

08-14-19 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, August 14, 2019
Municipal Complex
Approved Minutes**

Members Present:

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Richard Snyder, Member
Dana Theokas, Alternate Member
Charles Myette, Ex-Officio

Members Absent:

Michael Weider, Member
Aaron Hume, Alternate Member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times:

Myrick Bunker, Chester Building Inspector
Penny Williams, Tri-Town Times

Chairman Sullivan opened the meeting at 7:00 pm.

Chairman Sullivan noted that Ms. Theokas is the alternate for Mr. Weider.

Meeting Agenda

General Business

- 1) Review & sign invoices & time sheet.
- 2) Review & approve minutes for 8-7-19 meeting.
- 3) Have Chairperson sign the SNHPC contract for the annual CIP update.
- 4) Review proposed amendments to Subdivision regulation 3.2.
- 5) Review proposed amendments to Site Plan Review regulation 6.4.
- 6) Review proposed amendments to Driveway regulations (2.11, 6.1, 7.1, 9.4, 9.12, 9.13 & 9.15).
- 7) Review proposed amendments to Building Code regulations (3.1.1.3 & 4).

7:15 PM – Appointments

Building Inspector Myrick Bunker to discuss proposed amendments to the Driveway and Building Code.

7:30 PM - Public Hearings

None scheduled.

Future Meeting Dates:

- August 28 – PH for amendments to Subdivision, Site Plan review, Driveway, and Building Code regulations.
- September 4 –
- September 11 –
- September 25 -

2) Review and approve minutes for August 7, 2019 meeting.

The Board reviewed the minutes from the August 7, 2019 meeting.

Line 78 through 80 was changed to “Derry through Chester to Raymond was previously approved. GZA’s representatives are here to update the Board on changes which have reduced the wetland’s impact by a quarter acre.”

All question marks on line 83, 97, and 141, were changed to periods.

On line 91, the word “consideration” was replaced with the word “authorization.”

The words “There are” were replaced with “Ms. Reishus noted” on line 114.

The acronyms on lines 116 through 117 were replaced with the full names: RC – Recreation Commission, REC – Recreation Commission, and Wason Pond C&RC – Wason Pond Conservation and Recreation Commission.

Lines 119 through 120 were changed to read, “Selectman Myette said it would not need a variance because it is not within the buffer zone. He noted that Rockingham Conservation may need to approve the footprint.”

Throughout the minutes, including lines 125, 126, and 129, all marks “ ‘ ”, which indicate feet, were changed to the word “feet.”

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Line 164 was changed to have “asked, by one selectman, to” added to the sentence. The sentence “The Planning Board expressed some reservations on the Planning Board expending funds for legal counsel in this matter.” was added to line 164.

Mr. Snyder made a motion to approve the minutes from August 7, 2019 as amended; Vice Chair Sederquest seconded the motion. Motion approved, 5-0-1, Ms. Theokas abstained.

Selectman Myette gave an overview to the Planning Board about the 5G discussion, which was had at the BOS meeting. He noted that Selectman D’Angelo (not present) was going to connect with Steve Bennet (not present) to work on the 5G issue.

7:15 PM – Appointments

Building Inspector Bunker joined the Board at the meeting table at 7:25 pm.

Mr. Hadik distributed the Technical Review Committee’s (TRC) mission statement to the Board and Mr. Bunker.

The Board and Mr. Bunker discussed the process through which an applicant will go with the TRC.

Mr. Bunker explained that a member of the committee, such as the Fire Chief or the Police Chief, would determine if an applicant needed to go through the TRC; he said this would happen at their monthly meeting. (The TRC meets once a month.)

Mr. Bunker elaborated on the process by which one would go with the TRC, by saying that any subdivision or site plan review would go to Mr. Hadik, who would ask if they had gone to the TRC; if they had not gone to the TRC, they would fill out an application to be put on the agenda.

Mr. Snyder asked Mr. Bunker what the process is for the applicant, if the TRC decides that another department needs to further review the application, and how that information is communicated to the applicant.

Mr. Bunker said that that had not been developed yet; he thinks a form needs to be developed to ensure the applicant has the information in writing. The Board agreed that a form needs to be developed, to create a “sign-off” on the application.

Mr. Hadik reminded the Board that the TRC is advisory only.

It was noted that the TRC will add “some time” to the process.

4) Proposed Amendment to Chester’s Subdivision Regulations

3.2 – Pre-Application Review

Add: 3.2.4- Technical Review Committee – At least thirty (30) days prior to filing an application for subdivision approval with the Planning Board, an applicant shall submit an application to the Technical Review Committee for review of the proposed development.

Added to the Subdivision Application form: Please note the prior to applying to the Planning Board, all applicants for new Subdivision must now first submit a brief application for review by the Town's Technical Review Committee. The application can be downloaded from the TRC's webpage on the Town's website.

The Board discussed and approved the proposed amendment.

5) Proposed Amendment to Chester's Site Plan Review Regulations

6.1 – Pre-Application Review Phase

Add: 6.1.4 – Technical Review Committee – At least thirty (30) days prior to filing an **(the word "formal" was removed here)** application for site plan review with the Planning Board, an applicant shall submit an application to the Technical Review Committee for review of the proposed project.

Added to Site Plan Review Application form: Please note that prior to applying to the Planning Board, all applicants for new Site Plan Review must first submit a brief application for review by the Town's Technical Review Committee. The application can be downloaded from the TRC's webpage on the Town's website.

The Board discussed, amended and approved the proposed amendment.

Mr. Snyder made a motion to bring the proposed amendments 3.2 – Pre-application Review, add 3.2.4-Technical Review Committee, and bring 6.1 - Pre-Application Review Phase, and add 6.1.4 - Technical Review Committee to Site Plan Review, as amended tonight, for Public Hearing on August 28, 2019 at 7:15 pm; Ms. Richter seconded the motion. Motion approved, 6-0-0.

6) Review proposed amendments to Driveway Regulations.

Mr. Hadik and the Board reviewed the proposed amendments to the Driveway Regulations.

Article 2 – Driveway Regulations – Permit Required

Original proposed amendment: Add: 2.1.1 – Temporary Driveway Permits – Temporary driveway permits shall be required for temporary driveways/access points for activities such as logging, and construction activities such as additional construction, septic system construction or replacement, foundation replacement, or water well drilling etc.

The Board discussed the proposed amendment and made changes.

Amended proposed amendment: Add: 2.1.1 – Temporary Driveway Permits – Temporary driveway permits **may, at the discretion of the Road Agent**, be required for temporary driveways/access points for activities such as logging, and construction activities such as additional construction, septic system construction or replacement, foundation replacement, or water well drilling etc.

Article 6 – Driveway Regulations – Security for Improvements

Original proposed amendment: Add: Temporary driveway permits may also be subject to a security for restoration costs in the Town Right-of-Way (ROW), as determined by the Road Agent at the discretion of the Planning Board or its designee.

Amended proposed amendment: Add: Temporary driveway permits may also be subject to a security for restoration costs in the Town Right-of-Way (ROW), as determined by the Road Agent.

Article 7 – Driveway Regulations – Information Required

Original proposed amendment: 7.1 – The application shall provide details concerning the location, size, use, profile, headwall detail and where required by the Planning Board or its designee, submit engineering information concerning the proposed driveway. The details shall be located on the septic design plan or be provided separately.

Amended proposed amendment: 7.1 – The application shall provide details concerning the location, size, use, profile, headwall detail and where required by the Planning Board or its designee, submit engineering information concerning the proposed driveway. The details shall be located on the septic design plan or **shall** be provided separately.

Mr. Snyder made a motion to take the proposed amendments to Article 2 – Driveway Regulations, by adding the new section 2.1.1, using the language as discussed tonight, Article 6, by adding to 6.1 additional language, as amended tonight, and Article 7, Driveway Regulations, amending language of 7.1, as discussed and amended tonight, for Public Hearing on August 28, 2019 at 7:15 pm; Ms. Snyder seconded the motion. Motion approved, 5-0-1, Chair Sullivan abstained.

Article 9 – Driveway Regulations – Driveway Design & Construction Standards

Original proposed amendment: 9.4 Driveways shall be constructed for the entire length with a minimum of at least twelve (12) inches of NHDOT Crushed Gravel 304.3 Specifications or an equivalent material acceptable to the Town Engineer.

Amended proposed amendment: 9.4 *Driveways shall be constructed for the entire length with a minimum of twelve (12) inches of crushed gravel that meets NHDOT Crushed Gravel 304.3 Specifications.*

Original proposed amendment: 9.12 – *Driveways with lengths in excess of twelve hundred (1,200) feet shall provide means for Fire Department apparatus to turn around via a hammerhead or other approved means.*

Amended proposed amendment: 9.12 – *Driveways with lengths in excess of five hundred (500) feet shall provide means for Fire Department apparatus to turn around via a hammerhead or other approved means.*

Mr. Bunker noted the AutoTurn diagrams for the turnarounds had the wrong vehicle length input for the calculations. Mr. Hadik will contact DuBois & King and request updated diagrams with the correct input for the vehicle length (Engine 1). Mr. Hadik will also obtain a driveway turn radius specification at can accommodate Engine 1.

9.13 - No driveway shall have a slope exceeding ten (10) percent at any point.

The Board made the highlighted changes to 9.15.

9.15 – Improvements to a driveway that change the width, length, turnout or parking require a site plan and permit. Upgrades to an existing driveway (e.g. paving a gravel drive) without any of the above changes, require a permit only.

Mr. Snyder made a motion to take amendments to Article 9, 9.4, 9.12, 9.13, and 9.15, all as discussed and amended tonight, to Public Hearing on August 28, 2019, at 7:15 pm; Ms. Richter seconded the motion. Motion approved, 6-0-0.

7) Review proposed amendments to Building Code regulations (3.1.1.3 & 4).

The Board and Mr. Hadik reviewed and discussed the proposed amendments to Building Code regulations (3.1.1.3 & 4).

The acronym CFD was changed to read Chester Fire Department.

Ms. Richter made a motion to take to the Public Hearing on August 28, 2019, at 7:15 pm, the amendments the addition to 3.1.1, adding 3.1.1.3 Water Well Quality Testing, to section 3.1 of the Building Code, and amendments to Article 4 – Building Code, Permit Fee Schedule, as discussed and amended tonight; Vice Chair Sederquest seconded the motion. Motion approved, 6-0-0.

Mr. Bunker departed the meeting at 9:32 pm.

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255 Mr. Hadik updated the Board on Mr. Hume's availability as an Alternate Member through the
256 end of this year.

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258 **Adjournment**

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260 Ms. Richter made a motion to adjourn the meeting; Vice Chair Sederquest seconded the
261 motion. Motion approved, 6-0-0.

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263 The meeting was adjourned at 9:40 pm.

264 Respectfully submitted,

265

266 C. Molly Qualters

267 Recording Secretary