

Washington Planning Board

Meeting Minutes - Draft

November 1, 2022

- 0.0** Assembly: 6:30PM, on 2nd floor of Town Hall
 - 0.1 Members present: Hatch, Kluk, Crandall, Revane and Schwartz
 - 0.2 Alternates present: Kapteyn
 - 0.3 Visitors: None

- 1.0 Minutes: October 4th Meeting** – Hatch asked if any changes were needed in the minutes. Kapteyn mentioned that in 2.2 there should be commas instead of parentheses. Hatch made a motion to approve the minutes with this change, Crandall seconded the motion and all voted in favor.

- 2.0 New Business:**
 - 2.1 Zach Ordway – Business permit** - Schwartz said that she had sent Ordway his business permit application and he had returned it promptly. She sent everyone a copy to look at. Kluk asked about the meat by-products and Schwartz said he is dealing with it by burying them now. Kluk said she couldn't find any information about food related businesses. We discussed question #8 on the application and Hatch suggested we add a check off on our application for #8 to ask whether they are meeting the State Regulations pertaining to food related businesses. We went over the application to determine the business type for deciding whether he needs a site plan review or is exempt to site plan review. Schwartz will send a letter to ask about square footage and parking to clarify these points. Schwartz will follow up to get the needed information.

- 3.0 Old Business:**
 - 3.1 Bruce Putnam Business Permit** – To date we have not received the provided Site Plan Review application. Schwartz will send him a note asking him to return the site plan application by our next meeting on December 6th.
 - 3.2 CIP** – Schwartz said that all departments have returned their forms and she presented the Excel document for the board to review. There were some questions posed about certain line items. Crandall asked about the gravel pit and Revane said that there was no gravel found, only sand. He said that Thayer is thinking of doubling the size of his proposed sand shed to hold more sand and excavate only in the summer with restricted hours and stow it in the shed for later use. Schwartz asked whether the Library has enough money to finish their project. Revane said they have bought a lot of the construction materials prior to construction and the slab is being poured next week. Kluk asked about lighting for the parking area and Revane said they may need to raise more money for that. He thinks the Town Center Vision committee should look into further uses for the property that the town bought. There is room for the community garden to relocate there and the playground. Revane said the Library can finish their project and then the committee can look at the property. Crandall suggested putting unused funds into the landscaping, parking and access for town buildings. There are a couple of funds that have excess money in them after the project has been finished. Schwartz will finish up the CIP document and pass it on to the BoS.
 - 3.3 Driveway Issues off State Roads** – Schwartz sent out the reply we received from NHMA on our driveway question. Kapteyn said he followed the link provided in the email and there was a document concerning driveways off of state roads. This

- document only concerns the cut and not what comes after the right-of-way. We discussed the issues involved and whether or not the town can be more restrictive than the state on driveway specifications. We decided to change LUO #307 Driveways to read “right of way” and add another line saying that driveways need to conform to the town’s permit requirements. We will also codify several requirements found in the Town’s permit. We will send this to the Town Attorney for comments.
- 3.4 Propane Tank setbacks** – Hatch said that LUO section #311 covers propane tanks and vehicles used for storage. It is titled “screening” but has setbacks in it that should be in the setback section #202. We discussed and decided to remove the setbacks from this section (#311) and have all these setbacks in the setback section #202. We discussed some wording changes. Schwartz will draft something up and send to members.
- 3.5 Town Center Vision project** – Crandall said that if the BoS want the committee to look at the Town property next to the Library for uses we will need some new members.
- 3.4 Old School House project** – Revane said that the project is nearly done. They are replacing the front door lock with a key pad lock. Ciardelli is hooking up the backup furnace and the sprinkler system is in but not quite hook up to the Town Hall system.
- 3.5 Master Plan** – nothing new.
- 3.6 ZBA Report** – Hatch mentioned the Zoning Atlas Data project that a group at St Anselm is putting together. They are creating a map of the whole state with all regulatory information available on a selected zoning district. They think this tool will be useful for residents to find out about zoning rules in a simpler way than reading the ordinances. We provided feedback to the group to correct the town’s information.
- 3.7 UVLSRPC** – No news.
- 4.0 Unresolved Business:**
- 4.1 Setbacks on Non-Conforming Lots** – no discussion this month.
- 5.0 Driveway Permits:** None
- 6.0 Mergers:** None
- 7.0 Communications:**
- 7.1** Peter Mellen sent a copy of a survey for TM 10-11, on Ashuelot Drive.
- 8.0 Date for next Planning Board meeting – December 6, 2022 at 6:30pm** on 2nd floor at Town Hall.
- 9.0 Adjournment:** Time: 8:32 PM
Motioned by Crandall, seconded by Hatch, all voted in favor.

Respectfully Submitted,
Nan Schwartz