

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on JANUARY 3, 2017**

minutes approved on 1/17/2017

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 3, at 7:00 p.m.

**MEMBERS PRESENT:** Tom Young (Chairman), Matt Shoemaker (Vice-Chairman) Kimberly Queenan, Steve Perry (Selectmen's Rep.), Dave Samuel, Mike Croteau, Tyler Perrin (alternate), Joe Blanchette (alternate)

**MEMBERS ABSENT:** Russ Blanchette

**ALSO PRESENT:** Joan McKibben (P.B. Administrative Assistant) Jen Czysz (Assistant Director - NRPC)

**CALL TO ORDER**

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

Tyler Perrin (alternate) is appointed as a voting member.

Roll call vote of members.

**Public Input:** No Public input on non-agenda items.

1. **Home Occupation** - Kelly Bouwens, Dog Day Care - Continued from December 6, 2016

The Chair reopens the hearing from Dec. 6, Ms. Bouwens is present.

Ms. Bouwens: Has looked into fencing for her yard either chain link or stockade. The price for that type of fencing would be in excess of \$2,000 she can't justify that kind of investment at this time.

Matt S.: The fencing was one of the biggest concerns at the last meeting the current fencing is probably not sufficient.

Ms. Bouwens: We are willing to reinforce the current fence and put stockade towards one side. If you are out there with the dogs and keeping them engaged there isn't a problem. I have had numerous dogs in the yard and not had a problem.

As I said before I will be screening dogs, that they would get along with my dog, they will play with other dogs, that they won't be barkers

Steve: The biggest issue as we said before is the fence and the reason for that is safety. It only

take once for a large dog to charge the fence and choose not to listen to you. We had a business in here before and made them double fence the area where the dogs would be outside. Without the fence I don't see it as a viable business.

Matt S.: We have to balance everyone's interest. We realize the fence is a big cost but for this type of home occupation I think it is imperative.

Joe B. reads a letter (attached) into the minutes dated 1/3/17 from Sheehan/Phinney representing the abutters Karen and Mark Wride, 6 Brenton St. and their concerns.

Matt S. speaks to the issue in the letter regarding pet waste there was a preliminary plan from the applicant to deal with waste, the well water issue needs better evidence that pet waste would cause a problem.

Mark Wride, 6 Brenton St. spoke defending the paperwork they found from the EPA regarding pet waste.

Matt S. We would need a little more evidence/information regarding what type of well we are talking about either a shallow well or a deep drilled well.

Mark Wride: the point is the owner of a private well should try and protect their water.

Ms. Beiswenger, Esq. (Sheehan/Phinney) We feel your ordinance is unclear regarding the square footage (for a home occupation). We appreciate your interpretation that it is indoor square footage.

Hearing no other comments from the Board or Abutters Matt S. makes a MOTION to deny the home occupation based on no adequate fence and section 504.

There was no second to the motion.

Steve Perry stated to the applicant that if we deny the application doesn't mean you can't reapply it just means the process starts over again.

From my point of view the biggest concern is safety...we have to be concerned with everyone else.

Steve P. makes a MOTION to deny the home occupation of Ms. Bouwens for failure of section 504.01 section g, exterior storage of materials and equipment, section i, noise, vibration, dust, smoke electrical disturbances, odors, visual disharmony or other offensive emissions. Section j, traffic generated by the home occupation shall not create safety hazards ...

Matt S. seconds the motion.

Mike C. comments to the applicant: dealing with this type of business is a liability you have to consider risk associated with this. I encourage you to reconsider a fence. You're dealing with unknown situations.

The chair called for a vote the motion to deny the application passes 6-0-1

Steve P. comments if you come back and decide to reapply note the deficiencies that we have mentioned that is what you would have to answer to.

**Question regarding demolition of buildings.**

Kimberly Q. asks about policy regarding taking down town historic buildings. She, and others, would like to know if there is a process for demolition of building historic or otherwise.

Steve P. If the town owns it it would be up to the Selectmen to make the ultimate decision he thought, but he will check on that and get clarification.

Kim didn't know if she should bring the subject up here or in later Master Plan chapters.

Tom Y. we are not going in any order (with the chapters)

Dave S. Would leave it in the purview of the Selectmen for a town owned building and there would be a process for the public to comment.

**2. Master Plan Update**

Jen discusses an overview of the project so far. The Board has been working on updating four chapters over the last one and half to two years.

Jen - you don't have to update each chapter top to bottom because they have sections or elements that we haven't updated yet in other chapters.

Jen has flagged status points that can be updated later in the executive summary and chpt. 1 vision, goals and implementation and re-adopt as they change.

**Executive Summary**

- Vision moved to Chapter 1 and the Introduction/Litchfield MP info from Chapter 1 moved here to improve the flow of the 2 chapters
- Edits focus on high level updates from 2002 and detailed updates to the Population/Housing and Land Use Sections

**Chapter 1: Vision, Goals and Implementation**

- Re-titled the chapter so that it is clear that Litchfield does in fact have a vision section; one of the 2 mandatory chapters
- Moved introductory text to the Executive Summary and added vision text from the former Exec Sum
- Edits focus on high level updates from 2002 and detailed updates to the Population/Housing and Land Use Sections
- Recommend adopting with comprehensive edits limited to the chapters that have been updated. This chapter can be re-adopted with each subsequent chapter update...
- There was lengthy discussion on accommodating fair share of region's growth Need to know what is the region's fair share.
- Vision and Goals section of Population and Housing #6 Encourage high quality housing design that is in character with the rural-agricultural heritage of Litchfield (encourage was added).

**Chapter 2: Population and Housing and Chapter 8: Land Use**

These two chapters have had comprehensive updates, chapter 2 still have every track change edit. Chapter 8 has only the last few times that it has been changed other changes to the chapter have been accepted.

April - May 2015 analysis was done on developable land area.

Certain assumptions have been made for what the 2040 population would be.

A community design chapter was briefly discussed

There should be one hearing to adopt all four sections.

Jen will make edits from this meeting and leave track changes on.

Matt S. suggested a change to the Home Occupation zoning to make the square footage less ambiguous.

**Approve December 6 minutes**

Dave S. made a MOTION to approve the Dec. 6, 2016 minutes. Steve P. seconds the motion. Motion passes 5-0-2.

The next Board meeting will be Tuesday, January 17 at 7:00 p.m.

Dave S. made a motion to adjourn seconded by Matt S. Motion passes 7-0-0  
Meeting adjourned at 8:45 p.m.

Minutes transcribed by J. McKibben