

COÖS COUNTY PLANNING BOARD  
Lancaster, NH  
October 28, 2014

Present from the Board: John Scarinza – Chair; Fred King – Vice Chair; Jennifer Fish – Clerk; Ed Mellett, Scott Rineer, Rick Tillotson, Commissioner Tom Brady; alternate Thomas McCue; and Board Secretary Suzanne Collins. Mark Frank was excused.

Present from the Public: Tara Bamford, North Country Council; Edith Tucker, *Coös County Democrat*; and Chris Jensen, NH Public Radio.

John Scarinza, Chair, called the meeting to order at 6:02 PM.

**MINUTES OF AUGUST 26, 2014:**

Rick Tillotson made a motion to approve the minutes of August 26, 2014 as distributed. Scott Rineer seconded the motion. There was no discussion. All members voted in favor of approval.

**LETTERS/CORRESPONDENCE TO THE BOARD:**

Jennifer Fish reported that no correspondence had been received.

**OLD BUSINESS:**

- 1. Subdivision Regulations: Review to ensure the subdivision regulations are consistent with current Best Management Practices and are current with State Requirements and changes in the laws of the State of New Hampshire.**

Chairman Scarinza recognized Tara Bamford, Planning Director, North Country Council who had sent a revision of the Subdivision Regulations for Board review. Ms. Bamford walked the Board through all sections that she had revised based on the discussions at the previous meeting. Some of the revisions were discussed further.

Rick Tillotson asked for clarification on what constitutes a road. Ms. Bamford referred him to the definition in Section 3.14 **Street**. He asked, “If a lot is being subdivided into 2 other lots with houses, is the access still a driveway?” Ms. Bamford replied that it is not, it becomes a street.

Ms. Bamford distributed copies of **NH Department of Transportation Suggested Minimum Design Standards for Rural Subdivision Streets** and urged Board members to read it.

Rick Tillotson referred to Section 6.02, subsection c Erosion Protection Ditches. Ms. Bamford stated that if there are places that the Board wants to be more stringent than

the State of NH standards, it is the Board's prerogative to do that. Rick suggested that this section be eliminated from the regulations and Chairman Scarinza agreed. Ms. Bamford noted that erosion protection is sufficiently addressed on Page 23 – Storm Water Management Erosion Control Plan. She agreed that the Section 6.02 Drainage creates a conflict with the language on Page 23. Board members agreed that Section 6.02 should be deleted entirely and that the Board will rely on the NH Department of Transportation guidelines and recommendations.

Ms. Bamford explained that the NH Department of Environmental Services (DES) is trying to make the application process for permits more streamlined so that applicants will not get bounced all over the agency to obtain approvals.

John Scarinza inquired about Section 7.01 Streets, subsection f. Grades. He noted that the state standard is 10% and he recommended that the county standard of 12% should be changed to 10% as 12% is pretty steep. No one disagreed.

Ms. Bamford noted the rewrite of Section 8.02 Waivers. She stated that the new language is taken directly from NH State Statutes.

Sue Collins inquired about the issue roads that go in to camps. It was discussed at the last meeting and this revision does not address the issue. Ms. Bamford stated that the access to a camp is a driveway. John Scarinza countered that it is a woods road. Ms. Bamford recommended that in the case of camps on a woods road, the Board give a waiver to the street standards and cite that the waiver is being given because it is recognized that it is a woods road. Rick Tillotson recommended that a guidance section on this issue should be added to the Subdivision Regulations stating that special consideration can be given to camps on woods roads. Ms. Bamford stated that the Board could add another lesser category for these woods roads.

John Scarinza added that another conundrum is an application for a building permit for a camp that is not on a road. Ms. Bamford stated that she will research the RSAs on this issue. The way the statute is written, a building must have frontage on a road. She will look into whether there is a way for Selectmen (in the case of the unincorporated places, the County Commissioners) to issue a permit if there is no road frontage.

Tom McCue noted that in some towns, the applicant has to file a waiver request for building on a Class VI road. Ms. Bamford noted that building on a back lot is different.

Ms. Bamford stated that the Board may need qualifying language in Sections 6.01 and the beginning of Section 7 to address the remote camp issue. Qualifying language could be as simple as "Where applicable..." Rick Tillotson recommended adding "where applicable" to these sections.

Scott Rineer stated that most land management roads are private roads and most camps are on leased lots. John Scarinza stated that applicants for camps on leased land on private roads will need to provide a waiver to the Board as some of these roads are not Class VI roads. Ms. Bamford noted that this should be addressed in the Zoning Ordinances.

There was no further discussion on the revisions to the Subdivision Regulations.

**2. Site Plan Review: Review to ensure consistency and adequacy with goals established in the Master Plan and consistent with the Zoning Ordinances and Subdivision Regulations.**

Ms. Bamford distributed a marked up copy of the Board's Site Plan Review Regulations. She noted that some updates will be required to bring this document into compliance with state statutes. She added that the Board needs to be clear on what starts the clock on acceptance of an application.

Ms. Bamford noted that the current document needs a section on page 4 regarding inspection fees.

In Section V. Submission Requirements, B 11, Ms. Bamford will update the language to be consistent with the new language in the Subdivision Regulations relating to storm drainage plans.

In Section V. Submission Requirement, B 12, Ms. Bamford recommended scratching "public streets" and adding language that includes private roads.

Ms. Bamford stated she will review the page 6 parking space requirements specified in Section VI. General Standards and she will bring the stormwater language forward from the Subdivision Regulations to Section C on Page 7.

John Scarinza requested that Ms. Bamford bring in some suggested language regarding building in flood plains. She replied that she will bring in some language for Board consideration. Additionally, regarding Section J. on Page 7, John Scarinza noted that the County does not have "County Road Design and Construction Standards" so that section should be eliminated. He added that the Board does need minimum standards for private roads and language needs to be added that references the same road design standards cited in the Subdivision Regulations.

**TIME AND DATE OF NEXT MEETING:**

The next meeting to continue working on the planning board documents will be held on November 13, 2014. By November 9<sup>th</sup>, Ms. Bamford will get the next revision of both the Subdivision Regulations and Site Plan Review Regulations to Board members.

**HEARING OF THE PUBLIC:**

Edith Tucker stated she had attended several planning meetings regarding the proposed developments at the Mt. Washington Hotel. She suggested that this Board needs a description of the type of facility where many families use one building. Several members of one family all come at once with cars and parking becomes an issue. Ms. Bamford stated that she will review the parking spaces issue.

### **RATIFICATION OF BUILDING PERMITS:**

Rick Tillotson made a motion to ratify the building permits included on the list provided to the Board in advance of the meeting. Ed Mellett seconded the motion. Ed Mellett inquired if the Board has regulations regarding Propane refueling stations. John Scarinza replied, "No, the State has regulations and in the case of building permit #426, it was going to be installed by a licensed installer". John Scarinza clarified that the refueling station is located at the base of the Mt. Washington Auto Road. The following 3 permits were approved unanimously:

Permit	Applicant	Unincorporated Place	Permit Issued For:
424	Mark Dickson	Millsfield	Enclose a 3x8 space on existing deck/repitch roof; demolition of 3x3 shed/construction of 8x8 shed with 4' overhang on back.
425	Robert Van Vlaanderen	Millsfield	Demolish existing camp/rebuild 30'x40' camp
426	Proulx Oil and Propane	Green's Grant	Construct Propane Refueling Station.

### **AFTER THE FACT PERMITS:**

John Scarinza and Jennifer Fish presented a list of 8 After the Fact permits issued as a result of undocumented building activity picked up during the recent 5-year re-evaluation of the Unincorporated Places. It was noted that the building permit fee for an After the Fact Permit is \$100.

Permit	Unincorporated Place	Property owner	Map & Lot #	Changes
428	Dix Grant	Morse, John, etal	DG 1626-016/1	Added 8x4 EFP
429	Dix Grant	Donovan, Brian etal	DG 1626-034/1	Added 12x8 deck
430	Millsfield	Franco, Manuel & Ilene	MI 0214-016/1	Added 4x7 porch & roof
431	Millsfield	Martin, Joseph T. & Denise	MI 0214-017/1	Added new shed/lean-to
432	Odell	Eldridge, William & Joyce	OD 0209-002/1	Early stages of a new shed
433	Success	Gagne, Denis & Adam	SU 1613-002/1	Added 10x20 deck
434	Wentworth Location	Statsky, Joseph & Anna	WL 0219-006	Added screened area 10x17
435	Wentworth Location	Turner, Michael	WL 0220-008	Added 14x16 porch

Rick Tillotson made a motion to ratify the After the Fact permits as issued. Fred King seconded the motion and all voted in favor of ratification.

**OTHER BUSINESS:**

Jennifer Fish informed Board members that she has prepared a preliminary Planning and Zoning Budget for 2015 totaling \$11,000. She discussed the individual line items. It was agreed that the Board recommends to the Commissioners to include additional contingency funds in the Dixville budget for unforeseen costs that may be incurred if/when the Planning Board is presented with a redevelopment plan for The Balsams Resort.

**ADJOURNMENT:**

Rick Tillotson made a motion to adjourn. Fred King seconded the motion and all voted yes.

Respectfully submitted,

Suzanne L. Collins,  
Secretary to the Planning Board