

PLANNING BOARD MEETING

TOWN OF LITCHFIELD

Held on October 1, 2013

Minutes approved October 15, 2013

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, October 1 at 7:00 p.m.

MEMBERS PRESENT: Russell Blanchette (Chair), Tom Young (Vice Chair), Kevin Bourque Selectmen's Rep , Michael Caprioglio, Bob Curtis, and Michael Croteau

MEMBERS ABSENT: Joel Kapelson, Frank Byron

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

CALL TO ORDER

Mr. Blanchette called the meeting to order at 7:05 p.m. and joined the Board in the Pledge of Allegiance.

Public Input:

No Members of the public wished to speak

1. Community Planning Grant

1. Revised Draft Agricultural Preservation Overlay District

Jen stated that they need more public input for future land use alternatives. Tom stated that there is a new survey out and he has sent some to the over 55 communities. Jen created backpack stuffers to hand out to the schools. Joan stated that she has been in contact with the schools and they will allow the backpack stuffers to be sent home with all children.

Jen went over with the Board the draft changes made to the revised Agricultural Preservation Overlay District. Jen stated that there are two sample definitions of Agriculture. Jen and the Board went over section 550.2 (Objectives) , section 550.3 (Definitions) and which definition they would like to use. The Board also decided to send to the local farms to get their opinion on which definition they think best fits. The Board further discussed definitions. Jen and the Board also went over section 550.5

(Permitted Uses), section 550.6 (Performance Standards for Agricultural Uses) and Best Management Practices (BMPs) for Agriculture; Section 550.7.6 (Lot Sizing), section 550.7.7 (Required Open Agricultural Land; the board decided for lots that are 20 acres or greater, at least 40% contiguous and on lots less than 20 acres they board agreed on 25%. The Board also discussed section 550.7.8 (Protection of Required Open Agricultural Land. The Board had 2 options to choose from and choose Option 2 (Open Agricultural Land shall be permanently protected by a conservation easement). The Board also went over Section 550.8 (Application review).

Jen stated that she will make the revisions that were talked about tonight and get some additional feedback from the farmers in town and will come back when we have a combination of their comments on the draft as well as the Planning Board's comments.

2. Non-Residential Zoning Revisions

Jen gave the Board a quick overview of what they have in front of them for a draft: based on the conversation from the last meeting where they looked at the 6 different commercial/transitional, commercial/Industrial ordinances, they looked at them all at once so when they talked about frontage, they talked about frontage for all six simultaneously. Jen stated that she has now started the process of applying that conversation throughout each of the individual districts, so it looks longer than it is, a lot of it repeats. Jen stated that part of the conversation last week and where we need some more direction from the Planning Board for how to proceed was on the performance based components, so what you expect of a development in terms of its impact on the community such as where that parking is located or landscaping required to screen unsightly features, etc., and they started looking at this but there were 2 different possible ways that that could be incorporated, if the Board felt that those standards would be common for all 6 districts, rather than repeat it 6 times, it could be included in section 400 of the ordinance under general provisions just as a new piece at the end of 400 and then you could refer to that in each of the individual sections so what you have at the beginning of the draft is that language plunked down in section 400. Jen stated that starting in section 600 (Highway/Commercial) she started to make those changes, under performance standards she mentioned that there are these performance expectations and should be included as part of the site plan application, but in 600 Jen stated she took the alternative approach where they can just include that language specifically in the district; Jen mentioned they might want to go that route if they wanted to customize those performance requirements to the individual districts. Jen stated she didn't know if there were any specific approaches the Board wanted to take on a district by district basis. Section 600 shows shows the exact same section of language that was in 400, it shows it repeated in 600. Jen stated that the other changes that were made in section 600 and throughout all of the additional ones were

the use changes that the Board had identified at the last meeting, Jen stated that she added in here to each of the individual districts because that was something the Board had discussed on a district by district basis. Jen went over frontage and did a draft modified way of approaching the frontage in the frontage requirement and is here in 600 and repeats in verbatim in the other 5 districts. The other thing the Board asked for some language clarifications on was the sight coverage and that was looking to match language regarding impervious surfaces in the aquifer protection district and this again in 600 and repeats in the additional 5 other districts. Jen and the Board went over the Performance pieces that are specific to 600. In sections 700 Jen took the other approach of rather than putting all those performance pieces in 700, she showed what it would look like if the Board looked at page 10, 700.03 which she added a new item "C" that says all applications shall meet the general requirements for non-residential uses as set forth in section 408 of this ordinance and that then pulls in those additional performance requirements rather than repeating. Jen stated that for the remaining 4 districts, she did not address those performance based requirements such as the landscaping and the parking, etc., because she needs the Boards guidance on what they want to do or how they want to approach that. Jen stated that that is the big picture and the other kind of big picture guidance item to look at on a district to district basis, just to make sure things were consistent with what they were doing in the Agricultural Overlay District, those Agricultural uses including a through h and brought forward the A through H here and the question is H or in this case 7 (Agricultural processing Plants), which district do they go in or not go in. This is where the Board would specify where they are permitted in the underlying district. Jen stated that is one question of which of the set of 6 non-residential districts would you be willing to have those agricultural processing plants be located in. Jen stated that she would love to get as much input from the Board as she can on this now.

Jen stated that as a heads up on scheduling moving forward, she went through and counted out the Town meeting hearing deadlines, you need your first hearing in December and your second hearing in January. Jen recommended that the Board assume they will need two hearings and recommend a good push for inviting as many people who want to and can attend to get them to that first big hearing and use it as a public input session and really get the word out.

Jen asked the Board questions, the first being about Performance requirements (outside storage), (access to the sight), (landscaping), (parking), (character), (lighting Standard) and screening of unsightly features. Jen asked if those are things that the Board would want to address by a district by district basis or have a common set of standard across the board. The Board decided that they should have a common set of standard across the board.

Jen and the Board went over section 408:00 General requirements for Non-residential Uses. They discussed section 408.01 Outside Storage, 408.02 Vehicular Access, 408.03 Landscaping, section 408.04 Parking; which the board decided to keep in the site plan and not in the zoning. Section 408.05 Architectural Character which will be moved to the site plan instead of zoning. The Board also went over sections 408.06 Lighting Standards and Section 408.07 Screening of Unsightly Features. The Board then went over (Page 10) 700 The Southwestern Commercial District (Route 3-A), section 700.03 Performance Standards, (Page 5) Highway Commercial District (Route 102) section 601.00 Permitted uses; (Page 6) Agricultural Uses. The Board also covered Section 1250.00 Aquifer Protection District and went over the definitions; Section 1250.07 Impervious Surface which stated "A surface through which regulated substances cannot pass when spilled. Impervious surfaces include concrete unless unsealed cracks or holes are present. Asphalt, earthen, wooden, or gravel surfaces, or other surfaces, which could react with or dissolve when in contact with the substances stored in them, are not considered impervious surfaces." The Board will replace this definition with "A hard surface area that either prevents or retards the entry of water into the soil profile as under natural conditions prior to development and/or a hard surface area that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development." The Board also went on to discuss prohibited uses and conditional uses.

3. Community Survey

Jen stated that the new Survey is available online. More responses are still needed.

4. Release Escrow funds for John Nelson subdivision Tax Map 18 Lot 64, approved 7/9/2013

Motion: by Mr. Croteau to release Escrow Funds for John Nelson Subdivision Tax Map 18 Lot 64

Second: by Mr. Young

Vote Passes: 6-0-0

Approve minutes of September 3, 2013 and September 17, 2013

Deferred to next meeting

Any Other Business

Tom Young attended The first Law Lecture Series: Planning and Fair Housing Law in Dover, NH

The next Planning Board meeting will be held on October 15, 2013.

Motion: by Mr. Young to Adjourn

Second: by Mr. Caprioglio

Vote: 6-0-0

The meeting adjourned at 10:00 pm

Minutes taken by: Donna Baril