

Planning Board Meeting Minutes

January 3, 2017

6:30 PM

Page 1 of 3

Members Present: Alan Theodhor – Alternate, Frank Lombardi, John Tholl Jr., Scott Burns – Chairman, Everett Kennedy, Peter Corey – Selectmen Rep., and Joyce McGee – Secretary.

Members Absent: Michael Carifio – Alternate

Public Present: Richard Harris Sr., and Jr.

Minutes: A motion was made by Peter Corey to accept the minutes of December 13, 20 & 27 as written, seconded by Everett Kennedy. Frank Lombardi wanted the word Draft put after Finalize Building Permit Requirements on the December 27th minutes under Other Business. All in favor, motion carries.

Other Business:

Development Permit(s):

James, Tristan – 267 South Whitefield Road, Tax Map 246 Lot 004: Converted attached 14x20 Garage into a bedroom and office. Secretary McGee approved permit on 12/28/16 as it was an after the fact permit.

-Chairman Burns was wondering if a letter had gone out to Reg Willey regarding renovations that were being done at his house located on Jefferson Road. Secretary McGee stated she had given him an application to fill out but never received anything back. She will follow up on this.

Notice of Decision:

Robert Stiles Enterprises, LLC – 36 King Square: Chairman Burns signed the Notice of Decision and Secretary McGee will get signature from Robert Stiles, see minutes of December 13, 2016 for conditional approval.

Terms of Appointment for 2017:

Secretary McGee advised that John Tholl Jr., Alan Theodhor and Michael Carifio terms expire this year. Both John Tholl Jr. and Alan Theodhor agreed to stay on. Michael Carifio was absent.

Update Comprehensive Development Guide:

Accessory Dwelling Unit:

Selectman Corey drafted what an Accessory Dwelling Unit (ADU) is and what is required (see attached). Discussion took place and under 5. Utilities - Section A. a change was made to read: ADU's served by municipal water and sewer shall be properly connected to those services either via the principal dwelling unit or by separate connections. In either case, the property owner(s) must coordinate with

Planning Board Meeting Minutes

January 3, 2017

6:30 PM

Page 2 of 3

the municipal water and sewer departments, and all ordinances, permitting, and fee requirements shall be complied with.

Everyone was in agreement with the language.

Development Permit:

- It was suggested to add ADU on Development Permit Application.
- Secretary McGee asked if the Development Permits were going to be good for one year opposed to the three year now. Peter Corey felt that the one year limit was good and to give applicant the option to renew permit with a small fee. People need to complete the work they say they are going to do giving them three years is too much time. One year keeps them honest. Frank Lombardi felt that the three year limit was sufficient. Who is checking on the projects, what are they looking for to say they are complete? The one year time limit is not enough to finish a project. Chairman Burns brought up that the permit should not be transferrable. It was suggested to put this on the application.

Frank Lombardi was concerned if a circumstance should arise. Selectman Corey said that there are allowances for circumstances under non-conforming use and the Planning Board could make a determination.

Richard Harris Sr., thought that if someone was doing the work themselves that one year might not be enough.

A motion was made by Everett Kennedy to change expiration of Development Permit from three years to one year from approval date. An extension may be granted by the Planning Board, seconded by John Tholl Jr. Frank Lombardi still felt that the three year time frame was sufficient. All in favor with Frank Lombardi opposed, motion carries.

- **Single Family Home Criteria**

Frank Lombardi stated that the criteria for Single Family Home needed to be updated, as the existing form shows that a multiplier needs to be applied. The CDG does state that it needs to comply to the items 2, 6, 8, 11 and 34 (now 33) of the Absolute Criteria checklist. See attached for changes on chart form.

Under Definition of a Single Family Home:

- Presently reads: Includes only a structure intended for single family use on an individual, subdivided parcel of land.

Planning Board Meeting Minutes

January 3, 2017

6:30 PM

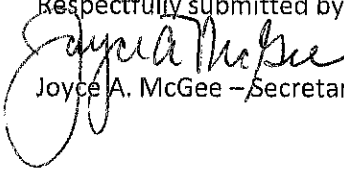
Page 3 of 3

- Change to read: Includes only a structure intended for single family use, In no case may two or more single family structures be located on an individual, subdivided parcel of land.
- Scenic Roads: Intent of CDG is to be more restrictive then what the State of NH has. Richard Harris Sr., wondered if the Town could be more restrictive. Board said, "yes".

Secretary McGee will continue to work on the updates to the CDG.

A motion was made by John Tholl Jr., to adjourn at 7:46 PM, seconded by Peter Corey. All in favor, motion carries.

Respectfully submitted by:


Joyce A. McGee - Secretary


Scott C. Burns - Chairman

DEFINITIONS:

Accessory Dwelling Unit (ADU): A residential living unit that is within or attached to a single-family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it occupies.

Chapter XX

ACCESSORY DWELLING UNIT (ADU)

XX-1: PURPOSE:

XX-2: APPLICABILITY:

XX-3: PERMITS:

XX-4: LIMITATIONS:

XX-5: UTILITIES:

XX-6: CHANGE OF USE:

XX-1: PURPOSE:

This chapter provides additional information and prescribes additional requirements with respect to NH RSA 674:21 and 674:71 to :73.

XX-2: APPLICABILITY:

Accessory Dwelling Units are allowed without exception under the provisions of the Single-Family Home Activity contained within this Code.

XX-3: PERMITS:

Requests to construct an ADU are subject to the same permitting process and fees required for new construction or renovation of an existing structure.

XX-4: LIMITATIONS:

Only one ADU is allowed per single-family dwelling.

Owner occupancy is required of the principal or accessory dwelling unit.

An ADU shall not exceed the livable square footage of the principal dwelling unit and in no case, may exceed 1500 square feet.

An ADU shall not contain more than two bedrooms.

Detached ADUs are only allowed by special exception. Applicants seeking to construct a detached ADU must seek approval from the Zoning Board of Adjustment.

ADUs shall not be constructed on lots that fail to meet the minimum lot size for a single-family dwelling.

ADUs shall not be allowed to violate required setbacks and may not be added to a single-family dwelling that currently violates setback requirements.

An interior door must be provided between the principal dwelling unit and the ADU.

XX-5: UTILITIES:

ADUs must meet state and municipal requirements regarding adequate and proper water and sewer connections.

A. ADUs served by municipal water and sewer shall be properly connected to those services either via the principal dwelling unit or by separate connections. In either case all ordinance and fee requirements shall be complied with.

B. ADUs not served by municipal water and sewer shall comply with state law for septic design and requirements. Any modifications to septic systems require approval of the Whitefield Planning Board.

XX-6: CHANGE OF USE:

An ADU shall not be allowed for creation of an office, retail, or commercial space either in the ADU or the principal dwelling unit. An ADU and principal dwelling unit shall not be converted to a duplex at any time.

SINGLE FAMILY HOME

POINT CHART E

For All Criteria

Applicable Criteria Only

Criterion	Is The Criterion Applicable		I			Multiplier	Points Earned	Maximum Applicable Points
			Circle The Correct Score					
			Yes	No	No			
a. (site plan) setbacks 26 ^{Ref}			1	2	0			
b. driveway permit			1	2	0			
c. building permit			1	2	0			
d. (occupancy permit) delete			1	2	0			
e. Water /sewer			1	2	0			
f. parking			1	2	0			
g.			1	2	0			
h.			1	2	0			
i.			1	2	0			
j.			1	2	0			
k.			1	2	0			
l. Date of approval for			1	2	0			

* VW - Very Well Done enforcement

Totals

V

VI

Percentage Earned of Maximum Applicable Points

V/VI = VII

%

VII