

Enfield Planning Board – Meeting Minutes
DEPT OF PUBLIC WORKS/MICROSOFT TEAMS
April 12, 2023

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

PLANNING BOARD MEMBERS ABSENT: Tim Jennings

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

GUESTS: Celie Aufiero, Phil Neily (Fire Chief)

I. CALL MEETING TO ORDER:

Chair Fracht called the meeting to order at 6:30 p.m. and took attendance of members.

II. PUBLIC COMMENTS:

None.

III. SELECTBOARD REPORT – Erik Russell

The Selectboard has been reorganized and now has five members, which allows them to have representation on more boards.

They have begun a review of all town policies, doing a few at a time to ensure they are up-to-date and applicable.

The Johnston Drive Committee is wrapping up, with a public session scheduled.

The Whitney Hall project has had an RFQ submitted.

The Lakeside Park parking plan was approved at the last meeting (there have not been any changes since it last came to Planning Board, but it is now official.) Most of the parking area will be paved, with a turnaround loop at one end. In addition, there will be sloping to the rail trail to catch water runoff and keep it from going into the lake.

38
39 **IV. LAND USE ADMINISTRATOR REPORT – Rob Taylor**

40 Chair Fracht said that this would be a new, regular agenda item to keep the board up to speed on
41 what is happening in town.

42
43 Mr. Taylor said it has begun to get busy with an increased volume of building permits and that
44 he and Mr. Ehrenzweig are now working together.

45
46 Mr. Taylor said that an upcoming item would be the proposed Laramie Farms development
47 along Route 4. They had previously come to the Planning Board with a conceptual. Last week,
48 they came in with a new proposal for 300+ units with some design changes from the conceptual
49 to include possible 12-20 townhomes on one end of the development, in addition to the larger
50 apartment buildings with parking underneath. Mr. Taylor met with the Laramie Farms
51 developers and the NH Department of Transportation (DOT) District 2 office regarding the
52 challenging access point for the proposed development. The meeting included the DOT District
53 2 engineer. The Laramie Farms developers will pull a driveway permit for the location to begin
54 the access review process for their plans. Mr. Taylor discussed with them that there was a strong
55 preference from the board to get pedestrian traffic down into the village area. Another discussion
56 item is the importance of an increased water supply (which would be necessary to support such a
57 large development). A potential solution may be having another well drilled by the developer,
58 but plans have not been discussed in depth yet. Mr. Taylor noted that the developer would likely
59 come to the Zoning Board of Adjustment (ZBA) within the next month or two; they do not have
60 to return to the Planning Board before they go to the ZBA.

61
62 Mr. Gotthardt asked if the developers had considered access from Maple Street versus Route 4.
63 Mr. Taylor said they had discussed an alternate emergency access road, but it would likely be
64 gated. Mr. Taylor said they had also discussed that this would be a good point for pedestrian
65 access. The developers also plan to connect the development to the sewer system from this
66 location.

67
68 Mr. Taylor shared that there continues to be significant interest in the ADU changes approved at
69 town meeting 2023. Mr. Taylor will also present to the [Upper Valley Board of Realtors](#) at their
70 June 2023 meeting about the recent zoning changes and amendments. Mr. Taylor believed the
71 state's house bill with a similar 2-ADU allowance was tabled. Enfield is one of the first towns in
72 the state to allow this as part of the solution to the state's housing crisis. There has been some
73 interest in this new change, and Mr. Taylor is also reaching out to Valley News to potentially do
74 a bigger article on this change.

75
76 Mr. Taylor said there is a lot of interest in the 40+-acre parcel owned by Mr. Bob Lacroix
77 (located behind Shaker Valley Auto) due to recent zoning changes. Mr. Taylor said that one

78 developer is interested in a village of tiny homes at this site. Town Manager Morris would visit a
79 “tiny house village” in Dover, NH to see what a development like this might look like.

80
81 Mr. Taylor shared a property on Smith Pont Road that had a previous site plan review and built a
82 wood shop and is likely to have another site plan review for future expansion.

83
84 Mr. Taylor said that the owner of the old Raphael’s Cucina site has been in touch and will likely
85 return to discuss a potential modular home business at the site. There would be several model
86 homes on bricks, one of which would be an office for the location, and they would rotate out
87 every few years. Mr. Taylor had discussed with the owner that the site is mixed-use, which could
88 allow other possibilities. He believed the modular home business would likely be allowed, even
89 though the property is in a flood zone.

90
91 Mr. Taylor said engineering would be done on the Lakeside Park parking project. The parking is
92 one component; however, additional things have been discussed, like nature trails, an outdoor
93 classroom, etc. Mr. Taylor also said that they are planning on 12-15 parallel parking spaces
94 along Main Street in this area as well; they are waiting to discuss with NH DOT and the Friends
95 of the Rail Trail organization to further this plan. Parallel parking is preferred over angled
96 parking to minimize sidewalk and rail trail intrusion.

97
98 Mr. Taylor said he has been working with Town Manager Morris on the Shedd Street property.
99 Unfortunately, a grant was not approved this time for the site, but some approvals were made
100 through town meeting 2023 to continue the work on this property. The buildings must be
101 removed but require lead/asbestos remediation and additional items.

102
103 Ms. Sipe will return to discuss smaller plans for the Commercial Equestrian business at her Bog
104 Road property.

105
106 Mr. Conkey’s proposed gravel pit has been put on the back burner. He can remove the stockpiled
107 material at the site, which he likely will do. The material was taxed on the previous permit when
108 excavated, so Mr. Conkey does not need a permit to move it.

109
110 Whaleback will be applying for a Northern Borders grant to improve their snowmaking. They
111 have run into difficulty with the milder winters and are looking to increase the volume of
112 snowmaking during the very cold weather. The town provided a letter of support for this grant
113 and helped them identify other businesses to reach out to for letters of support as well.

114
115 Building Inspector Ehrenzweig is now in Mr. Taylor’s department. Mr. Taylor recognized that
116 Mr. Ehrenzweig is doing a great job and has been incredibly busy.

V. REVIEW MEETING MINUTES: March 22, 2023

Chair Fracht elevated Mr. Gotthardt to a voting member for tonight.

Vice-Chair Kiley to approve the March 22, 2023, Minutes presented in the April 12, 2023 agenda packet as presented/amended.

Seconded by Mr. Rich

Amendments:

-Line 7 (remove teams note)

-Line 175 – add “rental”

-Line 257 – “that” to “to be”

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Phil Vermeer (Secretary), Kurt Gotthardt (alternate), Brad Rich **all voting Yea.**

None voted Nay.

Erik Russell **Abstained.**

**** The Vote on the MOTION was approved (6-0-1).***

VI. HEARINGS

None.

VII. CONCEPTUALS:

None.

VIII. NEW BUSINESS

A. Phil Neily, Enfield Fire Chief – Discussions Relating to Zoning Changes

Chair Fracht let Chief Neily know there were several questions about zoning regulations, particularly the 35-foot height restriction.

Chief Neily noted that he had previously been the building inspector in addition to being the most recent Fire Chief. He believed that historically the 35-foot height was related to the height of the town's ladder. The town no longer has that ladder truck due to different run-cards of other local towns (Lebanon's ladder truck is available 24/7, for example). The time difference of having a ladder truck available locally which is not staffed 24/7, is minimal, if any, then relying on a regularly staffed station such as Lebanon for mutual aid. There is a 24-foot ladder in town, which would be sufficient for a regular 2-story building.

Chief Neily noted that it would be important to establish where the height will be measured for a standard but that it should be from an accessible side.

Chief Neily said that the larger development projects, such as the proposed Laramie Farms development, are much safer with modern building codes than some of the older buildings on Main Street that have had a lot of work done at different times to create apartments, etc.

Chief Neily recently spoke with Lebanon's new fire chief to discuss potential upcoming projects. However, even with larger developments being proposed, Lebanon would continue to supply mutual aid to Enfield even with those projects.

Chief Neily reiterated the importance of measuring the height from an access point (the driveway or street). Chair Fracht asked, with a measurement taken from the most accessible side, how high would firefighters need to get? Chief Neily noted that in the case of a chimney fire; they would need access to the roof; the distance from the eaves to the ridge can be more of an issue than the height getting to the eaves. Lebanon's ladder truck and Hanover's tower would both come to a fire that would require them for this kind of access.

Mr. Gotthardt asked for multi-family new construction. Are firewalls mandatory? Chief Neily said that it would depend on the type of construction and the number of units. He said that needing sprinklers would depend on the number of units. Most large projects would have sprinklers.

Mr. Taylor said that he was hearing that they could have a height limitation but a special exception where it is possible to exceed the limitation with the approval of the Fire Chief. Chief Neily said the height restriction would likely apply more to single-family homes than larger developments.

The height measurement should be from the most logical access point and go to the eave of the roofline.

Mr. Taylor noted that he had discussed with the Laramie Farms developers the possibility of including "green space" landing zones for ladder truck access and staging.

Vice-Chair Kiley asked if the Laramie Farms development may need a cistern. Chief Neily said that if they could not use the town's water supply, they would likely need one to feed their sprinkler system.

Chief Neily said he would encourage more discussion with the fire department for individual projects that may come for variances or special exceptions.

Mr. Gotthardt suggested including a setback requirement for the 1/4-acre existing lots that would match any building code for fire access.

199 Mr. Gotthardt asked if Chief Neily agreed with the 35-foot height restriction from ground to
200 eave, with the addition of a “logical access point”; Chief Neily agreed.

202 Mr. Gotthardt asked if Chief Neily had an opinion on class IV road construction, as this
203 ordinance was also due to be updated. Chief Neily said that he felt homeowners should be
204 informed that they need to discuss the location with their insurance companies for properties
205 along these class IV roads that cannot guarantee emergency services access.

207 Mr. Gotthardt asked if Chief Neily had any opinions on private roads. Chief Neily noted that the
208 weight of fire trucks could be an issue for those with bridge access. Vice-Chair Kiley said that
209 this would be another potential insurance issue. Chair Fracht asked if this would be something
210 that the town’s zoning would need to address. Mr. Gotthardt said he did not believe the
211 regulations covered bridges, which he didn’t believe was covered in the “town standards” note
212 about private roads. Chair Fracht made a note to review the site-plan regulations, and others, to
213 check this.

215 Chair Fracht asked if the fire department has any opinion on steeples or copulas and other roof-
216 type structures, which may include solar, in terms of height and access during a fire. Chief Neily
217 said he had no opinion without further research on steeples or copulas. He believed there was
218 some research about travel paths, etc., with regard to solar. Solar is generally not a large added
219 load as it covers a large area, but access for ladders can become an issue with solar in place.
220 Chief Neily said he believed building officials and possibly the fire marshal’s office is working
221 on having an access pathway requirement for solar.

223 Chair Fracht asked for further questions from the board for Chief Neily. With no further
224 questions, the board thanked Chief Neily for coming in. Chief Neily noted that the continued
225 collaboration of the board and the fire department is welcomed.

227 Chair Fracht moved forward to the next agenda item.

IX. OLD BUSINESS:

A. Mapping Project

231 Mr. Taylor has contacted three local companies about this project. R.C. Brayshaw has a 60”
232 printer and quoted about \$370 for a laminated, self-adhesive copy of this size. Another printer in
233 Claremont, Doolittle’s Print Serve, can do a slightly smaller size at \$179 laminated. The third
234 company, Copy World in West Lebanon, could not print the larger size. Mr. Gotthardt also
235 suggested contacting Gnomon Copy, who he believed had this size printer. Chair Fracht also has
236 a connection for a two-piece print of this size that he believed was in the mid-\$200s. Town
237 Manager Morris will decide on the best resource.

Mr. Taylor also noted that they have a stationary projector that can be used with the whiteboard, although this cannot be kept in the same way the printed map can be.

A decision will be made in the next week, and the map will hopefully be available for the next Planning Board meeting.

B. Zoning Ordinance Re-write Project & Grant Application for Zoning Ordinance Consultant

Chair Fracht said he had put together a sample grant application at the end of March. He and Mr. Taylor reviewed it and agreed to send it to Town Manager Morris. Chair Fracht did not get a response from Town Manager Morris. Chair Fracht sent the sample grant application on to the NH Housing Authority, who reviewed it and provided comments in four areas:

1. Proposed timeline (the last date an invoice can be submitted is July 2024. No further invoices will be accepted for reimbursement beyond that date, although work may continue later). Chair Fracht, Mr. Taylor, and Town Manager Morris must discuss this.
2. The UNH Extension Housing Academy training would be a helpful resource. They encouraged collaboration with constituents, including the Conservation Commission. Chair Fracht said that they also plan to work with the Conservation Commission for a chapter in the Master Plan and would see overlap between these two areas of collaboration.
3. The proposal should focus on housing-related districts (it may not be zoning, subdivision, and site plan, but only two of those three or only zoning).
4. CPG Grant received in 2013, and whether it was being discontinued with the re-write or incorporated. Chair Fracht was unsure of this project; Mr. Taylor and Vice-Chair Kiley agreed this was the Route 4 zoning project where they had also worked with PlaceSense Consulting. Therefore, the grant would not be discontinued but incorporated in this new zoning ordinance re-write. Vice-Chair Kiley asked Chair Fracht to include a note that they propose using the same contractor used for that CPG Grant and the Master Plan.

Chair Fracht said that he plans to send Ms. Saxton of PlaceSense his sample grant proposal and the comments from the initial review by the grant steering committee to see how they should proceed. Chair Fracht will request a meeting with Ms. Saxton, Mr. Taylor, Town Manager Morris, and himself to discuss this.

Chair Fracht suggested that, as with the Master Planning grant they proposed, this be a Planning Board-originated grant or town-administration-originated grant. If it is a Planning Board-originated grant, they will need a copy of the minutes by which the board approved the grant.

Chair Fracht MOVED that the Enfield Planning Board to approve the submission of a grant proposal to the New Hampshire Housing Opportunity Program, not to exceed \$74,000.

Seconded by Vice-Chair Kiley

Vote:

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

None voted Nay.

None Abstained.

Chair Fracht suggested a re-take of the vote as a roll call.

Roll Call Vote:

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

None voted Nay.

None Abstained.

** The Vote on the MOTION was approved (7-0).*

D. Rules of Procedure Discussion

Chair Fracht said he would like to suggest building on Mr. Jennings' idea to include old/continuing business on each agenda. This item is on the agenda for the next meeting but will not be discussed tonight. Chair Fracht suggested including only "old business" items they will discuss and a second section for "future business." Vice-Chair Kiley said that "future business" would be an item they could not discuss, even if they had time.

Mr. Gotthardt suggested noting that this business may/may not be discussed at the meeting. Mr. Russell said anything with more than a passing comment should be moved into "old business." He said he felt the intent was good but reminded members to be diligent to have things in the appropriate categories, so members of the public understand what items are to be discussed.

X. NEW BUSINESS:

Chair Fracht asked for further items of discussion for tonight.

Ms. Jones asked for clarification on which home recently had a fire in town. Members clarified it was the vacant home near Anderson Hill Road.

Mr. Gotthardt mentioned that he was recently looking at the lots along the lakes, and the average lot size is about ¼-acre. A fair number of lots, particularly on the smaller lakes, are smaller than ¼-acre, with structures on them. Mr. Gotthardt noted he did not differentiate between those with structures and without for the average of ¼-acre.

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322 **XI. NEXT MEETING:** April 26, 2023

323

324 **XII. ADJOURNMENT:**

325 *Vice-Chair Kiley MOVED* to adjourn the meeting at 7:56 pm.

326 *Seconded by Mr. Rich*

327

328 **Roll Call Vote:**

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

331 **None voted Nay.**

332 **None Abstained.**

333

334 ** The Vote on the MOTION was approved (7-0).*

335

336 Respectfully submitted,

337 Whitney Banker

338 Recording Secretary