

PLANNING BOARD PUBLIC MEETING

TOWN OF LITCHFIELD

Held on June 3, 2014

Minutes Approved 7/15/2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 3 at 8:00 p.m. due to lack of quorum until that time.

MEMBERS PRESENT: Michael Caprioglio (Chair), Tom Young (Vice Chair), Russ Blanchette and Mike Croteau (8:00 p.m.)

MEMBERS ABSENT: Joel Kapelson, Bob Curtis Jason Guerrette (Alternate) and Kevin Bourque (Selectmen's Rep)

ALSO PRESENT: Jen Czysz (NRPC Senior Planner)

CALL TO ORDER

Mr. Caprioglio called the meeting to order at 8:00 p.m. and led the Board in the Pledge of Allegiance.

Public Input:

No members of the public present

1) Home Occupation Application for a Photo Studio. Applicant - Raymond Peoples, 205 Charles Bancroft Highway, Tax Map 9 Lot 17.

All abutters have been notified and all fees paid.

Motion: by Mr. Blanchette to accept the Home Application for a Photo Studio, 205 Charles Bancroft Highway, Tax Map 9 Lot 17.

Second: Mr. Young

Vote Passes: 4-0-0

Mr. Raymond Peeples of 205 Charles Bancroft Highway came in front of the Planning Board and explained that he does weddings and events which is primarily what he does as a photographer. Mr. Peeples mentioned that with Litchfield's Ordinances, Home Occupation; when you have an occupation which is visible, you need to get a Home Occupation Permit. Mr. Peeples stated that he would like to put up a sign to make this visible. Mr. Peeples stated that as he transitions out of doing weddings and events and into more portrait photography, he sees that happening a little more often. Mr. Peeples stated that they are not looking to do this full time, he is a part time photographer and as far as hours of operation, he is by appointment only, they are not going to be open to the public 5-7 days of the week. Mr. Peeples explained that on the application he did put two employees because from time to time he does have an assistant on premise, they are not necessarily family members and may be assisting him. Mr. Caprioglio asked about traffic flow. Mr. Peeples stated that most of the work they do is off on location. Mr. Caprioglio asked if part of the set up would be to have a studio in the back. Mr. Peeples stated that this is existing space which is used as his office. Mr. Caprioglio asked in terms of lighting, during the winter hours, will there be sufficient lighting if someone is there off hours? Mr. Peeples stated there is, where it is indicated in orange (on the application) those are all existing low cost light fixtures. Mr. Caprioglio stated that it looks like there is sufficient parking; two for business? Mr. Peeples stated that there is actually two driveways, if you look at the map, there is an existing driveway that exists next to the house and there is a small apartment there, the property predates zoning. The second driveway was always there and when the building was moved when the State redid the road, it ended up in the configuration shown on the map, there is plenty of room to park 4 cars if wanted, but basically it is 2 cars with a turn-around so that you do not have to back on to 3A. Mr. Caprioglio mentioned that Mr. Peeples talked about a sign which is a separate item and asked if a fee was paid. Mr. Peeples mentioned that he wanted to get through the Home Occupation process first and then he will pursue the sign application process.

Open for Public Comment: No members of the Public wished to speak
Public Comment Closed

Motion: by Mr. Blanchette to approve the Home Occupation Application for a Photo Studio by Mr. Raymond Peeples, 205 Charles Bancroft Highway, Tax Map 9 Lot 17.

Second: Mr. Young

Vote passes: 4-0-0

2) Impact Fee Ordinance Work Session

Jen gave the Board a revised clean copy of the Zoning Ordinance. Jen gave the Board a couple of updates she had since the last meeting. There were a few questions that needed to be addressed, one being the net floor area and trying to nail down that definition between the methodology that Mr. Mayberry was utilizing and what data and information Kevin has available to him at the time the CO is issued and there was not a direct one to one match and the problem is Mr. Mayberry has to work with data that is available to do an analysis on the cost per square foot in the community, however that is not necessarily the exact same measurement of square feet as goes into the building permit system. Jen posted the emails from Mr. Mayberry, Kevin Lynch and Jason Hoch in regards to the definition of net floor area and Impact Fees.

Jen and the Board discussed:

Section 1301.00 Definitions

Section: 1301.04 Net Floor Area

Section: 1301.05 New Development: a and b.

Section: 1302.06 Appeals

Jen mentioned that the Board of Selectmen discussed Appeals at their meeting last night. Jason replied this afternoon by email that read: Jen, we discussed at last night Board of Selectmen's meeting. The sense of the Board was an administrative appeal of a calculation, it made the most sense for the Board of Selectmen to service the appeal body rather than the ZBA since it was not a zoning issue. Going back to counsels original note to me on this, she stated "The Statute defaults to an appeal to the ZBA, but allows the ordinance to provide otherwise. That flexibility to provide otherwise should cover the Planning Board if the circumstance were to arise under the current ordinance."

Jen stated that essentially what they are saying is that what you have now is fine, but they thought that it perhaps made more sense to have an appeal to go to the Selectmen rather than the ZBA or Planning Board. The Board felt this made sense.

Jen mentioned that she followed up with Mr. Mayberry regarding Methodology. Jen stated that through email dated May 28th Mr. Mayberry had a section on the School capacity, he did receive additional details that he had requested from the School District, and he is going to have a follow up meeting with staff to review before amending the impact fee reports and associated recommendations. Roads: received clarification from Jason regarding use of Highway Block Grants and reasonable budget amounts. Mr. Mayberry will be incorporating some alternative assumptions into the road fee schedule to reflect these

budget numbers. He is set to wrap up everything in Phase I, he did mention that he can begin on Phase II, however he does need a Purchase Order. Jason, replied that is fine, the money is there and ready and when the Planning Board is ready, give Karen in the Town Office the instruction to issue a Purchase Order. Once a Purchase Order has been issued, he can start working on Phase II. Mr. Mayberry does anticipate that Phase II will be more interactive and requiring the Planning Board to arrive at some consensus on appropriate facility standards and scope of capital cost to be included within the fee system. Jen stated that that will be followed by review of fee schedules and whether the fees shall be continued and or amended and updated. Jen mentioned that it would be in our best interest to get that purchase order issued so he can get started and the Board can schedule for him to come to a meeting.

Motion: by Mr. Blanchette to release a Purchase Order to Mr. Mayberry in the amount of \$13,500 to start Phase II.

Second: Mr. Croteau

Vote Passes: 4-0-0.

Approve minutes of May 20, 2014

Motion: by Mr. Croteau to approve the minutes of May 20, 2014 as amended

Second: Mr. Young

Vote Passes: 3-0-1

Other Business

Mr. Caprioglio mentioned that regarding Moose Hollow Drive there has been correspondence from the Builder and the project should be completed before the bond is up.

Mr. Caprioglio reached out to the Public asking if anyone would like to be an alternate on the Planning Board. The Planning Board meets on the 1st and 3rd Tuesdays of each month at 7:00 p.m. in Town Hall. During the Summer months the Planning Board meets once a month.

Motion: by Mr. Young to Adjourn

Second: by Mr. Blanchette

Vote: 4-0-0

The Next Planning Board meeting will be held on July 15, 2014 at 7:00 pm.

The meeting adjourned at 8:30 pm

Minutes taken by: Donna Baril