

Sandown Planning Board  
Minutes  
March 16, 2010

**Date:** March 16, 2010

**Place:** Sandown Town Hall

**Members Present:** Ken Sweet, Chairman, Donna Green, Vice Chairman, Marilyn Cormier, Ed Mencis, Mark Traeger, Nelson Rheume, Ex-Officio and Matt Russell, Alternate.

**Late Arrivals:** Steven Meisner arrived at 8:33 p.m.

**Also present:** Bette Patterson, Administrative Assistant and Town Engineer Steven Keach

**Opening:** Chairman Sweet opened the meeting at 7:10 p.m. and announced that Matt Russell would be serving as a voting member for this meeting.

**Correspondence:**

- **Paula Bonasoro Resignation - MOTION:** Nelson Rheume made a motion to accept with regret the resignation of Paula Bonasoro. Marilyn Cormier seconded. Voted unanimously in the affirmative. *A thank you note will be sent to Mrs. Bonasoro on behalf of the Board.*
- **Voluntary Lot Merger for David and Nancy Lambert - Map 28, Lots 90 and 88 located on Birch Drive-** Members were concerned that the lot merger form was only signed by one of the property owners. Administrative Assistant Patterson will contact the owners for the other signature and this item will be placed on the agenda for the April 6th meeting.
- **Rockingham Planning Commission Regional Impact Determinations -** Mark Traeger reviewed the information from RPC on Regional Impact Determinations and how such a determination should be made. Large scale projects may affect surrounding Towns and it's important for planning boards to include regional determinations during initial review of an application. Mr. Keach pointed out that the planning board should determine if regional impact exists on each application. The board agreed to add regional impact determination to the subdivision and site plan application check list.
- **Nutfield Publishing - Request for Support -** Mark Traeger provided a copy of a letter of support that he sent for use a template if the planning board decided to send a letter. **MOTION:** Matt Russell made a motion to send a letter of support to Nutfield Publishing. Donna Green seconded. Voted unanimously in the affirmative. The board also agreed to use the Tri-Town newspaper for future notices and an announcement will be placed on 37 Sandown's website so that residents will know where to look for legal notices.
- **NHDS Newsletter - "The Source" -** This newsletter can be viewed online at the NHDS website.
- **Ernest Brown Letter -** Mr. Brown requested the be appointed an Alternate Member to the Planning Board. **MOTION:** Ed Mencis made a motion to recommend appointment of Ernest Brown as an Alternate Member of the Planning Board for a term of three years. Marilyn Cormier seconded. Voted unanimously in the affirmative.

Mr. Mencis congratulated Mr. Traeger on his election to the Planning Board and he also congratulated Mr. Meisner and Mrs. Cormier on their re-election.

50 **ELECTION OF OFFICERS:**

51

52 **Chairman**

53 Motion: Ken Sweet made a motion to elect Donna Green Chairman for the ensuing year. Ed Mencis  
54 seconded. Discussion on the motion: Mrs. Green stated that she would accept if the board understands  
55 that she would like to implement some changes which would include forming ad hoc and standing  
56 committees for work on the CIP, Master Plan, Zoning Changes, Rules of Procedure, revision of  
57 regulations and establishing a working relationship with the building inspector and the zoning board. She  
58 added that she would like to hold two meetings a month. Board members expressed their support for the  
59 suggested changes. VOTE ON THE MOTION: Donna Green abstained. Ken Sweet, Ed Mencis, Mark  
60 Traeger, Matt Russell, Marilyn Cormier and Nelson Rheume voted in the affirmative.

61

62 **Vice Chairman**

63 Motion: Matt Russell made a motion to elect Mark Traeger Vice Chairman for the ensuing year. Donna  
64 Green seconded. VOTE ON THE MOTION: Mark Traeger abstained. Ken Sweet, Ed Mencis, Donna  
65 Green, Matt Russell, Marilyn Cormier and Nelson Rheume voted in the affirmative.

66

67 Fred Daly, a resident, stated that he did not believe two conservation commission members (Matt Russell  
68 and Mark Traeger) could serve at the same time on the Planning Board.

69

70 Mark Traeger stated he is no longer a member of the conservation commission because his term has  
71 expired.

72

73 Mr. Sweet turned the meeting over to the new Chairman and read a letter of resignation from the board.

74

75 MOTION: Ed Mencis made a motion to accept with regret the resignation of Ken Sweet. Matt Russell  
76 seconded. Voted unanimously in the affirmative.

77

78

79 The board collectively thanked Mr. Sweet for his years of service on the planning board. *Board members*  
80 *will be notified when the thank you letter is written so that each member can personally sign it.*

81

82 **Montana Real Trust - Workforce Housing discussion only**

83 Tim Lavelle, representing Mr. Robert Villella, discussed with the board the possibility of developing Map  
84 18, Lot 1 as a multi-family development. There would as many as 140 units with a total of 180 bedrooms.  
85 The intent is to subdivide off 24 acres for these units. Originally, the developer was interested in putting  
86 these in under workforce housing, however, because this proposal includes one bedroom units, the  
87 development would not qualify. This would be rental, multi-91 family housing.

88

89 Steve Keach stated that he has reviewed the conceptual plan that Mr. Lavelle presented in February. At  
90 that time the land use proposal did try to involve multi-family workforce housing. The current proposal  
91 would involve 8 buildings, each containing 5 two bedroom dwelling units (40 two bedroom units), as well  
92 as 10 buildings, each containing 10 one bedroom dwelling units (100 one bedroom units), all of which  
93 were intended to be reserved for workforce housing.

94

95 The concerns with this proposal is that the provisions of amended Article II-Part D-Section 4.A.7 will  
96 permit Multi-Family Housing Buildings or Structures containing a minimum of three and a

97 maximum of eight two or three bedroom dwelling units per building or structure. The proposal to  
98 develop 10 buildings, each containing 10 one bedroom dwelling units would not be permitted under the  
99 amended Zoning Ordinance. The statutory definition for workforce housing specifies “*Housing*  
100 *developments that exclude minor children from more than 20 percent of the units, or in which more than*  
101 *50 percent of the dwelling units have fewer than two bedrooms, shall not constitute workforce housing..*”  
102 The proposed allocation of 71.4 percent one-bedroom units will preclude the applicant from relying upon  
103 statutory benefits favorable to workforce housing proponents in that this proposal cannot properly be  
104 viewed as a workforce housing development for the purposes of New Hampshire’s workforce housing  
105 statutes.

106  
107 Chairman Green noted that the proposed site has two separate, but connected driveways and the  
108 subdivision regulations limit the maximum number of dwelling units served by a single access street to  
109 not exceed more than 25. She advised Mr. Lavelle to consider this requirement when creating a final  
110 design for the roads.

111  
112 Mr. Keach recommended that Mr. Lavelle prepare a conceptual plan that includes density, a yield plan  
113 and a proposal that will conform to the zoning ordinance.

114  
115 Mr. Lavelle thanked the board for their input and stated that he would be returning at a future date with an  
116 updated proposal.

117  
118 **Daniel Jendrick – discussion regarding possible development of a lot.**

119 Mr. Jendrick came before the board on behalf of Becky and Gary Jenko. They are interested in  
120 developing lots for their children. The property is located on Fremont Road east of Odell Road and has  
121 14.88 acres. There was a right of way created in the 1970’s from an estate. There is an existing easement  
122 and there would be a common driveway. There is no frontage.

123  
124 Town Engineer Steven Keach stated the open space does allow for a zero lot line, however, this would  
125 have to go before the Zoning Board of Adjustment .

126  
127 Chairman Green stated that this would be an expansion of a use of a pre-existing non-conforming lot.

128  
129 Mr. Keach stated that this would be an area variance request and he recommended that a yield plan be  
130 done for the property.

131  
132 Mr. Jendrick stated that there is wetland area but the bulk of the land is dry.

133  
134 Mrs. Cormier stated that just because this proposal is for family members now, the property needs to be  
135 viable if that were to ever change.

136  
137 Mr. Jendrick thanked the board stating that he appreciated the information.

138  
139 **2010 Report on Growth Management Municipal Survey**

140 The Council on Resources and Development has requested input from municipalities to assist the update  
141 to the 2006 report to the governor on Growth Management. The board filled in the 2010 report on growth  
142 management municipal survey which will be forwarded to the Jennifer Czysz at the Office of Energy and  
143 Planning.

144  
145 *Steven Meisner arrived at 8:33 p.m.*

146 **Approval of Minutes 152**

147

148 *January 19, 2010*

149 **MOTION:** Marilyn Cormier made a motion to approve the minutes of January 19th, 2010 as amended.  
150 Donna Green seconded. Mark Traeger, Nelson Sherman and Matt Russell abstained. Donna Green,  
151 Marilyn Cormier, Ed Mencis and Steven Meisner voted in favor of the motion. **MOTION PASSED.**

152

153 *December 15, 2010*

154 **MOTION:** Nelson Rheume made a motion to approve the minutes of December 15th, 2010 as  
155 amended. Matt Russell seconded. Mark Traeger, Marilyn Cormier and Ed Mencis abstained. Donna  
156 Green, Nelson Rheume, Steven Meisner and Matt Russell voted in favor of the motion. **MOTION**  
157 **PASSED.**

158

159 *October 20, 2010*

160 **MOTION:** Ed Mencis made a motion to approve the minutes of October 20, 2010 as amended. Nelson  
161 rheume seconded. Matt Russell and Mark Traeger abstained. Donna Green, Marilyn Cormier, Ed  
162 Mencis, Nelson Rheume and Steven Meisner voted in favor of the motion. **MOTION PASSED.**

163

164 **Work Session**

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166 • **Right to Know Law**

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168 NH Municipal Association information about the right to know law was distributed to members. There is  
169 a free course available through NHMA. Chairman Green reminded members that all communications  
170 bearing on an application as well as judicial or legislative matters need to be done in public. All e-mails  
171 should be of an administrative nature only and copied to the administrative assistant.

172

173 Chairman Green read a letter from Mr. Fred Daley regarding the problems he encountered while seeking  
174 information from the Town of Sandown. He also noted that he felt agendas were not specific enough and  
175 should be more descriptive. He also pointed out that as an example, the September 9th agenda only listed  
176 a work session to discuss the zoning amendments.

177

178 Administrative Assistant Patterson stated that the September 9th agenda could not have been more  
179 specific because the board had not determined what zoning ordinances would be changed. She also  
180 noted that this was the first scheduled zoning work session for 2010.

181

182 The board agreed to continue the discussion on the right to know law to the April 6th meeting.

183

184

185 • **Planning Board 2010 priorities**

186

187 It was agreed the Subdivision, Site Plan and Excavation Regulations would be updated. The board will  
188 also begin work on updating the Master Plan and looking into zoning changes for 2011.

189

190

191 • **Establishing Committees**

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193 Chairman Green asked Mr. Daley if he would like to serve on a committee for the Master Plan. Mr. Daley  
194 agreed.

195

196 Chairman Green, Marilyn Cormier and Administrative Assistant Patterson will work on revision of the  
197 planning board Rules of Procedure.

198  
199

200 • **Appointment of Alternates/Members**

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202 Mr. Daley was also asked if he would like to serve as an alternate member and he agreed.

203

204 MOTION; Ed Mencis made a motion to appoint Fred T. Daley an alternate member of the Planning  
205 Board for a term of three years. Marilyn Cormier seconded. Voted unanimously in the affirmative.

206

207 The board discussed the vacancy open as a regular member on the board due to Mr. Sweet's resignation.  
208 They asked Mr. Russell to serve.

209

210 MOTION: Mark Traeger made a motion to appoint Matt Russell to serve for one year as a full member  
211 of the Planning Board. Ed Mencis seconded. Matt Russell abstained. Mark Traeger, Ed Mencis, Donna  
212 Green, Steven Meisner, Marilyn Cormier and Nelson Sherman voted in the affirmative. MOTION  
213 PASSED.

214

215

216 • **Miscellaneous procedural items.**

217

218 Administrative Assistant Patterson will set up Sandown e-mail addresses for members and alternates.

219

220 After a brief discussion regarding agendas, it was agreed that agendas would be set at least 13 days prior  
221 to a meeting.

222

223 • **Other Business**

224

225 **KNA Request:** Steve Keach asked the board to authorize him to contact all developers and surety  
226 holders of unfinished roads and ask what their intentions are. This will give the Town an opportunity to  
227 call a bond if necessary. Mr. Chabot of KNA has a list of all roads that have been completed and  
228 accepted by the Selectmen.

229

230 After discussion, the board it agreed to authorize Mr. Keach and his associates to contact all developers  
231 and surety holders as requested.

232

233 **Joint meeting in Fremont on March 30th at 7:15 p.m.** – Ed Mencis volunteered to attend.

234

235 **Selectmen's Meeting on April 14th with Rockingham Planning Commission** regarding grant money –  
236 Matt Russell, Marilyn Cormier and Mark Traeger will attend.

237 The following items will be included on the next agenda:

238

- 239 • Update on roads
- 240 • By-Law revisions
- 241 • Committees
- 242 • Update on C-TAP
- 243 • Fremont Joint Meeting

244

245 **Adjournment:**

246

247 MOTION: Mr. Russell made a motion to adjourn. Mr. Meisner seconded. Voted unanimously in the  
248 affirmative. Meeting adjourned at 11:00 p.m.

249

250 Respectfully submitted,

251

252

253 Bette Patterson

254 Administrative Assistant