

# DRAFT UNAPPROVED

Note: Please find the following **DRAFT** minutes of the Planning Board. These **DRAFT** minutes are subject to being amended, extended and approved by the Planning Board during it's next meeting.

Town of Enfield  
Planning Board  
Tim Taylor, Chairman  
April 11, 2012- 7:00 PM

Present: Tim Taylor- Chairman, John Kluge- Selectboard Representative, Paul Withrow, Suzanne Laliberte, Dan Kiley, Nate Miller-Acting Town Planner

Guests: Michael DiBitetto- Maple Street-Enfield Acquisition, LLC, Michael Leo- VNB, Inc., Tony Lozeau- Moose Mountain Realty, Jon Putnam, and approximately 10 members of the public.

Approval of Minutes:

Suzanne Laliberte moved to accept the minutes of March 14, 2011 as submitted. Dan Kiley seconded and the motion passed unanimously.

Selectmen's Report:

John Kluge reported that Town Meeting went well. Everything passed except the ambulance program, although a billing process will be implemented. On March 29th, the NHDOT held a Public Informational Meeting to discuss the Shaker Bridge project. The NHDOT has committed to providing an at-grade crossing. However, the State Historic Preservation Office is still reviewing the design. The Shaker Bridge project is scheduled to be complete by the end of August.

John Kluge reported that the Enfield Village Association will be working with local businesses along Route 4 to ensure that those businesses can be easily accessed during the upcoming water/sewer construction project.

Public Hearings:

- Maple Street-Enfield Acquisition, LLC – Phase II Design Review (Continuation from February 8, 2012).

Chairman Taylor re-opened the hearing.

Michael DiBitetto provided an overview of changes to the Maple Street-Enfield Acquisition site plan resulting from the Board's feedback during the Phase II Design Review process. A revised plan set will be submitted in advance of the start of Phase III Final Application review.

Mr. DiBitetto advised that the revised site plan still features a seven-lot layout, with seven multi-family buildings. Michael Leo of VHB, Inc. continued the presentation and discussed the following points from the February 8th meeting.

- Mr. Leo advised that, based on Maple Street-Enfield Acquisition, LLC's most recent market analysis, the majority of the units will be studio and one-bedroom apartments. As such, the building sizes will be reduced from those shown on the November 25, 2009 plan.
- Mr. Leo advised that the revised site plan will meet the Town's 50-foot wetland setback requirement, and the wetlands buffers will be shown on the site plan.
- Mr. Leo advised that, per previous guidance from the Planning Board, a gravel emergency access road will be provided from Maple Street. The road will not accommodate through traffic, and may have an actuated gate.
- Mr. Leo advised that the final 1000' section of the development's access road would be 28' wide. This should appropriately accommodate emergency vehicles, provide room for parked vehicles to back out, and will be porous pavement to assist with drainage.
- Mr. Leo advised that the Planning Board's letter to NHDOT and Maple Street-Enfield Acquisition, LLC was well-received. VHB, Inc. will conduct a survey at the proposed Route 4/Site Access Road intersection to determine the feasibility of an eastbound left-turn pocket.
- Mr. Leo advised that a sidewalk along the north side of U.S. Route 4 connecting the development to Enfield's existing sidewalk network (currently terminating at Oak Grove Street).

Mr. DiBitetto noted that he has reached out to staff at Advance Transit to discuss how to serve the development with public transportation. However, Advance Transit has not responded with detailed comments yet. Dan Kiley suggested that the Board of Selectmen send a letter to Advance Transit encouraging cooperation with Maple Street-Enfield Acquisition, LLC.

Dr. David Beaufait and Chris Jones asked about the access/egress at the end of the development for emergency vehicles, which is not currently shown on the site plan. Mr. Leo advised that VHB, Inc. is reviewing potential engineering alignments for this emergency access. Chairman Taylor advised

that this would be an issue for Phase III Final Application Review. Nate Miller noted that the design of the emergency access would be reviewed by Town emergency services staff as well as a third-party engineer during Phase III.

Sharon Beaufait asked how many units are proposed in the revised site plan. Mr. DiBitetto advised that the number of units has not changed, and remains 154 units.

Sharon Beaufait asked if the gravel road for emergency access would be gated? Chairman Taylor advised that it would be gated.

Tony Lozeau asked about the number of one and two bedroom units in the development. Mr. DiBitetto advised that approximately 40% of the units would be studios, approximately 40% of the units would be one-bedroom, and approximately 20% of the units would be two-bedroom.

Nate Miller asked when Mr. DiBitetto anticipates moving forward with Phase III Final Application Review. Mr. DiBitetto advised that it might be 3-6 months before his team completes the revised site plan, develops a subdivision plan, and continues working through the NHDOT Driveway Permit process.

Nate Miller advised that Maple Street-Enfield Acquisition, LLC will need a special exception from the Zoning Board of Adjustment for the proposed stream/wetland crossing.

Nate Miller noted that, when Maple Street-Enfield Acquisition applies for Phase III Final Application Review, all abutters to the project will be re-notified.

Dan Kiley moved to close the Maple Street-Enfield Acquisition Phase II Design Review hearing. John Kluge seconded, and the motion passed unanimously.

· Marguerite E. Haughey Revocable Trust Phase III Minor Subdivision (Continuation from March 14, 2012).

Tony Lozeau presented the revised minor subdivision plan, the previously proposed 4.44-acre lot is now 5.05 acres. This change added approximately 20 feet of frontage on Boys Camp Road.

Nate Miller advised that an abutter to the property, Mr. Russ Clift, visited the Planning Board in March to discuss a cost sharing agreement amongst the neighborhood's property owners related to private road maintenance. Mr. Lozeau advised that he has researched this topic, and the cost sharing

agreement is not included in the deeds for any of the properties in question. Mr. Lozeau suggested that, historically, the agreement might have been informal.

Nate Miller asked about the status of the NHDES Shoreland Protection Permit for the subdivision. Mr. Lozeau advised that the permit application is still “under technical review” by the New Hampshire Department of Environmental Services.

John Kluge moved to approve the minor subdivision with the following condition:

- A copy of the New Hampshire Department of Environmental Services (NHDES) Shoreland Water Quality Protection Act Permit for this subdivision shall be submitted to the Enfield Planning and Zoning Office.

Suzanne Laliberte seconded and the motion passed unanimously.

Conceptual Review:

- Jon Putnam – Minor Site Plan (Non-residential Change of Use)

Chairman Taylor recused himself from the discussion, as he is an abutter.

Mr. Putnam visited the Board for a conceptual review on March 14th to discuss a potential 600 SF expansion of his building (“Bearly Used Books”) to accommodate his son’s growing car stereo installation business. Mr. Putnam has since decided not to pursue the building expansion at this time. However, he wishes to repurpose the existing bookstore space (by potentially closing the bookstore) for his son’s business without adding new floor area.

Per the Town’s Site Plan Review regulations (Section 1.5.2), proposals that “change of use for a non-residential site, for which no change in floor area is proposed, and which either maintains or decreases the intensity of use on the site [...]” are subject to Minor Site Plan review from the Planning Board.

Mr. Putnam requested a waiver from Minor Site Plan review for this proposal.

John Kluge moved to waive Minor Site Plan review for this proposal. Paul Withrow seconded, and the motion passed unanimously.

Business:

· Howard and Gladys Adams- Voluntary Merger

Nate Miller advised that Mr. Howard Adams has applied for a voluntary merger of his parcels (Map-Lot 14-20 and Map-Lot 14-22). Mr. Adams has supplied all necessary information to the Board, including copies of the applicable property deeds and application fees.

Dan Kiley moved to approve the voluntary merger. Paul Withrow seconded and the motion passed unanimously.

· Mountain Meadows Subdivision- Release of Performance Bond and Escrow Funds

Nate Miller advised that Planning Board approved the Mountain Meadows (aka Fieldstone Ridge) subdivision in 2005. As part of the approval process, Mountain Meadows paid funds to be held in escrow by the Town of Enfield to cover the costs of Public Works staff inspections of the subdivision's infrastructure. There is a balance of approximately \$667 in that escrow account. Similarly, a performance bond was issued to ensure that the subdivision infrastructure was constructed to town standards.

The Mountain Meadows subdivision was completed in 2009. The subdivision roads (now called Birch and Poplar Lane) were accepted as Class V public roads by the Enfield Board of Selectmen in November 2009. As such, the two-year window following acceptance has now passed, and the developer of Mountain Meadows has requested that the performance bond be terminated.

Suzanne Laliberte moved to close the Mountain Meadows escrow account and release the remaining funds to the developer of the Mountain Meadows subdivision, Mr. Tom Bueschel of Northern Equities. Paul Withrow seconded and the motion passed unanimously.

Suzanne Laliberte moved to terminate the Mountain Meadows performance bond. Paul Withrow seconded and the motion passed unanimously.

Timber Cuts:

· Carolee Higbee – Boys Camp Road  
o 57-acre cut on a 65-acre lot

· Everett and Patricia Poitras – NH Route 4A/Boys Camp Road  
o 50-acre cut on a 60-acre lot

### Intents to Excavate (Annual Inspections):

Nate Miller advised that Public Works Director Jim Taylor recently completed inspections of the four sand/gravel pits in the Town of Enfield.

- David Deck Sand and Gravel Pit

- o Mr. Taylor found the David Deck excavation site to be in compliance with town and state regulations.

- Greenlinks Construction Sand and Gravel Pit

- o Mr. Taylor found the Greenlinks excavation site to be in compliance with town and state regulations.

- Crate Sand and Gravel Pit

- o Mr. Taylor found the Crate excavation site to be in compliance with town and state regulations.

- Conkey Enterprises Sand and Gravel Pit

- o Mr. Taylor found unguarded steep banks, which will be bermed to bring the Conkey excavation site into compliance with town and state regulations.

### Next Meeting:

The Planning Board confirmed their next meeting for May 9th at 7:00 PM. The first hour of the meeting will be a Public Informational Meeting to discuss potential zoning changes on U.S. Route 4 with Brandy Saxton of Placesense and Jim Donovan of Broadreach Planning.

### Adjournment:

John Kluge moved to adjourn the meeting at 8:20 PM. Dan Kiley seconded and the motion passed unanimously.