

Planning Board Meeting Minutes

November 5, 2019

6:30 PM

Page 1 of 6

**Members Present:** Scott Burns – Chairman, Tim O’Neil, Peter Corey – Selectmen’s Rep., Alan Theodhor, Frank Lombardi, and Joyce McGee – Secretary.

**Members Absent:** Steve LaRoza – Alternate

**Public Present:** See attached

**Public Hearing: Master Plan Review**

Chairman Burns turned the meeting over to Tim O’Neil. At 6:30 PM Tim O’Neil, Chairman of the Master Plan Committee opened the Whitefield Master Plan public hearing. Mr. O’Neil advised that this was a review of the “Draft” and at this time changes and questions could be addressed. The Master Plan will be used as a “guide” for direction. Every 10 years this plan is to be updated, a lot of outreach was done as it was put on the Town’s website, went to the High School to get student input, mailers through Post Office etc. Sondra Brekke wanted to know how binding the Master Plan was or could you refuse something. Mr. O’Neil stated that it was a guide only. Mr. O’Neil thanked June and Owen Garneau for putting the plan together.

June Garneau of Mapping and Planning Solutions gave an update of the work that was done. She advised that the final adoption is done with a public hearing and that 10 separate meetings were held to develop the plan along with several e-mails, phone calls and research. It was acknowledged that some residents did not receive the survey as a postal mailer. The Board and Ms. Garneau stated that it was advertised by other methods on top of the mailer, not sure why they weren’t aware.

Ms. Garneau shared a powerpoint presentation – see attached.

The survey results are in the back of the plan, 16.8 % of participation was based on the population vs. 26.7% based on mailed surveys. Frank Lombardi wondered if the % could also be done based on registered voters. Ms. Garneau thought that was a good idea. Joyce McGee will send her the number.

At this time, it was opened up for public input.

Tom Ladd – Mr. Ladd would like to see Burlington Airport added to the commercial airport list; Board of Library Trustees needs to be referenced as they are the ones that oversee the Library not the Board of Selectmen; Would like to see more personal involvement – volunteerism here in Whitefield, need to encourage people/organizations to get involved as there is a lack of it. Also, more indoor recreation for seniors.

# Planning Board Meeting Nov. 5, 2019

<u>Name</u>	<u>Address</u>
Robert & Nancy Comeau	805 Faraway Rd Dutton NH
Nicole Trusca	3 Newell Lane Whitefield, NH
Sandra Brekice	99 Ramble On Rd
Fred Anderson	666 Westside Road Whitefield

## Additional attendees:

Chet & Janet Savage Jr.

Thomas Ladd

Roger & Sarah Doucette

June & Owen Garneau - Mapping ~~Solutions~~ and Planning Solutions

Peter Corey stated that the Master Plan is **not** proscriptive, it's what people want out of their community. It's a guide for Department Heads, the RSA states it is directed to shape the community.

Sarah Doucette – Liked the work done, was wondering if document is as strong as it can be on other things going on in other neighboring towns. Wondered if NHMA could be contacted to see if the plan can protect the town in reference to the proposed landfill in Dalton or an RSA. Tim O'Neil felt the plan says that the Town really doesn't want it as it references, pollution, noise, traffic etc. Not sure if more can be done. Peter Corey stated that any development of regional impact needs to be declared by the Town or Planning Board. Not sure of any other RSA for legal method in another community. The Master Plan is not a legal binding document but within it and the Development Code there is plenty of language to help, which open doors and invites us in for legal process and input. There has been no formal application that has been filed with NHDOT.

Tim O'Neil read an e-mail regarding labeling the town as a "bedroom town". June Garneau stated that it's not a negative label people do commute to work out of town. She will clarify that section.

Sondra Brekke – Wondered where data came from on commuting and other sections of the community survey like retired data. Ms. Garneau used information from the census.

Ms. Garneau also spoke with Wendy Roberts over the phone on changes to airport section.

No further questions or changes came forth. At this time Mr. O'Neil closed the public hearing at 7:21 PM and thanked everyone for their input. Ms. Garneau will make the necessary changes and get it to the Board for final approval and adoption on Tuesday, November 12, 2019.

Chairman Burns called the Planning Board meeting to order at 7:24 PM.

**Minutes:** A motion was made by Frank Lombardi to approve the October 8, 2019 minutes as written, seconded by Tim O'Neil. All in favor, motion carries. **APPROVED**

**Consultation: Savage, Janet – 4 Lot Subdivision, Off South Whitefield Road, Tax Map 249 Lot 004:** Chet Savage spoke to the Board about creating a 4 Lot Subdivision, state approval of the subdivision needs to be done as one lot is under 5 acres. All of the lots have been perc tested. Mr. Savage wanted to know what the Board thoughts were regarding a shared driveway. Lot 4 would have a 50' strip off South Whitefield Road that would be used in common with Lots 2 & 3. All of the lots have frontage on South Whitefield Road but wondered if it was feasible to have access in one spot with one driveway permit. Peter Corey stated that Lot 4 meets the legal definition with the driveway but if Lots 2 & 3 come off it then it is creating a road that needs to meet Town road specifications. Mr. Savage stated that it would not be asked to be taken over by the Town, it's just a private driveway. Mr. Corey felt it would be

Planning Board Meeting Minutes

November 5, 2019

6:30 PM

Page 3 of 6

circumventing the Code, it's not a driveway it's a road. You would have to create an Association or figure out who is going to maintain it, build to Town road specs and create a hammer head or cul-de-sac. Mr. Savage stated there is a possibility for 4 driveways but didn't want to have so many entrances entering onto South Whitefield Road. If a hammerhead or cul-de-sac was put in what size does it need to be since it's at the end? The Board advised to look at the Road Standards, Secretary McGee will provide them with a copy. It was asked about what is preferred, both styles have been done in the past but it will be researched. It needs to fit the topography, it will be up to you on how it fits in and should be the same design that is approved by the Board. Mr. Savage asked if anything else was needed. The Board might want an engineer involved as this has been discussed in the past as the Town doesn't want substandard roads, a bond may be requested to be used to complete a road or fix it. Mr. Savage will advise the Board of his intent at the next meeting.

**Other Business:**

**Septic(s):**

**Waystack, Philip & Beverly – 153 Mountain View Road, Tax Map 217 Lot 013:** Secretary McGee advised the Board that she signed an amended design on 10/22/19 as ledge was found.

**Wright, Stephen & Tina – 395 Old East Road, Tax Map 204 Lot 001:** Secretary McGee advised the Board that she signed an amended design on 10/30/19 as septic tank needed to be moved.

**Driveway Permit:**

**Scalley, David – 99 Union Street, Tax Map 231 Lot 003:** Letter from NHDOT regarding request for more information. No action needed. (see Property File)

**Stiles, Robert – 171 Lancaster Road, Tax Map 219 Lot 024:** Letter from NHDOT regarding request for more information. No action needed. Secretary McGee did advise NHDOT that the Town did have a process for what Mr. Stiles was proposing. (see Property File)

**Demolition Permit:**

**Comeau, Robert & Nancy – 144 Jefferson Road, Tax Map 104 Lot 063:** To remove a barn that had collapsed. Also, Mr. Comeau wondered about a hook-up fee for a curb stop that was put in, to replace his existing line, as it had froze before. This was an agreement with the Selectmen and a fee is determined by them not the Planning Board. **A motion was made by Frank Lombardi to approve the demolition permit as submitted, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**RV Permit:**

**Murphy, Barry & Diana – 15 Johnson Drive, Tax Map 233 Lot 052:** To place a 2011 Rockwood camper on said lot from 10/1/2019 to 4/1/2020. Disposal method outhouse/septic system. **A motion was**

Planning Board Meeting Minutes

November 5, 2019

6:30 PM

Page 4 of 6

made by Frank Lombardi to approve the RV Permit as submitted, seconded Alan Theodhor. All in favor, motion carries. **APPROVED**

**Development Permit(s):**

**Wright, Stephen & Tina – 395 Old East Road, Tax Map 204 Lot 001:** Permit #2019-064 to be revised, to change location of shed and the size. Previous size was 12x28, new size 12x32 with location on left side of driveway. Setbacks comply with Code. **A motion was made by Peter Corey to approve the change as submitted, seconded by Frank Lombardi. All in favor, motion carries. APPROVED**

**Great American Life Insurance (Mtn. View Grand Hotel) – 101 Mountain View Road, Tax Map 217 Lot 012:** To renovate Activities Center, remove offices/bathrooms and create two large rooms to be used for guest activities. Chief Ross has been notified of the renovation and has met with hotel management. **A motion was made by Frank Lombardi to approve the application as submitted, seconded by Tim O'Neil. All in favor, motion carries. APPROVED**

**White, Nicole – 3 Newell Lane, Tax Map 244 Lot 009:** Ms. White was present to address the Board on building an 12x12 addition off the back of the existing house with an additional 24x12 addition in the future. The existing structure has been there for 20 years and sits on 5 acres with this dwelling being in the middle of the lot. No running water at this location as she carries it in. It was stated that this lot has another dwelling unit on it at which time the Board stated that only one dwelling is allowed per lot. This is a non-conforming use at which time the Board decided to table the application until more information was gathered on the lot. Ms. White was asked to come back to the next meeting on the 12<sup>th</sup>. **TABLED**

**Ramsdell, Robert & Judith – 249 Parker Road, Tax Map 228 Lot 002:** To construct a 12x16 carport on 12" removable foundation blocks. **A motion was made by Frank Lombardi to approve the application as submitted, seconded by Peter Corey. All in favor, motion carries. APPROVED**

**Morris, Jeffrey – Melanie Drive, Tax Map 226 Lot 15.4:** To construct an 8x8 chicken coop and a 10x24 storage barn for hay and animals. The Board placed a condition to follow the Best Management Practices for Agriculture in NH. **A motion was made by Frank Lombardi to approve the application as submitted with the condition that applicant needs to follow Best Management Practices for Agriculture in NH, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**Presby – Airport Road:** The Board had received a couple of complaints regarding MBI trucks being stored on property here in Whitefield. After an article in the local paper also stating that trucks would be moved to Whitefield the Board asked Secretary McGee to write a letter asking what the intent was and how the property was being used with respect of the MBI trucks being located here in Whitefield.

## Planning Board Meeting Minutes

November 5, 2019

6:30 PM

Page 5 of 6

**Savage – 6 Greenwood Street:** The Board asked Secretary McGee to write a letter asking what the intent was as ongoing sales of equipment/vehicles is taking place. When a resident is selling used stuff when does it become a business?

### **Correspondence:**

-Budget Schedule for CIP Committee Members was shared.

-Application Fee Updates for NHDES – see attached

Secretary McGee asked if anyone had knowledge of NCIC Wireless Boardband Tower located on Town property and what type of lease agreement was made with them, this was approved by the Planning Board in 2009. The Board advised Secretary McGee to contact NCIC.

Chairman Burns felt that the After-the-Fact Permit Penalty should increase from \$150.00 to \$500.00. Frank Lombardi worried that if it was something small and a person didn't know about the permitting process that it was a lot of money. Chairman Burns stated it would have more teeth to it as people are doing it on purpose, not getting permits. The Board would have the ability to waive the penalty fee on a case by case. Other ideas were talked about regarding if it was a 2<sup>nd</sup> offense then could be higher. Peter Corey stated that the Planning Board would make a recommendation to the Board of Selectmen and they would either agree or not. If agreed, then a public hearing would take place. Mr. Corey also felt that all the other fees should be looked at, the Board made the following recommendations:

## **Town of Whitefield Development Application Fees**

### **Residential (Single Family or Duplex)**

New Construction	\$100.00 to \$250.00
Accessory Structure (detached garage, porch, deck, shed, patio, in-ground pool)	\$25.00 to \$50.00
Remodel/Alteration	\$25.00 to \$50.00
Renewal	\$25.00 (30 days from expiration date) to \$50.00

### **Commercial, Residential over 2 Units, Speculative Homes**

New Construction	\$150.00 to \$300.00
Misc. (Electric, Plumbing, Mechanical)	\$100.00 (only if applied for as a separate project)
Remodel/Alteration	\$50.00 to \$200.00
Renewal	\$75.00 (30 days from expiration date) to \$150.00

### **Other Permit Fees**

Recreational Vehicle	\$30.00
Private Road Agreement	\$12.00 first page \$4.00 each additional page/ \$50.00
Septic Permit (Initial Application)	\$50.00 to \$100.00
Demolition Permit	\$25.00 to \$30.00
Driveway Permit	\$25.00 to \$50.00
Lot Line Adjustment	\$100.00 plus applicable fees
Subdivision	\$150.00 per lot, plus applicable fees to \$200.00
Change of Use	\$50.00 plus applicable fees to \$100.00
Voluntary Merger	\$100.00 plus applicable fees
ZBA – Variance or Special Exception	\$40.00 plus applicable fees to \$50.00
Administrative Decision	

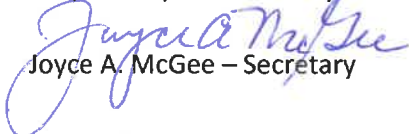
**After-the-Fact Permit Penalty** \$150.00 to \$500.00 (permits requested after construction has started). Pursuant to Article XI – Enforcement Authority in the Whitefield Development Code it shall be the duty of the Board of Selectmen to enforce and administer the provisions of this Development Code. If any violation of this Code occurs, the Selectmen may institute any appropriate action, including but not limited to fines and penalties as authorized by RSA 676:17.


All Development Permits are effective for three years from the date of issuance. Renewals will be for one year. REV/2019

**Proposed Change to Development Code:** The Board was given a draft of the amendments to read and be ready to discuss at the next meeting. Secretary McGee shared a “Village District” map that was created by CAI, the Board will review further.

**A motion was made by Alan Theodhor to adjourn the meeting at 9:15 PM, seconded by Tim O’Neil. All in favor, meeting adjourned.**

Respectfully submitted by:

  
Joyce A. McGee – Secretary

  
Scott C. Burns - Chairman

## TOWN OF WHITEFIELD MASTER PLAN REVIEW

**The Whitefield Master Plan “Draft” is now available for review!**

The Town of Whitefield is pleased to present a **draft** copy of the updated **Whitefield Master Plan**, dated October 7, 2019, for public review. Please go to [Whitefieldnh.org](http://Whitefieldnh.org) to download your copy of the Plan or stop by the Town Offices to review a printed copy.

In addition, Whitefield residents are invited to attend a **Public Hearing** on the **Whitefield Master Plan** in its draft form on **November 5, 2019 at the Town Offices**. A brief presentation will begin at 6:30PM explaining the planning process and providing a brief summary of the Plan. The presentation will be followed by an open-period of discussion. The Planning Board, including members of the Master Plan Committee, along with June Garneau, from Mapping and Planning Solutions will be available for comments.

This is your opportunity to ask questions and provide input before the Master Plan is completed and adopted by the Planning Board. Please take time to review the Plan **prior to November 5<sup>th</sup>**; the Public Hearing will only provide a summary of the process and parts of the Plan. The Public Hearing is intended to solicit your comments, not to offer a complete review of the Plan.

Please contact June Garneau, Mapping and Planning Solutions, (603) 837-7122 for more information.



## Whitefield Master Plan

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## Master Plan Review

November 5, 2019

### Meetings

- 10 separate team meetings
- Several in-office work sessions with individual team members
- Determined questions for the survey

### The Community Survey - Mailing

- 1450 surveys were delivered or mailed
- All residents in town
- All out-of-town property owners
- Surveys were gathered by MAPS and tabulated

### Community Survey - Promotion

- Facebook - Fire & Police
- The town's website
- The reminder mailing
- Prize Contest
  - 22 Whitefield Merchants
  - 308 raffle tickets were collected
  - 22 prizes were given away for a total value of \$1,029 in merchandise

### The Community Survey - Presentation

- Survey presentation
  - Public invited
  - May 29, 2018
- Access to the survey results
  - Included in the Master Plan\*
  - Included in each chapter

\*Access comments are available in the Town Office

### The Community Survey - Results

- Results
  - 153 online surveys completed
  - 234 paper surveys returned
  - 387 total surveys returned

### The Community Survey - Rate of Return

#### ▪ Rate of Return

• 26.7%

*when all completed surveys were compared to all mailed surveys (387/1450)*

• 16.8%

*when all completed surveys were compared to the population (387/2306)*

### Interpret vs Analyze

#### To Interpret:

- Def: To understand the significance of
- Committee's Responsibility

#### To Analyze:

- Def: To examine methodically by separating into parts and studying their interrelations.
- Intent of this presentation (MAPS)

### Information Gathering

- Local information to support chapters of the plan
- Mapping to provide visuals and to support premises in the plan
- Census data
  - Housing & Population
  - Employment stats
- Historic data to show patterns & potential growth
- Natural Resource Inventory

## Information Gathering

Gathered Information  
+  
Survey Results  
=  
Chapters of the Plan

## The Vision

56.2% of the survey  
responders felt that  
"Small Town  
Atmosphere" was  
"Extremely  
Important"

## The Vision

### • Common Threads:

- Keep the "Small Town Atmosphere"
- Thriving downtown, "Like it used to be"
- Clean up entire Town, including downtown area both in and around the Common
- Make Town attractive for visitors to stop and not just pass through
- Active & Vibrant Common

## The Vision Principles

- 1) Preserve the small town feel of the community while promoting a vibrant downtown with historic character.
- 2) Encourage well-planned commercial development and businesses in downtown Whitefield and at the Airport Industrial Park, to attract and keep young people, increase local spending and to support the tax base.

## The Vision Principles

- 3) Endeavor to re-create a lively and walkable downtown where residents can find businesses and activities to improve their quality of life.
- 4) Improve the aesthetics to encourage tourism, daily visitors and local residents to shop, dine and play in downtown Whitefield.

## The Vision Principles

- 5) Maintain the rural landscape, the scenic beauty, the recreational opportunities and the overall aesthetics by protecting open and conserved space within the community.
- 6) Promote tourism by encouraging the development of facilities such as restaurants, small retail shops and recreation opportunities that will entice visitors to stay and explore the community.

## Every Chapter of the Plan Contains

- Introduction
- Survey Results
- Information pertinent to the Chapter
- Chapter Summary
- Goals

## Chapter 1 Land Use

### Sections in Chapter 1...

- Physical Factors
- Transportation Factors
- Economic Factors
- Human Factors
- Whitefield's Development Code
- Existing Land Use
- Future Land Use

## Chapter 2 Transportation

### Sections in Chapter 2...

- Highways
- Road Miles & Classifications
- Scenic Roads
- Multi-use Trails & Paths
- Scenic Byways
- Public Transportation

### **Chapter 3 Community Facilities**

#### *Sections in Chapter 3...*

- The Municipal Offices
- Police Department
- Fire Department & Rescue
- Public Works Department
- Whitefield Public Library
- Schools
- Capital Reserve Funds

### **Chapter 4 Utilities, Public Services & Energy**

#### *Sections in Chapter 4...*

- Electricity
- Telephone & Cell Service
- Public Water Supply & Wastewater Collection

### **Chapter 5 Housing & Population**

#### *Sections in Chapter 5...*

- Housing
  - History & Demographics
  - Current Housing Supply
  - Senior Housing
  - Future Housing Needs
- Population

### **Chapter 6 Economic Development**

#### *Sections in Chapter 6...*

- Employment Statistics
  - Employment Status
  - Employment by Occupation
  - Employment by Industry
  - Commuting Statistics
  - Income & Poverty
- Retaining Existing Business Base
- Helping the Existing Business Base Grow
- Attract New Business

### **Chapter 7 Natural Resources & Natural Hazards**

#### *Sections in Chapter 7...*

- Recognition of Natural Resources
- Protection of Natural Resources
- Natural Hazards

### **Chapter 8 Recreation**

#### *Sections in Chapter 8...*

- Existing Recreation
- Hiking Trails
- Snowmobiling
- Bicycling
- Other Winter Sports
- Local Parks
- Concerts

### **Chapter 9 History & Culture**

#### *Sections in Chapter 9...*

- History of the Town
- Culture

### **Chapter 10 Regional Considerations**

#### *Sections in Chapter 10...*

- Regional Groups & Organizations

### **Other Chapters**

- Introduction
  - Executive Summary
  - Vision Statement
  - Goals & Objectives
  - Planning History
  - Current Planning & Regulatory Documents
  - The Community of Whitefield, NH

### **Other Chapters**

- **Guide for Department Heads**

- **A table of "action items" for town officials**

### **Other Chapters**

- **Chapter 12 - Map Documents**

- Map #1, Deer Yards
- Map #2, Community Facilities & Evacuation Routes
- Map #3, Conserved Lands
- Map #4, 100-year Flood Zone, Aquifer & Wetlands
- Map #5, Watersheds & Hydrography
- Map #6, Wildlife Habitat Land Cover
- Map #7, Highest Ranked Wildlife Habitat by Ecological Condition
- Map #8, Soils
- Map #9, Potential Areas for Growth & Parcel Analysis

### **Other Chapters**

- **Chapter 13 - Appendices**

- **Statement of Adoption**

- **Community Survey Results - PowerPoint Presentation**

- **Responses to the "Vision" question**

- **Annual Review Forms**

### **Thank You!**

- **Your comments, feedback and even grammatical corrections are welcome!**

## TOWN OF WHITEFIELD

### BUDGET SCHEDULE

#### Monday, November 4, 2019

6:30 p.m. EDC

6:45 p.m. Cemetery

~~7:00 p.m. Library~~

7:15 p.m. Planning Board

7:30 p.m. Conservation Commission

#### Monday, November 18, 2019

6:30 p.m. Recreation Department

6:45 p.m. Fire-Rescue

7:00 p.m. Police Department

#### Monday, November 25, 2019 *Library*

6:30 p.m. Public Works Departments: Water/Sewer/Highway/Transfer Station

7:30 p.m. Town Office/All Others

Airport – Date/Time to be determined



## Application Fee Updates

The New Hampshire Department of Environmental Services (NHDES) Water Division is alerting applicants that House Bill 4, signed September 25, 2019, contains changes to the required fees for certain Wetlands, Shoreland Protection, and Alteration of Terrain permits. Information about the new fees is summarized below. NHDES will begin requiring the new fees for all permit applications received on or after November 1, 2019. All fees are non-refundable.

### Alteration of Terrain

Alteration of Terrain Plan Review Fees are based on the total area to be disturbed. Except for property subject to Shoreland rules, the fee for review of plans encompassing an area of at least 100,000 square feet but less than 200,000 square feet is set at \$3,125. For the property subject to Shoreland rules, the fee for review of plans encompassing an area of at least 50,000 square feet but less than 200,000 square feet is set at \$3,125. An additional fee of \$1,250 is assessed for each additional area of up to 100,000 square feet to be disturbed.

The fee for requests to amend a permit that requires plans to be reviewed is set at \$500 plus \$0.10 per square foot of area of disturbance associated with the amendment.

### Shoreland Protection

The Shoreland Permit Application fee is set at the base fee (\$200 for restoration of water quality improvement projects, or \$400 for all other projects) plus \$0.20 per square foot of area affected by the proposed activities.

The fee for permit-by-notification projects is set at only the base fee.

### Wetlands

The Wetland application fee for shoreline structure projects is set at \$400 plus an amount based on the area of dredge, fill, or dock surface area proposed, or a combination thereof. These amounts are \$4 per square foot for permanent dock surface area, \$2 per square foot for seasonal dock surface area, and \$0.40 per square foot for dredge or fill surface area or both. The application fee for projects involving only the repair, reconstruction, or reconfiguration of an existing docking structure is set at \$400.

The Wetland Application fee (Permit-by-Notification) is set at \$400 for minimum impact dredge and fill projects and for non-enforcement related publicly-funded and supervised restoration projects as defined by rules, regardless of impact classification, if undertaken by other than the person or persons responsible for causing the restoration to be needed. The Wetland Permit Application fee for minor and major dredge and fill projects is set at \$0.40 per square foot of proposed impact, with a minimum fee of \$400 for all such projects that impact fewer than 600 square feet.

The notification fee for utility maintenance projects is set at \$400 per town per year.