

# 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  
November 14, 2012- 7:00 PM

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

Guests: Phil Neily- Zoning Administrator, Jon Meyer

Approval of Minutes:

Suzanne Laliberte moved to accept the minutes of the October 10, 2012 Planning Board meeting. Paul Withrow seconded and the motion passed unanimously. Tim Taylor and John Kluge abstained due to absence.

Selectmen's Report:

John Kluge, Selectmen's Representative reported on the last Enfield Selectboard meeting. The Selectboard is reviewing recycling and refuse pick-up options to save money. A primary goal is to increase the recycling rate. The Selectboard is looking at cost comparisons for picking-up refuse every two weeks, as opposed to the current once a week.

John Kluge reported that the town's tax rate has been set at three cents less than anticipated at Town Meeting. This is the town portion of the tax rate only, and does not include the school or County rates.

Public Hearings:

1. Jon W. and Deborah O. Meyer will apply for a Phase III Minor Subdivision of their lot (Tax Map 33, Lot 15) located on US Route 4/Flanders Street in the Community Business (CB) District. They propose to divide the 0.73-acre parcel into two parcels of 0.363 and 0.364 acres respectively. The proposed Minor Subdivision includes a Boundary Line adjustment between Jon W. and Deborah O. Meyer (Tax Map 33, Lot 15) and Richard E. Colt Jr. (Tax Map 33,

Lot 16). They propose to annex lands totaling 399 SF lot 33-15 to lot 33-16, and similarly from lot 33-16 to lot 33-15, as necessary to remedy the encroachment of a building and porch associated with lot 33-16.

Nate Miller reported that the application is complete. Chairman Taylor opened the public hearing.

Jon Meyer presented the minor subdivision application, and noted that he has received a variance from the Enfield Zoning Board of Adjustment related to the proposed 0.363 and 0.364-acre lot sizes. During the course of the survey work (performed by Cardigan Mountain Land Surveys), it was discovered that the abutting house, owned by Richard Colt, encroached upon Mr. Meyer's property. As such, Mr. Meyer and Mr. Colt have agreed upon a boundary line adjustment to remedy this encroachment, which is also displayed on the plan.

Chairman Taylor opened the hearing to comments from the public. No comments were received.

John Kluge moved to approve the minor subdivision and boundary line adjustment. Dan Kiley seconded and the motion passed unanimously.

Business:

Nate Miller advised that, following up from the Board's discussion in October, Zoning Administrator Phil Neily invited ZBA members to attend tonight's Planning Board meeting to discuss potential zoning amendments for 2013 Town Meeting.

Dan Kiley reported that he attended the last ZBA meeting and provided informational handouts about the proposed Route 4 Zoning District.

Nate Miller noted that, in October, the Board discussed a potential amendment to Section 409 of the Zoning Ordinance (Parking and Loading Areas). The Board wished to reduce the minimum parking requirements, as new developments are routinely being required to provide more parking than needed. Nate Miller distributed the following draft language to the Board for discussion.

#### 409 PARKING AND LOADING AREAS- PROPOSED

Adequate offstreet loading and parking areas shall be provided when any new use is established or any existing use is enlarged in accord with the following

specifications:

### 1. Dimensions

Parking Space Size- 10 ft. x 18 ft. (Minimum)

Parking Aisle Width- 20 ft. (Minimum) for two-way aisles  
12 ft. (Minimum) for one-way aisles

### 2. Number of Spaces

Retail- 1 Space per 500 Sq. ft. of GLA (Minimum)

Business- 1 Space per 800 Sq. ft. of GLA (Minimum)

Industrial- 1 Space per 500 Sq. ft. of GLA (Minimum)

Residential/Lodging- 1 space per unit (Minimum)

### 3. On-Street Parking

Off-street parking requirements may be reduced by 1 space for every 20 feet of frontage on a road where on-street parking is allowed.

### 4. Parking Serving Multiple Uses

Parking designed to serve multiple uses shall be calculated by adding up the number of spaces required for the individual uses and dividing the total by the applicable shared parking factor from the table below.

Business Lodging Residential

Retail 1.2 1.4 1.3

Business 1.7 1.5

Lodging 1.1

### 5. Handicapped-accessible Parking

Handicapped-accessible Parking shall be provided as necessary to meet the requirements of the Americans With Disabilities Act, according to the table below.

Total Parking Spaces in Lot Required Minimum Number of Accessible Spaces

1 to 25 1

26 to 50 2

51 to 75 3

76 to 100 4

101 to 150 5  
151 to 200 6  
201 to 300 7  
301 to 400 8  
Over 400 2 Percent of Total Parking Spaces

## 6. Lighting of Parking Areas

Only indirect lighting of parking and loading areas shall be permitted. All lighting shall be so directed and shaded to prevent any direct glare from illuminating adjacent properties. No lighting shall be directed upward that may illuminate the night sky. All lighting of parking and loading areas shall conform to the provisions of Section 419 of this Ordinance.

## 7. Parking in the Community Business District

In the Community Business District, a Special Exception may be granted from these requirements for parking for new uses in structures that pre-date the adoption of this Ordinance and non-conforming lots.

## 8. Other Considerations

The Planning Board shall require applicants to submit a parking study before approving a project that includes more than twice the minimum amount of parking and may require phased construction of the additional parking upon demonstration of the need. For applicants proposing uses that do not reasonably fall into the categories of "Retail", "Business", "Industrial", or "Residential/Lodging", the Planning Board shall require a parking study to quantify parking demand.

Only surface parking spaces shall be used to determine whether a project includes more than twice the minimum.

Any business requesting to place signage at an entrance to the Northern Rail Trail shall be required to have a bicycle rack.

"Retail" uses shall include retail trade, retail service, food service, and restaurants.

"Business" uses shall include offices, light industry, and research and development.

"Industrial" uses shall include assembly and packaging facilities.

"Lodging" uses shall include hotel, motel, and other overnight tourist accommodations.

“GLA” is Gross Leasable Area.

Following discussion, the Board recommended that the definitions be moved to the beginning of the Section, and that an exception for parking in the downtown area (as defined in Section 401.4 V of the ordinance) be included in Item #7.

The Board discussed the schedule for Route 4 Zoning outreach, including mailing the informational brochures, and holding the public informational meeting and the public hearing. The Board decided on the following schedule:

1. December 14th (Mail Informational Brochures). This gives time before the public hearing.
2. January 9th (Public Informational Meeting).
3. January 16th (Public Hearing)

Nate Miller reviewed the draft informational brochure with the Board. The Board edited the brochure with Mr. Miller. John Kluge advised that the brochure should be sent to the entire voter list for the Town of Enfield.

Board members discussed specifics of the Route 4 Zoning proposal with Zoning Administrator Phil Neily. Mr. Neily suggested that if porches will be allowed to encroach beyond setback requirements, there should be a clause that those porches not be enclosed. Mr. Neily also suggested that the Board review the proposed maximum building height.

Communication:

Nate Miller reported that Round 2 of the NH Community Planning Grant Program has been announced. Applications will be due in mid-February 2013.

Informational Items:

Dan Kiley and Suzanne Laliberte attended the UVLSRPC Planning and Zoning Conference on November 11, 2012. Dan Kiley reported that the Zoning Board of Adjustment has become the Building Permit Appeals Board. Zoning Administrator Phil Neily noted that this is already the case in the Town of Enfield.

Walter Paine on Palmer Road has received approval for a 50-acre cut on a 330-acre lot. Tracy Burns will be the Forester for this work.

Kurt Gotthardt recommended that the Route 4 Conceptual Development Plan

be codified in the proposed zoning amendment for the area. Following discussion, the Board decided not to add the Conceptual Development Plan to the proposed zoning amendment.

Next Meeting:

The next regular Planning Board meeting is scheduled for December 12, 2012.

Adjournment:

John Kluge moved to adjourn the meeting at 9:15 PM. Paul Withrow seconded and the motion passed unanimously.