

PLANNING BOARD MINUTES

August 24, 2022

APPROVED: 9/14/22

AGENDA: 22MSP05- SHELBY CORBEIL – 15 HUCKINS DRIVE - #223-069
22ASP02 – MATTHEW PITTSLEY - LA's PIZZA BENE – 34 CENTRAL SQ. - #114-094
PUBLIC HEARING – MASTER PLAN – VISION SECTION
PROPOSED ZONING AMENDMENTS

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

OTHER: Christina Goodwin (Land Use Manager), Applicants

Mrs. DeStefano called the meeting to order at 7:00 pm with a quorum in person.

NEW BUSINESS:

MINOR SITE PLAN: 22MSP05 – Shelby Corbeil – 15 Huckins Drive - #223-069

Mrs. DeStefano opened the hearing for the Minor Site Plan application for Shelby Corbeil. Ms. Goodwin read the application into record, listing where the hearing was advertised, and the abutters notified. The Minor Site Plan is to establish a dog grooming business in a portion of the existing garage. There were no abutter or public comments received. The Water/Sewer Department provided a memo addressing water service change from mobile home to the garage and general information about best practices for use, management and disposal of cleaners / products and cited that the property is in the Danforth Brook Well Protection area.

The Board then reviewed the checklist for the application for completeness. After review, Ms. Seeler moved to accept the application as complete. Mr. Kelley seconded. The motion carried 5-0-0.

Mrs. DeStefano asked Mr. Corbeil to explain the project to the Board, as owner of the property. He stated that the plan was to open a grooming business in a portion of the garage at 15 Huckins Drive. The driveway and designated parking for customers was indicated on the plan, as well as the hours of operation. Ms. Seeler asked the applicant if it was planned to move the water service from the mobile home to the garage and Mr. Corbeil confirmed. He added that that no one occupies the mobile home, and he will work with the Water Department to complete the transition.

With no more questions from the Board, Mrs. DeStefano asked if any others from the audience had questions or comments for or against the application. Hearing none the public hearing was closed. Mrs. DeStefano asked the Board if there was any further discussion or questions regarding this application. Hearing none, she asked for a motion on the application.

Mr. Shirley made a motion to approve the Minor Site Plan, 22MSP05, for Shelby Corbeil to establish a grooming business in a portion of the garage at 15 Huckins Drive, with the condition that the property and business owner follow suggested best practices for management and disposal of product as updated by the Water Department. Mr. Milbrand seconded. The motion carried 5-0-0.

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MINOR SITE PLAN: 22MSP05 – Shelby Corbeil – 15 Huckins Drive - #223-069 - continued

Mrs. DeStefano stated that Mr. Corbeil would receive the Notice of Decision and the signed Site Plan in next few days from the Land Use Office.

PUBLIC HEARING - MASTER PLAN – VISION CHAPTER DRAFT # 7:

Mrs. DeStefano opened the public hearing for input to the Master Plan - Vision Chapter. She added that there was a previous hearing held for Town Committees and Boards to provide input and that input was reviewed by the Planning Board and that which was appropriate for the Vision Chapter was incorporated in this draft. She referenced these updates and the changes made by Mr. Miller regarding Economic Vitality and Infrastructure.

She asked the public if anyone had any comments or questions regarding the Chapter. Ms. Cheryl Cizewski presented a handout to the Board outlining three (3) proposals she called guiding principles for consideration. Mrs. DeStefano explained that the Board would consider these and determine if these might be appropriate for the Vision Chapter or better suited for a different chapter of the Master Plan. Further discussion determined that some of these comments were referenced in other language within the Draft already and that others may be more in line with other chapters of the Master Plan.

Mr. Richard Metcalf, who serves on the Conservation Commission, asked if the Master Plan Vision might be a place where integration with Town Committees and Boards might be cited to ensure conservation / planning goals and adherence to Federal and State requirements etc. He cited mitigation concerns as an example. Mrs. DeStefano responded that applications were approved on an individual basis, based on the merit of the application and the final decision is with the Planning Board. Ms. Goodwin stated the application process already asks for review and comment from Land Use, other committees, and Town Departments. It was determined it might not have a place in the Master Plan Vision Chapter which is a summary or outline of goals or intentions. Mrs. DeStefano stated though not necessarily something for Master Plan this certainly was a topic for the Board and other committees might consider.

Other discussion followed with review of the edits made to the Vision Plan by Mr. Miller and Mr. Milbrand provided additional edits, which the Board agreed upon.

With no other comments or questions, Mr. Kelley made the motion to approve the Master Plan - Vision Chapter Draft #7 as amended. Ms. Seeler seconded. The motion carried 5-0-0.

22ASP02 - Matthew Pittsley - LA's Pizza Bene – 34 Central Square -#114-094

Mrs. DeStefano stated that the office did not have an application for an Amended Site Plan, so it was created and tested with La's Pizza Bene. The previously approved Minor Site Plan for the property is attached and the information shared at preliminary review.

Discussion followed regarding the updated plan and confusion over the location of all outside seating. It was also pointed out that outside activity after 10:00 PM, might need approval by Select Board if different than the original Liquor License approvals. Other concerns were for an update of the North arrow, a discussion on the change of hours, the door entry, exit and stair changes, which might require Historic District approval, and the possible impacts to abutters. With many questions to be answered, Mr.

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22ASP02 - Matthew Pittsley - LA's Pizza Bene – 34 Central Square -#114-094

Milbrand moved to continue the hearing for application 22ASP02 to September 28, 2022, as a fully noticed hearing. Mr. Kelley seconded. The motion carried 5-0-0.

AMENDED SITE PLAN APPLICATION FORM DISCUSSION:

Edit and amendment suggestions were made by Mr. Milbrand to change checkbox for description attached to instead include lines for a brief description of changes with up to six (6) lines. Other suggested language was discussed regarding any changes made to a Minor Site Plan causing impact or change of use requiring approval of the Planning Board and when hearing and notice to abutters would be prompted.

Mr. Milbrand motioned to approve the Amended Site Plan Application forms as amended. Ms. Seeler seconded. The motion carried 5-0-0.

OLD BUSINESS:

PROPOSED AMENDMENTS TO ZONING – Legal Counsel review and other suggestions

MANUFACTURED STORAGE CONTAINERS - 4.3

The Board reviewed counsel changes and discussed other changes and edits made by Mr. Kelley and Ms. Goodwin. Mr. Kelley motioned to approve the revisions to General Provisions 4.3 Manufactured Storage Containers and move to public hearing, date to be determined. Mr. Milbrand seconded. The motion carried 5-0-0.

WETLANDS OVERLAY DISTRICT – 9.1.A

Review of the amendments to the Wetlands Overlay District were reviewed. Ms. Seeler moved to approve the revisions to the Wetlands Overlay District – 9.1.A and move it to public hearing, date to be determined. Mr. Kelley seconded. The motion carried 5-0-0.

PUBLIC HEARING FOR AMENDMENTS

Mrs. DeStefano stated that with these approved tonight and others previously approved there were a total of eight (8) proposed amendments to move to public hearing. She suggested that all go to same hearing night to be held in October. After further discussion Mr. Milbrand moved to hold all public hearings for zoning amendments on October 12, 2022. Mr. Kelley seconded. The motion carried 5-0-0. Proposed amendments will be posted on town website and hearings will be noticed. It was noted that hearings no longer require public notice to a newspaper.

MINUTES:

The minute of June 22, 2022 were reviewed. Mr. Kelley suggested some spacing edits on page 4. Mr. Milbrand motioned to accept the minutes of 6/22/2022 as amended. Mr. Kelley seconded. The motion carried 4-0-1, with Mr. Kelley abstaining.

The minutes of July 13, 2022 were reviewed. Mr. Milbrand moved to accept the minutes of 7/13/2022 as presented. Mr. Shirley seconded. The motion carried 5-0-0.

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MINUTES continued:

The minutes of July 27, 2022 were reviewed. Mr. Shirley suggested a change to page 2, last paragraph, last sentence to read following chapters. Mr. Milbrand motioned to accept the minutes of 7/27/2022 as amended. Mr. Kelley seconded. The motion carried 3-0-2, with Mr. Shirley and Ms. Seeler abstaining.

The minutes of August 10, 2022 were reviewed. Ms. Goodwin suggested an edit to page 3 removal of word “minutes”. Mr. Milbrand moved to accept the minutes of 8/10/2022 as amended. Ms. Seeler seconded. The motion carried 4-0-1, with Mr. Shirley abstaining.

COMMUNICATIONS:

Memo – Riggins Rules

The monthly memo from Riggins Rules was shared with the Board.

Planning Board Handbook & Test

Mrs. DeStefano reported that she attended a workshop and shared information gathered regarding Planning Board handbooks and a test for the Board members to take if they wished for their own information and certificate.

2022 Changes to Planning and Zoning Laws

Mrs. DeStefano also shared a handout received at the workshop noting updates and pending changes to NH Laws regarding Zoning and Planning.

REPORTS:

Historic District Commission (HDC) – Next Meeting September 13, 2022

Select Board - Mr. Milbrand updated the Planning Board about his activities and communications to the Economic Development Committee (EDC) regarding the availability and application for grant funding for Master Planning. He asked the EDC to contact Land Use with application for the Planning Board to review and submit, if approved. He commented on ribbon cutting ceremony at the new solar array at the Water/Sewer Department. He also reported that the Select Board have moved forward with the Town Administrator position and announced Christina Goodwin as Interim Deputy Town Administrator until January. This would allow for time to transition to Town Administrator in January and train staff replacements.

Capital Improvements Program Committee (CIP) – Mr. Kelley stated that CIP had their first meeting. Ms. Goodwin added that Water/Sewer and Highway Departments were at that meeting resulting in a couple of minor changes and updates to the CIP worksheet. She shared the updated meeting schedule and stated that the next meeting would be for Fire and Police on August 30.

Conservation Commission – Next meeting September 7, 2022

Land Use Department Report: Ms. Goodwin updated the Board about staffing changes and progress. She also stated that minutes were getting caught up and should come in more timely manner moving forward. Logistics for executive sessions for any upcoming consults with Town Counsel were discussed. Mrs.

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REPORTS: Continued

DeStefano stated that Mr. Miller would be coming into the office to help set up Survey Monkey for the Master Plan survey and post cards have been ordered. The intention is to have it ready for mid -September with a finish in October.

NEXT MEETING: – September 14, 2022 –

It is anticipated that a continued Special Use Permit 22SUP09 and a Minor Site Plan will be on the agenda. Ms. Goodwin reminded the Board that Mrs. DeStefano would not be present for the next meeting.

ADJOURNMENT: Ms. Seeler moved to adjourn. Mr. Kelley seconded. The motion carried 5-0-0 and the meeting adjourned at 8:46 pm.

Respectfully submitted,
Janet Cote
Land Use Associate