

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on December 5 , 2017

minutes approved on 12/19/2017

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, December 5, 2017 at 7:00 p.m.

MEMBERS PRESENT: Mike Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Tyler Perrin, Brent Lemire (Selectmen's Rep.), Dave Samuel (by remote phone)

MEMBERS ABSENT: Joe Blanchette - Clerk

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

CALL TO ORDER

Mr. Croteau called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance. Roll call of members.

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

The Chairman read the public hearing notice as follows:

PLEASE TAKE NOTICE that in accordance with NH RSA 675:7, the Litchfield Planning Board will hold a **Public Hearing on Tuesday, December 5, 2017** at 7:00 p.m. in the Town Hall Meeting Room, 2 Liberty Way to consider the following changes to the Litchfield Zoning Ordinance and Site Plan Regulations.

1. Amend the zoning section 507.05 (b) Accessory Dwelling Units, Administration to remove requirement for certificate of compliance.
2. Add a new section 1040.00 to the zoning ordinance for Demolition Review of structures built prior to 1960 and greater than 500 sq. ft. contingent upon the establishment a Litchfield Heritage Commission.

3. Amend the Site Plan Review Regulation sections 115.2.65 Nonconforming Pre-existing Luminaire and External Lighting sections 163.2 and 163.4 to allow in-kind replacement of nonconforming lighting and simplify general standards to say lighting and lights shall be shielded or buffered.

Full copies of the proposed amendments are available for public inspection at the Selectmen's Viewing room in the Town Hall during normal business hours 8:00 a.m. - 4:00 p.m. Monday through Friday.

Information and text also available on the Town web site litchfieldnh.gov **town government planning board**

First item for public hearing Accessory Dwelling Units

To eliminate certificate of compliance section 507.05 b, by recommendation of Town Counsel. There was no public input.

A MOTION was made by Brent L. seconded by Kim Q. to send the amendment to a warrant article to be voted at town meeting. Roll call vote. Motion carries 5-0-0

Demolition Review Ordinance new zoning section 1040.00

Kim Q. introduces the demolition ordinance and goes over the flow chart. This is creating a more formal process than we have now.

This would apply to buildings greater than 500 sq. ft. and built prior to 1960, then the building inspector and fire dept. would deem the building safe or unsafe and the process would continue from there. In no case would this infringe on the property owners right to demolish the structure. It may help the property owner find an alternative. Public Input Steven Calawa 168 CB Hwy. makes the same statement regarding property owner rights.

Kim Q. had presented this ordinance to the Board of Selectmen on 11/27/17. This process is contingent on the creation of a Heritage Commission which the Selectmen endorsed.

Jen: We worked with town counsel on the two warrant articles (W/A) they are dependent on each other. If the W/A's pass town meeting vote there would be a delay on implementation to possibly July 1, 2018.

A MOTION was made by Dave S. seconded by Kim Q. to place the W/A for Demolition Review Ordinance on the ballot for town meeting. Roll call vote motion carries 5-0-0.

Site Plan Amendments

Section 115.2.65 Definitions shall state Luminaires not conforming to this regulation that were in place at the time this regulation was adopted.

External Lighting Section 163.2 d. Shall be amended to say A “grandfathered” luminaire, is pre-existing outdoor lighting in use prior to the adoption of this regulation and is exempt from this regulation.

Section 163.4 shall be simplified to state “Lighting and lights shall be shielded or buffered to prevent off-site glare, sky-glow and light trespass”.

A MOTION was made by Kim Q. and seconded by Tyler P. to adopt the site plan changes. Roll call vote, motion passes 5-0-0.

Proposed Fire Station Plans

Dave Samuel, board member, mentions that he is an abutter to the project.

Jonathan Halle from Warren Street architects and a representative from SFC Engineering presented the site and building plans.
Fire Chief Frank Fraitzl is also in attendance.

The design is for 12,700 sq. feet for the fire dept and sometime in the future 7,700 sq. feet designed for the police dept. A total of 83 parking spaces when it was a full build. Jen suggests phasing the parking, partial now add on parking at full build.

Emergency access will be from Albuquerque Ave with non-emergency access from Liberty Way.

There would be 162,000 sq. ft. of disturbance, there is no flood plain or wetlands involved at the site.

The alteration of terrain permit from NHDES was received 11/21/2017.

The septic permit is pending more information is needed by DES.

When site is complete there will be 83,450 sq. feet of impervious area. The stormwater design was described. Propane tanks, septic area and new backup generator were pointed out on the plans. Water will be via Pennichuck Water.

The building will have five vehicle bays two vehicles deep.

Response times have been mapped with help from Nashua Regional Planning Commission (NRPC).

Dave S. suggests evaluation of signage on Albuquerque Ave for emergency vehicles.

A WEB Site is being created by the construction management company for source of information.

The inside building design is reviewed. There is planned shared space, a meeting room that can be separate access from the main fire dept.

Staffing is currently the chief, two full time fire personnel and 38 on call firefighters. There is no staffing changes in the foreseeable future.

There was a question about ambulance service. The chief responded that there is no plan for a change to the ambulance service, Litchfield would not be handling that service.

There will be no outside speakers on the building.

Selectmen Lemire stated that the hurricanes this year are driving up the construction costs. Brent stated they will have to get a cost to the public.

Mike C. questioned the use for the original fire station.

Chief Fraitzl: There are potentials if it meets the code, the building does not meet life safety code now. At this point the building can only be used for storage any other use would need upgrading.

Interview of Alternate for the Planning Board

Dennis Page of 150 Page Rd. is applying for an alternate position on the planning board. He is currently a permit technician for Heritage Plumbing and Heating. He has just finished schooling at NHTI for Building Inspector/Plans Examiner.

Mike C. makes a MOTION seconded by Tyler P. to recommend Dennis Page to the Board of Selectmen (BOS) as an alternate to the planning bd. Roll call vote, motion carried 5-0-0.

Approval of Minutes

Kim Q. makes a MOTION to approve the Nov. 21, 2017 minutes as written, seconded by Tyler P. Roll call vote, the motion carried 4-0-1.

NRPC Commissioners

Kim Queenan is a Commissioner to NRPC. Our size town is entitled to two commissioners. There are quarterly meetings to attend in Merrimack.

Tyler Perrin is interested in becoming a commissioner.

Brent L. makes a MOTION to recommend to the BOS the nomination of Tyler Perrin to the NRPC Commissioners, seconded by Kim Q. Roll call vote, motion carries 4-0-1.

A MOTION to adjourn by Brent L. seconded by Kim Q. Motion carried 5-0-0

Meeting adjourned 8:15 p.m.

Respectfully submitted

J. McKibben