

PLANNING BOARD MINUTES
WEDNESDAY, FEBRUARY 15, 2023
MUNICIPAL COUNCIL CHAMBERS – 6:30 P.M.

Present: Michael Costello, Dave Thompson, Robert Bayer, Phil Ruck, Ashley Case, Lisa Buck, Christa Schwintzer

Absent: John Beckett, Judson McIntosh

Town Staff: Kyle Drexler, Jessica Chadbourne

Acceptance of the Agenda

Board Chair, Phil Ruck asked for a motion to accept the agenda.

Motion: Lisa Buck

Second: Michael Costello

Mr. Ruck asked for a roll call vote. The vote to accept the agenda passed with seven in favor, none opposed.

Approval of the Minutes of the October 19, 2022 Planning Board Meeting

Mr. Ruck asked for a motion to approve the October Planning Board Minutes.

Motion: Lisa Buck

Second: Michael Costello

There were no corrections to the October minutes, so Mr. Ruck asked for a roll call vote. The vote to accept the minutes passed with seven in favor, none opposed.

Old Business

There was no old business.

New Business

Item A: A minor site plan application by The Housing Foundation Management and Development II located on 353 Main Street, Tax Map 31-3 Lot 2, in the Forest and Agriculture district. The application proposes the development of an approximately 1,000 sq ft addition to the rear of the existing building to be used for additional office space.

Mr. Ruck invited the applicant to come forward and present their project. Mr. Timothy Foster spoke on behalf of the Housing Foundation. He explained the planned addition to the Housing Foundation's existing offices at 353 Main St, and the Foundation's intention to use it for additional office space to alleviate the crowded conditions of the current building. He explained that the intention was for the addition to blend in with the existing building, and appear as though it has always been there rather than being obviously an addition.

Mr. Randy Bragg from Carpenter Associates also addressed the Board as the project's main engineer. He explained that, with regards to the addition and making it appear a seamless part of the existing building, the plan was to strip all the existing siding and reside the whole building. There is no need to add additional parking because the existing parking is still sufficient for the Housing Foundation's use, but he did point out that they would have to move one of the existing storm drains slightly to accommodate the addition. The relocated drain would still discharge in the same location as the

current drain, and they would be applying some best management practices to the relocated drain to improve its performance. The runoff from the new addition will be treated with drip edge filters on both eave ends.

The current utilities for 353 Main St are sufficient to accommodate the new addition. There will be no new plumbing added because of the addition, and so no increase in the sewer volume for the property, though they will be removing the existing bathroom and putting in a new one. The applicants also provided a letter from a Septic consultant who OK'd the system for a further 10 years at least.

Mr. Bragg concluded by pointing out that, while office building is not usually an allowable use in the property's Forestry & Agriculture zone. However, because the Housing Foundation building is classified as a civic service facility, it is permitted.

Mr. Ruck invited Mr. Drexler to present his summary to the Board. Mr. Drexler corroborated what the applicant had stated in their presentation, explaining that Town Staff had considered the property zone and the use of the building, and had noted that, as a civic service facility, the Foundation's office was an allowable use in the Forestry & Agriculture zone. Mr. Drexler pointed out that, aside from the use, the lot itself is nonconforming for the Forestry & Agriculture zone. However, because the building (and the planned addition) are centrally located, the proposed construction will not make the property any more non-conforming than it is currently (with regard to setbacks, building height, etc.), and is therefore allowed.

Mr. Drexler also mentioned that the Housing Foundation would be adding two evergreen trees to fill a gap in the current screening for their existing parking area, as the ordinance does call for a buffer to be installed between the roadway and any off-street parking areas.

Mr. Ruck asked about the addition of the two trees, which is not strictly necessary given that the Housing Foundation is not making any changes to the parking area. Mr. Bragg replied that they were just choosing to clean up the existing buffer, which was missing a few trees, whether due to death of the tree or to storm damage he could not say.

Mr. Ruck also asked about the recommendations that the Septic Consultant had made after reviewing the existing septic system. Mr. Bragg explained that they had passed those recommendations on to the Housing Foundation who were going to monitor the system, which would in turn improve and lengthen the life of the system. Mr. Drexler added that Town Staff has also reviewed the septic report and was satisfied with the state of the system. And there were no additional concerns from Town Staff regarding traffic or stormwater management either.

Mr. Ruck asked for additional questions from the Board. Hearing none, he opened the Public Hearing. There were no comments from the public, so Mr. Ruck closed the public hearing and read in the proposed finds of fact. He then asked for a motion.

Motion: Lisa Buck moved that the Board accept the minor site plan application by The Housing Foundation Management and Development II located on 353 Main Street, Tax Map 31-3 Lot 2, in the Forest and Agriculture district to construct a 1,000 sq ft addition to the rear of the existing building, with the following recommendation that:

1. That prior to any construction taking place, the applicant will apply for and receive a building permit from the Town Code Enforcement Officer.

Second: Michael Costello

Mr. Ruck asked for a roll call vote. The vote to approve the Housing Foundation's minor site plan application passed with seven in favor, none opposed.

Other New Business

There was no other new business.

Discussion

Mr. Ruck then asked Mr. Drexler about any forthcoming projects slated for Planning Board review. Mr. Drexler provided him with a short summary of possible projects.

Mr. Ruck asked Belle Ryder, Assistant Town Manager, about the new zoom and recording capabilities of the Council Chambers, and was given a brief overview of the room's new sound and audio technology.

Adjournment

Mr. Ruck asked for a motion to adjourn the February meeting of the Planning Board.

Motion: Lisa Buck

Second: Dave Thompson

The motion to adjourn the meeting passed seven in favor, none opposed, and the meeting was adjourned at 6:57 pm February 15, 2023.