

Washington Planning Board

Meeting Minutes - Draft

May 4, 2021

- 0.0 Assembly: 6:30PM, conducted on Zoom
 - 0.1 Members present: Kluk, Crandall, Revane and Schwartz
 - 0.2 Alternates present: None
 - 0.3 Members and Alternates Absent: Hatch, Terani and Chidester
 - 0.4 Visitors: None

Kluk opened the meeting at 6:30PM since Hatch was out of town.

- 1.0 **Minutes: April 6th Public Hearing and meeting** – Kluk asked if there were any changes needed for the minutes, none were mentioned. Crandall made a motion to approve as written, Revane seconded the motion and all voted in favor.

- 2.0 **New Business –**

- 2.1 **Selectmen's questions** on whether a building permit is needed in certain situations. The BoS had sent an email regarding the need for a building permit in situations that had come up recently in their office. Kluk put together a document that focused on the sections of the LUO that were relevant to the questions. Crandall commented that building permit application would be required based on the applicable LUO sections. Kluk and Schwartz agreed. It was suggested that the LUO be updated to provide specific language about converting a non-dwelling structure to a dwelling. The term “permanent dwelling” was clarified to mean a dwelling that is not a temporary structure and that “permanent” does not apply to use or residency. Revane reported that the Selectmen are updating the Occupancy Permit after researching another town's requirements. Kluk asked if the Selectmen's original questions have been answered and Revane said yes, it is clear how the dwelling regulations apply. Kluk suggested that the board review the LUO to clarify “seasonal use” regulations.

- 2.2 **Sign Permit for Gibson's Pewter** – They are requesting a permit for a 12' sign mounted on the barn. The square footage size of the sign was not provided on the application thus the board will contact Gibson's for the dimensions so the square footage can be determined per the LUO. Kluk asked Schwartz to pull the original business/sign application to see what was previously discussed. We tabled the application for more information.

- 2.3 **Question from the Town Admin/Public** - Does advertising your house for rent on AirBnB constitute a business? We were asked by the Town Administrator whether renting a property on AirBnB or a similar app makes it a business and thus requires a town business permit. We discussed it and agreed that renting a house you own using an online app is not a business. If you are living in the house and providing services (i.e. a Bed & Breakfast) then it would be a lodging business in need of a permit. If you own the house or multiple houses as an LLC or management company it would be a business and would require a permit.

- 3.0 **Old Business:**

- 3.1 **Georgann Casey** – Casey did not call in to the meeting but we will keep the issue on the agenda until it is resolved. Schwartz said she didn't find out any new information that would make it so Casey didn't have to get the survey done in order to subdivide her lots after previously merging them.

- 3.2 Lucky 7 Farm** – Three members of the board attended a site walk at Lucky 7 Farm on April 25th at 11AM. Board members were given a tour of the farm and all of their questions about the business were answered by Hall and Gilligan. They have all the required licenses from the State for processing their animals and produce. They run a Farm Stand on the property and sell at Farmer's Markets. The application was reviewed and a determination was made that it is a minor home occupation and not in need of a Site Plan Review. The other advertised services which they said were not being provided have been removed from their website. A vote was taken after the site walk and the farm was approved unanimously for a permit as a minor home occupation.
- 3.3 RV Park plan for East Washington Road, Hillsborough** – Schwartz said that there is a zoom Hillsborough Planning Board meeting scheduled for May 5th at 7PM to review the Conditions for Approval. Kluk said they have completed the virtual traffic study but only looked at the approach from Coolidge Rd. She read through a copy of the Conditions of Approval that they are considering. Schwartz said that once the Hillsboro Planning Board approves this Site Plan they still need to go to the ZBA for a Special Exception and will need to acquire all their other permits from DES, etc.
- 3.4 Town Center Vision project** – Crandall said that he and Provencher have spoken and come up with a new approach. He wants to speak with Costello about the idea before presenting it to us. Kluk said she and Hatch had spoken and it is not a rush to present a plan at Town Meeting since there is no money budgeted for this project for this year. Crandall doesn't want to rush anything but would like to come up with some plans to present next year.
- 3.5 Old Schoolhouse project update** – Revane said they would move ahead with more work on the OSH this year if the warrant article asking for money is passed at Town Meeting.
- 3.6 Master Plan** – this is a placeholder.
- 3.7 ZBA Report** – Hatch was not in attendance to report but Revane said that they have an appeal on one case and are doing a site walk on another case. They meet again later this month.
- 3.8 UVLSRPC** – No report
- 3.9 Spring Planning and Zoning Conference** – Schwartz said the conference is online this year and you need to register by May 7th and it is free. To register you need to email to training@osi.nh.gov. It takes place on Saturday, May 15th from 9 to noon.
- 3.10 LUO Issues** - We discussed issues we need to research and discuss this year re. Tiny Homes, other LUO update needs, section 200.4, 304 and Certificate of Occupancy. We will add camping, dwellings and seasonal uses to the list of things to look at this year.
- 3.11 Tweedy Subdivision, Peter Mellen** – Schwartz said that she was recently contacted by Mellen who has set the iron pins and updated the subdivision plans. She asked for 2 paper copies of the updated plan and the set of mylars for the Registry of Deeds. He will drop them at Town Hall, along with a check for the fees and LCHIP fee so Hatch can sign them and Schwartz will take them to the Registry.

Kluk asked Revane how the Perc test/Pit observation process was going based on the new LUO regulation. He said he observed one yesterday and it went well. Schwartz suggested that a fee could cover the cost/time needed to conduct these observations. Kluk said that she has been in contact with the Design Review Supervisor at DES and spoken with several towns about their review process. DES is processing septic applications through

e-permitting now. They emphasized that digging test pits is a very important part of the design process and should be done correctly to ensure proper depth relative to the water table. Kluk obtained a list of all the septic systems permitted in town last year (43) and so far this year (9). The firms that do this work in town can be contacted regarding the new oversight process as soon as it is finalized.

Revane commented that the Selectmen are working on contacting owners of junky yards in town and working to get them cleaned up now that the new LUO section on Junky Yards has been approved by the town.

4.0 Driveway Permits:

- 4.1 Brian Brown and Cindy Boucher**, Highland Haven Rd., TM 16-29, Ed signed, Andrew signed.
- 4.2 David Barkie**, Valley Road, Lot 13, Ed signed, Andrew signed. Revane said that there is a chance Barkie may move the driveway after meeting with the buyers. Revane informed him he will need to reapply with a new drawing and application if he decides to move the location.
- 4.3 Alan & Kristine Chidester**, Millen Pond Road, TM 11-39-2, Ed signed, recommending a 15” culvert in the ditch line. Andrew hasn’t looked at it yet but will do so when he gets back.

5.0 Mergers: None

6.0 Communications:

- 6.1** Intent-to-cut, TM 2-2, Mata
- 6.2** Intent-to-cut, TM 5-1, Butler Mountain Holdings
- 6.3** Anonymous package of documents regarding Lucky 7 Farm

7.0 Meeting date for next Planning Board meeting – June 1, 2021, at 6:30 PM, we will probably meet in person, location to be determined.

9.0 Adjournment:

Time: 8:01PM

Motioned by Crandall, seconded by Revane, all voted in favor.

Respectfully Submitted,
Nan Schwartz