

Planning Board Meeting Minutes

September 4, 2018

6:30 PM

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Chairman Burns called the meeting to order at 6:32 PM.

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

Members Absent: Steve Laroza – Alternate

Public Present: Howard Marx, Tina Wright, Valerie Yelton and Jacqueline Yelton.

Minutes- Peter Corey asked that page 2 last paragraph be reworded to “Peter Corey stated the problem is the Board has gotten into trouble before with structures being dilapidated and issuing permits”. **A motion was made by Alan Theodhor to approve the minutes of August 14, 2018 a written with the correction listed above, seconded by Peter Corey. All in favor, motion carries.**

Other Business:

Septic Design(s): Marx, Howard-18 Shirlaw Drive, Tax Map 226 Lot 028: To replace existing septic as an additional bedroom is to be added, it’s a 1250 gallon tank, on Town water. **A motion was made by Frank Lombardi to approve the septic plan as presented, seconded by Peter Corey. All in favor, motion carries. APPROVED**

Development Permit: Marx, Howard – 18 Shirlaw Drive, Tax Map 226 Lot 028 (TABLED on 8/14/2018): More information was needed on the current tank. An upgraded system was approved tonight, to allow for a 17’x23’ addition to be used as master bedroom, with a bathroom & closet. No change to the development plan from meeting on 8/14/2018. **A motion was made by Peter Corey to approve the 17’ x 23’ addition as a new upgraded septic system plan was presented and approved, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

Septic Design(s): Cox, Stephen-566 Kimball Hill Road, Tax Map 251 Lot 004: A new 1250 gallon tank for a proposed new 3 bedroom home. **A motion was made by Frank Lombardi to approve the septic plan as presented, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

Septic Design(s): Shelley Fillion 2001 Rev. Tr. – 301 S. Whitefield Road, Tax Map 246 Lot 005: To replace existing septic as an additional bedroom is to be added, it’s a 1250 gallon tank, on well water. **A motion was made by Peter Corey to approve the septic plan as presented, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

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Development Permit: Shelley Fillion 2001 Rev. Tr. – 301 S. Whitefield Road, Tax Map 246 Lot 005

(TABLED on 8/14/2018): More information was needed on the current tank. An upgraded system was approved tonight, to allow for a 2,200 sq. ft. addition to be used as master bedroom, with a bathroom; Kitchen and Living Room Area; 3 Season Porch; additional bathroom; to be connected to existing house and garage. **A motion was made by Frank Lombardi to approve the 2,200 sq. ft. addition as a new upgraded septic system plan was presented and approved, seconded by Peter Corey. All in favor, motion carries. APPROVED**

Septic Design(s): Gribbin, Jeffrey – 127 Twin Mountain Road, Tax Map 232 Lot 009: Secretary McGee advised that another revised septic plan had been brought in as a line had to be moved, she signed as Code Administrator.

Development Permit(s): Carstens, Matthew – 29 Hildreth Road, Tax Map 214 Lot 007 (TABLED on 8/14/2018): The Board wanted to know the height of barn and what the intended use. Secretary McGee spoke with Mr. Carstens, he stated the height was to be 29' 10.5" and the use was to store lumber and that it wasn't going to be used for Commercial purposes. The Board had more questions, if there was to be more traffic coming and going; selling lumber; Road concerns. They would like Mr. Carstens to come to next Tuesday's meeting. Secretary McGee will contact him.

Gensamer, Mark & Korina – 240 Jefferson Road, Tax Map 226 Lot 078 (TABLED on 8/14/18): No sketch with setbacks was provided at the 8/14/18 meeting, sketch has been received and high tunnel meets all setback requirements. **A motion was made by Peter Corey to approve the 26'x40' high tunnel, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

Valotto, Michael – Scenic Ridge Road, Tax Map 239 Lot 010: To construct a new 20'x30', 2 floor, 2 bedroom, 2 bathroom home on slab. No septic design on file. The Board felt that since no septic design was on file that they needed to table the application until some sort of plan was filed. **A motion was made by Peter Corey to table the application until a septic design plan was received, seconded by Alan Theodhor. All in favor, motion carries. TABLED**

Tim O'Neil arrived.

Correspondence:

- Secretary McGee advised the Board that Zachary & Stephanie Pierce received their variance for building a mews closer than the 25' setbacks on 8/15/18.

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- Secretary McGee handed out the proposed additional fees that the Planning Board recommended to the Selectmen (see attached). Frank Lombardi talked about the Demolition Fee of \$25.00 and had heard the State charged a fee. Board would like to see what other town's charge and wording on asbestos and lead paint.
- 2018 Law Lecture Series (see attached). Scott Burns, Peter Corey and Tim O'Neil expressed interest in attending.
- An e-mail came in asking if the town allows someone to build on a lot of record that is accessed via a Class VI Road? If so, is it based upon NH RSA 674:41? The answer is yes. Some Board members wondered how a road becomes a Class VI Road. Secretary McGee read the following from A Hard Road to Travel: The Class VI category is the absence and/or discontinuance of maintenance. The law provides four ways that roads may qualify for Class VI status: 1. Lapse (absence of maintenance for five years; 2. Discontinuance subject to gates and bars; 3. Layout subject to gates and bars; and 4. Department of Transportation's discontinuance of a Class I or II highway.
- Questions from the Board came up regarding Solar Regulations and should the Town have a section on them in the Development Code. Secretary McGee read an e-mail from Plan-Link that discusses writing a solar friendly zoning template. The Law Lecture Series has Solar as a topic of discussion as well.
- Letter from NCC Re: Upcoming 2021-2030 Regional Transportation Improvement Plan and Statewide Ten Year Transportation Improvement Plan. (see attached)
- Capital Improvement Program: When to start? Who is on Committee? Looking at Monday or Tuesday nights at 7:00 PM. Secretary McGee will check with non planning Board Members.
- Master Plan meeting is scheduled for September 18, 2018.

Recreational Vehicles: The Board reviewed several NH Town's ordinances and looked at the following: Definition of a Recreational Vehicle, most all of them were defined as in RSA 216 I-1 (VIII) (see attached).

Occupancy of Recreational Vehicles: A recreational vehicle may be placed on a lot and used for living quarters on a temporary basis, provided such temporary structures are not permitted to remain occupied more than 180 days in any one calendar year. The Planning Board may grant a 60 day permit

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which may be renewed two times per calendar year. No more than two recreational vehicles or tents will be permitted on a lot. The permit shall be prominently displayed on such recreational vehicle or tent. The application shall be signed by the landowner and the owner of the trailer or tent, and shall demonstrate to the satisfaction of the Board of Selectmen that adequate provisions have been made for sanitary disposal of sewage, waste and refuse, either in an existing residence or thru a self-contained unit. Such use shall conform to the requirements of the State of NH, Department of Health related to sanitation facilities. Normal setback requirements as found in Article XIII Absolute Criteria For All Development, Section 6.29 Setbacks shall apply.

Registered Recreational Vehicles: All recreational vehicles must be registered as required by the motor vehicle laws of the State of New Hampshire. If said vehicle is not registered the municipality shall assess the structure as taxable property.

The Board will continue to work on this at the next meeting.

A motion was made by Alan Theodhor to adjourn at 8:12 PM, seconded by Frank Lombardi. All in favor, motion carries.

Respectfully submitted by:


Joyce A. McGee – Secretary


Scott C. Burns - Chairman

Town of Whitefield
Planning Board Recommendations

Proposed Additional Charges

Town of Whitefield Development Application Fees

All Residential & Commercial Applications:

Septic Permit (Initial Application)	\$50.00
Demolition Permit	\$25.00
Driveway Permit	\$25.00

Approved this day of , 2018

Whitefield Board of Selectmen

Peter Corey

John Tholl Jr.

Stanley Holz



2018 Municipal Law Lecture Series

\$90 for three lectures/\$35 per lecture

These lectures are intended for members of the New Hampshire Municipal Association particularly for municipal officials with an interest in or responsibility for any aspect of municipal land use regulation, including members of planning and zoning boards, planners, land use administrators, select boards, town and city councilors, building inspectors, code enforcement officers, and public works personnel.

	Lecture 1 <i>Planning Board Fundamentals</i>	Lecture 2 <i>How to Read a Survey Plan and the Professionals Involved</i>	Lecture 3 <i>Solar Power & Land Use</i>
Presenters:	C. Christine Fillmore, Esq. Gardner Fulton & Waugh PLLC	Stephan Nix, Esq., Licensed Land Surveyor	Clayton R. Mitchell, Ph.D., Esq. University of NH
Locations:	Diane M. Gorrow, Esq. Soule, Leslie, Kidder, Sayward & Loughman, PLLC	Nate Miller, AICP, Deputy Director Southern NH Planning Commission	John T. Ratigan, Esq. Donahue, Tucker & Ciandella, PLLC
Cheshire County Hall 12 Court Street Keene	Wednesday September 26 7:00 pm—9:00 pm	Wednesday October 3 7:00 pm—9:00 pm	Wednesday October 10 7:00 pm—9:00 pm
Derry Municipal Ctr., 14 Manning Street Derry	Wednesday October 10 7:00 pm—9:00 pm	Wednesday September 26 7:00 pm—9:00 pm	Wednesday October 3 7:00 pm—9:00 pm
Stratham Municipal Ctr. 10 Bunker Hill Ave. Stratham	Wednesday October 3 7:00 pm—9:00 pm	Wednesday October 10 7:00 pm—9:00 pm	Wednesday September 26 7:00 pm—9:00 pm
NHMA Offices 25 Triangle Park Drive Concord	Saturday, October 20 9:00 am-4:00 pm Continental Breakfast & Registration begin at 8:30 am		



For registration information, visit www.nhmunicipal.org
under Calendar of Events.

Questions? Call 800.852.3358 or email NHMAregistrations@nhmunicipal.org.



Re: Upcoming 2021-2030 Regional Transportation Improvement Plan and Statewide Ten Year Transportation Improvement Plan

This letter is to inform communities of the impending biennial update of the **Regional Transportation Improvement Plan (TIP)** and **Statewide Ten Year Transportation Improvement Plan (Ten Year Plan)** for fiscal years 2021-2030. The **TIP** is the document in which regional priorities for transportation improvements are compiled by North Country Council (NCC) for consideration by the New Hampshire Department of Transportation (NHDOT) and the Governor and Executive Council in the development of the **Ten Year Plan**. Prioritization of projects is based on statewide criteria and voted on by NCC's Transportation Advisory Committee (TAC). Both efforts are updated on a two-year cycle.

In September of 2018, NCC will be sending an official announcement and project solicitation to communities for the 2021-2030 **TIP** and **Ten Year Plan**. Local officials will be asked to reaffirm their support for already-programmed projects in the **TIP** and **Ten Year Plan**, or to nominate new projects for inclusion in the **TIP** and **Ten Year Plan**. Detailed information on the project submission process will be included with the announcement. It is anticipated that new projects will need to be submitted to NCC by late fall 2018.

The purpose of this notification at this time is:

- To encourage communities to begin considering potential projects for submission;
- To encourage communities to consider any relevant data needs (e.g., traffic volumes, turning movements, crash data). NCC is available to share existing data or collect new data, as needed;
- To encourage communities to nominate a representative to NCC's Transportation Advisory Committee (if they have not already done so), or encourage their existing TAC representative to participate in upcoming meetings, in order to be represented in the prioritization process.

NCC staff are available to meet with local officials and board members to assist with project development and answer questions. Please contact Alex Belenz for additional assistance, or to schedule a meeting or appearance at an upcoming local board meeting (abelenz@nccouncil.org, 603-444-6303 x2012).

Sincerely,

Alex Belenz
Planner, North Country Council

cc: Michelle Moren-Grey, Co-Executive Director & CEO, North Country Council

TITLE XIX

PUBLIC RECREATION

CHAPTER 216-I

RECREATIONAL CAMPGROUNDS AND CAMPING PARKS

Section 216-I:1

216-I:1 Definition. –

In this chapter:

I. "Approved disposal system" means a system:

- (a) Constructed prior to July 1, 1967; or
- (b) Constructed in accordance with plans submitted to and approved by:
 - (1) The former New Hampshire water supply and pollution control commission; or
 - (2) The department of environmental services.

II. "Campsite" means a parcel of land in a recreational campground or camping park rented for the placement of a tent, recreational vehicle, or a recreational camping cabin for the overnight use of its occupants.

III. "Campground owner" means the owner or operator of a recreational campground or camping park, or their agents.

IV. "Dependent vehicle" means a recreational vehicle which does not have toilet and lavatory facilities.

V. "Individual sewage disposal system" means any sewage disposal or treatment system, other than a municipally-owned and operated system, which receives either sewage or other wastes, or both.

VI. "Portable sanitary service vehicle" means a vehicle used to transport septage or waste water from a recreational vehicle to a sanitary station.

VII. "Recreational campground or camping park" means a parcel of land on which 2 or more campsites are occupied or are intended for temporary occupancy for recreational dwelling purposes only, and not for permanent year-round residency, excluding recreation camps as defined in RSA 485-A:23.

VII-a. "Recreational camping cabin" means a structure on a campsite, 400 square feet or less, calculated by taking the measurements of the exterior of the cabin, including all siding, corner trim, molding and area enclosed by windows, but not the roof or porch overhang, or log overhang at corners. It shall be designed not for use as a permanent dwelling but as a temporary dwelling for recreational camping and vacation use.

VIII. "Recreational vehicle" means any of the following vehicles:

(a) Motorhome or van, which is a portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.

(b) Pickup camper, which is a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.

(c) Recreational trailer, which is a vehicular, portable structure built on a single chassis, 400 square feet or less when measured at the largest exterior horizontal projections, calculated by taking the measurements of the exterior of the recreational trailer including all siding, corner trim, molding, storage space and area enclosed by windows but not the roof overhang. It shall be designed primarily

not for use as a permanent dwelling but as a temporary dwelling for recreational, camping, travel or seasonal use.

(d) Tent trailer, which is a canvas or synthetic fiber folding structure, mounted on wheels and designed for travel, recreation, and vacation purposes.

IX. "Sanitary station" means an approved facility used for accepting and disposing of wastes from recreational vehicle holding tanks, portable recreation toilets, or portable sanitary service vehicles.

X. "Tent" means a portable canvas or synthetic fiber structure used as a temporary dwelling for vacation or recreation purposes.

Source. 1989, 343:1. 1996, 228:108. 2000, 130:1-3. 2001, 49:1, eff. Aug. 10, 2001.