

These minutes are subject to possible revisions/corrections during their review at a subsequent Planning Board Meeting

**Town of Chester
Planning Board Meeting
Wednesday, July 13, 2016
Municipal Complex
Approved Minutes**

Members Present

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Richard Snyder, Member
Michael Weider, Member

Members Absent:

Cass Buckley, Ex-Officio Member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Jacob Weider
Kevin Hatch
Lori Potter
Fredrick Murray
Cindy LeBlanc

Chairman Sullivan called the meeting to order at 7:03 pm.

Agenda

- Review & Sign Invoices
- Review and approve minutes for 6/22/16.
- Review Offsite Improvements History, & Fair Share Contribution form, Offsite Improvement Fees spreadsheet, Impact Fee Tracking spreadsheet
- Discuss returning application fee for Gesel Site Plan Review
- Discuss access question re: Map & Lot 12-11-4
- FYI two 4-lot subdivision applications by JMJ/JEMCO (9-46, 9-47)
- FYI one 4-lot subdivision application by Mike Babin (5-111)
- FYI currently working up a comparison review, of Chester and seven surrounding towns' subdivision and site plan review fee structures, to ensure Chester's fees are current with surrounding towns.

- Public Hearing:
 - Continuance of the public hearing for the application by Tarrell & Elaine Towle (Applicants,) 351 Fremont Road (Map 9, Lot 19-1,) for a 2-Lot Subdivision.
 - Site Plan Review Application by Lori Potter (Applicant) of a facility for the processing and sale of agricultural products located at 38 Church Road (Lori Potter – owner – Map 9 – Lot 37.)
- Future Meeting Dates:
 - July 27, 2016 – Cancelled
 - August 3, 2016 – Cancelled
 - August 10, 2016 – JEMCO SUB 9-46, JEMCO SUB 9-47, Babin SUB 5-111, Conceptual discussion re Crowley Woods SUB
 - August 24, 201

Review and approve minutes for 6/22/16.

The Board reviewed the meeting minutes from 6/22/16. Two corrections to the minutes were made: on line 107, “Central Scoop” was corrected to “Center Scoop”; on line 291, “append” was changed to “to amend”. Mr. Snyder made a motion to accept the July 22, 2016 minutes as amended; Mr. Weider seconded the motion. Motion approved, 5-0-0.

Point of Contact for Pipit Estates

Mr. Hadik noted that there will now be one contact person, Mr. Keith Coviello, a former co-owner of Sublime Engineering, and now of Longbeach Designs, who has been appointed the single point of contact for the Pipit Estates Subdivision with the Chester Planning Board and Jeff Adler.

Discuss returning application fee for Gesel Site Plan Review

Mr. Hadik stated that the Town of Chester had received an application fee for the Gesel Site Plan Review for 15 Chester Street (Map & Lot 16-9.) He noted that the site plan had been tabled because of concerns raised by the ZBA. Mr. Hadik proposed reimbursing the application fee to Mrs. Gesel. The Board agreed that the application fee should be refunded.

Discuss access question re: Map & Lot 12-11-4

Mr. Hadik presented a plat for Lot 12-11-4 off of Lane Road into Raymond on the Chester/Raymond Town line. He said he had been asked if the house were torn down, could a planned subdivision be built to be accessed via a road built where the house stands at present. All of the houses would be located in

Raymond, however, they could only be accessed through Chester via Lane Road. Mr. Hadik also noted he had discussed with Mr. Jack Munn whether Chester could collect a Highway impact fee. Mr. Munn didn't think so, however, there might be a possibility of collecting offsite improvement fees.

The Board discussed the plat noting the date of the survey (1983), and the town the subdivision will be located in, as well as, the impact or offsite improvement fees related to the road. Mr. Hadik clarified that the key question at hand is can a subdivision be built in Raymond with sole access to the subdivision being in Chester? Mr. Snyder stated that he thought that in theory, yes.

FYI two 4-lot subdivision applications by JMJ/JEMCO (9-46, 9-47)

Mr. Hadik stated that two 4-lot subdivision applications by JMJ/JEMCO (9-46, 9-47) for Public Hearings will be held on August 10, 2016.

FYI one 4-lot subdivision application by Mike Babin (5-111)

Mr. Hadik stated the one 4-lot subdivision application by Mike Babin (5-111) for Public Hearing will be held on August 10, 2016.

FYI currently working up a comparison review of Chester and seven surrounding towns' subdivision and site plan review fee structures, to ensure Chester's fees are current with surrounding towns.

Mr. Hadik said he is working on creating a comparison review of Chester and seven surrounding towns' subdivision and site plan review fee structures to ensure Chester's fees are on par with surrounding towns. Mr. Hadik presented a document titled "Fair Share Contribution History", noting the document augments the impact fee spreadsheet he has created. He and the Board discussed the information that Mr. Hadik presented.

Chairman Sullivan made a motion to reopen the Public Hearing for the application by Tarrell and Elaine Towle (Applicants,) 351 Fremont Road (Map 9, Lot 19-1,) for a 2-Lot Subdivision; Mr. Weider seconded the motion. The Public Hearing was reopened at 7:50 pm.

Public Hearing: Continuance of the public hearing for the application by Tarrell & Elaine Towle (Applicants,) 351 Fremont Road (Map 9, Lot 19-1,) for a 2-Lot Subdivision.

Mr. Kevin Hatch was present to come before the Board representing the Towle. He distributed maps to the Board members and Mr. Hadik. Mr. Hatch noted the drainage report had been updated and the site plan had been amended with labeling to show all the drainage report information on the plans. He said the net result of the development actually reduces the run-off off site, noting they had reduced the run-off by almost 50 percent.

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Mr. Hatch stated there had been four points that needed to be addressed according to the 7/6/16 review letter received from Mr. Jeff Adler. He said that those four issues had been addressed. Mr. Hadik noted he spoke with Mr. Adler who said he had not had a chance to look at the plans as yet, although, according to Mr. Hadik, Mr. Adler had read Mr. Hatch's letter. Mr. Hadik stated that Mr. Adler gave his opinion that the Board could conditionally approve this application tonight pending a clean follow-up review letter of the four points in the 7/6/16 letter. Mr. Hatch showed the Board where he had addressed Mr. Adler's four points on the plans.

Mr. Hadik asked the Board if they are comfortable with the fact that the detail of the two detention areas is shown on sheet four, but, that the sheet three is being recorded. Mr. Hatch pointed out that each sheet of the plans is labeled to indicate that the plans are four sheets in total and a prospective owner or builder would need to review all four sheets of the plan.

Mr. Hadik said he would add a new condition (3.a) requiring the Board to receive a letter from Mr. Adler stating that all four points of Mr. Adler's previous letter (dated 7/6/16) to Mr. Hatch regarding the Towle Subdivision had been addressed and no additional concerns had been raised.

Mr. Hatch asked a question regarding number 6.a on page three regarding impact fees. Mr. Hadik noted that even if the impact fees change, the fees for the two lots on these plans are "grandfathered" in as they exist now.

Chairman Sullivan asked for any Public comment; there was no Public comment.

Mr. Snyder made a motion to close the Public Hearing and Deliberate, Mr. Weider seconded the motion. Motion approved 5-0-0. The Public Hearing was closed at 8:01 pm.

Mr. Hadik asked Mr. Hatch about the plan's revision dates as it applies to the Mylar, noting that even though the detention areas have shown up on the plans, the dates didn't change. He asked if the Mylar that Mr. Hatch will be submitting will have different dates. Mr. Hatch stated that he expects to label the monumentation as set here on the plans and then have that final revision date of 7/11/16 on all four sheets. Mr. Hadik stated that then he will note that in the draft Conditions of Approval the highlighted revision date will be changing per the Mylar.

Mr. Snyder made a motion to approve the application by Tarrell & Elaine Towle (Applicants,) 351 Fremont Road (Map 9, Lot 19-1,) for a 2-Lot Subdivision, with the conditions as amended at this meeting; Mr. Weider seconded the motion. Motion approved, 5-0-0.

Mr. Snyder made a motion that the Site Plan Review Application by Lori Potter (Applicant) of a facility for the processing and sale of agricultural products located at 38 Church Road (Lori Potter – owner – Map 9 – Lot 37.) is complete and be accepted and to open the Public Hearing; Ms. Richter seconded the motion. Motion approved 5-0-0. The Public Hearing opened at 8:14 pm.

Public Hearing: Site Plan Review Application by Lori Potter (Applicant) of a facility for the processing and sale of agricultural products located at 38 Church Road (Lori Potter – owner – Map 9 – Lot 37.)

Ms. Lori Potter and Mr. Fredrick Murray came before the Board to discuss their site plan application for the processing and sale of agricultural products. Mr. Hadik explained that the applicants had previously used their nearby residence to process and sell agricultural products, but, they have moved their operations to another property where they do not live. Mr. Hadik said they were required to obtain a special exception permit from the ZBA. The applicants did get the ZBA permit approval with the approval condition of a Site Plan Review by the Planning Board.

The Board asked for an overview of their operations. Mr. Murray explained where and when they get hay delivered. He also explained where and when he gets the animals delivered from the hunters during the hunting season. The Board discussed with the applicants the details of the agricultural products (Maple syrup, Chickens and Eggs) and the processing of White Tail deer. Mr. Murray said last year they had processed only 76 deer. After further discussion, the Board agreed that numbers two and four should be removed from the Conditions of Approval citing relevance. The Board approved the Hours of Operation being seven days a week from 8 am to 8 pm. Mr. Snyder suggested the delivery of times for game animals to be processed be unrestricted.

The Board discussed and set other conditions, particularly that there would be no onsite disposal of any animal byproducts such as carcasses, bones, hides etc., and the Health Officer will perform annual inspections of the game processing facility during each deer season to ensure compliance with health & sanitary codes.

Chairman Sullivan asked for any Public comment. Ms. Cindy LeBlanc of 11 Marden Lane, came before the Board. She stated she is a neighbor of the Applicants. Ms. LeBlanc noted she has no issue as long as Ms. Potter and Mr. Murray abide by the ZBA and the Planning Board Conditions of Approval. She also pointed out that they should be required to have an inspection be done once a year. The Board noted that the Conditions of Approval do state the necessity of the yearly inspection during the deer processing season by the Health Inspector.

There was no other Public comment.

Mr. Snyder made a motion to close the Public hearing and deliberate; Mr. Weider seconded the motion. Motion approved, 5-0-0. The Public hearing was closed at 8:35 pm.

Mr. Snyder made a motion to approve the Site Plan Review by Lori Potter (Applicant) of a facility for the processing and sale of agricultural products located at 38 Church Road (Lori Potter – owner – Map 9 – Lot 37) with the conditions amended at this meeting; Mr. Weider seconded the motion. Motion approved, 5-0-0.

206

207 **Review Offsite Improvements History, & Fair Share Contribution form, Offsite Improvement Fees**
208 **spreadsheet, Impact Fee Tracking spreadsheet**

209

210 Mr. Hadik and the Board reviewed the Offsite Improvement Fee Tracking spreadsheet for the fiscal year
211 July 2015 to June 2016. Mr. Hadik explained various amounts, payments and other aspects of the
212 details of the spreadsheet. They discussed in detail the various columns of the spreadsheet, with much
213 attention directed towards the regarding the past uncollected fees from the Oak Hill II subdivision. The
214 Board and Mr. Hadik continued to discuss various properties and fees collected, due or inactive.

215

216 Mr. Hadik distributed to the Board an Impact Fee Summary document he created. He and the Board
217 discussed many of the details of this document. Mr. Hadik noted these documents give the Town
218 Boards the “big picture” for the potential additional funding for the CIP.

219

220 **Adjourn**

221

222 Ms. Richter made a motion to adjourn the meeting; Mr. Snyder seconded the motion. Motion
223 approved, 5-0-0. Meeting adjourned at 9:05.

224

225 Respectfully submitted,

226

227 C. Molly Qualters

228 Recording Secretary