



**TOWN OF PITTSFIELD  
PLANNING BOARD  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

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**MEETING MINUTES OF Thursday October 1, 2020**

**ITEM 1. - CALL TO ORDER**

Call to order at 7:05 P.M. by Adam Gauthier, Chair of the Planning Board.

**ITEM 2. – ROLL CALL**

Adam Gauthier – Chair

Matt St. George – Vice Chair

Clayton Wood

Jim Adams - Ex officio Alternate

Ray Ramsey – Alternate

**MEMBERS ABSENT**

Carl Anderson – Ex officio Alternate

**OTHERS PRESENT**

Bonnie Theriault – Administrative Assistant

**ITEM 3. –PUBLIC INPUT**

None.

**ITEM 4. – APPROVAL OF MINUTES OF THE SEPTEMBER 3, 2020 and SEPTEMBER 17, 2020 MEETING**

Ray Ramsey motioned to approve the September 3, 2020 meeting minutes.

Matt St. George: Second.

Discussion: None.

Motion carried 2-0-3. Matt St. George– yes, Ray Ramsey – yes. Adam Gauthier, Jim Adams, Clayton Wood abstain.

Ray Ramsey motioned to approve the September 17, 2020 meeting minutes.

Matt St. George: Second.

Discussion: None.

Motion carried 3-0-2. Adam Gauthier– yes, Jim Adams – yes, Ray Ramsey – yes. Matt St. George and Clayton Wood abstain.

**ITEM 5. – REVIEW RULES OF PROCEDURE AND VOTE ON ANY AMENDMENTS**

**a. Address the items that need updating within the document**

Board members further discussed updating the Rules of Procedure for the Planning Board. A full copy of the proposed changes can be found posted at the Town Hall. The updated changes were as follows;

### **VIII. Disqualification of Board Members**

3. Remove this section:

RSA 500-A:12 provides that any juror may be required by the court, on motion of a party in the case to be tried, to answer upon oath if he:

Expects to gain or lose upon the disposition of the case;

Is related to either party;

Has advised or assisted either party;

Has directly or indirectly given his opinion or has formed an opinion;

Is employed by or employs any party in the case;

Is prejudiced to any degree regarding the case; or

Employs any of the counsel appearing in the case in any action then pending in the court.

If it appears that any juror is not indifferent, he shall be set aside on that trial.

### **XVII. Schedule and Notice for Meetings for Proposed Master Plans, Proposed Subdivision or Site Plan Regulation, or Proposed Zoning Regulations**

3. The board shall use its first or second meeting of the month of December to...

4. ...submit the notices in the required locations to advertise the hearings. The Chair, Vice-Chair, or Administrative Assistant will ordinarily do these notice tasks on the first day after the board has scheduled the hearings, to ensure that the board meets the notice-schedule requirements of RSA 675:7, I; but the Chair, Vice-Chair, or Administrative Assistant may do the notice tasks on a later day if doing the notice tasks on the later day will have the board meeting the notice schedule requirements of RSA 675:7, I.

### **ITEM 6. –RAY RAMSEY AS A SITTING MEMBER OF THE BOARD**

Matt St. George motioned to appoint Ray Ramsey to fill Daren Nielsen's term on the Planning Board as a sitting member.

Adam Gauthier: Second.

Discussion: None.

Motion carried 4-0-1. Adam Gauthier – yes, Matt St. George – yes, Clayton Wood – yes, Jim Adams – yes. Ray Ramsey abstained.

### **ITEM 7.- REVIEW AND DISCUSS POSSIBLE ZONING AMENDMENTS**

Adam Gauthier opened for discussion the following proposed Zoning amendments;

#### **Proposed Amendment #1**

Article 3. zoning districts, 3, use regulations, (6) Table of Uses and Districts

ADD one line;

Manufactured Housing: Urban & Commercial (N), Suburban, Rural & Lt. Industrial/Commercial (Y)

Effect of amendment; would prohibit placing manufactured housing (mobile homes) in the concentrated downtown area where extremely narrow lots are common.

#### **Proposed Amendment #2**

Effect of proposed amendment; would prohibit RV's and campers from being used as permanent

residences or to circumvent the present accessory apartment article.

Add an Article entitled Recreational Vehicles & Campers.

- (1) A permanent resident of Pittsfield may store or park unused recreational vehicle(s) or camper(s) owned by the resident on his/her property, and are subject to setback requirements for buildings in Article 3;4 Dimensional regulations, (h) Table of Dimensional Requirements.
- (2) Any property owner or lessee may accommodate one recreational vehicle or camper upon his/her property for travel, camping, recreational or business purposes, whether the recreational vehicle is owned by the property owner, lessee or a non-paying guest of the owner/lessee, for a period of not more than 182 days in any twelve month period, provided that during all periods of use the recreational vehicle remains mobile, legally registered and inspected (where applicable) and disposes septage in one of the following manners;
  - (a) In a self-contained fully functional holding tank in the vehicle;
  - (b) In a septic system which is in compliance with all applicable New Hampshire Department of Environmental Services Rules and Regulations for a temporary connection to a fully functioning septic system.;
  - (c) Removal of septage from the vehicle by a licensed septic removal company;
  - (d) Disposal at a licensed septic disposal facility.
  - (e) Legal connection to the municipal wastewater treatment system.

Unlawful disposal of septage will result in an immediate order to remove the recreational vehicle and assessment of applicable fines and the financial responsibility to fully remediate the polluted area.

Any such recreational vehicle must meet the setback requirements for buildings in Article 3; 4 Dimensional regulations, (h) Table of Dimensional Requirements.

- (3) A property owner or lessee may place recreational vehicles on their property for temporary non-commercial usage of not more than a total of 14 days in a 60-day period without complying with the setback requirements or cap of one RV/camper stated in Section 2 (above).

### **Proposed Amendment 3**

Adam Gauthier presented Board members with a copy of Title XIX Public Recreation Chapter 216-1 as an example for a 3<sup>rd</sup> proposed Zoning amendment to clarify the definition of a Recreational Vehicle (RV) in the current Zoning Ordinance. Adam Gauthier read the definition as follows;

#### **216-I:1 Definition. -**

VIII. "Recreational vehicle" means any of the following vehicles:

- (a) Motorhome or van, which is portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
- (b) Pickup camper, which is a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
- (c) Recreational trailer, which is a vehicular, portable structure built on a single chassis, 400 square feet or less when measured at the largest exterior horizontal projections, calculated by taking the measurements of the exterior of the recreational trailer including all siding, corner trim, molding, storage space and area enclosed by windows but not the roof overhang. It shall be designed primarily not for use as a permanent dwelling but as a temporary dwelling for recreational, camping, travel or seasonal use.
- (d) Tent trailer, which is a canvas or synthetic fiber folding structure, mounted on wheels and designed

for travel, recreation, and vacation purposes.

Board members discussed the proposed amendments. It was noted that there was an increase in RVs and campers popping up around Town and the amendments would ensure that the down town area of Pittsfield isn't turned into a trailer park. Board members will look over the amendments for input, changes, and/or additions before a public hearing is scheduled.

Adam Gauthier said that he attended the Zoning Board meeting last week and opened public input asking Larry Konopka to go over what ZBA is currently working on.

Larry Konopka addressed the Planning Board and stated that the ZBA has been working on a couple of amendments for this year. Pat Heffernan and George Bachelder were also at the meeting to give updates on the Zoning Board.

One of the amendments had to do with the definition of road frontage. ZBA members wanted to go back to the original definition (prior to 2015) of road frontage that is in line with current State regulations and requirements according to RSA 674:41.

Larry Konopka said that the second amendment was concerning updating the Accessory Dwelling Units (ADUs) in the ordinance. Larry Some of the things the ZBA was discussing pertaining to ADUs were as follows;

- \*Building permit is required.
- \*Only (1) ADU allowed per single-family unit.
- \*Owner of property must occupy either principal dwelling or ADU.
- \*Maximum size of any ADU is 1,000 feet.
- \*ADU can be attached or detached.
- \*Maximum number of bedrooms in the ADU is two (2).
- \*The principle dwelling unit and must comply with all existing zoning requirements such as lot sizing setbacks that are appropriate to single family units.
- \*Water and sewage systems must comply with town and state regulations.
- \*If an ADU is attached, an interior door shall be provided between the principal dwelling and the ADU, but is not required to remain unlocked.
- \*Adequate parking must be provided.
- \*Mobile homes are not allowed as ADUs.
- \*ADU is smaller than the principal dwelling.

Larry Konopka stated that once the ZBA finalizes the changes they planned to take it to both the Planning Board and Select Board for input before NH Central Regional Planning for a final review on frontage and ADUs amendments.

Pat Heffernan said they were looking into making it easier for the applicant to go to the building inspector for a permit instead of notices in the paper and going through getting abutters involved. The building inspector would be able to pick up any problems and save the applicant money and time.

Mark Riel said that he thought the ease of acquiring ADUs for homeowners was a great idea but had concerns that if a family member leaves or passes away it would leave the possibility of creating more rentals in Town which no one wants to do.

Pat Heffernan noted that if an accessory dwelling is attached to an owner's property, the owner would tend to be more particular about who moves in.

Adam Gauthier pointed out that the owner is required to live in one of the two dwellings, so whether or not someone has passed or moved away, the next owner would still need to figure out what to do with it and couldn't rent out.

Larry Konopka said that the Board had some of those same concerns and discussed if something were to happen to a home owner what would happen, but according to the 2017 State law that is in place the owner has to live in either the main residence or the ADU.

Mark Riel said he understood that the homeowner could live in either building but could still rent out one of them because it's something he would do, but the last thing the Town needed is more rentals even if it's on a person's own property.

Randy Severance said that an accessory dwelling unit doesn't have to be lived in. It's very popular now to have a personal home office or home work space especially with COVID-19 pandemic. Randy Severance pointed out that the ADU could be used as a real-estate office, legal office, or a chiropractor office. There is a whole work from home business that it could be used for instead of using an ADU as a rental.

Adam Gauthier thanked everyone for coming in for discussion and public input adding that it was nice to have the Boards in Town working together. Adam Gauthier ended by saying that the next thing the Boards would be doing is finalizing the drafts so that it could be posted and a public hearing could be scheduled sometime in December to allow more of the public to discuss the possible changes.

#### **ITEM 8. – HISTORICAL SOCIETY NOTICE OF DECISION**

Adam Gauthier stated that tonight was a just for discussion and no decisions would be made during the discussion.

Clayton Wood asked to step down from the Board for input during the discussion. Board members agreed to allow Clayton Wood to step down.

Adam Gauthier said that during the Notice of Decision for the Historical Society, including two sets of minutes, an illuminated sign was not agreed upon. It was stated that a regular sign was agreed upon during the Notice of Decision but since then, an electronic board was brought to the table for approval.

Adam Gauthier welcomed Mark Riel and Clayton Wood for discussion on what the electronic sign pertained to.

Mark Riel stated that the Historical Society was trying to blend the old with the new and share it with the community. Mark Riel said that they had applied for a building site permit for the electronic sign. The original sign was going to be a monument sign sort of like at the high school with granite holding it up on either side. The permit terminology was wording used from the sign company stating that within the permit application, non-illuminated was used meaning that the sign would not be luminated from an outside source.

Clayton Wood said that when the Historical Society started out, the sign was a regular sign, but since then someone had donated money for an electrical sign. Clayton Wood said that the sign was allowable

in the Zoning and wasn't restricted by any means. The sign will be located on the right-hand side of the building, Factory Hill side, posted on the building itself. The size of the sign is 3x6 feet and will be located 6 feet up from the ground. It was stated that there were no intentions of leaving the sign on overnight even though the lighting was low level, completely controlled, LED lighting. The sign is more in line with the type of sign that is found at the high school. The Historical Society has no problem coming in to redo the site plan to include the sign if that was what was needed.

Matt St. George stated that according to regulations on page 30, there are certain criteria for the Planning Board for an exemption and he wasn't sure if the criteria would be met since changes were being made to the outside of the building.

Adam Gauthier stated that they have reached out to Central NH Regional Planning and once they get more input and look through the regulations, they would contact the Historical Society to let them come in for further discussion on approval for the permit.

#### **ITEM 9. - SELECTMEN'S REPORT**

None at this time.

#### **ITEM 10. - MEMBERS' CONCERNS**

None at this time.

#### **ITEM 11. - ADJOURNMENT**

Jim Adams: I make a motion to adjourn at 8:57 P.M.

Matt St. George: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Clayton Wood – yes, Ray Ramsey – yes, Jim Adams – yes.

Approved:



Adam Gauthier, Chairman

10/15/2020

Date