

DEERFIELD PLANNING BOARD  
DEERFIELD, NEW HAMPSHIRE

SEPTEMBER 24, 2014  
MINUTES OF MEETING

PRESENT: Board members Fred McGarry, Kate Hartnett, Peter Schibbelhute. Alternate member David Doran. Also present Planning Consultant Gerald Coogan and secretary Jane Boucher.

7PM Chair Fred McGarry called the meeting to order at 7PM and appointed David Doran to sit as a voting member in the absence of William Perron.

APPROVAL OF MINUTES

Peter Schibbelhute moved and David Doran seconded to approve the minutes of September 10, 2014.

The following corrections were made to the minutes:

Page 1: Paragraph 6: Correct to read "...and 24 residential two bedroom units."

Page 2: Paragraph 4: Correct to read "...similar to that of the Village District."

Page 3: Paragraph 1: Correct 300:10 D to read "All runoff from livestock feeding areas shall be managed to prevent direct discharge to be directed away from Pleasant Lake or its tributaries or wetland area."

Chair McGarry called for a vote on the motion. Voted in favor.

APPROVAL OF MANIFEST

Peter Schibbelhute moved and David Doran seconded to approve the manifest in the amount of \$118.50 and a time sheet for Jane Boucher ( Upton & Hatfield \$118.50, time sheet 18 hours.). Voted in favor.

BROWNS MILL

Chair McGarry advised that he had visited Brown's Mill with Town Administrator Michael Wright noting that a lien had been placed on the property on Corey Road and a ditch had been placed across the road to prevent entry onto the State Conservation Land.

7:25PM APPLICATION FOR PUBLIC HEARING; SITE PLAN REVIEW;132 NORTH ROAD LLC; NORTH ROAD

Shane Carter of 132 North Road LLC was present.

Chair McGarry read the Notice of Public Hearing by which Shane Carter, 132 North Road, LLC, has applied for a Site Plan Review for property located on North Road, Deerfield, NH (identified

as Tax Map 208 Lot 8)consisting of 6.1 acres and owned by the applicant. The intent of the application is to construct a 20 x 32 foot addition to the existing barn for an office for 4-5 employees. Usage of the barn will remain the same for storage of equipment and materials.

Gerald Coogan provided copies of a Memo outlining the proposed addition and waiver requests requested by the applicant. A copy of Mr. Coogan's memo is attached to these minutes.

Peter Schibbelhute moved and David Doran seconded to accept the application. Voted in favor.

Shane Carter explained that he wishes to construct a 20 x 32 addition , to be used as an office, to the existing barn. Mr. Carter provided a corrected copy of the proposed plan indicating a note identifying "existing gravel area" had been added. Mr. Carter added that there will be no additional traffic and there is an existing dug well on the property. He indicated that no septic will be installed and there is no immediate plan to have running water.

Fred McGarry questioned the requirement of a septic system if the addition was going to be used an office space.

Mr. Carter replied that portable toilets will be used now and presently office space is located at Commerce Corner and he has several properties to move that space to , if needed. He added that moving the office space may not occur and this addition may only be used for storage.

Chair McGarry noted that office space would need sanitary facilities and water.

Shane Carter said that compost toilets would be used.

Chair McGarry noted that approval from DES for a drywell would be required to be shown on the plan as well as location of dumpster will need to be shown.

Mr. Carter provided pictures of the property.

Fred McGarry noted the following will need to be added to the plan;

1. Location of dug well
2. Water line
3. Gray water area
4. State Approval for drywell
5. Detail of sign
6. Identify gravel access
7. Show lighting on plan

Peter Schibbelhute moved and David Doran seconded to waive :  
Section III-3 E.a)4 Sealed certification of a LLS. Voted in  
favor.

David Doran moved and Peter Schibbelhute seconded to waive:  
Section III-3 E a)5 All boundaries of the subject parcel;  
noted that back line of property not depicted. Motion carries.

Peter Schibbelhute moved and David Doran seconded to waive:  
Section III-E.b 10; Erosion and Sedimentation control plan  
Section III.E.b.15: Drainage calculations, details stormwater  
Motion carries.

Mr. Carter was advised that the existing light on the barn  
needs to be shown.

Peter Schibbelhute moved and David Doran moved to grant  
conditional approval to 132 North Road LLC, Shane Carter, for a  
Site Plan Review authorizing the Chair to sign if conditions  
are met. The plan will need State approval for installation of  
a drywell and no certificate of occupancy will be issued until  
approval has been received from the State. A copy of the  
minutes to be forwarded to the Building Inspector. Conditional  
Approval to lapse in 30 days.  
Voted in favor.

Mr. Carter thanked Gerald Coogan and the Board for their  
assistance

#### CASTOR EXCAVATION; MOUNTAIN VIEW ROAD

Gerald Coogan advised that he had discussed the Castor  
Excavation with Town Counsel who advised that a second letter  
should be sent to Ms. Castor restating that a reclamation plan  
is required and further state in the letter that if the Board  
does not receive the plan in a timely manner, the Town may take  
enforcement action in accordance with local regulations and  
state statutes. Gerald Coogan will send a letter.

#### THIBEAULT PROPERTIES/TIERRA DEVELOPMENT

Gerald Coogan will speak with Mr. Iacozzi requesting the  
Thibeault hydro seed the property in lieu of the Planning Board  
calling the Bond.

#### SHAUGHNESSY TRUCKING;MATT BOURQUE

Board members discussed the e-mail from Town Administrator  
Michael Wright dated 9/10/14.

Members felt the e-mail was not appropriate and took issue with  
it's contents. The Board agreed that Michael Wright be asked to  
attend a Planning Board meeting to discuss this as well as

enforcement issues.

OTHER BUSINESS

Kate Hartnett asked Board members to review information regarding "Design Standards; City of Laconia Design Regulations".

Proposed amendments to the Zoning Ordinance will be discussed on October 22, 2014. These will include Village District, Commercial Industrial Overlay and Pleasant Lake Watershed.

Kate Hartnett suggested inviting members of the Pleasant Lake Association and Committee members working on the Village District proposal.

It was agreed to schedule meeting dates of November 12 and 19 and December 10, and 17, 2014.

The meeting was adjourned at 9:40PM.

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

## **Draft MEMORANDUM**

September 19, 2014

TO: Deerfield Planning Board  
FR: Gerald Coogan  
RE: Site Plan for 132 North Road, Map 208, Lot 8

**Owner:** 132 North Road, LLC Deerfield, NH 03037

**Applicant:** 132 North Road, LLC Deerfield, NH 03037 – Shane Carter

**Agent:** Self

**Wetlands scientist:** Blue Moon Environmental, Inc.

**Lot Area:** 6.1 acres

**Location:** 132 North Road, Deerfield, NH, Tax Map 208, Lot 8

**Background:** Mr. Carter wishes to add a 32 foot by 20 foot 640 SF addition to his existing barn for his home building businesses. This is a minor expansion of an existing use. The Building Inspector directed the applicant to the Planning Board for site plan approval. Initially, I thought Section III-4 **Site Plan Determination** under (4) would apply with the granting of a waiver of having a “previously received site plan approval from the Planning Board.” Upon consultation, a site plan application was considered the proper pathway. I was aware of Dubois subdivision in 2007 and suggested the applicant use the subdivision plan as a base map for the site plan. Using the information from the approved subdivision plan, Mr. Jim Franklin (surveyor for Dubois) assisted the applicant by providing information on the site plan. See Section III-4 from the DSPRRs.

### **Section III-4 Site Plan Determination**

- A. Residents and business owners, who may from time to time seek to change or amend the use of or minimally alter or expand existing non-residential or multi-family buildings or sites, may apply for site plan determination. The Planning Board may, after submittal of an executed application for site plan determination, conduct a duly noticed public hearing and grant approval to such applications without benefit of formal site plan review. In order for any proposal to be eligible for approval through site plan determination, the site or building to be modified or expanded must have previously received site plan approval from the Planning Board. Proposals eligible for approval through site plan determination shall be limited to those involving one or more of the following activities: (1) change of use of an existing building or site from one permitted use to another permitted use; (2) additions to and/or renovations of existing structures such that the gross floor area of any existing structure does not increase by more than 10-percent or 1,000 square feet, whichever is less; (3) proposed site improvements or modifications which alter not more than 10,000 square feet of terrain; and (4) other minor site plan proposals which the Planning Board may elect to consider. All non-residential development or multi-family residential land use proposals which do not have benefit of prior site plan approval or contemplate a scope of

work or an activity which exceeds the limitations specified above must obtain formal site plan approval from the Planning Board prior to issuance of a building permit and/or commencement of construction as applicable.

1. Project description: See letter from Mr. Carter dated September 15, 2014.
2. Zoning: Minor expansion of an existing use.
3. Traffic: No change; the number of employees remains the same.
4. Pedestrian traffic access: NA
5. Location of the building, lighting and signs: Existing conditions. Proposed 24 inch by 36 inch sign shown.
6. Landscaping plan: NA
7. Floodplain: The property is not located in the 100 year flood zone per FIRM map dated May 17, 2005.
8. Stormwater management: Impervious material – gravel area. On site drainage.
9. Utilities: On site water and sewer.
10. Lighting: No information provided
11. Fire protection: Fire Chief should review proposed site plan.
12. Conformance with the natural topography: No significant change to the site.
13. Off-street parking: The plan provides for six (6) parking spaces.
14. Trail system: NA
15. Signage: Proposed sign shown on the plan.
16. Snow storage: Two locations shown on the plan.
17. Wetlands: Blue Moon Environmental, Inc.
18. Outdoor waste storage: Replace 30 YD dumpster with a 10 YD dumpster with screening
19. Conservation easement: NA
20. Proposed building elevation: NA

21. Hours of Operations and use during the year: Regular business hours 8 AM to 5 PM five days a week and Saturday morning.

22. Other: None

Waiver requests:

The applicant states:

“Should the Board not agree with this approach (i.e. site plan determination), I would humbly request a waiver for any items in the formal site plan review process that we have not provided in our plan or our application.” .

In light of the min or nature of this application, I consider the following waivers to be appropriate:

1. Section III-3 E.a) 4 – Sealed certification of a LLS
2. Section III-3 E. a) 5 --- All boundaries of the subject parcel;
3. Section III- E. b) 8 --- Lighting plan
4. Section III- E. b) 9 --- Landscape Design plan
5. Section III- E. b) 10 --- Erosion and sedimentation control plan
6. Section III- E. b) 11 --- Commercial signage details
7. Section III- E. b) 12 --- Construction details of all site improvements
8. Section III- E. b) 15 --- Drainage calculations, details stormwater

Recommendations:

1. The Board should consider and act on the waiver requests.
2. The Board can accept the plan as complete and begin the public hearing;

Other:

Consider including the definition of **Use, Change of** and **Use, Expansion of** in the DZO. These two definitions are in the DSPRRs.

Cc: Shane Carter.