

1 **Enfield Planning Board – Meeting Minutes**  
2 **DEPT OF PUBLIC WORKS/MICROSOFT TEAMS**  
3 **September 27, 2023**  
4

5 **PLANNING BOARD MEMBERS PRESENT:** David Fracht (Chair), Dan Kiley (Vice-Chair),  
6 Linda Jones, Erik Russell (Selectboard Representative), Phil Vermeer, Tim Jennings (Secretary),  
7 Brad Rich, Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer), Whitney  
8 Banker (Alternate)  
9

10 **PLANNING BOARD MEMBERS ABSENT:**  
11

12 **STAFF PRESENT:** Rob Taylor- Land Use and Community Development Administrator,  
13 Whitney Banker-Recording Secretary  
14

15 **GUESTS:** Jason Young (76 Smith Pond Rd, Enfield), Matt Knittle (MK Woodworks)  
16

17 **I. CALL MEETING TO ORDER:**

18 Chair Fracht called the meeting to order at 6:30 p.m. and took attendance of members.  
19

20 **II. PUBLIC COMMENTS:**

21 None.  
22

23 **III. SELECTBOARD REPORT: Erik Russell**

24 The last meeting had several minor updates on the Whitney Hall and Public Safety Building  
25 projects.  
26

27 The library will have a new story walk at the Shaker Field, possible thanks to a grant by the  
28 Eastman Charitable Foundation.  
29

30 There is a Scout project to refurbish the bleachers at Shaker Field.  
31

32 The short-term rental ordinance discussion continues.  
33

34 There was a discussion on having the town’s recreation administrator take over youth sports  
35 from the Mascoma Youth Sports League (MYSL).  
36

37 **IV. LAND USE ADMINISTRATOR REPORT: Rob Taylor**

38 Bog Road has been a recent popular topic, with several parcels for sale. There is an increased  
39 interest in land (in particular, a 5-acre parcel for sale there).  
40

41 There have continued to be many questions about the new ADU ordinance.

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42

43 The former Crate gravel pit is likely to soon be for sale.

44

45 The building inspector attended the Concord NH Health Officers Association annual meeting  
46 and is now an officer with the association. A main area of work in the health officer role  
47 involves septic system adequacy. A recent issue with a housing COOP on Route 4 is being  
48 addressed.

49

50 Mr. Taylor will provide updated data on housing numbers at the next meeting. Enfield has likely  
51 seen an increase in housing over the past few years.

52

53 The owner of the proposed Laramie Farms development is interested in a lot that may come for  
54 sale on Maple Street and has worked with Mr. Taylor to express interest to the owner. They  
55 continue working on engineering and other preparations for proposing the development.

56

57 Mr. Taylor will attend the NH Association of Housing symposium in Manchester next week.  
58 One of the topics is short-term rental housing.

59

60 Land Use and Community Development continues to work with the Selectboard and Town  
61 Manager's Office to discuss future priorities and projects.

62

63 There will be several applications next month, including a voluntary merger.

64

65 For variances, several applications will go to the Zoning Board of Adjustment (ZBA).

66

67 The Pellerin property, recently approved as a Bingo Hall, will connect to the municipal sewer  
68 system. Their septic review determined the existing system would need to be more adequate to  
69 support the number of patrons they expect during business hours.

70

71 The Methodist Hill Property Use Committee (MHPUC) met recently. Mr. Morris has asked Mr.  
72 Taylor to come to a future meeting to discuss development possibilities at that property.

73

74 Ms. Jones asked if Pellerin's will be hooking up to municipal sewer and water. Mr. Taylor said  
75 they are not mandated to connect to water, but they will need to put a meter on their well to  
76 determine how much water is going into the municipal sewer system.

77

78 **V. REVIEW MEETING MINUTES: September 13, 2023**

79 ***Mr. Kiley MOVED to approve the September 13, 2023, Minutes presented in the September***  
80 ***27, 2023 agenda packet as amended.***

81 ***Seconded by Mr. Rich***

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

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Amendments:

Line 14 – Lindsay to Liz

Line 232 – add ‘item 4 of new procedures’

## **VI. HEARINGS:**

**Land Use Case # P23-09-01, MK Fine Cabinetry LLC (Matt Knittle) is seeking Major Site Plan Review approval to expand a woodworking shop at 26 Smith Pond Road (map 6, lot 43). This business is located within the “R5” - Rural Residential-Agricultural District on 22 acres. The parcel is owned by MK Property Enterprises LLC.**

Chair Fracht read the case and asked Mr. Taylor if the application was complete. Mr. Taylor said he believed it would be with the updated map tonight from Mr. Knittle. Mr. Taylor handed out copies to board members.

Chair Fracht said Mr. Knittle had requested a waiver of the major site plan regulations to advance the project under minor site plan regulations. Chair Fracht asked the board if they agreed to grant the waiver and whether they agreed that the application was complete. Mr. Kiley pointed out two areas of the map that could have included more information but felt it would be sufficient.

***Ms. Jones MOVED to grant the waiver to accept the drawing as complete.***

***Seconded by Mr. Rich***

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

Chair Fracht asked Mr. Knittle to explain his proposal.

He is trying to scale the business, which will require more square footage to store material, fit large custom items, create more efficiency for the location of machines, etc. They also need to increase administrative space.

They are currently hiring but are not hiring more employees as a result of this plan.

The proposed extension is a 3000 square foot portion extending from the SE space of the existing building. The office space will also be updated.

There is no anticipation of increased traffic as a result of the addition.

The addition will not exceed a height 35 feet (the town’s maximum).

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123 Chair Fracht asked if the number of square feet would require any fire suppression system. Mr.  
124 Knittle said that, to their knowledge, it would not, as it is under 12k square feet. He will work  
125 with Mr. Ehrenzweig (the building inspector) to ensure they are set up for proper fire safety and  
126 management. At this time, no sprinkler system is planned.

127  
128 Chair Fracht asked if there would be any hazardous chemicals used in finishing. Mr. Knittle said  
129 that there would be. They do use as many low-hazard products as they are able. No chemicals  
130 are dumped; they are all contained and disposed of off the property. The amount of waste on the  
131 finishing side is minimal.

132  
133 Many things will remain the same as a result of the expansion, including parking, trash, snow  
134 removal and storage, etc.

135  
136 Chair Fracht asked for further questions from board members.

137  
138 Mr. Kiley stated that he believed they would like to see the final architecture, once available, to  
139 include in the town's package. Mr. Knittle said they would be sure to provide this. Mr. Taylor  
140 confirmed Mr. Ehrenzweig would be sure to get copies for the file.

141  
142 Mr. Gotthardt asked about exterior lighting. Mr. Knittle said they have one light that runs dusk-  
143 to-dawn, a down-light. All other lighting is solar powered, such as Ring-type cameras with  
144 motion sensors and time off.

145  
146 The project's cement work will ideally happen before the ground freezes.

147  
148 Chair Fracht asked for further questions. There were none.

149  
150 An abutter, Mr. Young, commented that they support the expansion as neighbors of Mr. Knittle.

151  
152 Chair Fracht closed the public hearing.

153  
154 ***Mr. Rich MOVED to accept the plan as presented.***

155 ***Seconded by Mr. Vermeet***

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

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158 **VII. CONCEPTUALS:**

159 None.

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161 **VIII. NEW BUSINESS:**

162 **A. Zoning Ordinance Re-Write Project Update**

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163 Chair Fracht said that Mr. Taylor discovered last week Ms. Saxton and her partner are relocating  
164 to New Zealand. There is a contract with PlaceSense, LLC; however, it can be broken within a  
165 minimal number of days.

166

167 Mr. Taylor and Chair Fracht had a Zoom call with them last Friday. There are three options to  
168 move forward:

169 1) continue work with the zoning rewrite project (not yet started), and Chair Fracht, Mr. Taylor,  
170 and board members do as much as they can for public involvement.

171

172 2) PlaceSense will try to find a sub-contractor in the area to do the public involvement while  
173 PlaceSense continues to do the work and meet with the board virtually.

174

175 3) Both parties part ways.

176

177 After the call on Friday, all parties agreed that PlaceSense would research other firms that could  
178 take on the work and get back to the town this week. Mr. Taylor checked in today, and they were  
179 still making phone calls.

180

181 As a result of the large number of NH Housing Opportunity (HOP) grants (70 statewide), many  
182 contractors for this work are unavailable.

183

184 The grant is federal money, which may not be flexible with the timeline. Mr. Taylor has reached  
185 out to see if the deadline can be extended but has yet to hear back.

186

187 Ms. Jones suggested checking with neighboring state contractors for this work, such as Vermont,  
188 Maine, and Massachusetts. Board members agreed this was likely a good avenue to pursue.

189

190 PlaceSense will not be doing continued work on the Master Plan as previously planned.

191

192 There is a list of approved contractors with NH Housing. However, those not yet approved can  
193 go through a process to gain approval (this will further shorten the timeline).

194

195 The board agreed they should move forward from working with PlaceSense and attempt to find  
196 someone else (preferably more local to decrease billable hours for in-person needs). Mr. Taylor  
197 will look into moving on for the rewrite and future Master Plan work (likely as separate  
198 contracts).

199

200 Mr. Jennings said he did not feel they could tackle the zoning rewrite and the Master Plan. Board  
201 members agreed that the zoning rewrite is the higher priority project.

202

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203 Ms. Jones suggested an announcement for municipal attorneys on their website or publication  
204 advertising their needs.

205  
206 Chair Fracht suggested Mr. Taylor obtain a list of attendees from recent planning conferences.  
207 Additional avenues of research were discussed. Given the short timeline and situation, Chair  
208 Fracht asked Mr. Taylor to put this as a high-priority item.

209  
210 The grant does allow more than one consultant; however, they all need to be approved.

211  
212 Board members discussed having PlaceSense review the current regulations and whether this  
213 would be valuable.

214  
215 There was an extensive discussion among board members to brainstorm the best ways to move  
216 forward.

217  
218 Ms. Jones asked what to tell other boards and commissions who have asked her when they will  
219 be included in conversations about future Master Plan Chapters. Chair Fracht said they could be  
220 informed about the unanticipated loss of the contractor's contract for the Master Plan and the  
221 zoning rewrite. There is no formal timeline, and the Planning Board agrees that the zoning  
222 rewrite is the higher priority.

223  
224 The board must decide how to move forward by the next meeting on October 11, 2023.

225  
226 Board members will review the current zoning ordinance and send any notes to Chair Fracht  
227 before the next meeting.

228  
229 **B. Legislative Committee Assignment – David Fracht**  
230 Chair Fracht has been put on the Municipal and County Government committee, which has a lot  
231 of involvement with land use policy, including housing, ADUs, etc.

232  
233 Chair Fracht had a lengthy discussion with the ranking member, including short-term rentals,  
234 housing, barriers, ADUs, etc. These are likely to be discussed in committee and will hopefully  
235 continue to move forward to the full House of Representatives in 2024.

236  
237 Chair Fracht offered to prepare a legislator's report, similar to the Selectboard and Land Use  
238 Administrator reports. Board members agreed to add this. Mr. Taylor will update the agenda to  
239 include a Legislators Report by Chair Fracht.

240  
241 **C. Agenda Order change**  
242 Board members agreed to change the order of the agenda to where public hearings are moved  
243 first.

244 **Mr. Kiley *MOVED* to change the agenda order so that public hearings come right after**  
245 **public comments, and everything else moves down 1.**

246 ***Seconded by Ms. Jones***

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

248

#### 249 **D. Online Camera Issues**

250 Mr. Gotthardt said that the view for online attendees does not prioritize the view of the board  
251 when members attending virtually have their video on. He felt it was distracting and problematic.

252

253 Chair Fracht asked Mr. Taylor to address this issue with the Meeting Owl company (and/or  
254 Microsoft Teams) to find a resolution.

255

#### 256 **E. Pellerin Case and Parking**

257 Mr. Gotthardt asked about the parking spaces outlined by the Pellerins at their recent hearing.

258 From the recording, he found it difficult to understand the parking.

259

260 Chair Fracht clarified that he and Mr. Taylor had lengthy discussions with the Pellerins about the  
261 original parking plans and determined how to address parking. They presented plans in person to  
262 outline parking spaces. They also requested a waiver of the engineering document, given that the  
263 changes proposed only involved the use and changes inside the building (there were no external  
264 changes).

265

266 Members agreed overall, the application forms could be improved to ensure complete  
267 applications.

268

269 Mr. Jennings suggested they change regulations that require full-size prints down to C-sized  
270 prints (18"x22"), so long as the scaling is efficient.

271

### 272 **IX. OLD BUSINESS:**

#### 273 **A. Rules of Procedure Discussion**

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### 275 **X. PENDING BUSINESS:**

276

### 277 **XI. NEXT MEETING: October 11, 2023**

278

### 279 **XII. ADJOURNMENT:**

280 **Mr. Kiley. *MOVED* to adjourn the meeting at 8:21 p.m.**

281 ***Seconded by Mr. Rich***

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

283