoning Ordinance. Ms. DeStefano thought that the Board should start with one district, the Corridor Commercial district. A discussion followed. Mr. Milbrand stated that we have a choice: create a whole new district or change the Corridor Commercial district. The Board reviewed the allowed uses in the Corridor Commercial district and the chart that showed the uses proposed for the Mixed Use. Ms. DeStefano believes that Bill Dowey looked at all uses that are recommended. The Board needs to determine if the use should be allowed or allowed by Special Exception? She added that we should wait

PLANNING BOARD MINUTES

October 28, 2020

until next year to determine if we need to expand uses by Special Exception. Ms. Goodwin felt that what is on the spreadsheet is a wish list, as it appears that the recommendation pretty much allowed all. Mr. Barnett thought that there should be items treated as a Special Exception. Ms. Goodwin asked if it goes into Site Plan, can we enforce impact fees. Ms. DeStefano answered that we can call in any experts that the Board needs and can apply impact fees. A discussion on impact fees followed.

Ms. Goodwin mentioned that we might wish to expand the Corridor Commercial (CC) district as it only covers 500' off the road on one side. The other side of the road has the Pemi-Overlay and Shoreland Protection. Ms. DeStefano stated that that side would require more regulation. The Board looked at the map for that side and felt that only 2 lots might be big enough (currently owned by Morrison). It was noted that, on the other side, the lots are only partially in the CC district. The Board looked at the Homestead property and three (3) lots at the upper end of Oakcrest Drive. Ms. Goodwin suggested adding 500' to the existing CC footage. It was felt that this will still split properties. Mr. Milbrand suggested that we go with the boundaries of the lots. Ms. Goodwin said that it would be easier to describe if we made the district go from Summer Street to Peaked Hill Road. This was discussed and a suggestion made to add from the Pemi-Overlay to Ms. Goodwin's suggestion of Peaked Hill Road. Ms. DeStefano said we should prepare this for discussion at our November meeting and then hold a public hearing. It was noted that, due to a change in use for the properties involved, we must send out a notification to each owner if the district in question is under 100 properties. Ms. DeStefano stated that this needs to be checked and we may not have everything ready this year. Mr. Barnett stated that he will be more than happy to work on the descriptions. Ms. Goodwin mentioned that the height may need changing in zoning. Ms. DeStefano added that the height as well as what is an allowed use and what is to be under Special Exception. She felt that we might get a few in zoning done.

MINUTES OF SEPTEMBER 23, 2020:

The minutes of September 23, 2020 were reviewed. E. Seeler made a motion to approve the minutes as amended, second by B. Beurivage. The motion carried by roll-call vote 5-0.

MINUTES OF OCTOBER 14, 2020:

The minutes of October 14, 2020 were reviewed. D. Milbrand made a motion to approve the minutes as written, second by E. Seeler. The motion carried by roll-call vote 5-0.

COMMUNICATIONS:

A survey plan for David Carr's property, located on West Shore Road, was reviewed by the Board.

REPORTS:

Historic District Commission (HDC): The Commission didn't meet.

Select Board: Mr. Milbrand reported that they are waiting for the last grant for the Sewer to the Lake project. The Board will need to decide if it is supportable or not and to hold some new public hearings. The Board is also considering a survey.

The Historic Town Hall is being prepared for voting day. The furnace is being repaired and should be done for elections.

Capital Improvements Program Committee (CIP): CIP met last night to polish up some minor items. They are scheduled to meet with the Planning Board on November 18th.

PLANNING BOARD MINUTES

October 28, 2020

Land Use Office:

The Mayhew Island project has modified their plans for the demolition of the North Cabin. They have found that a portion of the building is still in good shape, so they will renovate that portion and demo the other portion.

Discussion centered around who is required to sign a plan and Notice of Decision. Ms. Goodwin provided an opinion of New Hampshire Municipal Association (NHMA) that advised the only person required to sign documents is the Chair. Ms. DeStefano was fine with only the Chair's signature and the rest of the Board agreed. Ms. Goodwin added that this might require a slight change in the by-laws.

As to Master Plan work, Ms. Goodwin said that we will need a contract in order to encumber the funds. Ms. DeStefano created a Scope of Services that Ms. Goodwin is hoping the Board can review and approve. Ms. DeStefano stated that, for a consultant, we need an assessment and their recommendations. Mr. Barnett asked about an Economic Development addition and Ms. Goodwin will talk to the Town Administrator about the status and if that is being addressed by the REDI Initiative. Ms. DeStefano said that we need to update the Downtown Improvement Plan and any remaining Master Plan elements. Mr. Barnett would like to help with that. Ms. DeStefano asked the Board to think of any suggestions for additional sections they might have.

The Pawn Shop is looking to amend their Site Plan to extend their time to 9:00pm and the use of one of the parking spots. Ms. Goodwin will have this for the Board to review at their next meeting.

An owner off Fox Run Road, has approached the Select Board about updating the cul-de-sac location on paper. The town maintains and plows this road. However, the cul-de-sac was not installed in the same location as proposed. The property owner wishes to trade the property, as he owns both lots in question on one side of the road. Pacino Realty Trust wants to trade their land back (on the plan) and will transfer the land for the true location of the area to the Town. Due to State Statutes, this is required to go to the Planning Board and the Conservation Commission for their recommendations and then the Select Board must hold two (2) public hearings. It would require a lot line adjustment and the new plan would go to mapping.

89 Castle Lane wishes to have a private catering business out of their basement under Home Occupation. Ms. DeStefano felt that we need to know the parking situation, how many people might be at the property. Ms. Goodwin stated that it is food preparation only on-site and catering elsewhere. Ms. DeStefano added that the Town should receive any State Licensing needed.

The brochure for the Planning Board was submitted to review. Ms. DeStefano stated, once approved, color copies will be made for the public. Mr. Barnett pointed out that we may change to five (5) members.

NEXT MEETING: The next meeting is scheduled for Wednesday, November 18, 2020 at 7:00pm.

With no other business before the Board, D. Milbrand motioned to adjourn at 8:50pm, second by P. Barnett. The motion carried by roll-call vote 5-0.

Respectfully submitted,
Jan Laferriere
Land Use Administrative Assistant