DEERFIELD PLANNING BOARD DEERFIELD, NEW HAMPSHIRE DECEMBER 17, 2014

MINUTES OF MEETING

PRESENT: Board members Kate Hartnett, Peter Schibbelhute. Alternate member David Doran. Also present Planning Consultant Gerald Coogan and secretary Jane Boucher.

7PM Vice Chair Kate Hartnett called the meeting to order and appointed David Doran a voting member.

BROWNS MILL

Board members reviewed a letter from Steve Keach, Keach Nordstrom, advising that Brown's Mill Road, Hidden Drive and Corey Road have been inspected by Jeff Quirk, KNA, and the Deerfield Road Agent who determined that all roadways and related public improvements to be satisfactory complete. (A copy of the letter is attached to these minutes).

Peter Schibbelhute noted that he had visited the site and agreed with Steve Keach's assessment.

Peter Schibbelhute moved to pass this information on to the Board of Selectmen recommending the acceptance of roads in the Brown's Mill Subdivision. David Doran seconded. Voted in favor.

7:15PM BROADBAND CHAPTER MASTER PLAN Karen Mattor and Amy Kizek , SNHPC, were present.

Ms. Mattor provided Draft Copies of the Chapter. She reviewed the "Executive Summary" noting "Recommendations include studying the possibility of developing another section of the Zoning Ordinance on Broadband in addition to Telecommunications, making the Broadband Committee a long-term standing committee, maintaining a map to monitor coverage of broadband and telecommunications capacity in the town, and expand the access of broadband service in the limited coverage areas."

Karen Mattor and Amy Kizek reviewed the Maps in the Draft:

Map 1 Maximum Advertised Download Speed

Map 2 Broadband Availability. Kate Hartnett suggested that the

Map be broken down to 2A and 2B

Map 3 Service by Technology Type

Map 4 Limited or No Broadband Service

Map 5 Community Anchor Institutions

Map 6 Cellular Towers. Kate Hartnett suggested eliminating this map.

Gerald Coogan advised of a meeting with the Broadband Committee and Karen Mattor on December 4. Ms. Mattor will provided

minutes of that meeting.

Karen Mattor said she will finalize the draft and advised that funding ends on December 31, 2014. The Planning Board was asked to provide input by December 30, 2014.

Gerald Coogan asked that the names of the Broadband Committee be included in the Draft and suggested getting members of the public to serve on the committee.

Kate Hartnett suggested that bullets be added to the "Recommendations" listed in the Executive Summary.

7:45PM PROPOSED ZONING AMENDMENTS; VILLAGE DISTRICT Several citizens were present.

Kate Hartnett noted that the abutters were absolutely correct about having inadequate communication in this process. She asked that audience consider three things during the process

- Context
- 2. Population Growth (4500 in 2015; to 5000 in 2025)
- 3. There are no current requirements for development in Downtown Deerfield

Ms. Hartnett said the Board will discuss the latest Draft this evening and either vote to hold off presenting it to voters or proceed to another public hearing. She noted that Gerald Coogan provided the latest Draft dated 12/17/14 and she referred to a letter from Attorney James Raymond noting that "I have reviewed the draft village district center zoning ordinance. In short, the proposal is appropriate for accomplishing your planning goals of promoting mixed use of Deerfield Center."

Kate Hartnett advised that based on comments from the public, Lisa Wolford, Gerald Coogan and James Raymond the PLanning Board had done the following:

- 1. Requiring Design Standards
- 2. Discuss Lot sizes based on soils at about 1 acre
- 3. Put square foot limit at about 2500 square feet space for non-residential building.
- 4. Single Family home exemption for in time replacement
- 5.Definitional amendment for drive through service for restaurants not allowed.
- 6. Definitions added and clarified
- 7. Village design standards are recommended to be included in the Site Plan Review Regulations.
- 8. Lot coverage has been clarified
- 9.Commercial/Industrial Overlay not applicable

Gerald Coogan reviewed the 2009 Master PLan Summary noting that this is how the concept of a Village District was developed.

Mr. Coogan then reviewed the Draft Discussion, 12/17/14. A copy is attached to these minutes. He reviewed definitions which had been added:

- 1.Pre-School and School Age program
- 2. Meeting Hall
- 3. Accessory Use Out Building
- 4. Neighborhood Convenience Store
- 5. Restaurant

Mr. Coogan advised that Attorney Raymond suggesting putting the Design Guidelines into the Site Plan Review Regulations.

Gerald Coogan noted that under 215.5 Conditional Use Standards #5 has been added "Architecture and landscape design shall contribute to the Purpose of this Article and comply with the Deerfield Village Center District Design Guidelines." Under 215.6 Lot Size 1 acre; Frontage Minimum of 100 feet or 120 feet; Size Maximum of 2,500 square feet.

Under Notes:3. Restaurants with drive up or drive through service are not permitted and 4. Lot coverage includes structures, parking area, driveways and walkways. Under 215.7 Design Standards "Any development or redevelopment within the Village Center District shall be consistent with the Deerfield Village Center District Design Guidelines " Under 215.8 Residential Exemption Add

1. Residential uses and structures in existence at the time of the passage of Article 215 shall be exempt from the requirements of the Design Standards, Section 215.7. Such exemption shall include expansion and remodeling of the principle structure for residential use and addition of accessory structures associated with such residential use.

2. Any existing residential structure within the Village District which is destroyed by fire natural disaster may be replaced in kind to match the architecture of the pre-existing structure. Compliance with the Design Standards is not required.

At this time Kate Hartnett asked for public input.

Peter Prentice questioned the 5 unit maximum requirement and asked if that pertained to five units on one lot. Peter Schibbelhute said the lot would require a septic system to meet State Standards.

Lisa Wolford expressed concern regarding the development of multi dwelling units on large parcels.

An abutter present noted that he did not understand why provisions for apartments are being made. He said the reason

they moved to Deerfield was that there is a three acre lot size requirement, otherwise they would have stayed in Raymond.

Kate Hartnett said that everything in the Master Plan defines that residents want Deerfield to remain a rural town. Three acre zoning by definition is suburban, not rural.

Peter Prentice asked if by allowing multi family homes the rural aspect would remain.

Kate Hartnett said that there are many older people in Town who would prefer to live in housing apartments, rather than have to leave Deerfield.

Ms. Hartnett noted that no ordinance is perfect but this is a good start. We could get proposals that we are not prepared to deal with if we do not have design standards and maximum size. This ordinance gives the Planning Board more leverage.

Lisa Wolford questioned the build out information that was presented earlier. Kate Hartnett said that the Build out she referred to was town wide.

Lisa Wolford said that what is unacceptable to her is putting an ordinance before the voters, knowing that it has deficiencies is the worst case scenario. She felt that the Board's comments saying they are willing to make changes in the future is not acceptable and does not protect her property now.

Kate Hartnett said that she understood what people are saying and she said she was comfortable given the changes and proposed going ahead with this development with the understanding that a citizens advisory group be formed who will work with the Planning Board to improve it and bring it to the Town in 2016. She added that no ordinance is perfect and this was a good start.

Lisa Wolford said that by restricting and number and types of retail establishments, the Town can be sued.

Peter Prentice referred to the Design Standards noting that they were flimsy and needed to be more specific. He added that he worked with retail chains and hotel development and his clients would look at these standards as an empty shell.

Kate Hartnett disagreed and referred to the Discussion Draft 215.1 Purpose noting the seven points and said that any development in the Village District must address all of these points.

Peter Prentice referred to the helicopter site on North Road

noting that the Board approved the proposal without it meeting the sound requirements. Kate Hartnett replied that the trucks going by made more noise than the helicopter.

Mr. Prentice said his point was that the Board says the Village District must address all of the points in the "Purpose" but will they make exceptions.

Kate Hartnett referred to 215.3 Permitted uses and 215.4 Conditional Uses and noted that a Conditional Use Permit will be required for anything listed in 215.4.

Lisa Wolford felt that the Planning Board was being unfair by bringing this to the voters . She said she feels the same way she did last year, the draft is not ready .

Mrs. Prentice said that this should hold putting this before the voters in 2016 and form a committee to work on it.

Kate Hartnett said she felt that is has been a substantial amount of work and it was better to have a start rather than nothing.

An abutter, leaving at this time and commented that they should do it right the first time. He felt this proposal was piece-meal and needed work.

Peter Schibbelhute moved and David Doran seconded not to put the Village District on the Warrant for 2015 and form a citizens advisory committee to work to revise the Village District Center.

Peter Schibbelhute said that the public should be better informed before this goes to the voters.

Several abutters spoke reiterating their thoughts voiced earlier.

Mrs. Prentice felt the language had to be better explained and by putting it on the warrant for 2015 and trying to improve it for 2016 would not be successful. Voters would vote No.

Vice Chair Hartnett called for a vote on the motion. Motion carries. Voted unanimous.

The meeting was adjourned at 10PM.

Recorded and transcribed by Jane Boucher Pending Approval by the Planning Board



December 16, 2014

Mr. Frederick J. McGarry, P.E.; Chairman Deerfield Planning Board Post Office Box 159 Deerfield, New Hampshire 03037

Subject:

Owner's Request for Public Road Acceptance - Brown's Mill Subdivision

Mount Delight Road - Deerfield, New Hampshire

KNA Project No. 04-1217-2

Dear Mr. McGarry:

We are in receipt of correspondence addressed to the Town Administrator prepared by counsel to the owner of the subject subdivision on October 30, 2014 (copy attached). Within this correspondence counsel has requested that the Board of Selectmen vote to accept, pursuant to authority provided by RSA 674:40-a, those roads (Brown's Mill Road, Hidden Drive and Corey Road) previously dedicated to the public and shown on a plat entitled "Brown's Mill – Phase 2 – Subdivision Plan – Assessor's Map 411 – Lot 45 – Mount Delight Road, Deerfield, New Hampshire" recorded at the Rockingham County Registry of Deeds as Plan D-33927. In addition, owner's counsel has also requested that the Town waive the requirements of Section 25 of the now former Subdivision Regulations (which, based on provisions of RSA 674:39 continue to be applicable to this vested subdivision), which require posting of a maintenance guarantee for one year from the date of public acceptance.

As you are aware this office provided the Town with inspection services throughout construction of the subject subdivision. These services concluded earlier this year when Jeff Quirk of this office, together with the Deerfield Road Agent, inspected the completed construction and determined all roadways and related public improvements to be satisfactorily complete. On that basis we are able to recommend public acceptance of the aforementioned roads at this time.

After receipt of her cited correspondence of October 30<sup>th</sup> I had the opportunity to speak with owner's counsel regarding the request that the Town waive its requirement for a one year maintenance guarantee. Since I found the request somewhat unusual, I was curious to understand its basis. In response, owner's counsel provided us with a copy of correspondence addressed to your Board prepared on December 14, 2014 (copy attached). Within this correspondence counsel suggests such a waiver is reasonable given the fact that all roadway construction, including installation of the wearing course of pavement, has been complete for over three years, such that the one year maintenance surety period has affectively "run". On that basis, we find counsel's request reasonable and offer no objection to approval of the same.

Civil Engineering

Land Surveying

Landscape Architecture

In the event your Board has specific questions or further instructions regarding this matter, please contact either Mr. Quirk or myself at your convenience.

Sincerely:

Steven B. Keach, P.E.

President

Keach-Nordstrom Associates, Inc.

enc.

Cc:

Mr. Jerry Coogan, AICP

Mr. Jeff Quirk - KNA

Mr. Mark Young - Deerfield Highway Department

Ms. Patricia Panciocco, Esq.

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October 30, 2014

Town of Deerfield Board of Selectmen C/O Michael Wright, Town Administrator 8 Raymond Road Deerfield, NH 03037

RE: Brown's Mill Road, Corey Drive and Hidden Drive ("Roads")

Dear Mr. Wright:

This letter transmits the legal instruments and plan copies required to support the Board of Selectmen formally accepting the above referenced dedicated ways as Class V roads pursuant to its authority under RSA 674:40-a. My understanding is that all deficiencies previously identified by the Town's Engineer have been remedied.

Supporting this request, enclosed you will find fully executed deeds delivering fee title to the Roads with easements for drainage and the cistern in the form required by the Rockingham County Registry of Deeds. Also enclosed as required by Paragraph 2 of the Town's Policy on Public Acceptance of Dedicated Streets, are reduced size copies of the approved subdivision plans which dedicated the Roads to public use. Since these Roads were approved in 2006 under the earlier version of the Town's Subdivision Regulations and were constructed some time ago, this letter also requests the Board waive the maintenance bond typically required after the Town accepts a public way since the Roads have been complete for some time.

In the event additional information is required or revisions are needed to the proposed instruments, please let me know. Otherwise I will assume a public hearing will be scheduled to consider this request.

Patricia Panciocco

Cc: Client, Attorney Jim Raymond

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December 14, 2014

### VIA EMAIL ONLY

Frederick J. McGarry, Chairman Deerfield Planning Board C/O Jane Boucher 8 Raymond Road PO Box 159 Deerfield, NH 03037

RE: Brown's Mill Road, Hidden Drive, Corey Road

Dear Mr. Chairman and Members of the Board:

This letter is being sent to confirm that when the Planning Board takes up the matter of accepting the roads within the Brown's Mill subdivision next week, it will also consider formally waiving the requirement for a maintenance bond.

My review of this matter confirms the roads in Brown's Mill were paved more than 3 years ago. My initial letter to the Town inquiring about how road acceptance could be moved forward was exactly one year ago yesterday. Since the improvements have been completed for some time, and because this plan was approved when the regulations required only a 1 year maintenance bond, this letter requests the Board also consider waiving the requirement of a maintenance bond because it will be a substantial hardship to secure such a bond when the road has been completed for that long.

In the meantime, should additional information be required, please let me know as soon as possible.

Cc: Client; Steve Keach (KNA)

## Village Center District October 24, 2014; November 28, 2014; December 9, 16, 17, 2014

The proposed Village Center District is presented in two parts—1) Definitions and 2) a new Zoning District. The definition section suggests either new or modified definitions that currently exist in Article VI of the Town of Deerfield Zoning Ordinance (DZO) and are used in the proposed Village Center District. The Village Center District section proposes new language for a potentially new zoning district.

### TO BE INSERTED IN ARTICLE VI, SECTION 602

#### **Definitions:**

These definitions are proposed as either new or modified definitions for those that already exist in the current Article VI of the Town of Deerfield Zoning Ordinance (DZO).

<u>Dwelling</u>, <u>Multi-family</u>: Any structure containing more than two (2) dwelling units as per RSA 674:43.I.

Family Group Day Care Home: - An occupied residence in which child day care is provided for less than 24 hours per day, except in emergencies, for 7 to 12 children from one or more unrelated families. The 12 children shall include all children related to the caregiver and any foster children residing in the home, except children who are 10 years of age or older. (RSA 170 E:2)

<u>Group Child Day Care Center:</u> - A child day care agency in which child day care is provided for preschool children and up to 5 school-age children, whether or not the service is known as day nursery, nursery school, kindergarten, cooperative, child development center, day care center, center for the developmentally disabled, progressive school, Montessori school, or by any other name. (RSA 170 E:2)

Pre-school and School-age program: "Preschool program" means a child day care agency providing care and a structured program for children 3 years of age and older who are not attending a full day school program. The total amount of hours a child may be enrolled in a preschool program shall not exceed 5 hours per day. "School-age program" means a child day care agency providing child day care for up to 5 hours per school day, before or after, or before and after, regular school hours, and all day during school holidays and vacations, and which is not licensed under RSA 149, for 6 or more children who are 4 years and 8 months of age or older. The number of children shall include all children present during the period of the program, including those children related to the caregiver. (RSA 170 E:2)

<u>Inn:</u> A building, which contains a dwelling unit occupied by an owner or resident manager, in which up to 10 lodging rooms or lodging rooms and meals are offered to the general public for compensation, and in which entrance to bedrooms is made through a lobby or other common room. "Inn" includes such terms as "guest house," "lodging house," and "tourist house." <u>Each room shall have no more than two beds.</u>

Meeting hall: A building or facility used to conduct informal public meetings, social events, musical events, informal gatherings, recreational activities and similar events.

#### 215.7 Design Standards

Any development or redevelopment within the Village Center District shall be consistent with the Deerfield Village Center District Design Guidelines and the following design principles:

- Buildings should be compatible with their surroundings and traditional New England architecture, expressing a dignified architectural identity.
- All building elements should be integrated into a coherent unified design.
- Buildings should be pedestrian-oriented and incorporate elements of site planning that create pedestrian interest and easy access.
- The reuse of existing buildings with special historical value is strongly encouraged. Additions to the side and rear should have compatible styles to the original building.
- All new uses should conform to the visual character and physical patterns of Deerfield Center.

### **215.8 Residential Exemption** (added by FM)

- 1. Residential uses and structures in existence at the time of passage of Article 215 shall be exempt from the requirements of the Design Standards, Section 215.7. Such exemption shall include expansion and remodeling of the principle structure for residential use and addition of accessory structures associated with such residential use.
- Any existing residential structure within the Village District which is destroyed by fire or natural disaster may be replaced in kind to match the architecture of the pre-existing structure. Compliance with the Design Standards is not required.

Accessory use outbuilding: An accessory use outbuilding is any structure either attached or detached from the main building, the use of which is incidental to that of the main structure and located on the same lot. Accessory use outbuilding include but are not limited to gazebos, cabanas, outdoor kitchens and/or recreational fire enclosures, storage buildings, trellis, and structures/sheds or the like.

Neighborhood convenience store: Neighborhood convenience store is a small store that stocks a range of everyday items such as groceries, newspapers, snack foods, candy, toiletries, soft drinks, tobacco products, beer and wine.

Replace:

<u>Personal Service Business</u> - Includes kindergartens, barber shop, hair dresser, and businesses of a similar nature.

#### With:

<u>Personal services:</u> An establishment which offers goods and services purchased frequently by the consumer. Including, but not limited to, barbershops, hairdresser/beauty shops, massage facilities, chiropractic clinics, garment repair, laundry cleaning, pressing, tailoring, shoe repair, and other similar establishments.

Replace:

Restaurant: A building or other structure used principally to provide refreshments or meals to the public for consumption, principally on the premises at tables, booths or a counter. It shall include cafes, lunchrooms, cafeterias, coffee shops, sandwich shops and the like. Take-out refreshments are only incidental to the main purpose of the establishment: Add the following: Definition of a restaurant does not include a building or other structure used principally to dispense prepared food and/or beverages to the public for consumption on or off the premises, the major attributes of which are assembly line preparation of food and speed of dispensing, self service by the customer by standing in line, and/or service to the customer in automobiles, and which generates a large volume and rapid turnover of entering and exiting motor vehicle traffic.

#### With:

**Restaurant:** A commercial establishment where food and beverages are prepared, served, and consumed primarily within the principal building or premises which does not include a drive-up window and where food sales constitute more than 50 percent of the gross sales receipts for food and beverages. <u>OR</u>

**Restaurant:** A commercial establishment where food and beverages are prepared, served, and consumed primarily within the principal building or on the premises and where food sales constitute more than 50 percent of the gross sales receipts for food and beverages, but does not include drive through service.

TO BE INSERTED IN THE DZO AS A NEW SECTION, Section 215 Village Center District.

## 215 Village Center District

### 215.1 Purpose:

The Purpose of this district is to encourage the development and re-development of Deerfield Center in keeping with its historic pattern, including the size and spacing of structures and open spaces. Such development shall: (*Note the use of the word shall*)

- Provide a mix of uses including a variety of housing styles and types;
- Encourage pedestrian-friendly amenities including safe routes for pedestrians and bicyclists, safe crosswalks, sidewalks, and quality landscaping;
- Preserve the existing historical and architectural character of Deerfield Center;
- Retain existing buildings with historical or architectural features that enhance the visual character of the community;
- Encourage a safe and aesthetic environment for vehicular travel;
- Provide opportunity for greater economic activity and vitality; and
- Provide consistency with Deerfield's master plan.

### 215.2 Applicability:

The Village Residential District is identified on the Town of Deerfield Zoning Map entitled Deerfield Village, February 3, 2014, as amended, and shall include the following properties: Tax Map 210, Lots 1 through 22 and lots 55 through 61; Tax Map 414, Lots 103, 104, 152; and Tax Map 415, Lots 1, 2, 3, 4, 6, 27, 28, 29, lots 31 through 39, 44, 45, 46

#### 215.3 Permitted Uses:

- 1. Single-family detached dwelling
- 2. Two-family dwelling
- 3. Accessory use outbuilding
- 4. Multi-family housing not to exceed five units
- 5. Home occupation
- 6. Senior housing up to 20 units
- 7. Accessory apartment (or Accessory dwelling unit)
- 8. Bed & Breakfast
- 9. Art gallery
- 10. Professional or medical office
- 11. Municipal facilities
- 12. Public parks or open space
- 13. Bakery
- 14. Restaurant
- 15. Artist live/work space
- 16. Antique shop

- 17. Day care for no more than 3 children
- 18. Family Day Care Home
- 19. Family Group Day Care Home
- 20. Group Child Day Care Center
- 21. Pre-school and School Age Program
- 22. Personal services

#### 215.4 Conditional Uses:

- 1. Meeting hall
- 2. Multi-family housing greater than five units
- 3. Inn
- 4. Outdoor recreational facilities open to the public involving the construction of structures
- 5. Business and professional offices
- 6. Bank
- 7. Retail sales
- 8. Theater or cultural center
- 9. Neighborhood convenience store, excluding the sale of motor vehicle fuels and allowing a restaurant area of no more than 5 seats.

### 215.5 Conditional Use Standards

The planning board may issue a conditional use permit approving uses in Section 215.4 provided the planning board determines the following conditions are met.

- 1. The use is specifically authorized in this ordinance as a conditional use;
- If completed as proposed by the applicant, the development in its proposed location will comply with the purposes and requirements of this Article;
- 3. The use will not materially endanger the public health, safety, or welfare;
- 4. The use will be compatible with the village area and with adjoining or abutting uses in the area in which it is to be located;
- Architecture and landscape design shall contribute to the Purpose of this Article and comply with the Deerfield Village Center District Design Guidelines.
- 6. The use will provide an environment to ensure both vehicular and pedestrian safety;
- 7. The use will be compatible with the natural, environmental, and historic resources of the town; and
- The use will be adequately serviced by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use, and will not necessitate excessive public expenditures to provide facilities and services with sufficient additional capacity.

## 215.6 Dimensional Standards:

Developments in the Village Center District are subject to the following lot, dimensional and building separation requirements in Table 1.

Table 1. Dimensional Standards

Standard <sup>1</sup>
Minimum of 1 acre
Minimum of 100 feet or 120 feet per FM Discussion
Up to 50%
At least 1 ½ stories, but no more than three stories or 35 feet of habitable space except as provided for in Section 207.5: B and C
Maximum of 2,500 sf of space per nonresidential building.
10 feet minimum depth. A building with a business on the first floor shall have a front yard setback no less than 20 feet. Where there are buildings on adjacent properties, the set back shall be consistent with, but no closer than buildings on such properties.
15 feet or no less than 25 feet between principal buildings on adjacent lots
15 feet or no less than 25 feet between principal buildings on adjacent lots
No parking lot shall be located between the street and the front line of the principal structure of the lot.
One (1) parking space per dwelling unit
One (1) space/300 square feet of gross floor area for office or retail.
Restaurants, cafes, church/meeting hall (public space) and bed & breakfasts/inns shall comply with Site Plan Review Regulations.
Minimum of a 9 foot by 18 foot space

#### Notes:

- The Planning Board may authorize variations from the above standards, except for any
  requirement provided by state regulation or mandated elsewhere in this ordinance, by up to
  25 percent by a Conditional Use Permit issued pursuant to Section 215.5 for the purpose of
  providing flexibility in the design of the subdivision to meet the objectives of this section.
- 2. Minimum lot size will depend on compliance with the provisions found in the DES "Subdivision and Individual Sewage Disposal System Design Rules, Chapter Env-Wq 1000", as amended and may be satisfied through the use of an off-site system that is specified through an easement and agreement between the owner/applicant for the proposed activity and the owner of the site on which the system is to be constructed. NH DES will employ a soil-based minimum lot size and where it determines that where the lot size is greater than 43,560 sf, then that will be a permitted lot.
- 3. Restaurants with drive up or drive through service are not permitted.
- Lot coverage includes structures, parking area, driveways and walkways.