

Enfield Planning Board Minutes, April 24, 2024

Enfield Planning Board – Meeting Minutes

DEPT OF PUBLIC WORKS/MICROSOFT TEAMS

April 24, 2024

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), Erik Russell (Selectboard Representative), Phil Vermeer, Tim Jennings (Secretary), Brad Rich, Kurt Gotthardt (Alternate), Whitney Banker (Alternate)

PLANNING BOARD MEMBERS ABSENT:

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator, Whitney Banker-Recording Secretary

GUESTS: Cynthia Loring (Lake St, Enfield), Ben Keyser (Grafton Pond Rd, Enfield), Lindsay Danforth Keyser (Grafton Pond Rd),

Via Teams: Carlene Halligan, Harrison Drinkwater,

CALL MEETING TO ORDER:

Chair Fracht called the meeting to order at 6:36 p.m. and took attendance of members.

PUBLIC COMMENTS:

None.

HEARINGS

P24-04-01, Ben Keyser is seeking Planning Board approval to merge three individual lots he owns near 178 Grafton Pond Road into one lot. The subject parcels that are to be merged are located on Enfield tax map 9 and are lots 62, 62-1 and 62.2 respectively. All of these lots are owned by Ben Keyser and are within the “R5” zoning district.

Chair Fracht read the case.

Mr. Keyser said that they were interested in merging all properties. They were separated several years ago, and other parties who had an opportunity to own some of the parcels decided not to do so.

The lots combined are about 30+/- acres.

Mr. Taylor confirmed that the application is complete and the fee has been paid.

The merger does not require an updated plat.

Ms. Jones commented that this seemed straightforward.

Chair Fracht closed the public hearing.

Ms. Jones said that the Planning Board (PB) had allowed some access from the Class VI Road when the lots were divided and wondered if this would disappear now that there is access from two town roads. Chair Fracht said the property owner only needs access from a single town road. Mr. Kiley clarified that they utilized the Class VI Road to meet the frontage requirements (not access) when the lots were split.

Mr. Jennings asked if someone wanted to upgrade the Class VI Road to create access to this lot; this would be a completely different procedure.

Mr. Kiley moved to approve the merger of lots 62, 62-1, and 62-2, owned by Ben Keyser. Mr. Rich seconded. Roll call vote unanimous in favor of the motion (7-0).

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), Erik Russell (Selectboard Representative), Phil Vermeer, Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.

P24-04-02, Erik Russell and Hana Massecar are seeking minor subdivision approval to create two lots from one they own at 11 Mill Street (Map 34, Lot 106). The existing parcel is 0.79 acres, and this request is to create one lot of 0.34 acres (lot 1) and another of 0.45 acres (lot 2) respectively. The subject parcel is located entirely within the “R1” zoning district. Scott Sanborn of Cardigan Mountain Land Surveys, LLC is representing the applicants in this matter.

Chair Fracht read the case.

Mr. Russell recused himself from this hearing. Chair Fracht appointed Ms. Banker as a voting member for this hearing.

Mr. Russell noted that Mr. Sanborn could not attend due to a family event.

Mr. Russell noted that the existing home would be on the 0.34-acre lot (lot 1), creating a 0.45-acre building lot (lot 2).

Sewer is available on both Livingston Lodge Rd. and Shaker Hill Road. As part of the proposed subdivision, an easement allows connecting proposed “lot 2” through “lot 1” to municipal water/sewer on Shaker Hill Road.

Mr. Taylor confirmed that the town is actively maintaining Mill Street.

Mr. Gotthardt asked if the second lot would be required to connect to the municipal sewer. Members confirmed this was the case. Mr. Gotthardt said that it appeared that Mr. Sanborn found some discrepancy in the easement width for “lot 1”’s sewer connection and recommended clarifying it.

Mr. Gotthardt stated that based on how town roads are created, he did not feel that Mill Street was a town road, even if it is town-maintained. Mr. Russell clarified that both proposed lots have frontage on other town/state roads (Livingston Lodge and Shaker Hill). Mr. Gotthardt recommended that the Select Board (SB) clarify the policy for creating/adopting town-maintained roads. Mr. Gotthardt recommended RSA 231:24 (Winter Road Maintenance) & RSA 231:59 (Emergency Lanes) to help spell out Mill Street access for this property. PB members agreed this would be an item to discuss separately from this hearing.

The existing home has three total units.

This is one of the downtown lots that can be subdivided to take advantage of the ¼ acre allowance.

Ms. Loring asked if a future dwelling on the proposed “lot 2” would be single- or multi-family. Mr. Russell said they plan to sell the property, so all building types allowed per Enfield zoning would be possible.

With no further questions or comments, Chair Fracht closed the public hearing.

Mr. Jennings moved to approve the minor subdivision as presented. Mr. Vermeer seconded. Roll call vote unanimous in favor of the motion (7-0).

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), Phil Vermeer, Tim Jennings (Secretary), Brad Rich, Whitney Banker (Alternate) **all voting Yea.**

None voted Nay.

None Abstained.

CONCEPTUALS

None.

SELECTBOARD REPORT: Erik Russell

Mr. Russell shared updates from the most recent SB meeting.

The UVLSRPC (Upper Valley Lake Sunapee Regional Planning Commission) received a grant to do visioning in different communities, and they have picked Enfield's Main Street as one of these locations. UVLSRPC does the work and pays for it. Mr. Taylor added that part of this work will be traffic and pedestrian analysis on both Main Street and the Rail Trail.

Paving work has begun at the Mascoma Lakeside Park parking area.

Public hearings have been set for Johnston Drive "lot 6", Shedd Street, and Methodist Hill Road. Mr. Russell shared that the Methodist Hill Road property has been redeemed and is no longer on the table for public hearing. Mr. Rich asked if the committee's work was not necessary. Mr. Russell clarified that the committee's work was important and that the opportunity for the former property owner to redeem the property was only an option because the committee recommended the sale of the property. If the town had not put the property up for sale, there would not have been an option to redeem the property.

LEGISLATIVE REPORT: David Fracht

Chair Fracht asked for any questions regarding the NH Legislative Housing Report that he had circulated to the board before the meeting.

Mr. Kiley commented that although the state maximum for ADUs (Accessory Dwelling Units) is 1000 sf, Enfield could allow larger units, such as 1200 sf.

With no further questions or comments, Chair Fracht moved on to the next agenda item.

LAND USE ADMINISTRATOR REPORT: Rob Taylor

A new business involving a brewery may be coming to Enfield; official plans have yet to be confirmed, but the town has been asked to help look at the best sites for this. If/when a site plan review is received, it will be presented to the Planning Board.

The real estate market has been picking up, and Land Use has received several calls about properties.

The Laramie Farms continued hearing at the Zoning Board of Adjustment (ZBA) will take place May 9.

Mr. Taylor shared the building inspector's report and noted that three new construction homes are in the early phases of consulting with Mr. Ehrenzweig and are not yet included in the report. Mr. Jennings asked if the report could include building permits categorized by single-family homes, apartments, HVAC, Electrical, etc.

The Tardiff Hall property (behind the Shaker Museum) is being converted to add several apartment units; there have been some delays with building code requirements and a recent sprinkler test that failed.

There is continued interest in the lots behind Pellerin Auto and another property on a Class VI Road adjacent to the SAU Office.

Mr. Gotthardt asked about the former La Salette Brother's House (across from the former La Salette Shrine). Mr. Taylor said that he has met with the Shaker Museum, which is brainstorming the best ways to utilize all of the former La Salette properties.

NH HOP GRANT DISCUSSION

Chair Fracht said the state has recently released another chunk of money for housing-related work. He asked if the town could apply for a second "phase 3" NH HOP grant, and the town could. However, the grant cannot be used for the current project. All applications are due by September 30, 2024. Towns that already have NH HOP Grants in the process will be reviewed first. Mr. Rich wondered if, since this is a housing-focused grant, there would be anything left to work on in the zoning regulations that focus on housing. Chair Fracht said that he felt work could be done in more rural areas, for subdivisions, etc., that is reasonably connected to housing opportunities within the town. A meeting is scheduled with Mr. Taylor, Chair Fracht, and the consultants to discuss the scope of work and a possible budget that could be included with the second grant application.

Mr. Taylor said a monthly report has been filed for the current grant. Invoices are also paid monthly to the consultants.

Mr. Jennings posed the question: For the ZBA section of the zoning ordinance, does the PB want to task the ZBA with reviewing the section for their potential feedback? PB members agreed this was not the role of the ZBA. Mr. Jennings clarified that he wondered if there were procedural issues that the ZBA may wish to weigh in on. Chair Fracht said that he would like to get through phase 1 of the NH HOP grant and potentially phase 2 and have these adopted by the town before working with the ZBA on their feedback. Chair Fracht asked board members, with the possibility of a second NH HOP grant, whether we should try to do a significant re-write of the zoning ordinance or try to do it in phases. Overall, members supported soliciting feedback from the ZBA and moving forward with the larger rewrite.

Mr. Jennings shared an update on the building height survey he had compiled. This includes excerpts from local zoning ordinances in surrounding towns. He asked for feedback from board members on particular tall buildings in town that they were interested in finding the height of. Mr. Gotthardt said that he had spoken with Mr. Ehrenzweig, who measures a building from the

access point a fire truck would use; he measures to the ridge of a building (minus cupolas, steeples, etc.). Mr. Jennings plans to bring the details of this survey back to the next meeting.

Mr. Jennings shared that he spoke with the Lower Shaker Village Association, and they are interested in speaking with the PB to provide feedback on the zoning ordinance.

Mr. Jennings asked for comments on the structure of the zoning ordinance samples he had previously compiled and for anyone who may wish to sit down to review these further in a small group of two.

Public forums for the NH HOP Grant will be held on May 9 and May 11, concurrently with the Master Plan project.

MASTER PLANNING PROJECT

Mr. Taylor shared a printout of a mailer that the Master Plan Task Force will send to all community members early next week. This mailer is designed to grab their attention for the upcoming public forums.

Enfield LEAPS road signs will be put back up, and the upcoming forums on Listservs, the town website, etc., will be publicized.

Mr. Jennings wondered if there was a way to gather a definition from community members regarding the concept of “preserving rural character.” He suggested using visuals of areas of town to ask if they represent what community members consider “rural character” to help define this question. Chair Fracht will include this as an agenda item for Thursday's consultant meeting.

Chair Fracht said he hopes PB members can find time to attend at least one of the upcoming community forum sessions. He suggested discussing a schedule for attendance at the next PB meeting.

Mr. Rich raised concerns that the Master Plan chapters may overshadow the Zoning feedback needed from the upcoming community forums. Chair Fracht said that the Master Plan Task Force tried to update their mailer to emphasize zoning, and they will work on this with the Listserv, town website, and similar communications.

Mr. Rich suggested publicizing the upcoming electronic survey that will be going out.

Ms. Jones suggested having two tables at the community forum to separate the zoning and master plan feedback/questions for the sessions. Chair Fracht said that he believed the intention was for six tables/areas: zoning and then each of the master plan chapters. He shared that the draft questions are relatively open-ended, even for the master plan chapters. There is room for free-form answers.

Mr. Jennings asked about a large-format tax map, previously discussed, to include color codes for both the proposed new zoning districts and existing parcels that have conservation easements (like the Upper Valley Land Trust easement). Chair Fracht asked Mr. Taylor to add this to the agenda for the next meeting.

REVIEW MEETING MINUTES: April 10, 2024

Mr. Kiley moved to approve the April 10, 2024, minutes as printed. Mr. Rich seconded. Roll call vote in favor of the motion with one abstention (6-0-1).

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), Phil Vermeer, Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

Erik Russell (Select Board Representative) **Abstained.**

NEW BUSINESS:**OLD BUSINESS:**

NEXT MEETING: May 8, 2024

ADJOURNMENT:

Mr. Vermeer moved to adjourn at 8:07 pm. Mr. Rich seconded. Roll call vote unanimous in favor of the motion (7-0).

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), John Kluge (Alternate Select Board Representative), Phil Vermeer, Tim Jennings (Secretary), Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.

The meeting was adjourned at 8:07 pm.