

**Pittsfield Planning Board
Town Hall, 85 Main Street
Pittsfield, NH 03263
Minutes of Public Meeting**

DATE: Thursday, April 6, 2017

AGENDA ITEM 1: Call to Order

Chair Clayton Wood called the meeting to order at 7:00 P.M.

AGENDA ITEM 2: Roll Call

Planning board members present:

Clayton Wood (chair),

Daren Nielsen (vice-chair),

Jim Pritchard (secretary),

Paul Nickerson,

Gerard LeDuc (selectmen's ex officio member), and

Carole Richardson (alternate for the selectmen's ex officio member)

Planning board members absent: None.

Members of the public appearing before the planning board: Eleazer (Lee) Carver and Nancy Carver.

“Members of the public appearing before the planning board” includes only members of the public who spoke to the board. It does not include members of the public who were present but who did not speak to the board.

AGENDA ITEM 3: Election of Officers

Jim Pritchard nominated Clayton Wood for chair.

Paul Nickerson seconded the nomination.

There were no other nominations for chair.

Discussion: No discussion.

Vote to elect Clayton Wood as chair: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

Jim Pritchard nominated Daren Nielsen for vice-chair.

Clayton Wood seconded the nomination.

There were no other nominations for vice-chair.

Discussion: No discussion.

Vote to elect Daren Nielsen as vice-chair: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

Clayton Wood nominated Jim Pritchard for secretary.

Daren Nielsen seconded the nomination.

There were no other nominations for secretary.

Discussion: No discussion.

Vote to elect Jim Pritchard as secretary: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

Clayton Wood nominated Jim Pritchard for recording secretary.

Daren Nielsen seconded the nomination.

There were no other nominations for recording secretary.

Discussion: No discussion.

Vote to elect Jim Pritchard as recording secretary: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

AGENDA ITEM 4: Appointments to Boards

Clayton Wood listed the committees where the planning board has members:

Housing standards board:

Clayton Wood said that, by law (housing standards ordinance, article 100, section 100.4), he was the planning board’s ex officio member of the housing standards board unless he designated someone else. Clayton Wood said that he would continue as the planning board’s ex officio member.

Master plan committee:

Clayton Wood said that the master plan committee currently consists of Ralph Odell as chair, Ted Mitchell as secretary, Roland Carter as planning board representative, Jim Pritchard as planning board representative, and Helen Schoppmeyer. Clayton Wood said that the planning board did not have to take any action on the master plan committee’s membership because committee members do not have defined terms. Because Roland Carter’s term as planning board alternate expired with the beginning of this term (this term being April 2017 to April 2018), he will not be a planning board representative, but he will continue to be a member of the master plan committee.

Pittsfield’s two representatives to the Central New Hampshire Regional Planning Commission:

Clayton Wood said that the two representatives to the Central New Hampshire Regional Planning Commission are Ted Mitchell and Jim Pritchard, that Ted Mitchell’s term is from 2014 to 2018, that Jim Pritchard’s term is from 2016 to 2020, and that, consequently, there is no action to take on the town’s representatives to the Central New Hampshire Regional Planning Commission. (Comment of recording secretary Jim Pritchard: “Representatives to a regional planning commission shall be nominated by the planning board of each municipality from the residents

thereof and shall be appointed by the municipal officers of each municipality.” (RSA 36:46, III.))

Transportation advisory committee:

Clayton Wood said that Ted Mitchell is the town’s voting member and that Jim Pritchard is the alternate. (Comment of recording secretary Jim Pritchard: The board of selectmen appointed Ted Mitchell and Jim Pritchard to the transportation advisory committee on March 5, 2013. The notice of appointment form does not state an expiration date. The rules of the transportation advisory committee, article 4, Membership, do not define terms but instead say, “TAC members shall serve at the pleasure of the appointing authority.”)

AGENDA ITEM 5: Agenda Review

Clayton Wood wanted to discuss the planning board’s schedule of regular meetings from April 2017 to April 2018.

AGENDA ITEM ADDED: Discussion of the planning board’s schedule of regular meetings from April 2017 to April 2018

Clayton Wood reviewed the planning board’s schedule of regular meetings from April 2017 to April 2018. Clayton Wood said that the board would meet on the first Thursday of each month except that the board has two regular meetings in December. (Planning board rules of procedure, section VI, 1.)

AGENDA ITEM 6: Public Input

No public input.

AGENDA ITEM 7: Approval of the Minutes of the March 2, 2017 Meeting

Gerard LeDuc moved to approve the minutes of March 2, 2017, as written in draft.

Paul Nickerson seconded the motion.

Discussion:

No board member stated any problems in the draft minutes.

Vote to approve the minutes of March 2, 2017, as written in draft: carried 4 - 0 - 1. Voting “yes”: Jim Pritchard, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: Daren Nielsen.

(Comment of recording secretary Jim Pritchard: After the meeting, Jim Pritchard changed “Members of the public appearing before the planning board: none.” to “Members of the public appearing before the planning board: None.” The change within the passage is “none” to “None”.

AGENDA ITEM 8: No Worry LLC Application for Exemption from Site Plan Review

The No Worry project is for a self-storage facility with accommodations for boat storage and motorcycle storage in the manufacturing and office building formerly occupied by Pittsfield Weaving at 1 Fayette Street, tax map U-4, lot 25, in the Light Industrial/Commercial zoning district.

Lee Carver described his proposal as a self-storage facility with 77 locker units, and as a storage facility for boats, and as a storage facility for motorcycles. The zoning ordinance permits self-storage facilities in the Light Industrial/Commercial District as special exceptions (zoning ordinance, article 3, section 3, (b), (2) and (6)), and the zoning board of adjustment approved the self-storage facility as a special exception on March 23, 2017. The zoning ordinance permits the storage of boats and motorcycles by right as either a marine sales or service, for storage of boats, or a parking facility, for storage of motorcycles. (Zoning ordinance, article 3, section 3, (b), (1), and (6).)

Daren Nielsen asked about the fire-suppression means on the vehicle storage area for the possibility of fire from the fuel tanks of the boats or motorcycles.

Lee Carver said that he had insurance and that the fire chief had approved the fire-suppression means.

Daren Nielsen asked whether the storage facility would have 24-hour access and whether the storage facility would have security cameras.

Lee Carver said that the storage facility would have 12-hour access and would have an alarm system and six security cameras to start. Lee Carver said that his business model was very typical for self-storage facilities.

The board reviewed Lee Carver's application and each of its statements saying how the proposal would satisfy the conditions for an exemption from site plan review. (Pittsfield Site Plan Review Regulations, section II, B, 1.) The letter says as follows:

Members of the Planning Board:

On March 23, 2017 we presented a plan to the Zoning Board of the Town of Pittsfield a request for special exception to allow for mini storage at our location. This plan was unanimously approved. We now request an exemption to Site Plan Review to allow a change of use from the Pittsfield Weaving Factory to mini storage.

The proposed use does not require exterior physical construction or expansion of the building . We request this exemption based upon the following criteria:

1. No additional off-street parking is required as determined by the requirements of the Zoning Ordinance

The site has adequate parking with more than 65 spaces. Lots U4-25 (paved) and U4-26 (unpaved) are available and contiguous to the subject property. Additionally, lots U4-21, U4-22, and U3-118 contain additional paved parking nearby but not contiguous.

2. Septage loading of the site does not increase beyond that which the existing system is already designed to accept

The site has Town water and Town Sewer. Storage facilities use minimal sewer and water.

3. No adverse impacts beyond the site boundaries will occur due to:

Increased traffic:

No. State guidelines on parking for warehouse use recommends just 1 parking space per 1500 sf of building space, indicating that traffic to and from storage locker facilities is light. Storage facilities typically generate minimal traffic and parking needs.

Groundwater use:

No impact. See item 2

Drainage:

No impact. See item 2

Sanitary and solid waste disposal:

Town sewer available, and tenants will be responsible for their own solid waste disposal.

Lighting and glare:

Site already has adequate lighting. No additional lighting is planned to be installed.

Noise:

Proposal will produce only limited noise. Storage facilities are inherently quiet

Fumes, odors or air pollutants:

No impact. Storage facilities do not generate these types of pollutants

Municipal services, facilities and utilities will not be overburdened or adversely impacted:

No impact. See item 2 and item 3

* * * * *End of quotation from Lee Carver's letter. The letter has been reformatted somewhat for these minutes, but the content is unchanged.

Clayton Wood asked about the movement of tenant possessions through the loading dock.

Lee Carver explained that tenants could use either the loading dock or the walk-in door but that most of the traffic in and out of the building would probably move through the walk-in door.

Jim Pritchard said that he had much personal familiarity with self-storage facilities and that most customer traffic in and out of the building would probably move through the walk-in door. Jim Pritchard said that, in his experience, self-storage facilities rarely have more than two or three tenants present at any one time. Jim Pritchard said that tenant occupancy is typically high but that tenant traffic is typically low.

Paul Nickerson asked whether No Worry would use the vacant, unpaved area where Gray's Western Auto used to be many years ago.

Lee Carver said that he might use that area for temporary storage of boats or motorcycles at some future time.

The board discussed whether storage of boats or motorcycles on the vacant, unpaved area where Gray's Western Auto used to be many years ago would need new approval. The board agreed that such storage of boats or motorcycles would not need any approval from the zoning board of adjustment because marine sales or service and parking facilities are permitted by right (zoning ordinance, article 3, section 3, (b), (1), and (6)), but that such storage of boats or motorcycles would need site plan review or an exemption from site plan review because the storage would be an expansion of the use (RSA 674:43, I, and site plan review regulations, section II, introductory paragraph and paragraph A).

Clayton Wood asked whether noise would be a problem with tenants possibly using the storage facility at night.

Jim Pritchard said that he had much personal familiarity with self-storage facilities and that they are very quiet places.

Jim Pritchard moved the board to find that the No Worry application satisfied each of the conditions for an exemption from site plan review, and to approve the exemption from site plan review.

Paul Nickerson seconded the motion.

Discussion:

Gerard LeDuc said that the storage facility would improve neighboring property values.

Vote to find that the No Worry application satisfied each of the conditions for an exemption from site plan review, and to approve the exemption from site plan review: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

Clayton Wood said that the board would issue a notice of decision within 5 business days and would send the applicant a copy. (See RSA 676:3, I and II.)

The board’s notice of decision approving the exemption from site plan review is appended at the end of this minutes document. (See RSA 676:3, II.)

AGENDA ITEM 9: Wayne and Mary Summerford Application for Voluntary Lot Merger

The board discussed that the evidence before the board from the Summerford’s subdivision of their property into two lots was that the each of the two lots has a principal building. (Planning board minutes of June 7, 2012; June 21, 2012; and November 7, 2013.) The board concluded that under RSA 674:39-a, III, the board must deny the application for voluntary lot merger because the merger would violate zoning ordinance, article 3, section 3, (c):

“Number of Principal Structures Permitted on a Single Lot: No more than one PRINCIPAL STRUCTURE shall be on any single LOT except as provided in article 2, section 3, RENEWABLE-ENERGY POWER PLANT, (b); article 18, Telecommunications Equipment and

Facilities, section 18.4, B; or article 4, Nonconforming Uses and Lots.”

RSA 674:39-a, III, in whole says: “No merger shall be approved that would create a violation of then-current ordinances or regulations.”

The board discussed that RSA 674:39-a, II, requires the Summerfords to say whether either of their two lots has a mortgage and to show that the mortgage holder consents to the lot merger. The Summerford application does not say whether either of the two lots has a mortgage.

Jim Pritchard moved the board to find that the Summerford lot merger would violate zoning ordinance, article 3, section 3, (c), and to deny the application to merge lots.

Gerard LeDuc seconded the motion.

Discussion:

Gerard LeDuc said that the Summerford’s needed the planning board’s ruling so that they could apply to the zoning board of adjustment for a variance (from zoning ordinance, article 3, section 3, (c)). (Zoning ordinance, article 7, section 2, (b).)

Vote to find that the Summerford lot merger would violate zoning ordinance, article 3, section 3, (c), and to deny the application to merge lots: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none.

The board’s notice of decision denying the Summerford voluntary lot merger is appended at the end of this minutes document. (See RSA 676:3, II.) The board will issue the notice of decision within 5 business days and will send the applicant a copy. (See RSA 676:3, I and II.)

AGENDA ITEM 10: NH Office of Energy and Planning Annual Planning and Zoning Conference

Clayton Wood said that all members of the board could attend the conference if they wanted to attend, because the board had \$400 for training and because the attendance fee is \$55 per person.

Clayton Wood and Carole Richardson both said that they could not attend because of conflicts.

Jim Pritchard, Daren Nielsen, Paul Nickerson, and Gerard LeDuc all said that they would attend.

Jim Pritchard said that board members could register on line to select the conference lectures that they wanted to attend, or, Jim Pritchard said, board members could select their preferences via a paper form, put the form in Jim Pritchard's folder, and have Jim Pritchard register the board members instead.

AGENDA ITEM 11: Selectman's Report

Gerard LeDuc said that he had not much to report.

Daren Nielsen asked about rehabilitation work on the properties—81 Main Street, 114 Main Street, and 31 Berry Avenue—that the board of selectmen sold last year.

Gerard LeDuc and Carole Richardson said that rehabilitation work was well underway on all but one of the properties, 81 Main Street.

The board had general discussion on the rehabilitation work.

AGENDA ITEM 12: Members' Concerns

Members concern 1: Jim Pritchard's concern with alternates to the planning board.

Jim Pritchard read RSA 673:11:

“Designation of Alternate Members. – Whenever a regular member of a local land use board is absent or whenever a regular member disqualifies himself or herself, the chairperson shall designate an alternate, if one is present, to act in the absent member's place; except

that only the alternate designated for the city or town council, board of selectmen, or village district commission member shall serve in place of that member.”

Jim Pritchard pointed out that RSA 673:11 does not qualify what type of alternate may sit for a non-ex-officio member and does not say that the alternate for the selectmen’s ex officio member may sit for only the ex officio member.

Paul Nickerson said that he disagreed with Jim Pritchard. Paul Nickerson said that the alternate for the selectmen’s representative cannot sit for a regular (that is, non-ex-officio) planning board member.

Clayton Wood asked Jim Pritchard to put a letter in the *Suncook Valley Sun* to advertise for alternates.

Members concern 2: Clayton Wood’s concern with the just-adopted zoning amendments and with future zoning amendments.

Clayton Wood said that the board had done very well with the board’s five zoning amendments and that each had passed by at least 2 to 1. Clayton Wood and Jim Pritchard said that the board could not take its past success for granted and must continue to earn the public’s trust.

The board discussed elderly housing and so-called tiny houses, which, the board noted, are mobile and thus are not structures as defined in the zoning ordinance.

AGENDA ITEM 13: Public Input

No public input.

AGENDA ITEM 14: Adjournment

Gerard LeDuc moved to adjourn the meeting.

Paul Nickerson seconded the motion.

Vote to adjourn the planning board meeting of April 6, 2017: carried 5 - 0 - 0. Voting “yes”: Jim Pritchard, Daren Nielsen, Paul Nickerson, Clayton

Wood, and Gerard LeDuc. Voting “no”: none. Abstaining: none. The planning board meeting of April 6, 2017, is adjourned at 8:15 P.M.

Minutes approved: May 4, 2017

Clayton Wood, Chairman

Date

I transcribed these minutes (not verbatim) on April 8, 2017, from notes that I made during the planning board meeting on April 6, 2017, and from the digital audio recording that Chairman Clayton Wood made during the meeting and uploaded to the Internet.

Jim Pritchard, planning board recorder and secretary

Attachments:

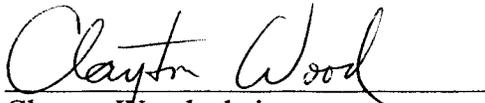
1. Notice of decision approving No Worry’s exemption from site plan review.
2. Notice of decision denying Mary and Wayne Summerford’s request for voluntary lot merger.

Notice of Decision

On April 6, 2017, pursuant to the Pittsfield Site Plan Review Regulations, section II, B, 1, the Pittsfield Planning Board approved an exemption from site plan review for a self-storage facility with accommodations for boat storage and motorcycle storage in the manufacturing and office building formerly occupied by Pittsfield Weaving at 1 Fayette Street, tax map U-4, lot 25, in the Light Industrial/Commercial zoning district.

The applicant's name and address is No Worry, LLC, Eleazer (Lee) Carver, 983 First NH Turnpike, Northwood, NH 03261.

The board's vote to approve the exemption from site plan review was yes: 5, no: 0, and abstaining: 0. Board members voting for the approval were Clayton Wood, Daren Nielsen, Jim Pritchard, Paul Nickerson, and Gerard LeDuc.


Clayton Wood, chair
Pittsfield Planning Board

April 9, 2017

Notice of Decision

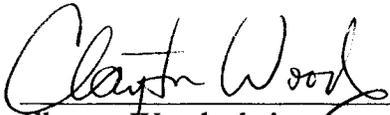
On April 6, 2017, pursuant RSA 674:39-a, III, the Pittsfield Planning Board denied an application for voluntary lot merger of tax map R-29, lots 6-00 and 6-01, at 788 and 790 Catamount Road, in the Rural zoning district.

The applicants' names and address are Mary and Wayne Summerford, 790 Catamount Road, Pittsfield, NH 03263.

The board found that the application must be denied under RSA 674:39-a, III, because the lot merger would put multiple (two) principle structures on a single lot and because putting multiple principal structures on a single lot would violate the Pittsfield Zoning Ordinance, article 3, section 3, (c).

The board also found that the application was incomplete under RSA 674:39-a, II, because the application does not say whether either of the lots under consideration has a mortgage.

The board's vote to deny the application was yes: 5, no: 0, and abstaining: 0. Board members voting for the denial were Clayton Wood, Daren Nielsen, Jim Pritchard, Paul Nickerson, and Gerard LeDuc.



Clayton Wood, chair
Pittsfield Planning Board

April 9, 2017