

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on June 6, 2017**

minutes approved on June 20, 2017

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 6, 2017 at 7:00 p.m.

**MEMBERS PRESENT:** Matt Shoemaker (Vice-Chairman), Kimberly Queenan, Dave Samuel, Tyler Perrin, Joe Blanchette, (alternate), Steve Perry (Selectmen's Rep.),

**MEMBERS ABSENT:** Tom Young (Chairman), Mike Croteau

**ALSO PRESENT:** Joan McKibben (P.B. Admin. Assistant), Jen Czysz (Assistant Director NRPC)

**CALL TO ORDER**

Mr. Shoemaker, vice-chairman, called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance.

Roll call of members.

Joe Blanchette appointed as a voting member.

**Public Input:** No Public input on non-agenda items.

**1. Mel's Funway Park 454 Charles Bancroft Hwy., tax map 20 lot 17  
application to install three permanent open-sided pavilions (50'x100' each).**

Present: Andy Prolman, Esq., Chris Gagnon, T.F. Moran, owners Wayne Caufield and Michael Accomando, KBT Realty Trust.

Andy Prolman made a presentation stating this is a simple and straightforward proposal to install three permanent pavilions replacing the tents for the haunts for Spooky World. There has been push back from state and local fire officials to replace the tents.

They would like to replace the tents within the next two years. They would replace the first two that are not affected by the shoreland permit. The pavilions would have power and be sprinklered.

All fees have been paid and abutters notified.

Dave Samuel made a MOTION to accept the application, Kim Q. seconds the motion. Motion carries 6-0-0.

Dave Samuel made a MOTION that there is no regional impact. Joe B. seconds the motion. Motion carries 6-0-0.

Chris Gagnon from T.F. Moran went over the details. The three pavilions would be 50'x100' each timber beam and wood truss system. There will be off season storage of the haunts in the pavilions. There will be a 4" water line for fire suppression. There will be an infiltration trench around the pavilions 3 ½' x 1 ½' for runoff. Greater than 1" of rain will be sheet flow.

There are no current drainage issues on the site. The rear of the lot is burned so no drainage goes to the river.

Plans were submitted to the Lower Merrimack River Local Advisory Committee (LMRLAC) and they have addressed the concerns.

DES shoreland had no major concerns they are waiting for that permit.

There are no plans to expand the business only replacing the temporary structures with permanent structures.

Five waivers are requested.

Dave S. questions the actual use of the pavilions.

Wayne C. The public will walk through the haunts. At the end of the season the haunts will be stored in place instead of having to take them apart and store in trailers. There will be no extra storage in the pavilions besides the haunts.

There will be no increase of public going through.

Steve P. questioned how you would do a traffic study on a seasonal event.

Jen: you would look at peak flows. You could make a condition if noticeable change in traffic you could say work with local officials.

Steve P. How many tents are there now.

Wayne: Three 40x120, 40x80, 40x80

Chris there is an increase of 3800 sq. ft. with the permanent structures.

Wayne: We used to have seven tents now we have more outside haunts. I could not see ever putting up the tents again (after they have the permanent structures).

Steve is okay with not paying impact fees unless the structures become year round.

Andy suggested a note on the plan if further use or site development may require

impact fees.

Reason for Waivers:

This is a minor site plan submittal with very little impact to the existing site. There will be no increase in traffic or change in circulation due to the proposal. The proposed infiltration trenches will treat and store the first 1" of runoff generated from the new impervious surfaces.

Dave Samuel makes a MOTION to accept the following waivers from the site plan regulations:

150.4 traffic impact study

150.5 an internal circulation plan

150.6 renderings and illustrations

150.7 (q,4) engineering calcs used to determine the drainage requirements based upon a 25 year frequency storm

150.7 (u) the location, dimensions, number of floors, total area and first floor elevation of all existing and proposed buildings.

Steve P. seconds the motion. Motion carries 6-0-0.

Dave S. makes a MOTION to approve the site plan for Mel's Funway Park with the following conditions:

Plan copies with professional seals and signatures

Electronic submission per regulations

All fees paid, and escrow maintained as required

Add waivers to plan and date approved

Add a note that there will be no expansion of business operations and any such expansion will require further site plan review

A note: impact fees are waived for this proposed accessory use. Further use of pavilions or site development may require impact fees.

A note: increased traffic will require coordination with fire and police to mitigate impacts

Shoreland permit received

Purpose statement list months pavilions used for Spooky World and the remainder of year for pavilions are for storage

Show limits of 100 yr. Flood plain on the plan with symbology in the legend

Existing tents shown on existing conditions plan

Joe B. seconds the motion. Motion carries 6-0-0

## **2. Community Design - Master Plan**

Surveys answered by board members was discussed. A downtown idea was discussed. It would need to be centralized, what will we be capable of creating?

Dave S. rather than starting with a rough outline I would like to see some form of focus on vision or vision statement or guiding principle then we can see what will govern construction of everything else.

Steve P. stresses the need for a tax base, how do you change it and increase the tax base.

Matt: most businesses will have trouble sustaining off of 8,000 population. We need to know what we are targeting. We need to understand the big picture.

Downtown scenarios were discussed. Dave S.: The implication to me a is a potential of a central place as a downtown not necessarily commercial where people could meet.

### **Mel's Funway Returns**

Andy Prolman representing Mel's returns to the meeting stating he wants to be respectful of procedure after Mel's discussion has closed, perhaps consider this under other business.

The problem is the Mel's owners need to start construction on two of the pavilions to satisfy the state fire marshall. The shoreline protection permit will take some six weeks to receive. The goal is to build the two pavilions outside the shoreline permit area. The way the motion was created could be read as a hang-up.

Steve P. you would not need the permit for the first 2 structures.

Jen: The board can make an administrative correction for first two structures.

The substance of the application is not changing.

Dave S. made a MOTION to modify one condition of approval that the shoreland permit be obtained before any construction in the regulated shoreline.

Joe B. seconds the motion. Motion carries 6-0-0.

### **Community Design continued**

Jen gave the board an example of what Brookline, NH did for their community design chapter. They started with a community survey then pulled in historic qualities, positive attributes, and what they already had giving folks a road map of what they think the

town should look like. Then have strategies for the the next few years.

Matt questions where and how are we going to preserve open space. If we can support community development where would that be?

Matt: We need to create better vision for the public.

Dave: what are the next steps.

Matt: need a vision statement/goal - open space, commercial opportunities. We have to show opportunity

Jen directs the board with homework for the next meeting or before. What community deensing means to them and some questions that you want more information on. Then come to consensus on what community design is.

### **Vigeant escrow**

Was not released until applicant requests release.

### **May 16, 2017 minutes**

Kim Q. makes a MOTION to approve the May 16 minutes as written. Tyler P. seconds the motion. Motion carries 5-0-1

Next meeting will be June 20 at 7:00 p.m.

Joe B. makes a motion MOTION to adjourn, seconded by Dave S. All in favor

Meeting adjourned at 8:50 p.m.

Minutes transcribed by J. McKibben