

Planning Board Meeting Minutes

November 12, 2019

6:30 PM

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Chairman Burns called the meeting to order at 6:34 PM.

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: Fire Chief John Ross Jr. and Brian Gosselin

Minutes: Peter Corey recommended a change on page 2, change proscriptive to not proscriptive. A motion was made by Peter Corey to approve the minutes of November 5, 2019 with the correction of adding “not” proscriptive on page 2, seconded by Frank Lombardi. All in favor, motion carries. APPROVED

Consultations:

Brian Gosselin: Change of Use/Site Plan – Auto Body Shop, 87 Brown Street, Tax Map 102 Lot 007: Mr. Gosselin was present, he currently has an Auto Body Shop in Littleton but needs to find a new location by the new year. Looking to relocate here in a building owned by Reginald Abbott and has come to a deal to use space at 87 Brown Street. It will be the steel roof section that is newer (see attached). Eversource has been contacted for electricity and a propane tank will be used for heating. The section to be used was once used for painting, Mr. Gosselin will use this area for his paint booth, he will store the paint and materials in this area as well. Fire Chief Ross has looked at the building and recommendations were made. Vehicles that are being worked on will be stored behind the building, only vehicles in front are customers picking up vehicles or visiting. A flood light in back will be downward, minimal noise from exhaust, hours of operation from 7:30AM-5:30PM M-F unless something is pressing might be later and 9:00 AM to Noon on Saturday. One guy that works part-time is the only other person working at the shop. In the future he sees growth for the building eventually renting out storage space for RV’s/Boats/Vehicles etc, there is a lot of potential he feels. Mr. Gosselin would like to open around January 6, 2020. Town Water/Sewer are available just need to tie back in and get a meter from the Town. Chief Ross needs to see a final plan.

Snowplowing was brought up, Mr. Gosselin stated that there is enough room to place the snow on the side of the building.

The Board advised Mr. Gosselin that he needed to file a Change of Use/Site Plan along with a Development Application. He also was told that the deadline for public hearing would be November 20, 2019 for a December 10, 2019 meeting.

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Final Adoption of Whitefield Master Plan: June Garneau provided changes via e-mail to the Board to adopt into the final version. **A motion was made by Peter Corey to adopt the Final Whitefield Master Plan with the changes made based on public hearing (see attached), seconded by Frank Lombardi. All in favor, motion carries. ADOPTED**

Consultation: Savage, Janet: 4 –Lot Subdivision, Off South Whitefield Road, Tax Map 249 Lot 004: Secretary McGee spoke with Mrs. Savage today, since their surveyor just got back from vacation no changes had been made to the plan so they will not be attending the meeting. Mrs. Savage advised that a hammerhead would be put in at the end of the road, all other corrections will be made and plan will be submitted to the State for approval.

Peter Corey stated that other Towns have a 3rd party company to review plans, application, making sure applicant is meeting requirements and constructing roads accordingly. This is all born by the applicant. Could roughly cost between \$2,000.00 to \$3,000.00. When a road is not built to standards it never is going to be a good development, it's a benefit for the applicant if done right.

Development Permit(s):

White, Nicole – 3 Newell Lane, Tax Map 244 Lot 009: TABLED from the 11/5/19 meeting, applicant wants to construct two additions on to an existing structure, however there is another building on the lot as well.

Secretary McGee advised that Ms. White would not be in attendance. Ms. McGee had researched the Non-Conforming Use section of the Development Codes and read the following: 5.5 Uses – The use of a building, lot, or structure lawfully established prior to the effective date hereof which does not conform to the use regulations prescribed by this Code may be continued, provided that no such nonconforming use shall be enlarged to occupy a greater site area or building floor area than it occupied on the effective date hereof. The Board agreed that the application would be denied as it didn't meet the Development Code standards. **A motion was made by Tim O'Neil to allow Secretary McGee to deny the application once received and direct the applicant to the ZBA as does not meet the Development Code, seconded Alan Theodhor. All in favor, motion carries. DENIED**

S&S Properties – 398 Parker Road, Tax Map 228 Lot 013: To renovate/repair/replace interior of said building. A second full bath will be added to master bedroom. No exterior work will be done on structure. Per applicant the home currently has 3 bedrooms however assessment card has 2, and the septic approval says for a 2 bedroom back in 1987 when approved. The Board would like a letter from a certified septic installer stating that a 3-bedroom home is acceptable. **A motion was made by Frank Lombardi to approve the application as submitted but with the condition that a letter is received from a certified septic installer that a 3-bedroom home is acceptable for the current septic, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

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Morrison Hospital Assoc. – 6 Terrace Street, Tax Map 102 Lots 113 & 114: After-the-Fact: Alterations to parking lot, reconfiguration of green space/parking, to move gazebo to new green space. Secretary McGee advised that the parking lot had a boundary line running down the middle of it and suggested that the lots be merged together. Chairman Burns wondered where the gazebo was moved to and if setbacks were met. **A motion was made by Peter Corey to table the application until information was received on the gazebo location and to merge lots 113 & 114 together, seconded by Alan Theodhor. All in favor, motion carries. TABLED**

Correspondence:

- Reminder of Webinar on Short-Term Rentals on Wednesday, November 20, 2019 at 12:00 PM to 1:00 PM.
- Town fees reviewed. All proposed fees will go to Board of Selectmen for their review, if accepted then a public hearing will take place.

Review proposed changes to Development Code:

- The Board has no other issues to address in the downtown area other than setbacks.
- The downtown area will be called the "Village District".
- Short-term rentals will be addressed under "Commercial Use".

Definitions:

- Condominium/Hotel/add Motel and use definition in Code.
- Bed and Breakfast address under "Commercial Use".
- Dormitory – keep in Code.
- Time-Shared Unit address under hotel/motel.
- Apartment Building keep as suggested
- Modular Home will be used in the Code, remove pre-site built home.
- Inn will be written into definition of hotel/motel.
- Dwelling: RV's should be added to the list which specifically excludes things.
- Boarding and Rooming Houses will be addressed under "Commercial Use".
- Manufactured Housing Park: Concerns on expansion, scatter homes, limited size of park and green space needs to be addressed. Would like to see it conform to same requirements as subdivision plan or certain new development criteria to be used.

6.35 Frontage: Board would like to have RSA 674:41 stated that must conform to state law, minimum of 75', from the 60'.

Since Short-term rentals are still evolving, a definition should be put into the Code with minimal rules on regulations of use.

Dwelling: 400 sq. ft. should be used instead of 800 sq. ft for living space.

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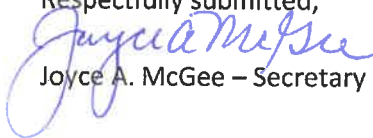
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Secretary McGee will contact Town Attorney with changes.

A motion was made by Peter Corey to adjourn the meeting at 8:43PM, seconded by Tim O'Neil. All in favor, meeting adjourned.

Respectfully submitted,


Joyce A. McGee – Secretary


Scott C. Burns - Chairman

Tax Collector

From: June Garneau <jgarneau@mappingandplanning.com>
Sent: Sunday, November 10, 2019 4:52 PM
To: Al Theodhor; 'Dave Holmander'; Edward Samson, III; Frank Lombardi; Joyce McGee; Judy Ramsdell; Peter Corey; Robert Larson; saholz@icloud.com; Sara Daley; Scott Burns; Steve Laroza; Tim O'Neil; Tina Wright; Wendy Roberts
Subject: Whitefield_MP
Attachments: Whit_MP_UnsignedAdoption.pdf; Whit_MP_FinalforAdoption_Nov10_19.pdf

Hi Whitefield,

Attached is the final version of the **Master Plan** for adoption, along with the adoption document itself. When the adoption is "signed", please return it to me so that I can scan it into the (truly) final plan.

Based on discussion at the public hearing the other night, here is a list of the changes that I have made; none of them are really significant changes. I also found a couple of capitalization errors and have fixed them as well. Here is what I have done:

- 1) Tom had mentioned the importance of "people" to help maintain the small town feel, so I changed the first vision principal to say: *"Preserve the small town feel of the community while promoting a vibrant downtown with historic character. Further create that small town feel by providing opportunities for the citizens of the community to serve as volunteers, to participate in local events and to become involved in local government."* (see page 10)
- 2) I added Burlington to the airport list in the Community Snapshot as Tom had suggested. (see page 15)
- 3) After a prior conversation with Wendy, I had checked all references that might have said "commercial airlines" and changed them to read "commuter air" service...these reference were removed in the last draft. Then, after talking with Tim the other day, I changed everywhere in the plan that said "commuter air" service to read *"commuter and charter"* service. (see page 29)
- 4) Based again on Tom's comments, I added this paragraph to the Library section: *"Although governed by the Board of Trustees (RSA: 202.A) and not the Town of Whitefield, no Master Plan can be complete without discussion of the local public library"*. (see page 36)
- 5) Based again on Tom's comments about "indoor" recreation, I rewrote part of the Introduction in Recreation to say this: *"Additionally, Whitefield provides several human-made recreation opportunities - it is home to a regional airport, maintains two local ballfields and turns the Common into a skating rink every winter. Indoor "recreation", such as weekly bingo games, card tournaments and yard sales, are also some of the recreational opportunities that exist in Whitefield and in most small communities."* (see page 71, Introduction)
- 6) Once more, based on Tom's comments regarding the importance of "people" and "indoor recreation", I wrote: *"Recreation is important, whether it is outdoor recreation as primarily described in this chapter, or indoor recreation which is often overlooked. Both indoor recreation and outdoor recreation are often as important to Whitefield's residents as is the scenic natural environment. As stated in the first vision principle, encouraging the involvement and participation of local citizens in town events, both indoor and outdoor, and encouraging volunteerism may help promote the recreational opportunities that are available."* (see page 71, Chapter Summary)

- 7) To **attempt** to soften the wording of "bedroom" community, I changed it to "bedroom or commuter community" wherever bedroom was mentioned. I also added a Meriam-Webster definition in the footnotes. (see page 19)
- 8) In order to incorporate Frank's suggestion that we assess the rate of return a third way (voters vs. surveys returned) I change the paragraph to read: *"A total of 153 online surveys and 234 paper surveys were completed for a total of 387, representing a 16.8% rate of return when comparing returned surveys to the estimated population or a 26.7% rate of return when comparing returned surveys to the total number of surveys mailed. Another way to look at rate of return is to compare the number of surveys returned (387) with the number of registered voters (1,466); this results in a return rate of 26.3%, a very similar return rate when comparing returned surveys to the total number of surveys mailed."* (see page 11, fifth paragraph)

Once the plan is adopted, I will fill in the blue "blanks" on page 11, scan the signed adoption into the plan on page 119 and change the date on the front of the plan to reflect the adoption date. Then, it will be our turn to print and deliver the final three hard copies (please let me know where these will be kept for page 11). This will also be the final copy to publish on the website (you will receive a final digital copy through email and also one the CD that will come with the hard copy of the plan.

I think that is it for now! Let me know if you have any questions or concerns!

Best wishes,

June



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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 plus \$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, Special Exception or Administrative Decision	\$40.00 plus applicable fees to \$50.00

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