

ANTRIM PLANNING BOARD

Minutes of the April 17, 2003 meeting

Members present:

Bob Bethel	Scott Burnside	Jen Cunningham
Spencer Garrett	Mike Genest	Mike Oldershaw
Ed Rowehl	Dan Valley	

Members absent:

Fred Anderson	Tom Mangieri	Craig Oshkello
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Public attendees: None

Chairman Rowehl opened the meeting at 7:00 PM. He appointed Mr. Oldershaw to sit for Mr. Anderson and Mr. Valley to sit for Mr. Mangieri. The first order of business was to elect a Chairman and Vice Chairman for the ensuing year. Mr. Genest nominated Mr. Rowehl for Chairman and Mr. Oldershaw seconded the nomination. No other nominations for Chairman were made. A voice vote was taken and Mr. Rowehl was unanimously elected as Chairman. Mr. Oldershaw nominated Mr. Burnside for Vice Chairman. The nomination was seconded by Mr. Valley. No other nomination for Vice Chairman was made and Mr. Burnside was unanimously elected on a voice vote. Mr. Valley made a motion that the minutes of the March 20, 2003 meeting be approved as corrected. The motion was seconded by Mr. Burnside and unanimously passed.

The Secretary presented an application from Beverly B. Hall to merge lots 7A-32 and 7A-33. A roll call vote was taken following a brief discussion of the merger. Bob Bethel – aye, Scott Burnside – aye, Spencer Garrett – aye, Mike Genest - aye, Mike Oldershaw – aye, Dan Valley – aye.

The Building Inspector had asked the secretary for a clarification of the definition of “Story” in the Zoning Ordinance. His concern was about how to classify a basement, particularly if it was partially exposed on a hillside. The members reviewed the definition of “Story” and “Basement” in the ordinance and felt that the definitions were clear and specific, did not require any changes, and that the Building Inspector should enforce them as written.

Some members who attended the April 12, 2003 Annual Planning and Zoning Conference gave a brief report of the sessions they attended. They provided the Secretary with documentation which he will reproduce and distribute to the members at the next meeting.

Mr. Garrett reported on correspondence received from the Southwest Regional Planning Commission regarding the current Transportation Enhancement program. He felt that since Antrim had won the competition for the downtown improvement program in conjunction with TIF, and those funds had yet to be expended, it would be inappropriate to apply for another grant at this time.

Mr. Oldershaw asked if the backup material supporting the Capital Improvement Plan had been submitted. The Secretary indicated that it had not and he would pursue the matter.

The Board then began discussions to develop an ordinance that would permit Auxiliary Living Units (so called “mother-in-law” apartments) in the Lakefront Residential District and Rural Conservation Districts as distinguished from Conversion Apartments which are permitted in the Village Business, Highway Business, Residential and Rural Districts by Special Exception. The consensus was that Auxiliary Living Units should be allowed but that their use should be restricted to family members and not rentable to the general public. The Board felt that the districts which allowed conversion apartments should not be changed. Mr. Oldershaw moved that the following change (in italics) be made to the definition of a conversion apartment:

(1) Conversion Apartment: The remodeling of a single family dwelling unit into (2) two separate dwelling units *which is constructed in such a manner that it does not meet the definition of a duplex dwelling. Such an apartment may be rented to the general public. The owner must occupy one of the dwelling units.*

The motion was seconded by Mr. Burnside and passed.

Mr. Oldershaw then moved that the following changes (in italics) be made to Article XIII-D Special Exceptions:

D.1.c. There shall be no exterior alteration of the structure except to provide for separate entrances *and changes shall be in keeping with the existing architectural style of the building.*

D.1.e. ~~The residence to be converted must be in existence as of the effective date of this Ordinance.~~ (Delete this requirement & renumber following paragraphs)

D.1.f. Only *the* dwellings ~~and attached accessory structures~~ shall be used for *a* residential conversion apartments.

The motion was seconded by Mr. Genest and passed.

The Board then discussed a definition for Auxiliary Living Units. Mr. Valley moved that the following definition be adopted:

ACCESSORY LIVING UNIT: A separate living unit within a structure that contains its own bedroom, kitchen and bathroom facilities incorporated in such a manner that it does not meet the definition of a duplex dwelling as defined in this ordinance. At least one member occupying such a unit must be related to the property owner by blood, marriage or adoption or be a family caregiver. The unit may not be rented to the general public. The owner of record must occupy one of the units.

The motion was seconded by Mr. Garrett and passed.

Mr. Burnside moved that Auxiliary Living Units be permitted in the Rural Conservation and Lakefront Residential Districts by Special Exception. The motion was seconded by Mr. Valley and passed.

Mr. Garrett moved that the following addition be made to Article XIII-D Special Exception Uses:

6. Accessory Living Units: Permitted subject to the following conditions:

Purpose & Intent: In order to provide for non-rental housing alternatives for immediate family members or family caregivers, a single family home may contain not more than one (1) accessory living unit.

- a. The unit shall be within or attached to the primary dwelling unit.
- b. The unit shall be occupied as a residence by no more than two (2) persons
- c. The unit shall have a minimum area of 400 square feet of livable floor area but shall not exceed forty percent (40%) of the total floor area.
- d. The unit shall have a separate entrance and shall have adequate egress in the case of fire or other hazard. The additional entrance shall be located to the side or the rear of the building and shall be constructed in keeping with the existing architectural style.
- e. The sewerage disposal system designed for the residence, either existing or as it may be modified, shall be approved by the New Hampshire Division of Water Supply and Pollution Control and must meet any other applicable regulations.
- f. At least one (1) common interior access between the principal dwelling unit and the accessory living unit must be provided.
- g. Separate utility service connections and/or meters for the primary dwelling unit and the accessory living unit are not permitted.
- h. The accessory living unit shall have separate off-street parking as provided in Article XV.
- i. The house number for the accessory living unit shall be determined at the time of the building permit application.
- j. If a property containing an accessory living unit is conveyed and the new owner wishes to maintain the accessory unit, the new owner shall apply for a certificate of occupancy for the dwelling unit. The purpose is to ensure that one of the two dwellings is owner occupied.

- k. An accessory living unit is limited to one bedroom.
- l. There shall be no occupancy of an accessory living unit until the Building Inspector has issued a certificate of occupancy.
- m. The driveway shall be designed so as to appear as a driveway of a single-family residence and no new curb cut from the street shall be constructed.

The motion was seconded by Mr. Burnside and passed.

The Board then discussed a possible definition for a duplex dwelling as none exists in the ordinance. The members felt that the definition should include references to the units being mirror images, of equal floor space, under one ownership, a common firewall, independent driveways and entrances and double the normal lot size. It was decided that the Secretary should research the matter further and propose a definition for the Board to consider

Mr. Rowehl raised the question regarding the procedure for the placement of a conservation easement. It was agreed that it was not required for a person to get approval from the Planning Board before placing a conservation easement on their property.

There being no new business placed before the Board, Mr. Garrett moved that the meeting be adjourned. The motion was seconded by Mr. Oldershaw, passed and Mr. Rowehl adjourned the meeting at 9:20 PM.

Respectfully submitted,

Paul L. Vasques, Secretary
Antrim Planning Board