

## PLANNING BOARD MINUTES

July 27, 2022

**APPROVED:** 8/24/22

**AGENDA:** 22SUP10 – GEORGE & MARGE MCEVOY – 146 CASTLE LANE - #203- 135  
MASTER PLAN PUBLIC HEARING – BOARDS & COMMITTEES  
VISION CHAPTER  
OFF PREMISE SIGNS  
MISC. ZONING ORDINANCE PROPOSED AMENDMENTS  
MASTER PLAN DISCUSSION  
SURVEY QUESTIONS  
LAND USE CHAPTER

**ATTENDING:** Denice DeStefano (Chair), Randall Kelley (Vice Chair), John Miller (Alternate)

Don Milbrand (Select Board Representative) and David Shirley – joined during the meeting

**ABSENT:** Elizabeth Seeler

**OTHERS:** Christina Goodwin (Land Use Manager), applicants, Town Boards and Committee members and members of the public

Mrs. DeStefano announced that Ms. Seeler would be absent from this meeting and appointed Mr. Miller to voting member for the evening. Two (2) other members of the Board were expected to arrive, but with three (3) present representing a quorum she called the meeting to order at 7:00 PM.

### **22SUP10 – George & Marge McEvoy – 146 CASTLE LANE - #203 - 135**

Mrs. DeStefano opened the hearing for a Special Use Permit Application for George and Marge McEvoy. She asked Ms. Goodwin to read the application into record. Ms. Goodwin read the application, where advertised, and abutters notified. There were no public comments received. The Water/Sewer Department and Conservation Commission submitted feedback for the Board to consider. Mr. Miller explained that he was a neighbor down the street from this proposed project and inquired if there was any potential conflict of interest. Mrs. DeStefano stated that if he felt he could remain unbiased in his review and decision, then he could still participate in the discussion, etc. Mrs. DeStefano asked Mr. McEvoy to explain the project for the Board.

Mr. McEvoy explained that there is a very small porch on the front of the house and the proposed project is to replace existing and extend the porch area by adding a 9 X 10 deck.

Mr. Kelley asked Mr. McEvoy if he was going to extend his porch with a deck, take out railings and put in sauna tubes, constructing a deck area to the already existing porch. Mr. McEvoy confirmed. Mr. Kelley asked if there would be any roofing changes and Mr. McEvoy stated the roof would remain the same. Mr. Kelley asked about the wetland's location with

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### **22SUP10 – George & Marge McEvoy – 146 CASTLE LANE - #203 – 135 continued**

respect to the project. The Town map was reviewed. Mrs. DeStefano stated that the Conservation Commission and the Water/Sewer Department commented on the application and read the comments into record. The Conservation Commission stated that he reviewed and saw no significant impacts to wetlands with this project. The Water/Sewer Department stated that the applicant should call the Water Department to locate any water lines prior to any excavation.

Mrs. DeStefano asked if any abutters or members of the public had any comments or questions. There were none. With no other questions from the Board or the public, the Public Hearing was closed at 7:10 PM. Mr. Miller motioned to approve the Special Use Permit Application, 22SUP10, with the condition that the applicant contact the Water Department for verification of water service locations prior to starting excavation. Mr. Kelley seconded. The motion carried 3-0-0.

Mrs. DeStefano advised the applicant that the Notice of Decision will be sent out later this week and to note the 30-day appeal period.

### **MASTER PLAN VISION CHAPTER – PUBLIC HEARING - BOARDS / COMMITTEES**

Mrs. DeStefano explained that 30 minutes has been set aside for the public hearing for members of the Town's Boards and Committees. This hearing is to allow for comment or provide input to the Planning Board for consideration in the Master Plan - Vision Chapter. She stated that any input from tonight would be taken under advisement and changes would be completed before the Public Hearing on August 24.

Mrs. DeStefano stated that the Board did receive written comments from several people on different Boards and Committees. Comments have been received by Dorcas Gordon from the Historic District Commission, Hector Hsu, owner of the Chinese Restaurant, Bill Dowey from the Economic Development Committee, and Mr. Bruce Dorner from the Economic Development Committee. She asked if there were any additional comments to add and Mrs. Metcalf from the Sustainability Committee provided written comments. Mrs. DeStefano asked if any others had any comment. Mrs. Leslie Dion stated that she came to listen or participate as part of the Kelley Park Committee and stated that Dorcas Gordon may have included Kelley Park comments with those submitted in writing. Mrs. DeStefano read the written response received from Ms. Gordon to confirm that she covered Kelley Park as well as other parks. Mrs. DeStefano stated she did not need to read all the written comments into record, at this time. She asked Mr. Dowey if he would like to speak to his comments. Mr. Dowey talked of impacts of Covid and declining employment in Bristol. In his mind, Bristol should move to increase tax base with housing and technology infrastructure to offer better service for schools and businesses. Mrs. DeStefano stated that in reading his comments, there was a large amount he felt should be considered. She pointed out that some items might be better suited for other chapters and not just the Vision Chapter. Mr. Miller stated that he felt that Mr. Dowey's and other comments may make sense to highlight the bigger picture statement in Vision and put the details in the following chapters.

Discussion followed about the recommended time frame of a Master Plan to be reviewed of every five (5) years. Mrs. DeStefano stated that with staffing and other issues facing the Town

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### **MASTER PLAN VISION CHAPTER – PUBLIC HEARING - BOARDS / COMMITTEES continued**

and those organizations that are counted on for assistance this will always be an ongoing process, but the goal is to have this review completed every 5-7 years. She shared with those present that once the Survey Questions were in the final steps, then other Boards and Committees will be asked to consider adding questions that pertain to their specific Board or Committee.

Mr. Kelley asked Mr. Dowey if his comments about manufacturing credits coordinates with the Economic Development Committee plans to expand River Road. Mr. Kelley stated that he thought that was a good path to pursue. Ms. Goodwin stated as an FYI that any tax credits does add work internally for processing so that should always be kept in mind for staffing purposes. Mr. Shirley had some concerns about development in the River Road area due to steep slopes and the Pemi-River environment. He felt that Master Planning should be cautious and careful in its consideration of all the possible issues as well as benefits. Mr. Kelley stated that Zoning and other items take care of these issues.

Mrs. DeStefano stated that the various input from the Boards and Committees will be taken into consideration when further drafting the Vision Chapter and other chapters where some suggestions may be more appropriate.

### **OFF PREMISE SIGNS**

Mrs. DeStefano presented new draft of the Off Premises (now includes s) Signs documents. Other changes were made to section e as previously requested. Typos for capitalizations were noted. There were questions about how the signs affect the Historic District Commission guidelines. The changes will be made and presented to the Board.

### **MASTER PLAN SURVEY QUESTIONS**

Mrs. DeStefano stated that all changes have been made to the survey questions. These included changes in wording, adding address information and repositioning “like” questions.

Another duplication on question #27 was noted and edited. Mrs. DeStefano stated if the Board is okay with the edits, then she would recommend this be sent to other Boards and Committees for possible adding of one (1) or two (2) questions.

### **NEW BUSINESS**

#### **MISC. ZONING ORDINANCE PROPOSED AMENDMENTS**

Mrs. DeStefano stated that she and Ms. Goodwin reviewed the 2022 Zoning Ordinance and found they had some questions about some sections that were reviewed with the Town Counsel. She presented changes and recommendations communicated by Counsel and stated that some would require a decision by the Board.

One discussed where Planning Board needs to decide on was the Wetlands Conservation Overlay District Chapter 9.1 # 4. Counsel stated that because this language was in ordinance it required

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### **MISC. ZONING ORDINANCE PROPOSED AMENDMENTS continued**

that the listed organizations be contacted with each application. It was determined language should be changed to leave it to “if Planning Board deemed it necessary” the list of organizations or Boards should be contacted. Mrs. DeStefano recommended that she review the Regional Impact Statute information and other documentation to determine how this should be stated and bring this back before the Board then.

The other changes were discussed and after discussion, Mr. Milbrand motioned to approve the changes to Zoning Ordinances as discussed for Article 5, 5.1, Article 8 Definitions of Waiver, Wetlands Conservation Overlay District Chapter 9.2 Section A and 9.8 Special Provisions Letter E. Mr. Kelley seconded. The motion carried 5–0–0.

Mrs. DeStefano stated that the one remaining section would be researched more and brought back for the Board approval at the next meeting. These then will all be included in the Public Hearing process for Zoning changes at a date to be determined.

### **MASTER PLAN - LAND USE CHAPTER**

Mrs. DeStefano recommended that the Board begin work on the Land Use Chapter after the Survey Questions are returned and that data can be used. It would also be helpful to include the mapping options forthcoming in that work. The Board agreed to postpone further discussion and work on this until more items critical to the planning were available. Information will be sent to the Board members by email in preparation for next meeting.

**APPROVAL OF MINUTES:** No minutes were presented for approval at this meeting.

### **COMMUNICATIONS:**

Newfound Lakes Region Association Invitation to the Board to participate in a Community Meeting on October 24<sup>th</sup> – 6 PM at Bridgewater Town Hall. Topic - Collaborative Workshop to plan for the protection and stewardship of Newfound Lake.

### **REPORTS:**

*Historic District Commission* – Will meet in August.

*Capital Improvements Program Committee* – Will meet in August.

*Conservation Commission* – Will meet in August.

*Select Board* – Working on Town Administrator position.

*Land Use Department* - Ms. Goodwin took a moment to update the Board about changes in the Land Use Department with resignations and retirements, new employees, and contracted personnel. She explained that Janet Cote was hired to do all Land Use Board minutes and special projects. The Department will be advertising for both the Land Use Administrative Assistant and

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### **REPORTS continued:**

the Land Use Officer. Mrs. DeStefano has been contracted to assist with Land Use workload in the interim.

### **OTHER:**

Ms. Goodwin explained that as mentioned in the last meeting, there was a Boundary Line Agreement that needed approval and signatures from the Board tonight.

The Board reviewed the agreement. Mr. Kelley motioned to approve the boundary line agreement. Mr. Milbrand seconded. The motion carried 5–0-0. The Board signed the MYLAR.

**NEXT MEETING:** The next meeting is scheduled for August 10, 2022 at 7:00 PM. Mrs. DeStefano stated that there is currently a Special Use Permit Application for Helen and Benjamin Aguirre for 481 W.Shore Road and the Land Use Chapter of the Master Plan. In addition, there may be a Preliminary Conceptual Consultation (PCC) for a subdivision.

### **ADJOURNMENT:**

With no other business to come before the Board, Mr. Miller motioned to adjourn. Mr. Kelley seconded. The motion carried 5-0-0 and the meeting adjourned at 8:25 PM.

Respectfully submitted,  
Janet Cote  
Land Use Associate