

## PLANNING BOARD MINUTES

April 27, 2022

**APPROVED:** 5/25/22

**AGENDA:** 22PCC05 – BRENDA & WILLIAM CORBEIL – 15 HUCKINS DRIVE - #223-069  
22ASP01 – CIELITO’S–ALEXA & LEO VASQUEZ – 50 SOUTH MAIN ST #114-139  
PUBLIC HEARING ON PROPOSED SUBDIVISION AND SITE PLAN REVIEW  
REGULATIONS AMENDMENTS - Section III. Definitions  
STEEP SLOPE REVIEW  
MASTER PLAN DISCUSSION  
STEEP SLOPE DISCUSSION  
SPLIT-ZONING DISCUSSION  
OFF PREMISE SIGNS – 2<sup>ND</sup> DRAFT OF PROPOSED AMENDMENTS  
MANUFACTURED STORAGE CONTAINERS

**ATTENDING:** Denice DeStefano (Chair-via Zoom), Don Milbrand (Select Board Representative), David Shirley, Randall Kelley (Vice-Chair), Elizabeth Seeler, John Miller (Alternate)

**ABSENT:** Bruce Beaurivage (Alternate)

**OTHER:** Christina Goodwin (Land Use Manager)

Mrs DeStefano called the meeting to order with a quorum in person. Ms. Goodwin reminded the public to announce their names for the purpose of the minutes. Mrs. DeStefano added that members of the public and the Board need to be recognized by the Chair before speaking.

### **NEW BUSINESS**

#### **22PCC05 – BRENDA & WILLIAM CORBEIL – 15 HUCKINS DR #223-069**

Mrs. DeStefano reminded the applicant that a Preliminary Conceptual Consultation (PCC) is not binding on the applicant or this Board, but it is the best off the cuff response to the information being received this evening. Mr. William Corbeil and Ms. Shelby Corbeil were present to discuss the proposed dog grooming business to be located in the garage at 15 Huckins Drive. The property is located in the Village Residential district. The Board reviewed the allowed uses, more specifically, the discussion centered on the definition of Home Occupation. Ms. Corbeil advised the Board that she is responsible for the business. Mr. Milbrand inquired if there were any other employees and if Ms. Corbeil resided on location. Ms. Corbeil confirmed that she rents from her parents, and she is the only employee. Mr. Shirley inquired if there was any intent for boarding of animals overnight or feeding animals onsite. It was confirmed that neither of those items are part of the plan. Mr. Shirley felt that the grooming facility would be similar to a home salon. Mr. Kelley felt that the home salon would be more restrictive than a dog grooming business. Mr. Shirley inquired if the garage is a separate building and the parking in the driveway. It was confirmed that the garage is a separate structure and there could be approximately eight (8) vehicles parked in the driveway. Mr. Corbeil added that there would be no impact with parking

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### **22PCC05 – BRENDA & WILLIAM CORBEIL – 15 HUCKINS DR #223-069 continued**

on the side of the road. Mr. Kelley confirmed that there is water, sewer, drainage, insulation, etc., for the garage, which would be everything that is needed to make it happen. This was confirmed by Mr. Corbeil. The Board agreed that this use qualified under a Home Occupation and could be a Minor Site Plan, where signage, parking, structures, etc., are listed on the plan for review. Ms. Goodwin added that the grooming business would be considered an additional unit for the Water/Sewer Department and may require an additional application for service, even if the service exists already.

### **22ASP01 – CIELITO’S–ALEXA & LEO VASQUEZ – 50 SOUTH MAIN ST #114-139**

Ms. Goodwin advised the Planning Board that Cielito was not asked to participate in the meeting. Mrs. DeStefano directed the Board to review Section 8, Paragraph E in the Site Plan Regulations. Mrs. DeStefano pointed out the storage container, the walk-in freezer, the temporary proposed seating location, the proposed expanded patio seating location, and the other updates to the site. Mr. Shirley would like to make sure that the Board considers adding a condition that the temporary seating would be removed once the patio expansion is complete. Mr. Milbrand would like to have the number of approved seats and the parking requirements added to the plan. Mr. Kelley added that the notes from the last meeting showed 64 total seats. Mr. John Miller, as a member of the public, inquired on the size of the parking spaces indicated, and how they may impact the entrance. Mr. Milbrand pointed out that the plan is not drawn to scale, and Ms. Goodwin added that the temporary seating is the same as existed last year, which did not impact the entrance. Mr. Kelly raised the concern on parking spaces numbered 21, 22, and 23. Mrs. DeStefano provided a history on the parking requirements that were moved to Site Plan Regulations. Ms. Goodwin pointed out that the storage container requires a Special Exception through the Zoning Board. After further discussion, Mr. Shirley motioned to approve the Amended Site Plan as presented with the expansion of the patio area, the temporary seating during construction of the patio area only, and a revised site plan to be provided, once the patio is complete, that shows the removal of the temporary seating and the parking and approved seating. Mr. Kelley seconded the motion. The motion carried 5-0-0.

### **PUBLIC HEARING ON PROPOSED AMENDMENTS TO THE SUBDIVISION AND SITE PLAN REGULATIONS - Section III. Definitions**

The public hearing for the proposed changes to the Site Plan/Subdivision Regulations Definitions was opened at 7:39 PM. Mrs. DeStefano pointed out that definitions can be taken one at a time or taken as a group and the Board agreed to vote on the changes as a group. Mr. Kelley motioned to approve the amendments as presented. Mr. Milbrand seconded. The motion carried 4-0-1.

Ms. Goodwin added that Staff will make the changes, but an updated copy will not be provided until the remaining changes have been presented and approved.

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### **STEEP SLOPE DISCUSSION**

Mrs. DeStefano asked the Board to review the steep slopes information and be prepared to discuss at the June workshop. Ms. Goodwin added that Staff will review how steep slopes and timbering may impact each other and bring that information to the workshop as well.

### **OLD BUSINESS**

#### **MASTER PLAN DISCUSSION**

Mr. Miller was asked to join the table to discuss the proposed edits to the Master Plan Vision Chapter. The Lakes Region Planning Commission (LRPC) provided good data, but did not necessarily provide a vision, but more of an introduction. Mr. Miller looked at sample chapters from Pembroke and Littleton in his review. Mr. Miller tried to pare down the process to try to make sure people understand that master planning is a community process and to help the public understand that there are four (4) things that happen in a during that process. The Planning Board will evaluate and complete reviews, add community input, begin implementation, and then review again. Mr. Miller added that the bullets came from the LRPC original document. He kept those items intact. Mr. Miller reviewed the last few surveys, and the consensus has been for measured growth to build the tax base while keeping the rural character. He felt that the bullets, in his head, are really summaries of sections of the Master Plan that may not even exist yet. Mrs. DeStefano strongly encouraged other Committees to attend the Planning Board public hearing on the Master Plan revision, instead of the Planning Board trying to go to each Committee for input. The Board discussed edits, which included further discussion on the use of “village centers”, how action items should be treated, duplicate sentences, minor typos, restructuring of paragraphs and the update of the tenses throughout the document. Mr. Miller will prepare the continued edits and submit the updated document to the Land Use Staff who will distribute for further review in the May workshop.

#### **OFF-PREMISE SIGNS AND MANUFACTURED STORAGE CONTAINERS**

Mrs. DeStefano asked the Board to review the proposed changes to the off-premise signs and the manufactured storage containers for the May workshop meeting.

#### **SPLIT ZONING DISCUSSION**

Ms. Goodwin presented the Village Residential district versus the Rural district for the first split-zoning discussion. She provided recommendations based upon what she saw in the locations, but it would be up to the Board whether to follow those recommendations or not. Ms. Goodwin discussed the following sections with the Board:

- The first section is near Riverdale Road. It is a small section of Village Residential that is split with Rural. There are three (3) lots in this location split. The assessment doesn't change. The allowed uses change. It is Ms. Goodwin's recommendation to change this whole section to Rural. The Board would like to verify the island in the river as it appears to be split into two (2) lots. Pending the outcome of that section, the Board agreed to change all of the properties in this section to Rural.

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### SPLIT ZONING DISCUSSION continued

- The second section is off Robieson Drive. The first phase of this area was developed already, and phase two is the remaining large lot, that is split between Village Residential and Rural. Ms. Goodwin recommends that the Board consider changing the whole lot to Village Residential. There will be no change to the assessment and the more restrictive Zoning applies, so no change to the allowed use. The Board agreed.
- The third section is by Danforth Brook Road and Summer Street. Lot 5 is split between Village Residential and Rural. Ms. Goodwin recommends that the Board consider making the lot Village Residential and possibly extend the line further along other properties in that area. The Board agreed to change lot 5 only to Village Residential.

Ms. Goodwin will confirm the verbiage for updating these locations and bring back to a workshop meeting. She will also prepare another small section for review.

Mr. Milbrand asked about the lot on Hemphill Rd, which was Map/Lot #214-022. The lot has been recently subdivided, creating Map/Lot #214-022-001. These lots are zoned as Lake District, but members of the Board felt that they really should be Rural. There will be a reduction in the assessment and minor changes to the allowed uses. Ms. Goodwin will prepare this lot for a workshop meeting, as well.

### MINUTES OF MARCH 23, 2022

The Board reviewed the minutes of March 23, 2022. Mr. Kelley motioned to approve the March 23 minutes as written. Mr. Milbrand seconded. The motion carried 4-0-1.

### MINUTES OF APRIL 13, 2022

The Board reviewed the minutes of April 13, 2022. Mr. Kelley motioned to approve the April 13 minutes as written. Mr. Shirley seconded. The motion carried 4-0-1.

### COMMUNICATIONS

The next section of the Riggins rules was shared with the Board.

A Boundary Survey for Ricky and Tammi Baum on Route 3A was provided to the Board for review.

A Boundary Retracement Survey was submitted for the property owned by Dylan and Jamie Welsh. This property will be coming before the Board for a Special Use Permit and prior to that a Special Exception for height increase.

### REPORTS

*Historic District Commission (HDC)* – This has been reported on in a prior meeting.

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### REPORTS continued

*Select Board* - Ms. Goodwin and Mr. Milbrand went to the Select Board to determine if there was support to move forward with the proposed adoption of building code. After further discussion, Mr. Shirley motioned to withdraw the request. Mr. Kelley seconded. The motion carried 3-2-0 and the request will be withdrawn from Select Board consideration.

*Capital Improvements Program Committee (CIP)* – They will be meeting in May.

*Conservation Commission* – The Commission meets ext week.

### *Land Use Department* -

66 school St - There is no site plan on file for this property. The current assessment approves the building as a four-unit apartment building. Somewhere along the line someone installed a fifth unit without updating either the site plan or the assessment. The owner is currently trying to refinance the property, and the bank is questioning whether the fifth unit is an approved unit or not. If we keep the same consistency that we've set for other properties, then this property would be required to apply for a Variance to keep the fifth unit and then some type of Site Plan with the Planning Board. Mr. Shirley inquired if past taxes could be assessed to the owner and Ms. Goodwin advised that the Town cannot assess taxes retroactively and the assessment will not change for this year. Ms. Goodwin asked what type of Site Plan will be required. The Board agreed that this should be a Full Site Plan.

215 Lake St - Ms. Goodwin has spoken to the owner about the previously approved Amended Site Plan. It required that the owner return greenspace in front of the showroom and plant trees. The owner is questioning parking, claiming that he agreed to greenspaces and trees, but not to eliminating the parking. The Board agreed that parking should be eliminated in front of the showroom, and the owner can come back to the Board to amend the Site Plan if he chooses, but at this point he would need to follow the approved Site Plan.

189 Pikes Point Rd - The property is currently on the market. The cottage is very old and most likely we will need to be replaced. The building is extremely close to the water and the septic is approved under a seasonal basis only. The lot is completely located in the FEMA floodplain. There are setback requirements for the Town's Wetlands Conservation Overlay District for the structure, excavation, and the septic. If the proposed change increases the height then a Special Exception will be required. Shoreland Protection is also required.

Economic Development Committee (EDC) - MTAG Grant Inquiry - The intent behind the grant funds is to hire a consultant to help with the current housing crisis reviewing current Zoning regulations etc., to provide recommendations to the Planning Board for either less restrictive zoning or other possible solutions. Mr. Miller added that it is a regional push that is being

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### REPORTS continued

researched for the best options and resolutions. Mr. Shirley added that, in his opinion, there doesn't seem to be enough broader family housing. Mrs. DeStefano feels that we are going to start seeing a lot more legislation about housing across the State. She feels that this grant might help the Planning Board get out ahead of some of those changes. Mr. Milbrand felt that it was a more of a help than a requirement, and that it would be good to have the input. Mr. Kelley feels that expanding housing only benefits realtors and developers. Ms. Goodwin pointed out that the housing shortage isn't just purchasing houses, it's the actual living space for rentals as well. Mr. Kelley was concerned about having to hire a new employee and Mr. Milbrand pointed out that it is only a consultant. The Board agreed to support the MTAG grant, to be applied for by the EDC 3-2-0.

**NEXT MEETING:** The next meeting is May 11, 2022, at 7:00pm.

With no other business before the Planning Board, Ms. Seeler made a motion, seconded by Mr. Shirley, to adjourn at 9:30 pm. The motion carried 5-0-0.

Respectfully submitted,  
Christina Goodwin  
Land Use Manager