

# Town of Enfield

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## Planning Board Meeting Minutes

October 11, 2017



### **APPROVED Nov. 8, 2017**

**Present:** Dan Kiley- Chair, David Fracht – Vice Chair, Kurt Gotthardt – Rita Seto, Scott Osgood-Town Planner/Zoning Administrator and temporary minute taker

**Regrets:** John Kluge, Nancy Scovner, Paula Rowe Stone, Alt, Jim Bonner - Alt

**Guests:** Nik Fiore – Engineering Venture, Bruce Bergeron – Jakes Market – Linda Jones, Alv Estard ?, Sharon Beaufait

- I. CALL TO ORDER - 7:05 pm.
- II. APPROVAL of MINUTES  
Minutes of September 27- Minutes not approved as there was a lack of a quorum of the members who attended the meeting of the 27<sup>th</sup>.
- III. SELECTMANS REPORT – Not held

#### IV. CITIZENS FORUM –

Sharon Beaufait, - Enfield resident, and abutter to the “Jakes “ lot, asked to speak regarding the Planning Board conditional approval of the Jakes Market site plan. She stated she was out of Town when the notices of the hearing were sent, She stated she has concerns about the plan detail that shows the existing exit on to Maple Street being widened. She stated she learned there would be approximately 600 cars per day coming out of Jakes Market. She noted the Zoning Ordinance requires the board to act to prevent the creation of dangerous circumstances and to not allow pollution of the wetlands and waterways to occur. Sharon noted she went to the September 12 Zoning Board meeting and was very concerned that the issue taken up by the Board was in regard to the standing of the individuals who brought the appeals. Sharon noted she could have filed an appeal if she had known the deadline, and opportunity to appeal.

ZBA /Planning Board member Kurt Gotthardt noted he was not at the meeting, but watched it on the Enfield Channel 8 video. He noted the members of the ZBA stated they were surprised the case was not sent to the ZBA by the Planning Board.

It was noted there should have been an effort to slow the process down.

Sharon also noted that many are concerned with the current and future traffic coming off Maple Street. On the morning commute when customers are entering Jakes there may be a back up to get on to Rte. 4, and the drivers will exit on to Maple Street and could create a backup.

Planning Board Chair Dan Kiley noted there is a traffic study on the impact this market will have on Rte. 4 underway by the developer which will be reviewed by NH Dept. of transportation. The site plan will not be approved if the traffic plan is not approved by the State.

Dan further noted that the board did not see a reason to send the project to the ZBA. He noted that there are no wetland impacts on the plan. Noting that no new work is in any of the wetlands, and no setbacks are violated. It was noted driveways are not required to meet the setback requirements. He also noted the culverts are sized properly to handle the water flow.

Bruce Bergeron, co – owner of Jakes Market, stated the traffic report has been completed, but he has not read it as yet. (The Town has not received a copy of the report) Bruce noted RSG Engineers out of White River

Junction prepared the report for the developer. He also confirmed the work is not touching any wetlands. Sharon stated the Wetlands Scientist hired by the individuals who filed the appeal said the plan does touch wetlands and that the existing driveway is 10 feet in width. Board members noted the existing driveway is wider than 10 feet, and that the plans do not show any drives that touch the wetlands. Sharon asked why the entrance to Rte 4 is narrower than the existing entrance. Nik Fiore of Engineering Ventures stated that the State limits driveway widths to 35 ft, which is less than the existing condition. He further noted that a rain garden takes up much of the space that was used as entry. Sharon noted concerns about winter conditions. Noted the hill going west slows cars down. Nik noted RSG looked at site distances and found they match DOT requirements. Sharon noted there would be concern with the length of the queues that will form. Questions were raised as to who does the plowing. Noted the Town plows Maple St, the State plows Rt 4. It was noted that the intersection is a problem. One is the fact that the streets are not at 90 angles, which make left hand turns for large trucks going north west very difficult. Dan noted the State is requiring more lighting be installed, and that this is a very congested area. David asked Sharon if her notification of the meeting was late. Sharon said she was away, so did not find out about the meeting until she was back.

#### V. VOLUNTARY MERGER

1. Nik Fiore of Engineering Ventures presented the documents to merge Parcels 33-032 & 33 for a Voluntary Merger. Kurt motioned and David seconded the motion to approve the voluntary merger. Documents were signed, and will be forwarded to the Registry by Scott.

#### VI. PUBLIC HEARINGS

1. Review and consider approval of an update to the Site Plan review.
2. Review and consider approval of an update to the Subdivision regulations.

Members of the audience asked what the changes to the documents were. Scott had a marked up copy of the current document and read what the changes were. He further noted that a copy of the ordinance, marked to show the changes are, is on the Town Website.

David noted two typographical changes in Sections 2.5 and 1.6.3.2 of the Subdivision regulations. Board agreed unanimously to approve the edits.

Board voted unanimously to approve the updated Site Plan Review Regulations and the Subdivision Regulations. All board members present signed the signature page of each document. Scott will formally transmit to the Town Clerk and both documents will become the current documents.

#### VII. BUSINESS DISCUSSIONS

1. Discuss schedule and process for Master Plan

Scott presented a basic scenario of the process. With 18 chapters, if two are completed per month, the project will be complete for the January 2019 public hearing for acceptance and for the new plan to be placed on the Town Warrant for 2019.

Scott noted that a charrette is under consideration, to be held in January 2018, to engage the Towns people in participating on the update to the plan. He noted EVA had considered holding a referendum on the Towns future, but would participate in one managed by the Town.

Scott noted the update will need a large number of charts and table updated. The UVLSRPC has the capability to produce the charts and tables and to update the maps that are currently in the plan.

2. Discuss Site Plan Review Process

David noted the Site Plan Review regulations contain a three step process; a conceptual hearing, a design review hearing and a final application review. He feels the conditional approval is undermining the design review step and that the approval is too quick. He noted things can be missed by having one meeting. He

noted past examples where information came in very late in the process and were not properly considered. He asked the board to consider this on future hearings. One example was traffic data from Ironman that was questionable. Kurt noted he agreed with the assessment. The Ironman subdivision was noted as an example. That subdivision took many months to finish.

Dan noted he preferred meeting on a monthly basis, to have time to review the documents. Kurt noted that having just a work session and not a public hearing once a month for the review would be better.

### 3. Discuss Certified Mail Process

Kurt stated he spoke with the Enfield Postmaster and went on line and found that one must allow for a 5 day period to process certified mail. He expressed concern about the packages being late. Dan asked if the packages could be sent no later than a week after the closing date. Scott agreed to target this schedule. He noted that there may be follow up mailings, or emails, as material often comes in after the initial application, often in response to Scott's review of the application.

Kurt also noted he requires a full size plan with his package. Scott notes this is extra work in getting the packages together, which is usually a long complicated process when there are numerous issues to properly address and the plans can be available at the planning office.

David asked if Scott could get high quality pdfs to transmit other than the scan at the office copy machine. Scott stated it would require a request to the applicant to see if they can forward the digitized plan. David withdrew the request.

## VIII. COMMUNICATION

### 1. Intent to Cut Parcel 14-041

Scott noted intent to cut this lot, which is between Rte 4 and Mascoma Lake east of Dry Bridge Hill, could be a threat to the Lake if not properly managed.

IX. NEW BUSINESS – Discussed the future meeting schedule. Will consider scheduling one meeting per month.

X. NEXT MEETING – October 25, 2017

XI. ADJORNMENT