

## PLANNING BOARD MINUTES

April 8, 2020

**APPROVED: 4/22/20**

**AGENDA:** 19SPR02 Request for change in site plan conditions, Chestnut St, #227-037

**ATTENDING:** Denice DeStefano, Don Milbrand (Sel. Rep.), Jackie Elliot, Bruce Beurivage

**ABSENT:** Betty Seeler, Paul Barnett

**OTHER:** Tyler Simonds (Planner), Christina Goodwin (Land Use Manager)

The meeting opened at 7:00 pm with alternate Bruce Beurivage being moved to a member to replace a missing Board member and to provide the Planning Board with a quorum.

Ms. DeStefano stated that as there has been an emergency order issued by the Governor that allows for meetings to be held electronically due to the pandemic. Members are attending via video and telephone conference and the meeting is open to the public via the Zoom platform and regular phone access. The meeting continued by roll-call vote.

### **APPROVAL OF MINUTES:**

The Board reviewed the minutes of January 8, 2020. D. Milbrand motioned to approve the minutes as amended, D. DeStefano 2<sup>nd</sup>, the motioned carried by roll-call vote 3-0-1.

The Board reviewed the minutes of March 25, 2020. D. Milbrand motioned to approve the minutes as amended, B. Beurivage 2<sup>nd</sup>, the motioned carried by roll-call vote 3-0-1.

### **SUBDIVISION AND SITE PLAN REVIEW REGULATIONS**

Mr. Simonds presented the changes being reviewed by the Board. The Board reviewed the notable changes worksheet – the first column shows the definition in the Zoning Ordinance and the second column shows the definition in the Site Plan Regulations:

- Abutter – The Board agreed to the Zoning Ordinance (ZO) definition – a sentence will be added to the Subdivision/Site Plan Regulations (SSP)
- Accessory Use – The Board agreed to the ZO definition.
- Agriculture – The Board agreed to the ZO definition as it was just amended on the ballot.
- Boat Storage- The Board agreed to the ZO definition as it was just updated in the past year.
- Child/Day Care Center – The Board agree to ZO definition and will remove the words “or approved” from SSP.
- Combined dwelling and business – The Board agreed to add the additional sentence in the ZO to the SSP as it gives clarification that the use must be a permitted use in the district.
- Dwelling, multi-family/single-family/two-family – Mr. Simonds would like the Board to use consistent language and to consider not using the title in part of the defining each. The Board would like Mr. Simonds to look at using structure in the definition and agreed to add includes Modular Housing under both single-family and two-family. Ms. DeStefano pointed out that under the definition of two-family it refers to units sharing a common exterior stairwell, which isn't consistent in existing buildings in town. The Board agreed to remove that part of the definition in both the ZO and the SSP.

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- Dwelling unit – The Board agreed to use the ZO definition as it is more clearly defined.
- Manufactured housing (mobile home) – The Board agreed to correct the parenthetical numbers within both the ZO and SSP definitions. They also agree to keep the word mobile home in parentheses in the definition title.
- Presite built housing – The Board preferred the SSP definition by eliminating the first few words in the ZO definition.
- Restaurant: High Impact – In the ZO definition the word “provides” is added, but not in the SSP. The Board agreed to add it to SSP.
- Sales room – The ZO includes snowmobiles but the SSP does not. The Board agreed to match the ZO.
- Setback – The ZO refers to structure and the SSP refers to building. The Board agreed the ZO definition is more accurate.
- Setback line – The Board agreed to mirror the ZO definition as this setback line should be for all structures and not just the primary.
- Street – This is a minor change that can be corrected without the Board.
- Structure – The ZO definition was more recently updated, the Board agreed to mirror its definition for the SSP.
- Subdivide – The SSP is a very short definition – the Board agreed to mirror the ZO definition for SSP.
- Subdivision – The Board agreed that this is a minor change and the better definition is the ZO as it mentions the RSA.
- Warehouse and wholesale marketing – Warehouse, self-service is not defined in the SSP. The Board agreed to mirror the ZO definition and then to also add the Warehouse, self-service definition to the SSP.

This review process is to work on matching the definitions between the ZO and the SSP. Any definitions that need to be changed in the ZO will need to go through a public hearing and then be voted on by ballot in 2021. Any definitions that need to be changed in the SSP will need to go through a public hearing only.

Mr. Simonds inquired on the Board’s pleasure for the 40 definitions not in the SSP. Ms. DeStefano asked Mr. Simonds to prepare them for review by the Board at their next meeting.

D. DeStefano motioned to approve the definition changes as discussed to be reviewed by the Board in preparation for a public hearing, J. Elliott 2<sup>nd</sup>, the motion carried by roll-call vote 4-0.

The Board reviewed “Appendix D – the minor proposed housekeeping changes” reviewed with recommendations by the Attorney. The Board agreed to the minor changes the Attorney allowed. Any of the items that needed to be ballot or public hearing will be gathered for the Board to review.

### TENTATIVE WORKSHOP SCHEDULE

Mr. Simonds set up a schedule for the Board to consider for the workshops for the remainder of the year. Ms. Goodwin explained, that the Master Plan, is on hold right now because of the COVID issues. The Board removed the Master Plan from the schedule for May and June. Ms. DeStefano updated that the proposed Mixed-Use Ordinance should be prepared for the Board in June.

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### PROPOSED ZONING AMENDMENTS

Ms. DeStefano wanted to make sure the Letter of Credit as part of the Wireless article was on the list. The Board discussed in the past meeting and wanted to make sure it was reviewed. Mr. Barnett had submitted some good language for the Board to consider.

Mr. Simonds explained that there are lot of different situations that have come up throughout the year and that the Board's have mentioned previously. The proposed list is in no order. Ms. DeStefano asked Mr. Simonds and Ms. Goodwin to go through the list to determine what are the priorities. Mr. Milbrand mentioned he had done the same thing.

### ELECTION OF OFFICERS

Ms. DeStefano explained that the Board had chosen a Chair but still had to determine a Vice-Chair. After further discussion, D. Milbrand motioned to approve Jackie Elliott as Vice-Chair, D. DeStefano 2<sup>nd</sup>, the motion carried by roll-call vote 4-0.

### UNFINISHED BUSINESS:

Historic District Commission - Did not meet

Capital Improvements Program Committee - Did not meet

Select Board - The Board has mostly been dealing with rules and regulation changes around the COVID-19 pandemic.

Land Use - Violations include tow truck business added to the Pawn Shop and a deck in the setbacks.

Permit include Mayhew's solar cabin.

Eversource has submitted a request to maintain lines on scenic roads – Hemphill, New Chester Mountain, Peaked Hill, and Smith River. This will be scheduled for the next meeting.

Lakes Region Planning Commission - Mr. Simonds has reached out for an update on the Sewer to the Lake Analysis, which was due in March.

Turner Cottages escrow – Ms. Goodwin is working on the close out of the project and the escrow account.

### NEXT MEETING:

The next Planning Board meeting will be held Wednesday, April 22, 2020 at 7:00pm via Zoom. There are two Special Use Permits and a public hearing with Eversource.

With no other business before the Board, D. Milbrand motioned to adjourn, B. Beurivage 2<sup>nd</sup>, the meeting adjourned by roll call vote 4-0, at 8:19 pm.

Respectfully submitted,  
Christina Goodwin,  
Land Use Manager