

TOWN OF DEERFIELD  
PLANNING BOARD  
DEERFIELD, NEW HAMPSHIRE  
DECEMBER 14, 2011

MINUTES OF MEETING

PRESENT: Board members Fred McGarry, Kate Hartnett, Lisa Wolford, William Perron. Also present Planning Consultant Gerald Coogan and secretary Jane Boucher.

7PM Chair Fred McGarry called the meeting to order.

7PM PROPOSED AMENDMENTS TO ZONING ORDINANCE 2012  
Harriet Cady and Steve Keach were present

Chair McGarry read the notice of public hearing that the Deerfield Planning Board will hold a Public Hearing on Wednesday December 14, 2011, Wednesday December 28, 2011 and, if necessary, Wednesday January 11, 2012 to discuss proposed amendments to the Town's Zoning Ordinance.

Proposed amendments will be presented for:  
Section 311 Multi Family Workforce Housing Overlay District (New Section)  
Section 325 Workforce Housing Option for Open Space Development.

Section 311:

Gerald Coogan noted that 311.4 had been changed to 50%. "The number of workforce housing units in a multi family building shall not be less than 50% of the total units". 311.6 C had been changed to 5%. "Maximum amount of workforce housing units: The total number of dedicated workforce housing units approved under this section shall not exceed 5% of the total number of dwelling units in the Town of Deerfield at the time of application."

Mr. Coogan commented that in 2011 the percentage was 2%. Harriet Cady questioned why the Board changed it. Kate Hartnett noted that the original committee had done considerable research and determined the 5% was appropriate.

After some discussion, the Board agreed to keep 311.6 C at 5%.

Steve Keach questioned Section 311.4 H Utilities. The Board agreed to change it to read "The community wastewater disposal system and the community water supply system shall be approved by the NH DES."

Section 325 Open Space Development; Copies of Section 325 with

italics used to identify the proposed workforce housing changes were reviewed. No changes were made to the proposed amendments.

Copies of Questions and Answers regarding workforce housing prepared by Lisa Wolford and Gerald Coogan were also reviewed. It was agreed to print this in the Communicator and have it available on the Town web-site and Forum.

SPM PROPOSED SITE PLAN REVIEW REGULATIONS; STEVE KEACH

Gerald Coogan commented on site plan determination noting that there will be two procedures; major site plan review or site plan determination. Site Plan determination will be change of use for existing buildings from one permitted use to another, provisions for additions to or renovations to existing structures. Any applicants coming in for site plan determination must have previously received site plan approval.

Steve Keach proceeded to review Article IV Design and Construction Standards.

Section IV -I

A. General requirements for Site Access

Section IV-II

Parking Requirements

Section IV-III

Landscape and Buffering Requirements

Section IV-IV

Design and Construction Standards for Drainage and Stormwater Management Facilities

Section IV-V

Design and Construction Standards for Utilities

Section IV-VI

General Site Design Standards

Section IV-VII

Special Flood Hazard Areas

Kate Hartnett suggested adding appropriate provisions for safety of pedestrians, bicycles and parking for motor cycles

PROPOSAL FROM STEVE KEACH , KNA PHASE II SITE PLAN REVIEW REGULATIONS

Mr. Keach submitted a proposal for \$2,500.00 to complete Phase II of the update of Deerfield Site Plan Review Regulations.

William Perron moved to approve the proposal in the amount of \$2,500. Kate Hartnett seconded the motion. Voted in favor.

APPROVAL OF MINUTES

William Perron moved to approve the minutes of November 16, 2011. Lisa Wolford seconded.

The following correction was made to the minutes  
Page 3 Paragraph 4: Correct to read "Ms. Wolford said that this appears to state...."

Voted in favor with Kate Hartnett abstaining.

APPROVAL OF MANIFEST

William Perron moved to approve the manifest in the amount of \$3259.82. Lisa Wolford seconded. KNA \$1510.50, Phase I Site plan Review; KNA \$336.86 , Tukcor; KNA 674.94 Tukcor; KNA 445.04, Cady; Town of Deerfield 151.49 , Tukcor; Jane Boucher 21.09 Mileage; Upton & Hatfield 119.00; time sheets for Jane Boucher 22 1/2 hours and 10 1/2 hours.

Chair McGarry called for a vote on the motion . Motion carries.

CORRESPONDENCE

A letter was received from Kris Shores requesting that the Planning Board hold up on recording her approved plan for two years or until the Shores homestead is sold.

The secretary advised that final plans had been submitted for signature and recording.

Gerald Coogan will confer with Attorney Raymond for his opinion regarding this request.

A letter was received from the Conservation Commission regarding the Browns Mill subdivision. The Conservation Commission request the following;

1. Add deed restrictions with reference to the easement boundaries as shown on the plan and recorded easement.
2. Reference the deed restrictions on the plan.
3. Consider suggesting that local owners voluntarily do the annual inspections.

Chair McGarry noted that because the plan has been recorded #'s 2 and 3 would not be possible. He commented that the developer has indicated a willingness to add deed restriction.

Kate Hartnett will coordinate with the Conservation Commission to schedule a meeting with the Planning Board. (January 25, 2012 )

RULES OF PROCEDURE

Board members reviewed copies of proposed Rules of Procedure. It was noted that references were made to "secretary and recording secretary". All references will be "recording secretary". Under "Meetings" second and fourth Wednesday at 7PM will be added.

REQUEST FOR RECONSIDERATION; HARRIET CADY

Chair McGarry reviewed correspondence between Mrs. Cady and the Planning Board

1. An e-mail dated 12/1/11 from Mrs. Cady appealing the decision of the Board on November 9 based on not having received a copy of the Rules of Procedure.
2. Response to Mrs. Cady from Gerald Coogan dated 12/1/11 advising of two legal alternatives for appeal. (1) Appeal NH Superior Court following NH RSA 677:15 for (2) Request the Planning Board to reconsider a specific decision.
3. Letter to Mrs. Cady from Fred McGarry advising that the Board's actions regarding subdivisions are based on subdivision regulations, not Rules of Procedure.
4. Letter from Harriet Cady requesting an appeal for the following; (1) Did not receive a copy of the rules of procedure (2) Would have asked for removal of Fred McGarry, Kate Hartnett and Fran Menard from the hearings. (3) The 200 feet of sight distance and the harder requirement of 400 feet on a private road is not in the least restrictive language that zoning requires when it states why waivers may be given without doing harm.

Gerald Coogan noted that #3 in Mrs. Cady's request does not specify any reasons for reconsideration.

Fred McGarry and Kate Hartnett indicated that they did not feel need to disqualify themselves from the hearings. Mr. McGarry noted that his decision was based primarily on information provided by the Town Engineer.

Gerald Coogan will write to Mrs. Cady requesting clarification on #3 asking for more information. The letter will also advise that , if the Board does vote to reconsider, cost of abutter notification will be her responsibility.

Kate Hartnett moved and William Perron seconded to send a letter to Harriet Cady requesting additional information regarding her request for reconsideration. Motion carries  
The meeting was adjourned at 10:10 PM.

Recorded and transcribed by Jane Boucher  
Pending Approval by the Planning Board