

PLANNING BOARD

NOVEMBER 18, 2021

MEMORIAL BUILDING

7:00 P.M.

The following are to be considered draft minutes until approved by the Board.

Planning Board Members Present: Tim Bray, Chairman; Bryan O'Day, Mike Howard, Darrin Patten. Absent: Peter Keene, Ken Jacques, Ex-Officio Amy Lewis, and Alternate Dan Saulnier.

Others present: Zoning Coordinator, Whit Smith; Surveyor, Pierre Bedard, and Amity Ollis.

Tim Bray called the meeting to order.

Minutes of October 21, 2021: One minor correction was made to first page, third paragraph, *Add the "d" to the end of store. "The pressure treating tube is being store(d).* Darrin moved to approve the minutes as corrected, seconded by Mike and unanimously approved.

Annexation Hearing for Star Lake Properties: Pierre Bedard, Surveyor presented the proposal. Pierre reported the objective of the boundary line adjustment is to make McAlvin Pond fall entirely on one tax map parcel. The survey work has been done and the corners have been set as shown on the plan presented. There is a small shift in the adjustment of acres between the two lots. Ausbon Sargent has been notified and sent PDF of the, and he never heard any comment from them. Both properties are in the conservation easement, so the boundary line change does not really impact the easement. Tim reviewed the checklist for completeness of the application. (Checklist is on file.) Several items were not applicable or were waived, since this is basically a lot line adjustment not a subdivision. The Board discussed the existing exclusionary lot that abuts the pond. Future development on that lot would require meeting current requirements. Darrin moved to accept the application as complete, seconded by Bryan and unanimously approved. There were no further questions from the Board. Mike moved to approve the annexation as presented, seconded by Darrin, and unanimously approved. The mylar was signed and dated.

Amity Ollis – Consultation re: auto upholstery business. Board members were introduced. Amity Ollis presented a narrative report for the Board's review. She would like to build a garage to be no larger than 26' x 38' located no closer than 15' from the edge of the right-of-way of Lorent Drive. Amity currently has a home occupation fabricating, sewing, and installing automotive upholstery which she currently does out of her house. The garage will be 900 square feet or less "under roof". Amity will move her home occupation into the garage. About half of the space will be used for materials, equipment, and a client vehicle. She will store her own vehicle(s) in the other half. She is currently working under a home occupation. Tim stated, currently a home occupation is allowed in an accessory building so if she is not changing her use in anyway, she would still fall under a home occupation. Whit stated the Planning Board needs to consider the amount of space that she will be using. A home occupation is limited to 750 square feet, and a home business is 1,000 square feet. If it is a home occupation, the information will be on file, if it is decided it is a home business the narrative and map will be part of a Site Plan Review if the Board feels it is necessary. Amity is in the process of seeking a

Special Exception from the Zoning Board for the placement of the garage 15' from the right-of-way on a non-conforming lot. Amity does not expect for her business to expand. She is the sole operator and is booked into 2023. Mike explained the Board advises applicants if they have any idea that the business will expand and need to be in another category, she may want to consider applying for that now. A home occupation or a home business does not require a Special Exception, but if it reached the level of commercial activity, she would be required to seek a Special Exception. She does not need a site plan for a home occupation but would need a site plan if the Board determines this is a home business. A motion was made by Tim Bray, that this would continue to be a home occupation and would not require a special exception or site plan review. Whit stated Amity applied for a special exception for the location on a non-conforming lot, and the Zoning Board raised questions about the use for upholstering vehicles. The Special Exception hearing was continued to December 7th, and the application has been amended for that meeting, for the Zoning Board to deal with only the issue of the setback. Tim's motion was seconded by Mike, and unanimously approved.

Draft Noise Ordinance: The Board agreed to table any further discussion of the noise ordinance draft until more members are present.

Correspondence: Tim shared a copy of an e-mail he received from a John Randolph, a part-time resident of Springfield. The e-mail advocates the use of LED lighting and is looking for support. The Board discussed LED lighting, and there were general favorable comments. The Board did not feel this is a Planning Board issue, but a Select Board issue.

Miscellaneous Business:

The Board reviewed the updated Site Plan from Michael Hansen showing the location of the well on the former CCM property, the remaining condition of the amended Site Plan Approval. The Board accepted the plan. The plan was signed, and a Notice of Decision will be sent.

Whit thanked the Board for their involvement in the Amity Ollis questions. In the future with these type situations, he is going to suggest to the applicant that they draw a map, put together a narrative, and then come before the Planning Board for a consultation, and if the Board is comfortable the use is still a home occupation, then that is in the record, and they have the narrative and the map presented. If the Planning Board determines it needs to be a home business, and there will be some of those, then the narrative and the map is started and at consultation the Board can look at the plan to see what more they would like to see on the map. It is also an opportunity for the Board to be familiar with the process without the applicant having to keep coming back. Darrin stated when the ordinance was changed with three different levels of businesses, the idea behind it that even with a home occupation, someone comes in like Amity did, and the information goes into a file, so it is available down the future if someone questions it. If there is a complaint from the neighbor, there is backup information to support what that person is doing. Whit stated if it were not for the fact that she wants to build a garage, she would be entitled to continue doing what she is doing and never have to come before the Board. Anything that could be impactful to the neighbors, it would be wise for someone to come in to notify the town and review the requirements. It is better to come in to be informed

before it reaches the level of a formal complaint. There was further discussion regarding the requirements, process, and enforcement.

The meeting adjourned at 8:10 p.m.

Submitted by,

Janet Roberts,
Administrative Assistant

DRAFT