

**PLANNING BOARD MEETING
TOWN OF LITCHFIELD**

Held on May 15, 2012

Minutes Approved – 6/5/2012

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 15, 2012 at 7:07p.m.

MEMBERS PRESENT: Leon Barry (Chairman),
Bob Curtis (Vice Chairman)
Thomas Young
Frank Byron (Board of Selectmen Representative)
Michael Croteau
Russell Blanchette
Joel Kapelson (arrived at 7:30 p.m.)

ALSO PRESENT: Joan McKibben (Admin. Assistant), Jen Czysz (NRPC Senior Planner),

CALL TO ORDER

Mr. Barry called the meeting to order at 7:07 p.m. and joined the Board in the Pledge of Allegiance.

AGENDA ITEMS

1. Declaration of Revocation of Subdivision plan #36060 – Rodonis Business Park.
2. VAB Properties site plan at 55 Charles Bancroft Hwy. Map 1 Lot 18.
3. Any Other Business - NH Community Planning Grant Program, approve minutes of 5/1/12.

Declaration of Revocation

Present: Dana Boucher, current owner, and Attorney Andrew Prolman.
On April 3, 2012 the Board voted to revoke plan #36060 at the request of the owner. After the vote notices were sent to abutters on 4/6/2012. There were no requests, from abutters or other parties, for a hearing regarding the revocation. The chairman signed the revocation. The revocation will now be recorded at the Hillsborough County Registry of Deeds.

VAB Properties site plan at 55 Charles Bancroft Hwy. Map 1 Lot 18

Present: Dana Boucher, owner, Attorney Andrew Prolman, Anthony Basso, Engineer – Keach-Nordstrom, Assoc.

Chairman Barry asks Ms. Czysz go over her review comments.

Ms. Czysz: The plans were revised on 4/11/12. Items the board required have been added to the notes: hours of operation, #of employees, the % of impervious area is less than 10% so it meets the standard in the aquifer protection ordinance. There will be no change to the tree line or farm

buildings. There is one house to the north on the property to be demolished, the associated well and driveway to be abandoned.

There will be no office hours or customers coming and going. Any significant changes could require a new application to the Board.

Chairman Barry asks for comments from the Board.

M. Croteau asks about the aquifer and water quality.

Anthony Basso: We did receive the NHDOT curb cut permit, DOT has asked that we repair the catch basin out front and we have agreed to do that.

The stormwater is being treated in a rain garden before it goes into the ground. The stormwater is totally being infiltrated into the ground on the site.

F. Byron asks if there will be any plantings or visual barriers.

A. Basso: The front building completely blocks the buildings in the rear, so there are no plans for any new visual barriers. There will be a little landscape island to break up this expanse of pavement. (front driveway)

F. Byron asks about signage.

D. Boucher: We have a new sign coming, it will be in the same footprint as the old sign. We will change the face board but keeping in a rural style.

F. Byron questions where will water supply come from for fire protection.

A. Basso I know there is water near here but I don't know how close. We had a note from the Fire Dept. that they had no comment on the plan.

Chairman Barry: years ago we did a pump test for 24 hours on the pond in the back and it didn't go down at all.

D. Boucher: I think they would use the pond for fire protection.

F. Byron asks the planner if there are any other concerns.

Ms. Czysz: There are no outstanding items but to recap we need to make sure the applicant understands they would need to come back to the Board if there are any changes on the plan to bathrooms, sign other than re-facing or establishment of office space or customer access. We are under the assumption that the Fire Chiefs reply and the pond in the back covers fire safety.

MOTION: by Mr. Curtis *to approve the application for VAB Properties site plan case #1203 LIT SP MI LI.*

SECOND: by Mr. Blanchette

AMENDED MOTION: by Mr. Curtis *amends the motion to add the following conditions:*

Plan copies with professional seals & signatures

Original mylar with professional seals & signatures

Electronic submission per regulations

State permit for curb cut

All fees paid, and escrow maintained as required

Any changes to plat requires site plan back to the Planning Board for review

SECOND: by Mr. Byron

VOTE ON AMENDMENT: 7-0-0

VOTE ON MAIN MOTION: 7-0-0

OTHER BUSINESS

RFP for updating Impact Fees.

F. Byron brings this RFP to the attention of the Board. The important section is the scope of services. It is what the Planning Board expects to get in the finished product.

The deadline for work is Nov. 1, 2012 this is a critical date so there will time to bring changes to the 2013 Town Meeting.

Mr. Barry questioned if there are any fees going to the incinerator/municipal waste site.

In the RFP “town offices” will be changed to “municipal facilities”.

The Board went over the scope of services.

Discussion continued on current impact fees for certain types of businesses.

When a consultant is selected they should look at our business fees compared to surrounding communities to see if our fees are reasonable.

MOTION: by Bob Curtis *to approve the RFP for Impact Fees update with the changes that were discussed.*

SECOND: by Russ Blanchette

VOTE: 7-0-0 motion carries

NH Community Planning Grant Program

Tom Young and Jen Czysz attended a workshop regarding applying for this grant on 5/3/12.

The narrative will be a big section of the application. Ms Czysz started a rough draft of the narrative. The items included are:

- Community Visioning
- Update the future land use Master Plan chapter and map
- Commercial Zoning Ordinance
- Agricultural Preservation
- Community Outreach and Engagement

The Board will work on a two year application that will run through 2014.

Letters of support are needed from other Boards, individuals, or businesses in Town.

The Board of Selectmen need to give their support for the grant application.

The Planning Board will hold a working session on June 5 dedicated to the grant application.

Ms. Czysz mentioned the Board look at the Town of Allenstown’s recently adopted Agricultural Preservation Ordinance.

Home Occupation Renewals

The following renewals were received:

M. Thiboutot HVAC Contractor Rte 3A

E. Manning Small components sales Page Road

S. Bouchard Vehicle Sales Rte 3A

D. Hogencamp Hair Stylist Rte 3A

MOTION: *by Bob Curtis to accept the four renewals above.*

SECOND: *by M. Croteau*

VOTE: 7-0-0 motion carries.

Approve 5/1/12 minutes

MOTION: *by M. Croteau to accept as amended the May 1, 2012 planning board minutes.*

SECOND: *by R. Blanchette*

VOTE: 7-0-0 motion carries.

There being no further business

MOTION: *by Bob Curtis to close the meeting*

SECOND: *by Tom Young*

VOTE: 7-0-0 motion carries meeting adjourned at 9:20 p.m.

Minutes transcribed from tape by J. McKibben