

**Springfield, NH - Planning Board
Memorial Building**

**April 15, 2010
7:00 p.m.**

These minutes are considered a draft until they are approved by the Board at the next meeting

Present: Kevin Lee, Chairperson, Peter Keene, Darrin Patten, Ken Jacques and Neal Huntoon. **Not present:** Mike Howard and Don Hill (Selectman).

Also present: Vicky Davis, Upper Valley Lake Sunapee Regional Planning Commission, Ben Frost, Esquire, NH Housing Finance Authority, Emily Cleaveland (applicant) and Deborah McGlew (recording secretary). Cleaveland abutters present included Christine and Bill White, Nancy Colena and Jocelyn Colena.

Site Plan Review – Emily Cleaveland, 256 Hogg Hill Road, map, 10, lot 193-207

The purpose of the site plan review is to change the use from Home Occupation to Home Business. Emily currently grows dalias to sell at farmers markets. The change in use to a Home Business would allow her to hire a part time, non resident employee and be allowed to sell the produce at the farm. Emily submitted a diagram indicating the regulation size sign and a possible farm stand to sell from. She describes a “pick your own” style farm except with flowers instead of fruit. Emily stated this is not a retail shop, it is a farm stand. She stated she may conduct small, up to 8 person, “how to” workshops on planting and would like to sell at the workshops. She stated she does not foresee expansion. This is a seasonal business.

Questions from the Board confirmed the lot size is 4 acres. Regarding the width of the driveway, Emily stated it is tight, but wide enough for two cars to pass. The only change to existing structures would be the possible addition of a farm stand.

Chair opened the public hearing.

Christine White asked if any more trees will be cut or if the farm stand be a permanent structure? Emily responded “no” to both questions.

Bill White asked if a lit sign was going to be added. Board responded that a lit sign is not allowed. He also asked if people are going to be parking in the street and expressed concern about people turning in the driveway. Emily responded that there are additional parking spots off the road.

Emily responded to a question by Bill White, reiterating that the operation is seasonal.

Chair Lee closed the public hearing. He reminded Ms. Cleaveland that any expansion would require additional site plan review. He pointed out the site plan review regulations and checklist to refer to prior to submitting an application.

Chair Lee asked if the board wished to waive site plan review scale drawings prepared by a professional engineer.

Ken Jacques expressed that more detailed information on the drawing would be helpful, distances etc. He suggested a drawing to scale with distances, showing all buildings, driveway and public / private utilities.

Board reviewed the site plan submission checklist and asked Ms. Cleaveland to return with a drawing that included the items requested and waived others [as indicated below].

Existing Data

1. Location of site, names addresses of owners of record and abutting land owners (submit)
2. Engineering firm information (waived).
3. Boundary lines of area (submit)
4. Existing grades, drainage systems, structures, topo contours... (grades and topo contours waived)
5. Shape size height of existing structures on site is sufficient, (waive height requirement) footprint of what is there is adequate.
6. Natural features such as streams, marshes, lakes or ponds... Manmade features such as roads and structures. (waived except driveway and road).
7. Use of abutting properties... (waived).
8. Size and location of all existing public and private utilities and all existing landscaping (waived, except septic and well).
9. Vicinity sketch (waived).

Proposed Plan

Proposed grades, drainage systems, structures and topographic contours ... (topographic contours waived.)

Provide footprint, size, shape, height of proposed structures, parking, width of driveway, exterior light plan and sign. No storm water, no circulation, no traffic control, no drainage structures need to be included.

Ken Jacques made a MOTION to waive all items as discussed. Neal Huntoon second the MOTION. MOTION passed - All in favor.

Ken Jacques made a MOTION to continue the site plan hearing until May 20, 2010 at 7:10 p.m. Peter Keene second the MOTION. All in favor.

Emily added for clarification, that she is applying for a building permit to put an additional bedroom on to her residence, 3 kids, 2 bedrooms. The building permit application has no relationship to the site plan review for a home occupation.

7:50 Chair recognized Mr. Matarazzo, scheduled to be heard under miscellaneous business, for the purpose of updating the board on his progress on the road and subdivision. Matarazzo subdivision on map 35 lot 99,158 for a 20 lots (?) was approved with conditions back in December 2007. Mr. Matarazzo stated all conditions have been met relative to the state approvals. All permits are in place. A bond needs to be posted on the first section of road. He said he is considering doing phase II first. He further stated he is prepared to do the pins for the lots. Ben Frost, attorney in attendance for another purpose,

offered the Board some guidance. Mr. Frost advised bonding is required, and is the planning board's jurisdiction, with a recommendation from an engineer - Usually approved by the Select Board and held by Town Treasurer.

Mr. Matarazzo offered that once the bond is prepared, a mylar will be prepared.

Ken Jacques suggested asking Lou Caron, Engineer, for a performance bond amount. [Note: 4/27 Ms. McGlew coordinated with Mr. Matarazzo and Mr. Caron and forwarded plans Priority Mail to Caron Engineering.]

Workforce Housing: RSA 674:58-61

Ben Frost stated Vicki Davis emailed the regulations and he quickly reviewed. The driveway regulations were excluded. Ben stated the Zoning Ordinance lot size, Page 3. 3.13 is o.k. Workforce Housing is defined as "affordable", 60% Area Median Income for a renter family of 3 and 100% Area Median Income for owner family of 4. Calculations include sales and median income. There are few sales in Springfield to use to look at the average sale price. The average sale price through 2004 was in the low \$150K's, in 2005 it jumped to \$245K, and \$279K in 2008. Springfield's income is tied in to Sullivan County, which may skew the calculations, as median income differs in the Dartmouth region than in the rest of Sullivan County.

Attorney Frost stated that if this can be done under the existing regulatory scheme there isn't anything to change. The initial standards plus the conditions set by the Planning Board, looking at lot sizing, steep slope buffers, etc, the economic viability of workforce housing may require some relief of the existing regulations. The board may consider wording inclusionary zoning to provide for a provision to allow the Planning Board to offer conditional standards to meet workforce housing. The Board can demand of the applicant to demonstrate the economic impacts to prove needed relief. Frost advised the board to ask themselves what is a reasonable profit for a developer? He suggested 20%, at 10% financing may not be available.

Board and Attorney Frost discussed the conditions that would need to be met by a developer to allow for relaxation of zoning ordinances to meet workforce house. There is a bill in the Legislature, HB1395 specifically allowing Planning Boards to set these types of restrictions, to relax the zoning ordinance to meet workforce housing.

Darrin Patten asked, what keeps them workforce housing 10 years down the road? Attorney Frost responded that the Planning Board has the opportunity, obligation to require as a condition of approval, a guarantee that the units continue to be affordable. Each property may include a deed restriction, which constrains the marketability of those units.

Board discussed multi family provision(s), permitted uses, 1 and 2 family dwelling units and what is a cluster versus grouped. Attorney Frost stated some reasonable opportunity needs to be in place and suggested the board formulate a means of addressing this head on and identifying an area. Chair Lee pointed out in the master plan, Chapter 4 - growth

policies states, "should accommodate mixed...." Attorney Frost suggested one way to go is create a multifamily overlay district. Darrin Patten pointed out that an overlay of multi family housing on state roads will allow for easy emergency access in a proposed highly populated area. Board discussed a parking requirement that will need to be plugged in. Ben cautioned against overloading, 2 may not always be needed.

Darrin Patten stated he believes the wetlands conservation overlay district setback can not be relaxed. Attorney Frost advised there is no provision that the ZBA cannot vary or grant relief – it is the ZBA's statutory power under legislation. Frost further stated the Workforce Housing Act puts protecting the environment on equal footing with providing housing.

Attorney Frost suggested the Board make sure the Subdivision Regulations are based on ASHTO, and if in excess, why are they more than industry standard. The language in the regulations needs to conform to the new legislative standards. The waiver of provisions is good.

Site Plan Regulations

Site Plan Regulations: Chair opened the public hearing on site plan regulations to propose a language change. Ken Jacques made a MOTION to open, seconded by Darrin Patten, so MOVED. Subdivision language relative to bonding should be the same as in the Site Plan regulations. Darrin Patten MOVED to approve the change, Ken Jacques seconded. Unanimously APPROVED.

Chair called for a final vote on site plan regulations – stating the Waiver section conforms to the most recent law. Ken Jacques made a MOTION to approve and sign, seconded by Peter Keene. Unanimously PASSED.

Chair called to accept the subdivision regulations. Neal Huntoon made a MOTION, seconded by Darrin Patten. PASSED unanimously.

Driveway access regulations signed.

Subdivision regulations signed.

Minutes of March 18, 2010: Ken Jacques made a MOTION to accept, second by Darrin Patten and APPROVED.

Literature & Correspondence: Chair distributed information about the Office of Energy and Planning upcoming workshops.

Meeting Adjourned at 9:30 p.m.

Respectfully Submitted,

Deborah McGlew, Recording Secretary