

PLANNING BOARD PUBLIC MEETING

TOWN OF LITCHFIELD

Held on October 21, 2014

Minutes approved 11/3/2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, October 21, at 7:00 p.m.

MEMBERS PRESENT: Michael Caprioglio (Chair), Russ Blanchette, Jason Guerrette, Bob Curtis

MEMBERS ABSENT: Mike Croteau, Tom Young (Vice Chair), Kevin Bourque

ALSO PRESENT: Camille Pattison (NRPC Planner), Joan McKibben (Admin Assistant)

CALL TO ORDER

Mr. Caprioglio called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance.

Public Input:

No members present

1) The Plan for the following was conditionally approved on 10/7/2014. The site plan for a 60 x 80 sq.ft. storage building will be reviewed for a compliance hearing. Applicant Theroux Properties, LLC at Tax Map 20 Lot 29, 16 Colby Road. The plan was accepted for consideration on 9/16/2014.

The applicant has been granted conditional approval for a site plan to construct a storage building at 16 Colby Road. The building is proposed to be 10' x 80' and will store supplies for Optimum Building Systems and Management, Inc., which is located on the adjacent lot. As storage buildings are not allowed in the Northern Commercial District, the applicant has obtained a variance from the Litchfield Zoning Board to allow the use. The building will not have water or sewer and will only be used for storage. The maximum number of employees in

the building will be four. The applicant has noted that no additional parking is necessary and that there will not be an increase of the number of vehicles on the site. The building will be accessed through the existing parking area to the proposed new gravel area around the storage building.

Mr. Tobin Farwell from Farwell Engineering Services came in front of the Board to represent Mr. Theroux. Mr. Farwell stated that they have conditional approval and NRPC has put down the conditions of approval in the status. Sheet C-1 has been revised to include the Stormwater Plan and the following features: extend swale and turned outlet to point away from brook (shown on plans); the Board to confirm with Lou Caron to confirm that the Stormwater plan can adequately ensure there will be no environmental or water quality degradation or increased flood risk due to the impervious surfaces in excess of the 15% maximum as required by the Conditional Use permit requirements of ZO section 1256.00(a) and Site Plan Review Regulations Section 155.5.1, Mr. Farwell stated that he received a letter from Lou Caron and in the last paragraph Lou addresses that and everything looks good to him. Mr. Farwell also stated that he has addressed the stone check dam detail. Sheet C1 has been revised to include a landscape plan that includes fescue/low fertilizer seed and fertilizer use only after initial seeding; Items 4 through 6 are administrative conditions to be submitted after all other items are compliant, should be retained as a condition of approval: which are Plan copies with professional seals and signatures, original mylar with professional seals and signatures, electronic submission per regulations (As-builts required). All fees have been paid. The Bond estimate to be further discussed by the Planning Board. The Planning Board may require a performance guarantee to ensure completion of the stormwater and landscaping elements. Mr. Farwell requested that no bond be requested for this project. He will be looking for a CO from the Building Inspector upon completion. Mr. Farwell stated that they have submitted the septic plans to NHDES for approval, and has a copy of the conditional approval which will be added to the plans. Applicant needs to clarify that the Waivers were granted to the Site Plan Review Regulations. Retain as an administrative condition of approval. Mr. Farwell stated that this was a note on cover sheet 01 and he referred to the section and just didn't say Site Plan Review Regulations which will be corrected. Mr. Farwell stated that they did receive approval from the Fire Chief.

The Board discussed a Bond versus a CO. The Board decided to forgo the bond.

Motion: by Mr. Guerrette motioned that the applicant has complied with the issues that were required and is compliance.

Second: by Mr. Blanchette

Vote Passes: 4-0-0

Motion: Mr. Blanchette motioned that administration can handle this further and the applicant does not need to come back.

Second: Mr. Guerrette

Vote Passes: 4-0-0

Approve Minutes of October 7, 2014

Motion: by Mr. Blanchette to approve the minutes of October 7, 2014.

Second: by Mr. Guerrette

Vote Passes: 3-0-1

2). Town Meeting schedules and preparation

Camille stated that what Jen was proposing was to have the Meeting on November 18th, preparations for the Public Hearing so the drafts can be finalized and schedule the outreach to get ready to go. Jen spaced it out so the Planning Board can have one meeting a month which gives the Planning Board enough time in between to advertise. The first Public Hearing can be on the December 16th which gives a little over a month to advertise and do your outreach and have the second Public Hearing on January 20th. A couple other documents Jen had is the new requirements, the deadline for Town Meeting season and the 2015 Town Meeting Calendar. Camille stated that there is a new requirement now. One of the changes is the Zoning changes, if you have 100 or fewer properties affected, regardless of how many properties are in the overlay district, notice each affected property owner is required, in addition to newspaper publication and posting in a public location. Camille stated that Jen also had deadlines for the Planning Board, the last day of the year is your last date to publish and notice for the first hearing, the second hearing. The first meeting of the month is for hearings and the second meeting of the month is for worksessions.

3). Mr. Bruce Mayberry to discuss the Impact Fee study, part two with the Planning Board.

Mr. Bruce Mayberry, BCM Planning LLC came in front of the Board to go over the second draft of the Impact Fees. Bruce stated that what he has is a second draft. Mr. Mayberry stated that this draft is updated to match the NRPC population of house projections.

Mr. Mayberry went through the draft Impact Fee schedule with the Planning Board. Mr. Mayberry stated that the next CIP will probably not be finished until the summer of 2015.

Mr. Mayberry stated that they did revise the population housing projections, which is

their assumptions of the extended future development. Mr. Mayberry stated that he has kept the non-residential projections pretty much the same as they were. Mr. Mayberry state that the key thing to focus on for the meeting tonight is that all of the impact fees depend on setting certain expectations or standards about how much facility space you need, how much capital value will be involved in providing for the year 2040 (which is their current projection) and some he has used are standards that were set by NRPC in the last Master Plan update. Mr. Mayberry stated that two of the fees; the Fire and Police are based on residential growth and non-residential development, the particular thing about public safety fees and Town Office fee is that those are split between residential and non-residential future development. Recreation and Library are strictly residential orientated fees.

Mr. Mayberry went over the numbers for the Town Office, Fire Department, Police Department, Library and Recreation Facilities. Mr. Mayberry also explained to the Planning Board his notes on "Standards." Bruce also went over the tables on the draft Impact Fee Update for Public Safety, Municipal Office, Recreation and Library.

4). Multi-Family Overlay District

Camille stated that there were three documents to look at. There were fairly minimal changes on Jen's part. The actual page from the Zoning Ordinance was the only thing Jen updated was the adopt a date 2015. Jen verified in section *525.02 District Boundaries*: The descriptions were still consistent to reflect the revised zoning map and confirmed them and stated they look fine to leave it the way it is. Camille stated that this was the only issue on the Zoning Ordinance.

Camille stated that the District Boundary Map is consistent with the Zoning Ordinance. Camille went over the changes on the Outreach Text. The Board went over how they would get the word out for Outreach (flyers, HLN, website, e-mail).

Any Other Items

No Other Items

Mr. Caprioglio mentioned to the Public that anyone is welcome to come to the Planning Board meetings. The planning Board is looking for volunteers. The Planning Board meets on the 1st and 3rd Tuesday of the month at 7:00 p.m.

Motion: by Mr. Guerrette to Adjourn

Second: by Mr. Curtis

Vote Passes: 4-0-0

The Next Planning Board meeting will be held on Monday, November 3, 2014 at

7:00 pm.

The meeting adjourned at 8:30 pm

Minutes taken by: Donna Baril