

1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**

2 **Meeting**

3 **January 7th 2013**

4 **Meriden Town Hall**

5 Members Present: Jane Stephenson, Chair Mike Sutherland
6 Allan Ferguson Elise Angelillo
7 Jeff Albright

8
9 The meeting opened at 7:00pm

10
11 The Minutes of November 19th and December 17th were approved as amended.
12

13 **KUA Field House:** Halleran noted that the KUA field house is about to become
14 operational. The State's Fire Marshall inspected the property last week. The new
15 building is approved as a practice facility only (approved occupancy of 299), no
16 organized games/events are permitted. The facility is lacking sprinklers, restrooms and
17 parking approvals were not issued for the building being a used as a gathering place for
18 spectator sports. The building is code compliant for a practice facility.
19

20 **Lot Shape Hearing:** Jane Stephenson opened the hearing on the proposal to amend the
21 town's subdivision regulations by replacing the town's depth to lot width ratio,
22 commonly referred to as the 4 to 1 rule, with a shape factor to be calculated for all lots 15
23 acres or less in size. No public was in attendance to offer testimony on the change.
24 Board members, after several months of study, feel that this new approach will be easier
25 for developers to understand and focuses the discussion on the shape of the lot as
26 opposed to the shape of the lot as it relates to road frontage. The purpose of any shape
27 regulation is to insure new lots are created that result in parcels of land having reasonable
28 boundaries which are easy to identify and an overall shape that allows for typical uses
29 allowed by the zoning ordinance. Chairwoman Stephenson noted that if the new
30 regulation is unsuccessful the Planning Board can always return to the long standing 4 to
31 1 rule. There being no one else wishing to speak the hearing was closed. A motion to
32 approve the amendment was made and seconded and voted unanimously in the
33 affirmative. Halleran was directed to forward the change to the Town Clerk for inclusion
34 in the town's official land use regulations.
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36 The meeting adjourned at 8pm.
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40 Stephen Halleran

Jane Stephenson Chair

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1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
2 **Meeting**
3 **February 4th 2013**
4 **Meriden Town Hall**

5 Members Present: Jane Stephenson, Chair Mike Sutherland
6 Allan Ferguson Elise Angelillo
7 Jeff Albright

8
9 The meeting opened at 7:00pm

10
11 The January 7th minutes were approved as amended.

12
13 The Planning Board spent the session preparing for the upcoming public presentation of
14 the newly revised, master plan. The board determined that the meeting would take place
15 on Monday evening March 18th at 7pm here at the Meriden Town Hall. Chairperson
16 Stephenson will draft an article for the March edition of Plainfacts, inviting the public to
17 attend the session.

18
19 The Board reviewed the chapters of the new Master Plan. The document is entirely web
20 based and is accessed from the town's website. The Planning Board hopes to spend time
21 annually keeping the data in the document current.

22
23 The board meets next on February 18th with a subdivision and annexation application on
24 the agenda.

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26 The meeting adjourned at 8:35pm.

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29 Stephen Halleran

Jane Stephenson Chair

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2 **MINUTES OF THE PLAINFIELD PLANNING BOARD**

3 **Meeting**

4 **February 18th 2013**

5 **Meriden Town Hall**

6 Members Present: Jane Stephenson, Chair Mike Sutherland
7 Allan Ferguson Elise Angelillo
8 Jeff Allbright Judy Belyea
9

10
11 The meeting opened at 7:00pm

12
13 The February 4th minutes were approved as presented.
14

15 **Robert Bartles Annexation:** Chairwoman Stephenson opened the hearing; surveyor
16 Wayne McCutcheon explained the project. The proposal involves the transfer of 30.4
17 acres from tax map 243 lot 6 owned by the applicants to tax map 243 lot 6.1 also
18 owned by the applicants. As a result tax map 243 lot 6 will be reduced to 24 acres with
19 a residence and tax map 243 lot 6.1 will be enlarged to 81.8 undeveloped acres. Both
20 parcels gain access from Columbus Jordan Road and are primarily located in the RC II
21 zoning district. The project does not involve any change to access or road frontage for
22 either parcel. There being no questions from board members or abutters the
23 application was found to be complete and approved on a unanimous vote.
24

25 **Gribble Annexation/Subdivision:** Chairwoman Stephenson opened the two hearings.
26 Surveyor Peter Holden explained the applications as follows: The 44 acre property
27 fronts on Methodist Hill Road (tax map 209 lot 3). The first application is a minor
28 annexation with the adjoining property owned by Red Barn Trust designed to add 8'
29 of road frontage to the Gribble property in exchange for some 9,340 sq feet of back
30 land from the Gribble property. The Red Barn Trust land owns over 900 acres
31 mostly in Lebanon and has hundreds of feet of frontage on Methodist Hill Road. The
32 second application proposes to divide the Gribble parcel, as configured after the
33 annexation, into three lots, two 15 acre lots and one 14 acre parcel. The property is
34 zoned RCI and is not served by either public water or sewer. The annexation
35 application was handled first and was approved as presented. Moving to the
36 subdivision, board members noted that the application is in compliance with the new
37 shape factor regulation. The 14 acre parcel has a factor of 17. Abutter James Cragin
38 whose property is surrounded by the project noted that he has no objections to the
39 survey data and believes the work is accurate along his common boundary with the
40 Gribble property. It was noted that the plan shows a 36" culvert under Methodist Hill
41 Road, but that the culvert is more likely an 18" pipe. Halleran noted that Road Agent
42 Collins has reviewed the road frontage for the new lots and signed off on the certificate
43 of suitability that assures the Planning Board that each of the proposed lots have a safe
44 access point. Board members noted that if the drainage way between the Cragin land

1 and the Gribble land to the west is a perennial stream, development will be restricted
2 within 50' of the stream bank.

3
4 There being no additional comments from Board members or the public the
5 application was found to be complete and subsequently approved. Surveyor Holden
6 noted that he has to finish setting the pins for the project and will forward final copies
7 of the plans to the town for signing and recording. He will also check the size of the
8 culvert in question and make sure that it is accurately depicted on the plan.

9
10 **Other business:** Board members picked up their copies of application materials for the
11 upcoming site plan review for the AT&T tower located on property of Guy Daniels at
12 95 Beauty Hill Road. The hearing is posted for March 4th.

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15 The meeting adjourned at 8:15pm.

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17 Stephen Halleran

Jane Stephenson

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1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**

2 **Meeting**

3 **March 4th 2013**

4 **Meriden Town Hall**

5
6 Members Present: Jane Stephenson, Chair Mike Sutherland
7 Elise Angelillo Jeff Allbright
8 Judy Belyea
9

10
11 The meeting opened at 7:00pm

12
13 The February 18th minutes were approved as presented. Steve Halleran noted that on the
14 Gribble subdivision from last meeting, the culvert size that was question was in fact 36”
15 as originally shown on the plan.
16

17 **New Cingular Wireless PCS, LLC:** Chairwoman Stephenson opened the site plan
18 review by reading the posted notice. Consultant David Vivian explained that the
19 application is concerned with a 10' extension to the existing cell tower located on the
20 Daniel's property at 95 Beauty Hill Road. The height of the stealth style tower, after
21 extension, will be 90'. The project received Zoning Board approval in case 2012-02. As
22 a result of the ZBA hearing, the site plan is focused on whether or not changing the
23 color of the tower, from brown to gray would make the tower less visible on the
24 horizon above tree line. Guy Daniels, the property owner where the tower is located
25 indicated at the ZBA hearing that he feels the brown color of the existing tower makes
26 it highly visible against the horizon. Dave Vivian reported that the fiberglass like
27 panels that house the cell transmitters, the top 30' of the tower, can be painted just
28 about any color the town would like. The structural portion of the tower, bottom 60'
29 in this case, will not hold paint quite as well as the top portion. The tower owner is
30 prepared to change the color of the tower as directed by the board. Halleran noted that
31 contractors he has spoken with caution about leaving a distinct line from one color to
32 another on the tower, such a line will be very noticeable if its above tree line. Based on
33 the required tree height survey it appears that it would only be the top third of the
34 tower that is visible above tree line. A majority of board members present felt a gray
35 color would be less visible. There were no abutters or members of the public who
36 wished to speak. Halleran noted that there is a letter in the file from Guy and Ellen
37 Daniels opposing the extension. The Daniels could not make this evening's meeting.
38 Planning Board members noted that the extension itself has been granted. There
39 review is concerned with site plan aspects of the project.
40

41 Reviewing the entire application, the board found the application complete and
42 granted the requested waivers as found on tab 1 of the application. A motion to
43 approve the site plan was made second and voted in the affirmative subject to the
44 following:
45

1 At a minimum the top 30' of the tower will be painted gray in color and the board
2 further requests that the applicant make reasonable efforts to at a minimum paint the
3 upper portion of the structural section of the tower the same gray color taking care
4 not to leave a defined line between the existing brown and new gray color.

5
6 **Other Business:** Plainfield Village Resident Brad Atwater met with the board to
7 discuss ways to engage the community. Brad is currently involved with several
8 committees and each of these groups has a need to learn more about how the
9 community feels on important level of service issues. The Plainfield Community
10 Profile done back in the mid 1990's was discussed.

11
12 The Board spent the rest of the meeting preparing for the Master Plan Public Forum
13 to be held at the Plainfield Town Hall on March 18th.

14
15 The meeting adjourned.

16
17 Stephen Halleran

Jane Stephenson

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19

1 draft
2 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
3 **Master Plan Forum/Hearing**
4 **March 20th 2013**
5 **Plainfield Town Hall**
6

7 Members Present: Jane Stephenson, Chair Mike Sutherland
8 Elise Angelillo Des Hudson, Alt
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10
11 The meeting opened at 7:00pm
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13 This meeting was dedicated to holding a public forum on the newly revised master plan
14 which is now available exclusively online at www.plainfieldnh.org.
15

16 Jane Stephenson explained to the group of about a dozen residents that the Planning
17 Board has been working on this statistical update for more than three years. Special
18 thanks was given to Mike Sutherland for all his work to get the information up on the
19 town's website. Latest census information was used in this update. The Planning Board's
20 work continues to show that the vast majority of people who come to live in Plainfield
21 cite the elementary school and rural conditions as reasons for moving to the community.
22 Future challenges in Plainfield include an aging population and declining enrollment in
23 our school system. Options for broadening the tax base in town, increasing affordable
24 housing opportunities and the need for public transportation were discussed. There is
25 broad support for bus stops in Plainfield and Meriden Villages.
26

27 Jane pointed out that census data shows a widening gap between the wealthiest and the
28 poorest members of our community. Plainfield is seen significant growth in household
29 incomes over the last decade, but at the same time 13% of our children now live in homes
30 below the poverty level.
31

32 Mike Sutherland demonstrated several of the interactive features of the web based Master
33 Plan. These include various land use maps and many links throughout the document that
34 take the user to other reports and sources of data.
35

36 The group finished the discussion with a brainstorming session on how to engage the
37 community in a fact finding mission. Using social media and holding a Community
38 Profile were both discussed at length as possible options for gathering needed
39 information.
40

41 The meeting adjourned at 9:00pm.
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43
44 The meeting adjourned.
45

46 Stephen Halleran

Jane Stephenson

MINUTES OF THE PLAINFIELD PLANNING BOARD
Meeting
April 15th 2013
Meriden Town Hall

Members Present:	Jane Stephenson, Chair	Mike Sutherland
	Elise Angelillo	Jeff Allbright

The meeting opened at 7:00pm

As the Zoning Board was just completing its scheduled meeting at 7pm, the two boards met briefly for an informal discussion about the Yate's Collector's Armory project which is now moving to the Site Plan Review phase of the land use process. The Zoning Board, which had just approved the project, encouraged the Planning Board to look closely at whether or not all or a portion of the recently added porch to the building should be removed. The applicant is willing to do whatever the town wishes on this issue. The porch encroaches onto Peterson Road. Insuring that the off street parking lot on the south side of the building is important, as is the requirement that the interior of the building be renovated so that the residence and the business are as separated from each other as possible.

Master Plan Adoption: After a brief discussion about the March 4th public forum Chairman Stephenson moved to adopt the newly formatted web based Mater Plan. The motion was seconded and voted in the affirmative. Board members discussed how the plan will be updated going forward. Board members felt that updating a single chapter each year made good sense. Special thanks was given to Mike Sutherland for all is work on formatting the plan up onto the town's Master Plan.

The meeting adjourned at 8pm.

Stephen Halleran

Jane Stephenson

1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
2 **Meeting**
3 **August 19th 2013**
4 **Meriden Town Hall**

5
6 Members Present: Judy Belyea, Acting Chair Allan Ferguson
7 Elise Angelillo Jeff Allbright
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11 The meeting opened at 7:00pm
12

13 This was the Planning Board's first meeting since April 15th, Judy Belyea filled the role
14 as Chairperson, Jane Stephenson is away on vacation.
15

16 **Chellis Estate to Marsh Annexation:** The hearing was opened with the reading of the
17 posted notice. Surveyor Chris Rollins explained that the application involves the
18 annexation of some 13 acres of land from tax map 233 lot 26 to the 5 acres of land across
19 Chellis Road owned by Jeff and Robyn Marsh (map 233-21). This project, if approved,
20 allows the transfer of the sugar bush that Jeff and his wife Robyn have used for years
21 from the estate of Vera Chellis to them. The Marsh lot will be 18.1 acres the Chellis
22 remaining land some 56 acres. Chris noted that the lines have been drawn to include the
23 active sugar bush, there will a private restriction on cutting of trees along the common
24 line with the Chellis remaining land. Board members noted that the combined acreage of
25 both parcels results in lot sizes that do not require a shape factor calculation. Both
26 parcels are conforming to the zoning ordinance. There being no abutters wishing to speak
27 and no further questions the application was found to be complete and voted in the
28 affirmative approving the annexation as proposed. The mylar and paper copies were
29 signed and will be forwarded to the registry.
30

31 **Longacre Corporation Project:** Survey Wayne McCutcheon and Longacre Co.
32 President Joe Longacre met with the Planning Board for an informal review to discuss a
33 four lot subdivision of the business' Westgate Road property. The project involves the
34 creation of two 1 acre lots on Hayward Road and two 1 acre lots on Westgate Road
35 leaving some 15 acres of land to continue to be used as a plant nursery. Joe explained
36 that the company's business model has changed and the growing of plants on site is being
37 phased out. The new house lots will be made available for sale and are similar to the
38 existing lots in the neighborhood which also came from the former Ralph Jordan Farm.
39 The Longacre's purchased their land from John Meyette, Ralph's nephew back in the
40 1980's.
41

42 Zoning Administrator Halleran noted that while he has no formal decision making role in
43 the town's subdivision process he is married to Melissa Longacre who is the daughter of
44 one of the three Longacre brothers who owns the Longacre corporation.
45

1 As is required for lots under 5 acres, Wayne is planning to make formal application for
2 subdivision to the state of New Hampshire DES. As part of that process, he will be
3 seeking approval from the water district for permission to connect these lots to their
4 system. Planning Board member Albright asked that all existing culvert flowage rights
5 onto these new lots be formalized as part of the subdivision process. Wayne agreed that
6 this could be done.

7
8 Septic systems for the lots will be on site and will require small mounds that can easily be
9 incorporated into the final grading of the sites. Board members noted that these lots
10 should provide some reasonably affordable housing options for young people wishing to
11 move into Plainfield Village. Two similar lots were created on Bonner Road in Meriden
12 Village last year. These lots are currently being marked for around \$45,000.

13
14 The meeting adjourned at 8:15pm.

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18 Stephen Halleran

Judy Belyea

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1
2 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
3 **Meeting**
4 **October 7th 2013**
5 **Meriden Town Hall**
6

7 Members Present: Jane Stephenson, Chair Allan Ferguson
8 Elise Angelillo Jeff Allbright
9 Judy Belyea Mike Sutherland
10

11
12 The Planning Board met at 6:30pm at #7 Bean Road for an advertised site visit of the
13 proposed Poor Tom's Tavern. Property Owner Tom Lappin outlined the details of proposed 48
14 seat restaurant. He discussed the proposed driveway relocation and the proposed parking lot
15 configuration, both for patrons and tenants. An existing attached barn on the property will be
16 removed and replaced with a kitchen. A single sign no larger than 4' x 8' is planned for the front
17 lawn. All outside lights will be dark sky compliant. The group walked through the vacant ground
18 floor area of the house that will be converted to the restaurant use. The site walk ended at 6:55pm
19 and the group moved to the Meriden Town Hall.
20

21 Meriden Town Hall 7pm
22

23 **Poor Tom's Tavern Site Plan Review:** Chairman Jane Stephenson opened the hearing. The
24 details of the ZBA decision on the case were reviewed and discussed. Applicant Tom Lappin
25 explained that currently the building is used for three single bedroom apartments. The property is
26 1.1 acres in size and is served by public water and sewer. In a previous life the building served as
27 dormitory for Kimball Union Academy, most recently it has been a private residence with
28 apartments. As proposed, the restaurant would include 48 seats, be open seven days per week
29 serving dinner. Hours of operation would be 4pm till 10pm week days, 4pm to 11pm on Fridays,
30 Saturdays and Sundays. Deliveries will be during the day and the trucks will use the empty
31 parking lot for turning around and leaving the property. A small dumpster will be located to the
32 rear of the lot and will be fenced and fitted with proper covers. The dumpster will be maintained
33 in good working order. The restaurant will not include any outside seating at this time and there
34 will be no amplified music. Tom will apply for a NH liquor license as well as all necessary state
35 health department licenses. The restaurant will be fitted with a fire suppression system and the
36 entire building will be alarmed. Tom has had several meetings with the town building inspector
37 and other life safety code officials. Six outside lights for the parking lot are planned; all will be
38 dark sky compliant. Walkways will be fitted with ground level lighting as well. All signage will
39 conform with town requirements and will be in keeping with the colonial age of the building.
40 Abutter Jane Witzel inquired about the details of the headlight screen along the common line with
41 the Townsend lot. Tom responded that this will be a solid fence. Jeff Albright asked if snow
42 removal would be a problem and whether or not the town has reviewed the grading plans for the
43 parking lot. Tom indicated that snow will be moved to the rear of the lot. Steve Halleran noted
44 that the road agent has reviewed the plans and does not see any issues with drainage, there is a
45 single catch basin on the east side of Bean Road near this property. Jeff Allbright asked that the
46 town take a look at the street lighting at the intersection of Route 120 and Bean Road just to make
47 sure that it is adequate for patrons crossing the highway. Jane Stephenson and Mike Sutherland
48 inquired about the lighting details and sign configuration. Board members noted that the ZBA
49 decision was very tight for this case and deals with a lot of operational items that could, if
50 necessary, trigger further town review. There being no further questions the Board voted to

1 approve the site plan as presented with the condition that the town review the street lighting at
2 Bean Road and Route 120.

3 **Longacre 5 lot subdivision, 4 new lots created:** Chairwoman Jane Stephenson opened
4 the hearing. The application is for a five lot subdivision of property fronting on Westgate
5 and Hayward Roads. The property is approximately 20 acres and is zoned Village
6 Residential. Four new lots are proposed, lot 1, is 15.44 acres and contains the existing
7 building and plant nursery. Two lots are proposed on Hayward Road (lot 2 -1.28acres, lot
8 3- 1.25 acres) and two lots are proposed on Westgate Road (lot 4- .91 acres, lot 5 -1.0
9 acre). Surveyor Wayne McCutcheon reviewed the details of the project. State subdivision
10 approval has been granted and each of the new lots will be served by public water. Each
11 lot has a proven septic location and a likely building location. The lots have been formed
12 in a pattern very similar to other properties on the street. All of the land was once the
13 Ralph Jordan farm and most of the houses on Westgate and Hayward were cut from this
14 property years ago. Neighbors spoke highly of the Longacre stewardship of the land,
15 noting that if possible it would be best if any future homes could be in keeping with the
16 style and type that exists in the neighborhood, ranches and capes. If done, this would be a
17 private restriction not a town enforced restriction. Abutter John Sylvia asked if it would
18 be possible to relocate the driveway for lot 5 so that it was not directly across from his
19 living room window. The applicant indicated that this would not be a problem. At this
20 time there are no plans to develop these lots. Common driveways for the four lots are
21 also possible. The town's Road Agent has certified that each of these lights has an
22 adequate spot for a driveway, but given the flat topography exact locations could easily
23 be amended as needed to address neighbors concerns. Per the town's zoning ordinance
24 buildings will be setback at least 55' from the center of the road (25' ROW, 30 setback).
25 Each of the new lots has a shape factor under 18, the remaining land is exempt as it is
26 over 15 acres in size. A motion followed to find the application complete. A motion to
27 approve the application was also made seconded and voted in the affirmative.

28
29 **Other business:** Jane Stephenson signed a slightly amended mylar and plan copies for
30 the Gribble Annexation to and from the Red Barn Trust. This was approved back in April
31 and since then attorneys for the Red Barn Trust have asked that some additional
32 dimensions be called out on the plan. No material changes to the plan were made and the
33 augmented plan will be recorded at the registry.

34
35 **Spencer Subdivision preliminary discussion:** Surveyor Chris Rollins shared with the
36 Board a plan to divide the Claudine Spencer lot on Hayward Road, 11 acres, into two lots
37 the main house will be left on 3.3 acres and a 7.5 acre undeveloped lot will be available
38 for one of Claudine's children to build a home on. The lots have a shape factor of 28 and
39 26, both needing Planning Board consent to be approved. A shape factor of less than 25 is
40 never an issue, between 25-29 requires Planning Board approval and more than 30 is not
41 allowed. Board members noted that under the old 4 to 1, these lots would not have been
42 possible, but with the shape factor approach they are at least possible. Board members
43 reserved a decision on the proposed shape factors until the public hearing on the
44 application. It was noted that both of these lots are far larger and have the same amount
45 of road frontage as the four new lots just created as part of the Longacre project.

1 **Accessory Apartments:** Planning Board members will spend the October 21st meeting
2 reviewing Lebanon's new accessory apartment ordinance to see if it is applicable to
3 Plainfield.

4
5 The August 19th minutes were approved as amended.

6
7 The meeting adjourned at 9:00pm

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9

10 Stephen Halleran

Jane Stephenson

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1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**

2 **Meeting**

3 **October 21st 2013**

4 **Meriden Town Hall**

5
6 Members Present: Jane Stephenson, Chair Allan Ferguson
7 Elise Angelillo Jeff Allbright
8 Mike Sutherland
9

10
11 The meeting opened at 7pm
12

13 **Mark Horne:** In follow up to his appearance at the Zoning Board meeting last week, Mark
14 attended the meeting to ask that the Planning Board consider an amendment to the Zoning
15 Ordinance that would allow Approved Business Projects to include multifamily residential uses
16 as part of the mix. Currently, this is prohibited by letter (g) of operational criteria. Mark owns a
17 nine acre parcel on Route 12A with a three unit apartment building and would like to combine
18 that use with a monthly auction at the site utilizing the horse arena as the auction site. ZBA
19 member Bill McGonigle was in attendance for the discussion. The Planning Board will do some
20 research to try and better understand the reason letter (g) was included in the ordinance.
21 Speculation is that it was to make it clear the you could not use this section to get around the
22 more complex PRD/Conservation Design section of the ordinance for multi unit housing projects.
23 Reducing the acreage necessary for each unit (3.5 in the RR zone) might also be an option and
24 would allow the property to be subdivided putting the auction business on its own parcel.
25

26 **Assessory Dwelling Unit (ADU):** Chairperson Stephenson opened this discussion by sharing
27 with Board members copies of several communities out west that allow these detached
28 subordinate residential units. The City of Lebanon has recently added these to its ordinance as
29 well. Plainfield currently allows small Accessory Apartments, but they must be in or attached to
30 the main residence. Halleran urged board members to keep any change simple and clear without
31 many restrictions noting that the town's zoning enforcement typically focuses on very broad
32 issues and is not currently well suited to enforce things like aesthetic issues or the number of
33 occupants in a building. While preferred, currently the town does not typically require measured
34 drawings for a building permit. Stephenson indicated that in her view these units would only be
35 approved after both a Zoning Board and Planning Board full review with abutter notices etc.
36 Board members asked to see if the Lebanon Planner that drafted the City's ordinance might
37 attend a future Planning Board meeting to discuss their experience. Halleran will check on this
38 and try to set up a meeting. There was generally support for this type of change as long as it
39 could be managed and done reasonably. It was noted, that in Plainfield public water and sewer is
40 not readily available and would mean either upgrading the existing private system on the property
41 or adding a second system.
42

43 The meeting adjourned at 9:30pm
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46 Stephen Halleran

Jane Stephenson

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1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
2 **Meeting**
3 **November 12th**
4 **Meriden Town Hall**

5
6 Members Present: Jane Stephenson, Chair Allan Ferguson
7 Elise Angelillo Mike Sutherland
8
9

10 The meeting opened at 6pm
11

12 ZBA Chairman Richard Colburn and ZBA Member Brad Atwater attended this meeting
13 along with Selectboard member Robert Taylor.
14

15 Chairman Stephenson welcomed Lebanon Planning Director Andrew Gast-Bray to the
16 meeting. The City of Lebanon has been kind enough to let Andrew attend this meeting to
17 inform the Planning Board about Lebanon's experience with Accessory Dwelling Units
18 which can be either attached to or detached from the main the dwelling unit. See
19 attached copy of the Lebanon ADU ordinance. Mr. Gast-Bray explained that in Lebanon
20 the goal was to promote infilling of residential units in established neighborhoods and
21 villages. While the ordinance is only a year old, so far the two applications they have
22 had were not located in village settings. Lebanon was very careful to require that the
23 detached unit is of like construction and design to the main house and is subordinate in
24 size. Where private waste water systems are involved the new structure must have its
25 own or the existing system must be upgraded to handle the additional load. Both units
26 must remain under the same ownership. Only one unit may be rented the other must be
27 owner occupied. Lebanon requires that the unit be located behind the main house and
28 places restrictions on its height. In the case of large lots the Zoning Board can allow the
29 ADU to be in front of the main house if in their view the character of the neighborhood
30 is not affected.
31

32 All ADU applications go before the Zoning Board of Adjustment. This insures a public
33 review process and ample opportunity for neighbors to raise concerns. Further, Lebanon
34 employs a full time code enforcement team that insures that these units are built and
35 operated as approved. Based on the above framework, Lebanon saw no reason to limit
36 the ADU to being attached to the main dwelling. These types of ordinances are now
37 quite common around the country. Jane Stephenson shared a US Department of Housing
38 case study on ADUs. See attached.
39

40 Mr Gast-Bray left the Planning Board meeting for a Lebanon budget meeting. The Board
41 thanked Andrew for his time. Halleran noted that at the next meeting Planner Director
42 Nate Miller with the UVLSRPC will be in attendance to discuss ADUs and lot sizing
43 requirements for multifamily buildings. Currently, Plainfield's ordinance requires

1 significant additional land for each apartment that is created. The Planning Board like
2 some guidance on this issue. See the October 21st meeting minutes.

3

4

5 The Planning Board will meet next on November 18th. The meeting adjourned at 7:45pm.

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8

9 Stephen Halleran

Jane Stephenson

10

1 **MINUTES OF THE PLAINFIELD PLANNING BOARD**

2 **Meeting**

3 **November 18th**

4 **Meriden Town Hall**

5
6 **Members Present:** Jane Stephenson, Chair Allan Ferguson
7 Elise Angelillo Mike Sutherland
8 Judy Belyea Jeff Allbright
9

10
11 The meeting opened at 7pm
12

13 **Bucklin/Beaupre Land Swap:** Chairwoman Stephenson opened the hearing by reading the public
14 notice. Surveyor Wayne McCutcheon explained that the application involves annexation of property
15 fronting on Marsh Hill and Grantham Mountain Road. Specifically, a back land swap of .7 acres
16 between the two parcels and will allow the Bucklin property to satisfy side setback requirements for a
17 planned outbuilding. The Beaupre property is 26.2 acres and the Bucklin property is 7.3 acres. No
18 change in road frontage or total area for either parcel will result from this application. Board members
19 agreed that this swap improves the overall shape of the Bucklin property and does no harm to the
20 Beaupre property. No abutters were in attendance. The application was found to be complete and
21 approved subject to one plan note correction listing Audra Bucklin as an owner. Wayne McCutcheon
22 will make up the final plans and mylar for signing.
23

24 **Chapman Voluntary Merger:** As allowed by RSA 674-39-a owner Annamay Chapman has elected to
25 merge a vacant lot which is owned by her located adjacent to her home (lot 2 of the Chapman 1982
26 subdivision) with the home property. After a brief procedural discussion the merger was approved as
27 presented. Copy of the merger documents attached.
28

29 **Zoning Change Discussion:** Upper Valley Lake Sunapee Regional Planning Commission Planning
30 Director Nate Miller met with the board to discuss the Plainfield Zoning Ordinance. Zoning Board
31 members Richard Colburn and William McGonigle attended the session as well. Residents Mark and
32 Sandy Horne also attended relating to their concern about lot sizing and Approved Business Projects
33 being allowed to include residential uses.
34

35 A general discussion followed about accessory dwelling units and work force housing opportunities in
36 Plainfield. Nate confirmed that should Plainfield decide to allow detached ADU's we would be only the
37 second town in the region to do this, the other is Lebanon. Nate also felt that if Plainfield wishes to
38 increase the opportunities for more dwelling units in town, whether accessory apartments, ADU's or
39 multifamily units, relaxing the requirements for additional acreage might be helpful. Right now a three
40 unit apartment building in the Rural Residential Zone requires 10.5 acres of land (each unit demands the
41 minimum acreage in the zone). Even an Accessory Apartment requires an additional 20,000 sq ft of land.
42 The RCII zone which has a 15 acre minimum size includes the same requirement. Most of the towns in
43 the region either require just a conforming lot or some small amount of acreage, not the full minimum
44 lot size per unit.
45

46 Nate agreed that increasing the Accessory Apartments or ADU's to include at least two bedrooms
47 might be important to help with workforce housing issues.
48

49 Nate also indicated that while the Approved Business Project language is unique to the Plainfield
50 Ordinance, it is very common in other town's to allow the combination of residential and commercial
51 uses on the same property.
52

1 Nate suggested that over time Plainfield might want to look at a form based zoning ordinance as
2 opposed to the more traditional performance based type that most towns including, Plainfield, have
3 now. With a form based ordinance the focus is more on how a building looks and interacts with its
4 surroundings and less concerned with the use that it is put to. Form based ordinances are becoming
5 more popular. Enfield and Claremont both have form based components in their ordinances.
6

7 The Planning Board thanked Nate for his attendance. The board will continue these discussions at its
8 next meeting.
9

10 The meeting adjourned at 9:00pm
11

12

13 Stephen Halleran

Jane Stephenson

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2 **MINUTES OF THE PLAINFIELD PLANNING BOARD**
3 **Meeting**
4 **December 2nd**
5 **Plainfield Town Hall**
6

7 Members Present: Jane Stephenson, Chair Allan Ferguson
8 Elise Angelillo Judy Belyea
9 Jeff Allbright
10

11 The meeting opened at 6:30pm with a site visit to #1100 Route 12A the former Plainfield Store that is
12 being converted into “The Armory” by owner Paul Yates. The business is to be involved with the retail
13 sales of outdoor sporting equipment, including the sale and repair of firearms. The project received Zoning
14 Board approval earlier in the year. The site plan review is the final step in the land use approval process.
15

16 Owner Paul Yates showed the assembled group the proposed parking lot on the south side of the building
17 as well as the porch area on the north side that he would like to convert to a storage shed. The group then
18 moved inside to view the retail floor space, the gunsmith work areas and the business office. All agreed that
19 a tremendous amount of work has been done on the building. The group moved up to the Plainfield Town
20 Hall for the site plan hearing.
21

22 **Yates Site Plan “The Armory”**: Chairwoman Stephenson opened the hearing. The posted notice was read.
23 Board members reviewed the Zoning Board decision in the case. Mr. Yates explained the business plan and
24 provided the town copies of all his licensing. He went on to note that his Approved Parking Plan requires at
25 least six spaces on the south side of the building for customers, two on the north for the residential use, and
26 two for employees that will be provided by the Plainfield Church. There was some confusion about the
27 layout of the parking area. It was noted that the parking plan that was included in the board’s mailer was
28 not the version that was approved by the Zoning Board. Halleran will correct this error, noting that Mr.
29 Yates did in fact submit a subsequent parking plan that reflected the work done by the Zoning Board at the
30 use hearing. Mr. Yates confirmed that he understands that if for any reason the off street parking is not
31 sufficient he will have to find a solution. Abutter Priscilla Wheeler restated her position during the zoning
32 approval process that she is happy to provide some additional parking on her property if that helps Mr.
33 Yates. The Board discussed the walling in of the north side of the porch for storage. The board determined
34 from the site visit that the proposed work will not adversely impact sight distances for the Peterson Road
35 Route 12A intersection. Halleran noted that the porch was granted setback relief when it was constructed
36 by a previous owner who was reopening the store at that time. Now a decade later the porch becomes part
37 of the buildings and will be right on the road. Given that there is no new foundation work the Planning
38 Board did not feel it had the authority to prevent the enclosing of the porch. Plainfield does not have formal
39 design guidelines or a historical district. Mr. Yates indicated that neither his family nor the business has
40 any place for storage, other than the shop basement. Abutter Ron Bailey noted that he has watched the
41 Yates renovate the store over the last few months and he has no doubt that he will do a good job with the
42 storage area. Mr. Yates noted that the Zoning Board had asked him to design the project so that most of
43 traffic into the store comes from the south side, thereby reducing the likelihood that patrons entering the
44 building with firearms will interact with families using the adjacent Corey Tabor park. Mr. Yates feels that
45 eliminating the porch from the north side of the building is in keeping with that goal, making it more likely
46 that customers will park either on Route 12A or in the designated lot and use the south entrance. Fire Chief
47 Frank Currier noted that he has no particular concerns with the proposed use or building/parking proposal.
48 Mr. Yates has kept him informed during the renovations and the project is not a burdensome concern for
49 the fire department.
50

51 Signage for the project will be in conformance with the town’s Zoning Ordinance and will include a sign
52 on the building and one free standing sign delineating the parking area and the selling of firearms.
53

1 Outside lighting will be basically unchanged and will all be shut off at night at closing. Any new outside
2 lights will be dark sky compliant.

3

4 There being no further questions the site plan review was approved as presented.

5

6 **Zoning Ordinance Changes:** The Planning Board spent the rest of the meeting working on zoning
7 changes. The three issues under consideration are: 1) Reducing the per unit acreage requirements for multi-
8 residential units, 2) Removing the prohibition of multiple housing units being part of a Approved Business
9 Project, 3) Allowing Accessory Dwelling Units (ADUs) in detached buildings. Residents Mark and Sandy
10 Horne sat in on the Board's deliberations. After about an hour of discussion, the Planning Board felt that a
11 joint meeting with the Zoning Board would be helpful. Halleran was asked to set a combined Zoning
12 Board Planning Board meeting for Monday night December 12th. All of the changes under consideration
13 are designed to enhance opportunities for property owners to add residential units to their existing or
14 proposed properties.

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16 The meeting adjourned at 9:40pm.

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19 Stephen Halleran

Jane Stephenson, Chair

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**MINUTES OF
THE PLAINFIELD PLANNING/ZONING BOARD
Meeting
December 9th 2013**

PB Members Present: Jane Stephenson, Chair Allan Ferguson
Elise Angelillo, Mike Sutherland
Jeff Allbright

ZBA Members Present: Richard Colburn, Chair Ted Moynihan
Bradford Atwater Bill McGonigle

Public present: Mark Horne

The meeting opened at 6pm

The Planning Board continued its work on several proposed zoning changes. See attached. To assist the process the Zoning Board of Adjustment was invited to attend the session and discuss the draft changes. This meeting also served as the Zoning Board's December meeting.

Question #3. The assembled group, felt that removing letter (g) from the Approved Business Criteria was appropriate. The Approved Business Project has been in existence now for many years and giving landowners the option of including a couple of apartments in their business project proposal did not seem to be a problem. Zoning Board members noted that compatibility of uses would be key to success for an applicant. A house conversion to a commercial office and two apartments might be fine, but two apartments in the middle of a gravel pit operation or trucking terminal might well not pass the compatibility test.

Question #2. There was broad support for reducing the acreage requirements for multi-family buildings in the Rural Residential Zone. The group did feel that it was appropriate to require some additional acreage for more than two units, but not necessarily to require a full 3.5 additional acres per unit. It was hoped that this change might lead to more workforce housing units being available in Plainfield.

Question #3. The group supported the idea of the Accessory Dwelling Unit as a separate detached building. There was concern that the change should be handled as a first step, basically allowing the existing Accessory Apartment to be put into detached outbuildings. There was concern expressed about putting safeguards in place to make sure that the new unit is subordinate to the main dwelling. Further, Zoning Board members requested that the Planning Board include in the new regulation some performance standards for granting the special exception.

The meeting adjourned at 9:40pm

Stephen Halleran

Jane Stephenson, Chair

Richard Colburn, Chair ZBA

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**MINUTES OF
THE PLAINFIELD PLANNING BOARD
Meeting
December 16th 2013**

PB Members Present: Jane Stephenson, Chair Allan Ferguson
 Elise Angelillo Mike Sutherland
 Jeff Allbright

Also attended: Brad Atwater, ZBA

The meeting opened at 7pm

The November 18th, the December 2nd, and December 9th minutes were approved as amended.

The Board worked on the proposed zoning ordinance changes for the 2014 meeting. See attached draft.

Question #1: Accessory Dwelling Unit ordinance: The following themes emerged. The ADU, whether attached or detached must be subordinate to the main dwelling, no larger than 50% of the main dwelling's living space. The ordinance should provide reasonable opportunities for all Plainfield home owners to add an accessory dwelling unit regardless of the size and style of their home. To allow for the most flexibility ADU's should be allowed to have two bedrooms. Board members also felt that the ordinance should be clear on all the requirements for an ADU, and exceptions to these requirements should not be made. It is envisioned that the most common locations for ADU's will be above garages and barns or in some other existing outbuilding on the property. Many ADU's will continue to be built inside or as additions to the main dwelling unit. This will continue to be the easiest way to get an apartment use approved.

Questions #2: Reducing the minimum acreage necessary for a multi-family building: Based on the information received from the two planners the board consulted with this fall there is support for reducing the minimum sized lot necessary for a multi-family residence in the RR and RC I zones, but there was concern that in the VR zone it might be best to have some additional acreage even for an ADU. Conforming VR zone lots can be as small as a half acre, where in the RR zone 3.5 acres is the minimum.

Question #3: The board made no change to this proposed change which similar allows for the possibility of including multi residential uses as part of an Approved Business Project.

The various edits made to the draft will be incorporated into the next draft. A public hearing on the proposed changes will be held in January. The Board's next meeting will be January 6th 2014.

Stephen Halleran

Jane Stephenson, Chair