

# 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  
September 26, 2012- 7:00 PM

Present: John Kluge-Selectmen's Representative, Suzanne Laliberte, Paul Withrow, Dan Kiley-Vice Chairman, Paula Rowe, Kurt Gotthardt, and Nate Miller- Acting Town Planner

Guests: Brandy Saxton, Steve Schneider, Jeff Carney, Pat Buccellato, Keith Filiault, and Jim Ward

Vice-Chairman Dan Kiley called the meeting to order at 7:00 PM.

Vice-Chairman Dan Kiley appointed Alternate Paula Rowe to sit for David Saladino.

Approval of Minutes:

Suzanne Laliberte moved to approve the Minutes of September 12, 2012 as submitted. Paul Withrow seconded and the motion passed unanimously.

Selectmen's Report:

John Kluge-Selectmen's Representative reported. There was a wonderful ceremony to celebrate the opening of the new Shaker Bridge on September 15th. The new bridge has already added vitality to Enfield's downtown area, as "normal" traffic patterns are resuming on Main Street.

John Kluge reported that the Town is making progress in the replacement of the damaged Huse Park entry sign.

Conceptual Discussions:

Jon Meyer – Minor Subdivision

Jon Meyer provided an overview of his property at the corner of U.S. Route 4 and Flanders Street. The lot is just under  $\frac{3}{4}$  of an acre, and has three

buildings on it (a triplex, duplex, and single unit apartment). Mr. Meyer is interested in dividing the property into two lots of approximately 0.4 acres and 0.35 acres respectively. He has put in an application for a zoning variance, as the minimum lot size is one-half acre in this area of the Community Business District (served by Town water and sewer).

Dan Kiley noted that, in addition to Zoning Board of Adjustment approval, Mr. Meyer would also need minor subdivision approval from the Planning Board. Mr. Meyer advised that the cost of performing a land survey is prohibitive and would like to know if the Planning Board would be willing to make this a condition of approval.

Nate Miller advised that only licensed land surveyors may certify property boundaries in the State of New Hampshire. Mr. Meyer presented a sketch of his proposed subdivision to the Planning Board, and Board members advised that Mr. Meyer will need to commission a survey of the property before the subdivision application could be accepted as complete by the Planning Board.

Mr. Meyer reported that his hearing with the Zoning Board of Adjustment is scheduled for October 9th. He hopes to have a survey completed within the next couple of weeks, and apply for a hearing with the Planning Board in late October or early November.

#### Erigo Technologies, LLC – Minor Site Plan

Bill Baschnagel of Erigo Technologies, LLC reported that his company has recently won a defense contract to conduct materials testing on military HumVees. The duration of the contract is 24 months. Erigo Technologies would like to lease approximately 1,200 SF of space from George's AG market as shop space to conduct this work.

Nate Miller advised that Erigo Technologies is seeking guidance from the Planning Board about whether this temporary change of use will require minor site plan review.

Following discussion, Board members advised that Erigo Technologies use of the site will total 24 months, and should be construed as a temporary change of use per Section 1.5.1 of the Town of Enfield Site Plan Regulations. As such, minor site plan review will not be required. Temporary changes of use fall under the purview of the Enfield Code Enforcement Department. The Enfield Code Enforcement Officer shall approve the proposed configuration of the site to ensure that the site functions safely.

If Erigo Technologies' use of the space becomes permanent following the end of this 24-month window, minor site plan review will be required.

Public Hearings:

Keene Medical Products – Minor Site Plan (Landing Road)

Suzanne Laliberte moved to accept the application as complete. Paul Withrow seconded and the motion passed unanimously.

Pat Buccellato of Pathways Consulting presented on behalf of Keene Medical Products. Keene Medical Products is proposing moving their offices and warehousing to Enfield. The company's retail sales office would remain at the current facility in Lebanon. Keene Medical Products is proposing to utilize two buildings (locally known as the Dana Robes buildings) on Landing Road. The two buildings total approximately 20,000 SF.

Per the Town of Enfield Zoning Ordinance, 69 parking spaces will be needed. The existing parking area totals 42 spaces, and Keene Medical Products is proposing to expand the parking lot to provide for the required amount. This parking lot will be paved, and deciduous trees are proposed to screen the parking lot. The parking lot would be drained by a new grass swale.

Keith Filiault advised that Keene Medical Products' hours of operation would be Monday through Friday from 8:00 AM to 5:00 PM. Approximately 45 employees would work at the site. Dan Kiley noted that the existing parking area is primarily gravel. Board members advised that they would be comfortable leaving the paving of the parking area at the discretion of Keene Medical Products.

Suzanne Laliberte moved to approve the minor site plan with the following condition:

- A minimum of two (2) parking spaces shall be handicapped-accessible and shall conform with ADA parking design requirements.

Paul Withrow seconded and the motion passed unanimously.

Liberty Utilities – Scenic Road Utility Maintenance

Jeff Carney, Forester for Liberty Utilities, Inc. presented. Liberty Utilities proposes pruning, trimming, and removing hazardous trees from two scenic roads- Ibey and Eastman Hill Road- as necessary to maintain their overhead

power lines. Mr. Carney has submitted inventories of the proposed tree impacts for the Planning Board's consideration.

John Kluge moved to approve the request of Liberty Utilities to trim and remove trees as necessary to maintain energized overhead conductors on Ibey Road and Eastman Hill Road. All work shall be performed in accordance with the Tree Trimming/Tree Removal Schedules dated June 18, 2012 and September 7, 2012, prepared by Liberty Utilities and on file in the Town of Enfield Planning/Zoning Office.

Paul Withrow seconded and the motion passed unanimously.

Business:

Brandy Saxton of PlaceSense, Inc. presented the final revisions to the proposed Form Based Code on U.S. Route 4 based on the discussion at the Planning Board's June 27th meeting.

Brandy Saxton's slides shall be affixed to the minutes and placed on file in the Enfield Planning and Zoning Office.

Next Meeting:

The Planning Board's next regular meeting is scheduled for October 10th, 2012 at 7:00 PM.

Adjournment:

John Kluge made a motion to adjourn at 8:45 p.m. Paul Withrow seconded and the motion passed unanimously.