

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
July 11, 2012 – 7:00 PM

Present: Tim Taylor- Chairman, Suzanne Laliberte, Paul Withrow, Dan Kiley, Paula Rowe, and Nate Miller- Acting Town Planner.

Guests: Kurt Filiault, Jim Filiault, Shawn Mason, Richard Timmons, and Jim Ward.

Approval of Minutes:

Suzanne Laliberte moved to approve the minutes of June 27, 2012. Paul Withrow seconded and the motion passed unanimously.

Selectmen's Report:

This item was tabled to the Planning Board's next meeting.

Conceptual Review:

Flatlanders, LLC – Minor Site Plan (Landing Road)

Kurt and Keith Filiault, owners of Keene Medical Products are proposing moving their offices and warehousing to Enfield. The company's retail sales office would remain at the current facility in Lebanon. The company is considering utilizing two buildings (locally known as the Dana Robes buildings) on Landing Road for their offices and warehousing. The two buildings total 19,435 SF.

Kurt Filiault explained that there are 42 parking spaces at the site, and the existing parking area may not be sufficient for their needs. Mr. Filiault estimated that 46 employees and a small number of customers would be parking at the location.

Nate Miller advised that the Enfield Zoning Ordinance requires approximately 65 parking spaces for this amount of square footage and proposed use (1 space per 300 SF). Jim Ward, realtor for the property, advised that he would discuss this requirement with Zoning Administrator Phil Neily. Mr. Filiault advised that he does not see an issue with providing the additional spaces.

Jim Ward asked about the Planning Board's process for reviewing this proposal. Nate Miller advised that the larger building is currently classified as light manufacturing (being a former woodshop) and the smaller building is classified as a retail store/shop. Under the Town of Enfield's Site Plan Regulations, a change of non-residential use with no expansion/change in floor area requires minor site plan review. Board members noted that Section 4.2 of the Enfield Site Plan Review regulations details minor site plan submission requirements.

Nate Miller advised that Mr. Ward and Mr. Filiault contact Zoning Administrator Phil Neily to verify that there are no potential zoning issues related to the proposed change of use.

Mr. Ward and Mr. Filiault thanked the Board for their time and guidance.

Public Hearing:

I. Richard Timmons of R&L Auto and Recovery will apply for a Site Plan Amendment on behalf of Mason Racing, Inc. to construct a 6,480 SF commercial building and operate a vehicle recovery and service business. The subject parcel is Tax Map 3, Lot 1-1 located on Old Route 10 in the Commercial/Industrial (C/1) District.

Suzanne Laliberte moved that the application is substantially complete enough for the Planning Board to accept jurisdiction. Dan Kiley seconded and the motion passed unanimously.

Chairman Taylor opened the Public Hearing.

Richard Timmons of R&L Auto & Towing provided an overview of the proposed site plan. Mr. Timmons advised that he is interested in purchasing a property on Old Route 10 currently owned by Mason Racing, Inc (Map/Lot 3-1-1). In July 2007, Mason Racing, Inc. received conditional site plan approval to construct a 10,000 SF commercial building to be used for motorcycle, ATV, and snowmobile sales and service. The approved Mason Racing site plan was never constructed.

Mr. Timmons advised that his company's needs are different than Mason Racing's needs were in 2007. As such, he has proposed a site plan amendment on behalf of Mason Racing to construct a 6,480 SF building to be used for vehicle recovery and service.

Nate Miller recalled that at the June 13th conceptual discussion, Mr. Timmons indicated that he intended to sell approximately 20-25 vehicles on the site. Nate Miller noted that the plans reference "Vehicle Recovery and Service", not vehicle sales. Mr. Timmons advised that he still intends to sell vehicles on the site, and acknowledged that the omission of vehicle sales on the plan may have been an oversight on the part of his engineer.

Nate Miller noted that, at the July 13th conceptual discussion, the Planning Board advised that the site plan needs to show the area of the site where vehicles will be displayed for sale. However, this is not shown on the plan. Mr. Timmons acknowledged that this was not shown on the plan. Mr. Timmons suggested that vehicles for sale could be displayed in the parking spaces proposed on the east side of the site. Dan Kiley and Tim Taylor advised that the parking requirements in Section 409 of the Zoning Ordinance prohibit using parking areas for the storage of vehicles. The parking spaces must be accessible to the customers and employees of the business.

Nate Miller asked if there would be an impound area for vehicles towed to the site. Mr. Timmons advised that there would be an impound area on the south side of the site. Mr. Miller noted that this area is shown as 12 parking spaces, not a gated impound area.. Mr. Timmons acknowledged that the impound area is not shown on the plan. Dan Kiley and Tim Taylor again advised that the parking requirements in Section 409 of the Zoning Ordinance prohibit using parking areas for the storage of vehicles.

Jim Ward suggested that, due to the topographic constraints of the site, Mr. Timmons may be unable to provide the required number of parking spaces. Tim Taylor advised that, if that is the case, Mr. Timmons may need to request a variance from that requirement from the Enfield Zoning Board of Adjustment.

Nate Miller advised that the proposed site plan does not appear to comply with the front setback requirement of the Enfield Zoning Ordinance. The parking area is approximately 25 feet from the lot line contiguous with Old Route 10. Parking lots are considered structures in the Zoning Ordinance, and structures in the Commercial/Industrial District may not be located nearer than 50 feet from any lot line contiguous to a street. Dan Kiley advised that Mr. Timmons may need to request a variance from that requirement from the

Enfield Zoning Board of Adjustment.

Nate Miller advised that the next meeting of the Enfield Zoning Board of Adjustment is August 14th, and the application deadline is approximately July 25th. Nate Miller suggested that Mr. Timmons contact Zoning Administrator Phil Neily to discuss specifics related to the Zoning Board of Adjustment process.

Nate Miller noted four additional items that will need to be addressed, including: 1) Submission of a Lighting Plan as required in the Site Plan Review regulations; 2) Submission of proof that the NHDES Subsurface Systems Bureau approval of the septic system design remains valid; 3) Submission of an approved Town of Enfield Driveway Permit (the previous permit expired in 2008); and 4) Submission of an engineered design of the proposed retaining walls.

Mr. Ward advised that he would work cooperatively with Mr. Timmons to prepare variance applications for the Zoning Board of Adjustment, revise the site plan to show the vehicle sales and impound areas, prepare a lighting plan, work with NHDES on septic design approval, apply for a Town of Enfield Driveway Permit, and prepare an engineered retaining wall design.

Mr. Timmons requested that the hearing be continued to August 22, 2012.

Paul Withrow moved to continue this hearing to August 22, 2012. Dan Kiley seconded and the motion passed unanimously.

Business:

Nate Miller reminded the Board that the Advance Transit Enfield Focus Group will be meeting at the Public Works Department on July 17th, 2012 at 9:30 AM. The focus group will discuss existing and future Advance Transit services in Enfield. The public is encouraged to attend.

Timber Cuts:

- Eric Darmstaedter (Oak Hill Road)
 - o 35-acre cut on a 92-acre lot

Next Meeting:

The Planning Board's next meeting will be held on August 22, 2012.

Adjournment:

Paul Withrow moved to adjourn the meeting at 8:45 PM. Dan Kiley seconded and the motion passed unanimously.