

Washington Planning Board

Meeting Minutes - Draft

August 2, 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: Eric Hodges, Jane Shamaly, Kathryn and Steve Becker, Laura and Donald Piscopo, FD Chief Shawn Atkins

1.0 **Public Hearing for Kathryn & Steve Becker and Jane Shamaly, Lot Line Adjustment and Annexation:**

Hatch opened the Public Hearing at 6:30PM and asked if anyone had any questions or comments about the plan. Eric Hodges asked about covenants that are in the deeds of Washington Heights lots and asked if a subdivision was being done. Hatch shared the plot plan with Hodges and explained that no new lots were being created and that one lot was being added to another lot. The plan involves 3 lots, TM 7-29, TM 7-30 and TM 7-31. TM 7-31 was having .272 acres added to it (from TM 7-30) so that the septic system for that lot would now be on the lot (now 3.394 acres). TM 7-29 was having the rest of TM 7-30 added to it making TM 7-29 a 4.5-acre lot. The process results in 2 more conforming lots. There being no other questions or comments, Hatch closed the Public Hearing at 6:42PM. Schwartz let the Becker's know the fees owed and they will leave a check to cover them with Deb.

Hatch opened the regular meeting at 6:43PM. He asked that Schwartz report in the minutes that 2 of our alternate members; Steve Terani and Noah Chidester have both resigned their positions. He thanked them both for their service to the Planning Board.

- 2.0 **Minutes: July 5th meeting, July 15th working meeting, July 19th working meeting** – Hatch asked if any changes were needed in the July 5th minutes. There were none mentioned. Crandall made a motion to approve the minutes as written, Kluk seconded the motion and all voted in favor.
Hatch asked about the July 15th Working meeting minutes – Hatch made a motion to approve as written, Crandall seconded the motion and all voted in favor.
Hatch asked about the July 19th Working meeting – Hatch motioned to approve as written, Revane seconded the motion and all voted in favor.

3.0 **New Business:**

- 3.1 **Rules of Procedure** – Hatch said we should review the BEA/NHMA email because it discussed some pertinent points on procedures and other issues. We discussed items we would like to include in updating our rules. Kluk mentioned training and the need to require some for new members. She spoke about attendance (should there be a maximum of absences and suggested 6 months) and participating in meetings remotely. We went over what the PB handbook says regarding this. Hatch asked about COVID restrictions and Revane said the BoS follows the state guidelines. The handbook says that a quorum must be physically present and those members voting remotely must be able to hear the proceedings, the public present at the meeting must also be able to hear the remote attendees. There should be a roll call vote. Kluk suggested we use Crandall's proposed language but leave out that the public can also participate remotely. It was

- suggested that we go with the handbook language. Kluk suggested we add, in 2.3, that alternates have a 3-year term and we discussed adding language about removal and the action required for removal. Crandall suggested changing the Order of Business to say that the agenda should include these things (not necessarily in this order). We need to update 7.1 and 7.2 to lose the Villager paper and insert locally circulated paper and specify 10 calendar days for noticing. Schwartz will work on a draft of changes and send to the board members for consideration.
- 3.2 Setbacks on Non-conforming lots discussion** – Revane said that with sheds (over 49 sq ft) we carry the 50' front and 30' side setbacks and it is difficult to meet these for storage containers and pods, etc. Hatch said that relief for this is a ZBA variance and they have their first RV variance coming up. Hatch made the point that every case is unique and ZBA can look at all the conditions involved. He thinks the LUO is difficult to change and this shouldn't be a blanket change. If we take a position to change the LUO and not use the ZBA there could be unintended consequences. He mentioned using special exceptions. Kluk said that we could look at what is coming to the ZBA repeatedly. Hatch will speak with ZBA members and see how they feel about it.
- 4.0 Old Business:**
- 4.1 Kathryn & Steve Becker and Jane Shamaly Lot Line Adjustment and Annexation** – Kluk made a motion to approve the plan as presented, Crandall seconded the motion and all voted in favor. Hatch signed a paper copy. Schwartz will contact them about getting the mylars printed so that Hatch can sign them and Schwartz will take the plot plan to the Registry of Deeds.
- 4.2 Revising instructions on Building Permit Application** – Schwartz sent out a draft cover sheet for the application and an updated compliance certificate for us to consider. Kapteyn suggested rewording #1 to get rid of confusion, all agreed. We also decided to get rid of the word "setbacks" in the last section. Hatch suggested we remove the reference to the Occupancy permit on the first page of the permit application since it is now a Compliance Certificate. Schwartz will make the change. Schwartz will make the changes and send out to BoS and members. Kluk suggested adding a disclaimer to the Compliance Certificate but we decided it isn't needed.
- 4.3 Borey property** – Fire Chief Shawn Atkins was attending to present his draft letter to the board concerning the need for a cistern on the Borey subdivision property. He read through the letter and we discussed what he included in it. The Board approved of the wording so he will sign it and leave for the board in their box. Revane presented us with an updated letter from Borey to add to the file for the Public Hearing, which is scheduled for August 16th.
- 4.4 Class VI Road Waiver Document** – Revane said there is no new news on this. He mentioned a recent incident where a large truck drove out on a Class VI road despite repeated sign warnings not to and went through a bridge that wasn't made to hold a heavy vehicle. He said this is a continuing problem in town and GPS sends people on roads that are not drive able.
- 4.5 Merger Application form** – Schwartz provided the updated Merger application and everyone approved the changes.
- 4.6 Town Center Vision project** – Crandall reported the Historical Society is re-showing the Meeting House movie. He said that the objections at Town Meeting were to the walkway so it should be left out and let people complain. Schwartz said there was a complaint by the Fire Department that we eliminated the second egress next to the church. Crandall said he would drive out that way even if there

was no road, if necessary. Schwartz said that Thayer had talked about an underlayment that would provide a firm surface but let grass grow through, we could look into this further.

- 4.7 **Old School House project** – Revane said they have an electrician lined up and will start shortly. The bell tower on the TH is being refurbished right now and the lift will move to the Library for needed work there.
- 4.8 **Master Plan** – This is a placeholder.
- 4.9 **ZBA Report** – Hatch said that the ZBA met and granted a rehearing (which is their first). He said Mark Florence created a notice of decision form that they have adopted.
- 4.10 **UVLSRPC** – Hatch said they are meeting next week. He discussed the use of UVLSRPC circuit riders by some of the smaller towns and the help they can provide to Planning Boards and ZBAs. They offer expertise and minute takers.

5.0 **Unresolved Business**

- 5.1 **Bruce Putnam, Business Permit** – Revane left a message for him after a complaint that he was continuing to do business without a permit. We will begin to impose fines on him if he doesn't comply with the need for a business permit.
- 4.2 **Racquel Nembhard** – Schwartz said that Nembhard hasn't returned the application for an exemption to a site plan review yet.

6.0 **Driveway Permits: None**

7.0 **Mergers:**

- 7.1 **Erik & Beryl Maseng Family Trust**, Valley Road, TM 24-33 and 24-140, deeds were provided and the fee was paid. Kluk made a motion to approve the merger, Crandall seconded the motion and all voted in favor. The new lot number TM 24-140. Hatch signed the paperwork and Schwartz will send to the Registry of Deeds.
- 7.2 **Andre & Judith Labore**, 828 Lempster Mt. Road, TM 7-59 and 7-8, deeds were provided and the fee was paid. They returned and signed the application and got it notarized. Hatch made a motion to approve the merger, Schwartz seconded the motion and all voted in favor. The new lot number will be 7-59. Hatch signed the paperwork and Schwartz will send to the Registry of Deeds. Kapteyn asked about Current Use and the merging of property into a current use parcel. Schwartz said that the Assessors hold out a certain amount that is "improved" or built on and the balance can be added to the current use portion of the merged property.

8.0 **Communications:**

- 8.1 Letter from Lucky 7 Farm concerning their business permit and plan.

Discussion: Revane said that there is an ongoing issue with Lucky 7 Farm and we need to review their business permit for compliance. He said Rosaline Moot from Keene area is running a school age summer program on the property and NH DHHS is working with her to become state certified. She is required to meet all local zoning and Fire/Safety ordinances, so we will review Lucky 7 Farm's business permit next month.

- 9.0 **Date for next Planning Board meeting – September 6, 2022 at 6:30pm** on 2nd floor at Town Hall - **August 16, 2022** Public Hearing for Borey on the removal of the condition on the previously approved subdivision.

10.0 **Adjournment:** Time: 8:45 PM

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

Respectfully Submitted,
Nan Schwartz