

Lancaster Planning Board
Location: Lancaster Town Hall
Wednesday, October 12, 2022

Acting Chair Mark St. Pierre opened up the meeting at 1830H and led the Pledge of Allegiance.

Initial Business: Roll call

Regular Members:

Present: Acting Chair Mark St. Pierre, Maggie Jones, Vickie Gibbs

Absent: Selectmen's Representative Leon Rideout, Chair Andrew Nadeau

Alternate Members:

Present: Donald Doolan, Rick McCarten, Ericka Canales, Selectmen's Representative Troy Merner

Absent: Greg Westcott

Others Attending: Land Use Coordinator Robin L. Irving

Minutes: Maggie Jones recommended a couple of amendments to the September 14, 2022, draft minutes. On page 1 in the next to last paragraph, there is an omission of the word "went" in the current phrase: "...found out that the boundary line through the last camper on the lot" and it should be changed to "...found out the boundary line *went* through the last camper on the lot." Jones also pointed out that on page 4 in the last paragraph there is an omission of a response. When "Maggie Jones asked what would happen if the Planning Board were to review the lot line adjustment and now deny the application due to the changed circumstances," Benjamin Gaetjens-Oleson responded that "if the Board were to review the original lot line adjustment and deny the application, the lots will revert to their original metes and bounds." Jones requested that both the typo/omission on page 1 and Gaetjens-Oleson's response on page 4 be included. Maggie Jones moved to approve September 14, 2022, minutes as amended. Vickie Gibbs seconded the motion. All members voted to approve the September 14, 2022, minutes as amended, no objections. *Motion passed.*

Appointments: Acting Chair St. Pierre appointed Alternate Members Donald Doolan and Troy Merner as regular voting members for the meeting. St. Pierre asked Maggie Jones if she was going to accept the Vice Chairperson's position and Jones agreed to serve. Vickie Gibbs moved to appoint Maggie Jones as Vice Chair. Troy Merner seconded the motion. All members voted to appoint Maggie Jones as Vice Chair, no objections. *Motion passed.*

Public Hearing(s): None

Other Business:

Preliminary Conceptual Consultation(s): None

Zoning Board Decision(s): None

Permit(s):

Land Use Permit #22-061-Residential, Owner(s)/Applicant(s) –Berube, John & Berube, Jason, 113 Gore Road, to construct stick-built 24’x32’x28’ 2BR/2BA 1.75-story single family home on full concrete foundation with walkout, propane forced hot air plus wood heat, asphalt shingle roof. Construct detached stick-built 24’x26’ garage with asphalt shingle roof, 2-9-foot overhead doors and 1 mandoor on slab.

LUC Robin L. Irving that this property was previously used for temporary stays and will now be a permanent home.

Land Use Permit #22-062-Commercial, Owner(s)/Applicant(s)—Weeks Memorial Hospital d/b/a Weeks Medical Center, Agent: Nicholas Marois, 173 Middle Street, renovate 1st level 43’x36’ LPCC shell space to create via corridor a pharmacy & offices; install HVAC, flooring, 2 sinks, walls, low hazard ceilings (ground & 2nd level).

LUC Irving stated that, due to WMC’s past issues with insufficient or marginally acceptable fire flow, she imposed a condition to coordinate with the Town’s Water & Sewer Department if there were to be any additional sprinkling or anticipated high demand of potable water. The Town had sought NBRC funds to install a water tank on the east side of town to address this issue of insufficient fire flow but the project was not funded. Troy Merner outlined the history of systematic improvements made at WMC and funding opportunities. The Town and WMC will likely need to collaborate on funding of a storage tank on the east side before WMC invests in more improvements or expands.

Land Use Permit #22-063R-Commercial, Owner(s)/Applicant(s)—Savage, Alan, 493 Main Street, to construct 3 self-storage units as described and approved in Site Plan Case #824.

LUC Irving said that this issuance is a RENEWAL of LUP #21-046 for the units being constructed next to Amerigas.

Land Use Permit #22-065-Residential—Markham, Matthew d/b/a Freedom Forever New Hampshire LLC (Applicant) and Crane, Eric & Denise (Owners), 17 Hartco Avenue, to install 206’ Unirac SFMSun Frame Microrail PV Mounting System w/12 kW-DC & 8.7 kW-AC, 200A, 3 Hanwha QPeakDuo PV Arrays (12.3’x27.4’, 12.3’x13.7’, and 6.2’x20.6’, total 635 sf) w/30-74.0”x41.1”x1.26” 400W Qcell modules w/optimizers connected by conduit to 600VDC jbox NEMA 3R, 240V Enphase IQ8+ microinverters with rapid shutdown switches and IQ Combiner/Envoy PCB, exterior Eaton AC disconnects, and production meter.

Land Use Permit #22-064-Commercial, Owner(s)/Applicant(s)—Gray, Mary, 19 Elm Street, to construct stick-built 24’x24’x16’ rear-attached addition on SonaTubes with metal roof, electric radiant heat panels, electricity, and 2 mandoors on sides; intended use as yoga studio separated from existing building and not an expansion.

Land Use Permit #22-066-Residential, Owner(s)/Applicant(s)—Garrison, John & Deborah, 194 Elm Street, to construct a stick-built unheated 24'x26'x10' 1-story detached garage on concrete slab & reinforced walls with 2 overhead doors and 1 mandoor, electricity, PVC trim to match house.

Sign Permit #22-001A, Owner(s)/Applicant(s)—McCabe, Trisha d/b/a Moments Salon & Boutique, to install a 1.08'x6' painted wood, building-mounted sign over the entry located at 74 Main Street, Tax Map P07-Lot 031, in the Central Business District South for the use of a business called Moments Salon & Boutique.

LUC Irving stated that the applicant had been permitted in February, 2022, only for the hanging sign with the business logo, however, the business recently put a sign over the door in big, bold letters with "MOMENTS." Irving contacted the applicant and requested an amendment to the original permit application to include this new sign.

Training Topic(s)/Material(s): None

Announcement(s)/Correspondence:

LUC Irving had anticipated an announcement of the InvestNH awards that were supposed to be released on 10/5, however, those decisions have been delayed. Ericka Canales was informed that the announcements were likely to be released on 10/14 or 10/17. Irving notified the Board that she had submitted applications for both the Municipal Per Unit grant and the Municipal Planning & Zoning grant. Irving explained that the Municipal Per Unit grant is an award of \$10,000 of un-earmarked funds per NEW affordable housing unit created since February 17, 2022. The Town may be eligible for funds up to \$200,000. Irving anticipates using a portion of this money to fund the Planning Department's digital mapping project as well as hiring a consultant to work on the Capital Improvement Plan. Irving also applied for \$60,000 from the Municipal Planning & Zoning grant; \$30,000 was intended to be applied to review of regulations/zoning ordinance/master plan and generation of recommended language, while the remaining \$30,000 was intended to be applied to implementation stages of the new language. Irving received an email from the grant administrator indicating that the review board had issues with both format and content of the application and requested a revision into titled sections and more specificity regarding the Town's goals and plans. While titled sections was an easy fix, Irving explained that she deliberately kept the goals and plans generalized and flexible because both Boards were hesitant to get locked into commitment to implement. Irving had organized the timeline in 3-month blocks (review, recommendations, public outreach and Board votes, and warrants) so that any changes that needed to go to warrant would happen at Town Meeting 2024. Irving asked the Board what "more specific" goals needed to be accomplished. Ericka Canales pointed out that there are empty storefronts and provisions should be drafted to facilitate conversion of these properties into housing. Irving responded that there is essentially only one block that is restricted by ordinance to a commercial ground-floor and that zoning should remain in place in to support a 'business' district. Canales also requested that there be an expansion of the definition and use of permanent ADUs. The topic of ADUs and their use raised the issue of short-term rentals; Troy Merner said that there was an article in the newspaper on regulations approved by Sugar Hill and recommended looking at them. LUC Irving stated that she has been getting a lot of inquiries about constructing 'glamping' areas (off Kelsea Ave, off Stebbins Hill/Buffalo Road, off Spring

Street, off Hartco Ave) and feels that clarity regarding ADUs and short-term rentals would be helpful. Maggie Jones supported review of the Master Plan section on Housing; the master plan generally states that the Town should encourage housing development but doesn't address specifically how to facilitate that goal. Donald Doolan stated that the updated timelines should be in the site plan and subdivision regulations.

Other Business as may legally brought before said meeting:

- A) LUC Irving revisited the Geo. M. Stevens Inc/Jeffrey Gilman ZB#541 case that was approved on 8/31/2022 with the condition that the applicant request a review of the lot line adjustment from PB#818 from the Planning Board. Jeff Gilman/GMS has sold the church property to a couple that intend to use the property commercially as a pottery studio and storefront. Irving sent a letter to Gilman requesting a date to be scheduled on the Planning Board agenda and Gilman responded that he did not need to go now because the property would be used commercially by the new owners. Irving expressed her concern over the non-compliance of conditions for the variance and asked the Board if they thought it would be prudent to draft a letter to the new owners outlining the timeline of hearings/decisions and the status of the property. Notice to the buyers would be especially important if they decided to sell the church property. The Board members agreed that the issue should be formally addressed and put on record. Irving will draft a letter for approval. Vickie Gibbs stated that, if the Board reviews the case, she would not be inclined to approve the lot line adjustment because it is her understanding that the church lot was able to get an access on the land that was adjusted. LUC Irving said that she would send everyone the plan, minutes, and findings so that the possibility of access could be confirmed. Maggie Jones reminded the members that neither the Zoning nor Planning Boards made access a condition of their approvals, so it is not enforceable.
- B) Donald Doolan asked whether the Town gets copies of approved septic designs. LUC Irving responded that DES sends copies of the acceptance of the application, and approved application and design. The State occasionally sends the approval of operation.
- C) Ericka Canales asked if anybody knew who purchased the Rexford property and what was its intended use. Maggie Jones responded that the buyer was proposing a solar field. Canales asked if the whole property was going to be utilized or just the rear portion. Nobody knew the answer.
- D) Donald Doolan asked if cemeteries needed to go to the Planning Board for site plan review. LUC Irving responded that the zoning ordinance applies to structures and cemeteries do not fit within the definition of structure or building in the ordinance. The Board agreed that using land as a cemetery would more likely be an issue with abutters, but not the Planning Board.
- E) The Board discussed the availability and possible development of several parcels of land. Troy Merner mentioned that the County wants to consolidate three North Country assisted living/nursing homes into one facility and move its offices into a larger complex.

Because Lancaster is the county seat, it makes sense to move everything to Lancaster, however, there are no available suitable properties.

- F) Vickie Gibbs raised the question of the role of the Planning Board in Conservation Commission projects. Her inquiry was prompted by a presentation sponsored by the Commission on 10/11 that sparked some conflict between traditional conservationists and recreational developmentalists. The Commission had recently received the final survey and assessment of the Town's wetlands; this report designated the Town Forest as 'prime wetland.' Because there are species, features etc. that are unique to prime wetlands, most of the Commission is inclined to be very protective of this area. As part of a destination development agenda, a local group has proposed a trail system through the Town Forest (~3 mi. loop) and along the Israel River that would allow pedestrians and bikers to share the beauty of these municipal resources. Gibbs said that there is an unwritten principle that all Boards and Commissions work cooperatively but it is unknown to what extent this involvement goes. LUC Irving said that implementing a trail system would not formally go before the Planning Board as a site plan review but trails that require any municipal financial support for maintenance would have to be approved and accepted, probably by warrant. Irving also asked if the property is subject to a conservation easement and commented that a more-specific conservation easements could be drafted. Gibbs requested that the members think about supporting a 'Recreation Area Regulation' section in the zoning ordinance. Both Gibbs and Jones thought that there should be more involvement from the Master Plan Committee to address this issue.

Vickie Gibbs moved to adjourn the meeting at 1937H. Maggie Jones seconded the motion. All members voted to adjourn, no objections. *Motion passed.*

Respectfully submitted,

Robin L. Irving, Land Use Coordinator

Approved:





Mark St. Pierre, Acting Chairman