APPROVED

Planning Board Minutes

April 13, 2021

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through the video.

Members present: Art Urie, Chair; John Hodgson, Vice-Chair; Nancy Teach; Randy Monti; Donna Duclos; Ken Wells, Alternate appointed to Dave Powers position; and John Kinney, Ex-Officio

Also present: Pat Moyer, Planning & Zoning Administrator; Mark Stetson; Greg Stetson; Clayton Platt, Surveyor; Andrew & Tiffany Perkins; Jeremy Menard; Mindy Taylor- Bosworth; Thomas Taylor; and Joyce Newman

Minutes of March 23, 2021

Hodgson - Motion to approve as amended

Wells – Second

Unanimous – Vote via roll call to approve

Non-Binding Consultation: Jeremy and Aimee Menard, questions about possible uses for their property on Depot Street, Tax Map 35, Lot 105,463 in the Agricultural / Residential Zone

Menard stated they are contemplating a primary residence with an accessory structure and wanted to know if they were allowed to construct just the accessory structure prior to the primary home. There would be no living space; however, there would be a bathroom and septic. He also asked if, where it indicates in the ordinance “ no driveway over 15% “ means the total aggregate of the lot or just the driveway. He explained the steep point is where the creek would be crossed and that is approximately 11%. Urie advised they would have to speak with the road agent. Menard also asked if they would need a town driveway permit as well as a state and if there was a difference between and “access point” to the property and a “driveway” as there is some ambiquity of improving the lot prior to a driveway permit and driveway installation. Urie responded that a culvert can be installed anytime. Menard asked if a permit was needed for a well and electric and the response was no. Moyer stated that a building permit is needed when a structure is started. Urie reminded Menard that land will have to come out of Current Use in order to build and Menard asked if that was when they want to build or prior and the response was when they want to build. Stetson stated that once utilities i.e. conduit in the ground or a structure is started, this triggers when the property needs to be removed from Current Use and suggested Menard speak with the Selectboard. Monti stated that a culvert or driveway through wetlands requires state permits and Menard responded they are aware of this.

Board action: Mark Stetson and James Emerson, with Clayton Platt as agent, for a Lot Line Adjustment / Annexation. The property is on Beech Hill Road and is Tax Map 12, Lot 431,538 and Tax Map 5, Lot 343,070 in the Agricultural / Residential Zone

The board action was opened at 7:15 p.m. Moyer stated she had received no input from any abutters. Joyce Newman asked how this would affect her property as she is across the road from Stetson. Urie explained what an “abutter” is. There being no further discussion, Duclos made a motion to approve the lot line adjustment / annexation. Wells seconded the motion and the board voted unanimously in favor via roll call vote to approve the lot line adjustment / annexation. Platt will provide mylars to Moyer for signatures of Chair Urie and Secretary Duclos.

Non-Binding Consultation: Minor Subdivision for Thomas Taylor, with Mindy Taylor-Bosworth as agent, for 102 Plains Road, Tax Map 11, Lot 017,129 in the Rural / Residential Zone

A minor subdivision application was presented to the board for completeness review. Urie asked if the surveyor was present and the response was no. There is a total of 5.40 acres and the proposal is to divide out 1.799 acres. Urie stated there was no topographic lines on the map and Taylor responded that the property was flat. Monti asked if there was a septic design and the response was a waiver has been requested. Taylor-Bosworth stated that there is minimal wetlands in the rear corner of the lot. Monti asked what the minimum lot size in this zone is and what is the road frontage minimum and the response was 1 acre and 150’. Taylor-Bosworth asked if they could subdivide without building plans and Urie responded yes. There being no further discussion, Urie made a motion to deem the application complete. Monti seconded the motion and the board voted unanimously via roll call in favor of deeming the application complete. A public hearing is scheduled for April 27, 2021 at 7:15 p.m.

Non-Binding Consultation: Andrew & Tiffany Perkins for an Open Air Market located at 216 Cilleyville Road, Tax Map 21, Lot 513,573 in the Village Zone

Perkins presented a Site Plan Review application for an Open-Air Market ( White Sparrow Market ). There would be no permanent structures. Parking will be in a field that can hold up to 100 vehicles and they would exit the property turning right onto Cilleyville Road. Urie asked if refreshments would be provided and the response was yes, a licensed and insured baker / caterer. This would be for local artisans; however, there would be no alcohol, tobacco products or firearms sold. It was asked how often and what hours and the response was three to four times per year from 8:00 a.m. to 2:00 p.m. Kinney asked if the 100 vehicles would be per event or total for the season and the response was per event throughout the day. Teach advised she has concerns with the grade of the property to Cascade Brook with runoff. Perkins responded that as it would be one-way in and one-way out with hard pack for the driveway, there would be no runoff. Teach stated that if there is a wet spring, the property frontage on the brook would be wet or flooded. Perkins replied that there is a 50’ buffer to the brook from the parking area. Teach asked if any part of the property is in the flood zone and the response was that they were unsure; however, they have not purchased flood insurance. Perkins also stated that the first event would not be until some time in June so they were unsure if there would be any wetlands. Urie asked if facilities would be provided and the response was that they would have porta-potties on site. The board will review the application for completeness on Tuesday, April 27, 2021 and if complete, a public hearing would be scheduled. Monti asked if they had spoken with any of their neighbors and the response was not yet. Tiffany stated they plan on having the Fire Department do a walk-through to make sure they have not overlooked anything.

Reports

Zoning Administrator:

1. Several enforcement letters went out with responses received.

Randy Monti – Champagne Excavation

1. The AOT (Alteration of Terrain) Permit was approved with some changes / modifications. Monti asked Moyer if any revised plans were received Champagne cannot start work until the Planning Board received all paperwork. Moyer stated she would check with the Fire Department to see if they received the blasting plans. Monti asked Kinney if the $25,000 performance bond has been received and the response was not yet. Kinney will contact Champagne about these items. Monti stated they needed to determine if Champagne had obtained any local, state, or federal permits that may have been required.

Teach – Zoning Maps

1. Teach made contact with Lakes Region Planning Commission ( LRPC ) and is working closely to get the map complete. The map will include lot lines, zone boundaries, abutting town names. Teach is working with Moyer regarding the town roads and they will be identified in color based on scenic roads, public roads, and private roads.

Continued Review of the 2018 Amendments to the Zoning Ordinance

A revised draft was distributed to the board members to review. Kinney made a motion to accept the revisions. Monti seconded the motion and the board voted unanimously via roll call in favor of accepting the revisions.

Continued Review of the Conservation Subdivision

A revised draft was distributed for review by the board.

Additional Items for Consideration

1. Organization of the Board will take place on Tuesday, April 27, 2021. Rules of Procedure will possibly be reviewed by the board.
2. Urie explained the difference between Class V and Class VI roads as far as town maintenance and will distribute a list of all roads and their classification. Wells asked what the process to downgrade a road was and the response was the town can stop maintaining the road; however, the classification cannot be changed until town meeting.

There being no further discussion, the meeting was adjourned at 9:06 p.m.

Submitted by,

Lisa Meier

Recording Secretary