



TOWN OF WAKEFIELD, NEW HAMPSHIRE  
PLANNING BOARD

2 HIGH STREET  
SANBORNVILLE, NEW HAMPSHIRE 03872  
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**MINUTES OF THE PUBLIC HEARING**  
**March 4, 2010**

Chairman Rod Cools called the meeting to order at the Town Hall at 7:00 pm. Attendees included:

<b>MEMBERS</b>		<b>ALTERNATES</b>		<b>STAFF</b>	
Rod Cools, Chairman	X	Dave Mankus	X	Arthur Capello, Bldg. Inspector	X
Donna Faucette, Vice-Chairman	X	Jerry O'Connor	X	Donna Beaudoin, Secretary	X
John Blackwood, Selectmen's Rep	X	Tom Dube		Robin Frost, Town Admin.	X
Al Huntoon	X	Paul Winckler	X		
Peg Stevenson	X	Stephen Royle	X		

Attendees present: Jill Hazeltine, Angela Chick, Relf Fogg, Steve Brown, John Ciardi, John Fournier, Michael Garrepy – *Falls Brook, LLC*

Chairman Cools opened the meeting at 7.:00pm with the Pledge of Allegiance to the Flag.

**PUBLIC COMMENT**

Chairman Cools opened the session for public comment. The Chairman recognized Relf Fogg. Mr. Fogg stated that there appeared to be too much animosity over the past year with regard to the alternate members of the planning and the fact that they were seated with the audience and not at the table. He said that he hoped the Board would revisit this decision and welcome the alternates at the table to join in on the discussions. He noted that at the last meeting in particular the alternates were at a loss by being in the audience due to the fact that the easel presentation was directed at the table. Mr. Fogg added that it would be easier for the alternates to be a part of the discussions and be fully informed if they were seated with the Board members. Chairman Cools replied that historically, the alternates have sat in the audience and he spoke from his own experience as an alternate. He said that an alternate is only a member of the Board when they are asked to serve as a Board member and also stated that it is confusing to an applicant when addressing the Board because it is unclear who are the voting Board members if the alternates are also seated at the table. Mr. Cools went on to say that we currently have five alternates and there would not be enough room at the table. Mr. Fogg said that this is the only Board in Town that does not allow alternates to sit with the members at the table. The Chairman responded that this was the way it would stay unless the Board decided to change their mind after next week's election. John Ciardi was recognized and he stated that something to consider is that when an alternate member is asked to sit in on an ongoing case they would have a clearer understanding of what had already occurred if they were seated at the table throughout the case. Mr. Ciardi likened this to a courtroom situation and the fact that alternate jurors are not separated from seated jurors in order that they are able to step in and be fully informed. Vice-Chairman Faucette replied that when she was an alternate she sat with the audience and it was never an issue being informed.

The Chairman thanked Mr. Fogg for his comments. He asked for further public comment and hearing none, the Chairman closed the public comment session.

## **PUBLIC HEARING**

**1. Richard Buonfiglio has requested a Preliminary Discussion regarding reestablishment of a convenience store at a property that he is considering to purchase. Property is located at 85 Bonnyman Road, E. Wakefield Tax Map 9, Lot 56 and located in the Residential 2 Zone.**

Mr. Buonfiglio cancelled this discussion and will contact the Planning Department to schedule for a future date.

**2. Jill Hazeltine has requested a Preliminary Discussion regarding establishing a hair salon in an existing structure, a portion of which is currently used as an auto supply shop. Property is located at 220 Main Street, Union Tax Map 241, Lot 63 and is located in the Business/ Commercial zone.**

**Property is owned by Bransco Properties, LLC**

Chairman Cools invited Jill Hazeltine to approach the table and explain what she would like to do. Ms. Hazeltine said that she would like to establish a one-chair hair salon in a space currently used as storage for the auto parts shop. She explained that the space was approximately 182 sq ft. There was an existing bathroom. She would be adding a sink in the salon area that would require a change to the plumbing. There was also a second, smaller room that she might possibly use in the future to add a tanning booth/bed. There was ample parking on site.

The Board encouraged Ms. Hazeltine to submit an application for Insignificant Change of Use.

Secretary Beaudoin gave Ms. Hazeltine the required information.

## **BOARD BUSINESS.**

**1. Arthur Capello, Building Inspector has requested a discussion with the Board regarding clarification of “cover- it like” structures, box trailers and criteria for Insignificant Change of use.**

Chairman Cools invited Arthur Capello to approach the table for discussion. Mr. Capello stated that in November 2007 the Board had handed down decisions regarding set back requirements for cover-it like structures and for allowing box trailers on residential properties. In light of recent issues brought to the attention of the building department, he asked to reopen this discussion for clarification. Following some discussion, the Board determined that cover-it like structures will continue to have to conform to the set-back requirements as outlined in the zoning regulations. The Board also determined that box trailers would only be allowed to remain on residential properties during construction with a valid building permit for up to one year and would only be allowed to remain on residential properties when the purpose of the box trailer is for agricultural use, such as hay storage. Commercial and Industrial properties would not need to comply with this determination.

Mr. Capello next asked the Board for clarification of criteria for Insignificant Change of Use. He specifically asked about a change of use from one retail establishment to another retail establishment. Vice-Chairman Faucette asked for Mike Garrepy’s opinion and he stated that if the change is retail to retail, it typically would not require a change of use application be filed. Alternate Member Mankus warned that the Board should not get too specific when defining types of business. The Chairman recognized John Ciardi who noted that the Town had a reputation of being anti-business and suggested that the following be considered when requiring an applicant to come before the Planning Board with a change of use:

1. did it change the traffic pattern?
2. did it change the parking situation?
3. did it change the waste disposal process?
4. did it create noxious fumes or noise?

The Board determined that if a change of use is from retail to retail (ie. like to like), it would not require Planning Board approval unless intensity of use changed. The Building Inspector would be responsible for reporting to the Planning Board if any issues were brought to his attention.

## **2. Discussion of Planning Services for 2010**

### **Michael Garrepy, Principal – Falls Brook, LLC**

Mike Garrepy introduced himself to the members of the Planning Board and alternate members. Chairman Cools asked Mr. Garrepy to explain how he proposed to assist the Board. Mr. Garrepy explained that he would take direction from the Planning Board as needed. He said that he could work on the Master Plan; review Zoning, Subdivision and Site Plan Regulations; as well as be available to review applications as needed. It was suggested that a schedule of priorities be created and to determine what could reasonably be accomplished within the given time frame.

The Board informed Mr. Garrepy that their top priority at this time was to work on the Master Plan. They informed him of the progress to date and about the two chapters being worked on outside of the Planning Board by the Heritage Commission for the Historic Chapter and the Acton Wakefield Watershed Alliance for the Conservation Chapter. The Board informed Mr. Garrepy that their goal was to have the plan updated this year in order to present it to the public. Mr. Garrepy advised the Board not to try to accomplish too much all at once – he said that the RSA required two chapters of the master plan (Vision Statement and Land Use) – the other chapters were not required but recommended. Member Stevenson asked Mr. Garrepy for his input on how to encourage public participation. He said that because the Board has already held visioning sessions, the best thing to do at this point was to put together draft documents and ask for public review of those documents. Mr. Garrepy stated that the most important thing to remember about Master Plans is that they are a living document to be referenced and updated periodically and that there needs to be an implementation strategy for each chapter. The various villages within Wakefield were also discussed and how each one could be defined in the Master Plan. The secretary was asked to forward the current Master Plan, draft chapters, working/meeting notes, link to the Master Plan Blog and 1999 community survey to Mr. Garrepy to be reviewed.

Mr. Garrepy stated that the review of the zoning ordinances could be on-going but at this time, any amendments were already on the ballot for next week's vote. He suggested that the discussion on zoning could take place late summer/early fall. He would review for any state mandated changes and make any recommendations he felt necessary. Member Stevenson asked that he specifically review a procedure for excavation because there is currently nothing in the zoning regulations regarding excavation – for example procedures, inspections, bonds, or reclamation. He would assist with this and said that the State law regulated this. The Chairman recognized John Ciardi who cautioned that prior to regulating this, the State regulations should be reviewed so that there is no over-regulation or conflict. This would not need to go through Town Meeting- it would be a public hearing process at the Planning Board level with a vote and adoption by the Planning Board.

Member Stevenson asked Mr. Garrepy if he would be available to attend TRC meetings. He asked for a schedule of meetings. The secretary would forward this to Mr. Garrepy.

The Planning Board asked Mr. Garrepy to review all the information being forwarded to him and return for discussion on the meeting of April 15, 2010.

**MOTION:** All requests, questions, concerns or comments intended for Mr. Garrepy to filter through the Planning Board Secretary, Town Administrator or Planning Board Chairman

**Made by:** Al Huntoon

**Seconded by:** John Blackwood

**Discussion:** None

**Vote:** All in favor, none opposed

### **CORRESPONDENCE AND MISCELLANEOUS**

#### **1. OEP – 17<sup>th</sup> Annual Spring Planning & Zoning Conference**

### **APPROVAL OF MINUTES**

**MOTION:** To approve the minutes of February 11, 2010

**Made by:** Peg Stevenson

**Seconded by:** Al Huntoon

**Discussion:** None

**Vote:** All in favor, none opposed

At this time, the Planning Board expressed their appreciation to Al Huntoon for his years of dedicated service to the Town of Wakefield. Mr. Huntoon did not seek another term on the Planning Board and this would be his last official meeting.

### **ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:25pm

**Made by:** Donna Faucette

**Seconded by:** Peg Stevenson

**Discussion:** None

**Vote:** All in favor, none opposed

Respectfully submitted,

Donna Beaudoin  
Planning Board Secretary