

**DRAFT  
TOWN OF JAFFREY  
Jaffrey, New Hampshire  
PLANNING BOARD  
Meeting Minutes  
September 14, 2016**

**Present:** Chairman McKenzie, Members, Deschenes, Despres, Devlin, Gordon, Merrell and Selectmen's Representative MacIsaac

**Absent:** Member Farmer

**Staff:** JoAnne Carr, Director of Planning and Economic Development

**MEETING MINUTES APPROVAL**

On a motion by Gordon, seconded by Despres the minutes of the August 9, 2016 meeting minutes were approved as submitted. (7-0)

**PRELIMINARY CONCEPTUAL**

None

**CALL TO ORDER**

Chairman McKenzie called the public hearing to order at 6:00 on site at 250 North St. and reconvened at 7:00 p.m. at the Town Office. Notice of the public hearing for PB 16-07, PB 16-11 and PB 16-12 was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen.

**APPLICATION ACCEPTANCE**

1. PB 16-11 Davis Village Properties, 443 Turnpike Rd., Map 256/Lot 2, Zone: (Rural without town water)

Site Plan Review – The applicant proposes a one-bedroom house with 314 sf retail/commercial studio space.

On a motion by Deschenes, seconded by Merrell the site plan review application proposing a one-bedroom house with 314 sf retail/commercial studio space was accepted. (7-0)

Due to a conflict the applicant requested in writing that the hearing be continued to the October 11, 2016 meeting.

On a motion by Gordon, seconded by Devlin the applicants request to continue the public hearing to the October 11, 2016 meeting was granted. (7-0)

2. PB 16-12 SVE Associates, 31, 33 and 37 Peterborough St. (properties of Cheshire Oil & Hampsey Family Revocable Trust, Map 238 / Lots 262,263 & 264, Zone: General Business

Technical Subdivision – The applicant proposes a boundary line adjustment and lot merger.

On a motion by Deschenes, seconded by Merrell the technical subdivision application proposing a lot line adjustment was accepted. (7-0).

**DRAFT  
TOWN OF JAFFREY  
Jaffrey, New Hampshire  
PLANNING BOARD  
Meeting Minutes  
September 14, 2016**

**PUBLIC HEARING – NEW**

1. PB 16-12 SVE Associates, 31, 33 and 37 Peterborough St. (properties of Cheshire Oil & Hampsey Family Revocable Trust, Map 238 / Lots 262,263 & 264, Zone: General Business

Technical Subdivision – The applicant proposes a boundary line adjustment and lot merger.

Presentation: Rob Hitchcock, SVE Associates

Appearance: Mr. B. Hampsey

Mr. Hitchcock is representing both Cheshire Oil and the Hampsey Family Revocable Trust. What is being proposed is a 3,264 square foot boundary line adjustment from Cheshire Oil to the Hampseys. Tenants at the Hampsey property have always parked in the area in question; transferring the property will allow the parking area to be owned by the Hampsey's. There are three curb cuts associated with the Cheshire Oil property and none of them will be affected by this transfer. There will be a non-exclusive easement over the curb cut to the east which allow it to be used by anyone.

Currently on the Cheshire Oil parcel is a portable structure for Tyler's Ice Cream operated by Talon and Ashley White. Referring to the site plan from 2009 for Tyler's Ice Cream Chairman McKenzie pointed out that this curb cut had been designated as an exit and questioned if the site plan needed to be updated since the tenants at the Hampsey property will be entering and exiting via this curb cut. It was also suggested that signs might be helpful. Mr. Hitchcock commented that this process has been going on since 2009 without any conflicts; is it an issue that warrants any action? Chairman McKenzie feels that the lack of direction of people pulling in an out of the ice cream stand and children in the area is an issue that should concern the board. There was discussion about the common access easement; it will belong to the Cheshire Oil parcel however anyone can go over it.

Chairman McKenzie asked the applicant if any changes were planned for the Cheshire Oil parcel other than the proposed. Mr. Hitchcock replied there would be no changes.

Mr. White asked if this application would affect the business function of Tyler's. Chairman McKenzie replied that she was not part of the original site plan approval. Was it submitted as a permanent or temporary situation? The board may have to determine what is temporary.

**There being no further comments Chairman McKenzie closed the public hearing.**

**PUBLIC HEARING – CONTINUED**

2. PB 16-07 Greylock Properties, LLC (Cody Gordon) 250 North St., Map 237/Lot 55, Zone: Rural (without town water)

Site Plan Review – The applicant proposes the operation of a commercial landscaping business.

Presentation: Jed Paquin, Paquin Land Surveying

Appearances: Cody Gordon, Greylock Properties, LLC

**DRAFT  
TOWN OF JAFFREY  
Jaffrey, New Hampshire  
PLANNING BOARD  
Meeting Minutes  
September 14, 2016**

Member Deschenes recused himself as he is involved with the project as the Building Inspector/Code Enforcement. Member Gordon stated for the record that he is a relative of the applicant but given the fact that he has been away for many years and out of contact he does not feel there is a conflict.

Mr. Paquin stated that a site visit had taken place at 6:00 p.m. and it has led him to questions for the board regarding removal of the equipment storage area, what is going to be done with the mulch pile, what will happen with the crushable fill pile and if the mulch pile is moved to an area outside the wetland overlay district where will it be. The present plans depict the ZBA decisions from July 11, 2016 and the grayed line is the wetlands overlay district setbacks. In the field there are fence posts at areas where the overlay district was relaxed by the ZBA. One key note pointed out with respect to the equipment trailers is there is to be no hazardous materials and/or liquids stored therein at any time. At the request of the board and the Building Inspector the plans have been revised to show a stone wall fence, a paddock and an animal shelter in the vicinity of the house. Mr. Gordon acknowledges that these items are within the wetland setback but they are an agricultural use. He does not feel they are a concern and plans to continue the paddock up towards his driveway.

Mr. Paquin stated that he had written a letter to the Planner, JoAnne Carr stating that they recognize there is not a State approved septic system. Presently there are approximately ten full time employees, ten seasonal employees and at any time two or three occupants on the site. A request has been made to have an on-site porta potty for one year from the date of approval with a condition that at that time Mr. Gordon acquire an approved septic system from DES.

Mr. Paquin asked if the mulch pile slated to be moved to the back of the property could remain in the wetlands overlay district since it is organic material much like what is in the wetlands. Chairman McKenzie feels there is an issue of erosion into the wetlands. Ms. Carr added that what is allowed is any use that does not result in the erection of a primary structure or dwelling or alter the surface configuration through the addition of fill. It is understood that the mulch is organic but it changes the surface. Chairman McKenzie noted that the ZBA granted a variance to reduce the setback from the seventy-five foot buffer to twenty-five feet and she does not believe the Planning Board has the authority to reduce it further.

A request has been made by Ms. Carr that the snow storage area be removed from wetlands setback. Mr. Paquin stated that there are no contaminants in the area and he doesn't understand the concern. Something not pointed out on the site visit and difficult to show on the plan is there are berms surrounding the majority of the site. There is one small area, grassed and with a swale, east of the landscape materials spot where any run-off would be going directly into the wetlands. The water is always going to flow perpendicular to the contour lines. He would like the board's opinion on the request. Member Gordon commented that there would be silt and sand. Member Despres asked if the snow storage would be limited to snow from the site and not trucked in. Mr. Paquin agreed. Chairman McKenzie replied that she agrees with Mr. Paquin regarding storage in this area given the contour of the site however the area to the east of the salt shed lends concern. Mr. Gordon added that if they are talking about the whole twenty-five foot setback area and the plan shows snow storage – what is basically going to be there is lumber, mulch hay, hardscape material and rock. This will not leave much room, if any, for snow storage and the snow will end up further down where there is no setback. Mr. Gordon stated that they are fine with pushing the snow storage down and moving the mulch pile. Member Gordon suggested they move the snow

**DRAFT  
TOWN OF JAFFREY  
Jaffrey, New Hampshire  
PLANNING BOARD  
Meeting Minutes  
September 14, 2016**

storage area so it's shown on the plan as being inside of the line. Mr. Paquin agreed stating it would be done.

Comments from the plan review checklist were reviewed. The first item refers to the sign. Chairman McKenzie stated that a sign permit will be necessary so she is not concerned about the proposed sign.

Checklist item 9 has to do with the septic system. The proposal is to discontinue the existing system and use a porta potty for a year. Member Despres asked if there is no septic system at all. Mr. Paquin replied that there is however it is not approved; it is illegal.

Item 10 speaks to landscaping. There were questions about the proposed retaining wall. Will there be any landscaping? Mr. Gordon stated that it will be grassed and he may consider a split railed fence with a couple of shrubs and a stairway. There is no set plan and he prefers not to cover the view of his business from the road.

Checklist item 11 has already been addressed.

Member Gordon asked about the crushables pile. Chairman McKenzie stated that the proposed site plan has a limited fill pile and the applicant plans to pick away at it over the coming years and restoring the area to whatever native vegetative grows there. Mr. Gordon asked if he would not be allowed to use that area. Member Gordon explained that the original pile was very large and over time his needs would be less. The unused area would be reclaimed.

Checklist item 1 (Items to accompany site plan review application) recommends an updated permit from NH DOT due to the change in use. Chairman McKenzie asked if this was the main access and egress for the Wooster property. Mr. Paquin said that was correct and the only reason there is a change of use is because the original permit did not include Wooster trucking even though it's used by Wooster. The number and types of trucks would not increase or change. Regardless, a permit has been applied for.

The board discussed potential conditions should they choose to approve. Conditions subsequent would consist of: 1) edit mislabeling Area 5 / Area 6; 2) a reference note on the drawing that there is an intent to remove the fill pile and it will be worked on and once depleted a grade will be established such that it doesn't drain into the wetland. Processing activities to be kept outside of seventy-five feet or ZBA approved setbacks; 3) use of a porta potty may be allowed subject to NH DES requirements for one year from date of approval. Septic system to be permitted and installed within one year; 4) snow storage and other activities to be kept outside the seventy-five feet or ZBA approved setbacks; 5) DOT permit pending and 6) As built plans to be submitted within one year.

Ms. Carr explained that the As Built would be presented at a compliance hearing which is a noticed hearing but does not require an application.

Resident Randy Christmas asked how much square feet of material is being removed. Member Gordon asked if he was referring to an alteration of terrain. Mr. Christmas replied yes. Mr. Paquin estimated between 3,000 and 5,000 square feet. That is below the threshold for requiring a permit.

**DRAFT  
TOWN OF JAFFREY  
Jaffrey, New Hampshire  
PLANNING BOARD  
Meeting Minutes  
September 14, 2016**

Mr. Paquin requested that the board continue the hearing to the next month allowing time to relocate the equipment storage shed, contemplate a pole barn and note it on the plan. This will prevent another site plan application in the future.

On a motion by Merrell, seconded by MacIsaac the board continued the public hearing to the October 11, 2016 meeting. (6-0-1) Abstained: Deschenes

**There being no further questions Chairman McKenzie continued the public hearing.**

**DECISIONS**

1. PB 16-12 SVE Associates, 31, 33 and 37 Peterborough St. (properties of Cheshire Oil & Hampsey Family Revocable Trust, Map 238 / Lots 262,263 & 264, Zone: General Business

Technical Subdivision – The applicant proposes a boundary line adjustment and lot merger.

On a motion by Gordon, seconded by Despres the application proposing a boundary line adjustment between map 238 lots 262, 263 and 264 was approved as presented and per testimony given. The plan submitted was prepared by SVE Associates and is on file with this office with a plan date of August 4, 2016, revised on August 11 and August 24, 2016 and stamped by Russell J. Huntley LLS. (7-0)

**OTHER BUSINESS**

Plan review –

The designated member for the next review is Devlin. Planner Carr will not be available for the review. Chairman McKenzie will attend. The review date has been changed to Thursday, September 22 at 11:00 in the Town Office meeting room.

Election of Vice Chairman -

On a motion by McKenzie, seconded by Merrell the board elected Member Gordon to the Vice Chairman position. (7-0)

Land Use Plan edits –

Planner Carr and Building Inspector Deschenes have each been going through the code identifying areas that need to be looked at and possibly updated. They will work together to put the recommendations into one document and forward it to the board members for review. A work session will take place on Tuesday, October 18 at 6:00 p.m. in the Town Office meeting room. Jaffrey resident Ruth Webber would like to speak with the board regarding issues she has seen in the code. It was agreed that she would meet briefly with the board at the start of the work session.

Complete Streets –

SWRPC has reached out to Planner Carr to set-up an initial date for an information gathering. The two names she has for the sub-committee are Tim Gordon and Ed Merrell. An e-mail will be sent shortly to set-up a date.

**DRAFT**  
**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**September 14, 2016**

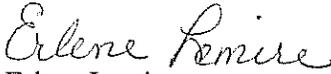
Alternate member vacancy –

Chairman McKenzie introduced resident Robert Sherman stating that he is interested in filling the empty alternate member position. Mr. Sherman introduced himself to the board giving a quick overview of his background and why he would like to join the board. The process of being appointed was discussed and the invitation to attend another meeting to ensure he has a good view of what the board does was extended.

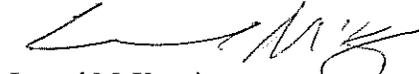
**ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

Submitted:

  
Erlene Lemire  
Recording Secretary

Attest:

  
Laurel McKenzie  
Chairman, Jaffrey Planning Board