



TOWN OF WAKEFIELD, NEW HAMPSHIRE
LAND USE DEPARTMENT

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MINUTES OF THE PLANNING BOARD MEETING
3 May 2018

Approved 5/17/18
~~Draft: 05/5/2018~~

MEMBERS		ALTERNATES		OTHERS	
Doug Stewart	X			Victor Vinagro, Land Use Clerk & Code Enforcement Officer	X
Tom Dube	X	John Blackwood	X		
Vinton Wallace, Selectmen's Representative	X	Nancy Spencer-Smith		Mike Garrepy, Planning Consultant	
David Silcocks, Member				Richard Sager, Town Counsel	
Dick DesRoches, Member	X				

Also present were: Rose Baxter, Robert Baxter and Connie Twombly

A. Pledge of Allegiance & Call the meeting to order

Chairman T Dube called the meeting to order at 7:00PM following the pledge of allegiance

B. Seat Alternates as necessary

John Blackwood sat for David Silcocks

C. Public Comment

None

D. Public Hearings

• Continued to May 17th: Minor Site Plan & Conditional Use Permit

Applications submitted by David Silcocks at 417 Wakefield Road, TM 233-11. The applicant is requesting approval of a minor site plan and Conditional Use permit application to operate an automotive repair and towing business with a 25 car impound yard with a sign out front.

E. Preliminary Conceptual Review

None

F. Board Business

Appointments

Rose and Robert Baxter have applied to be alternates on the board, at the next meeting the board will decide to appoint them or not.

Connie Twombly

Connie spoke about Hazel MacBrien Nursery School at the first congregational church. It is on the agenda for approval on June 7. The school will need to do more paperwork through the state after the approval, and as of June 15, Hazel MacBrien will have to be out of the Methodist Church. Connie is asking to get the approval as soon as possible. A preliminary conceptual review was submitted to the board on December 7, 2017. The board reviewed the minutes of December 7, 2017. The Board discussed if the church needed a change of permit, where they already hold a Sunday school at the church. V Vinagro stated the church is in a historical district, in the permitting, the base zoning is residential one, so a conditional use permit would be required. The seven criteria's for a conditional use permit are:

- Proposed use shall be only those allowed: Churches are permitted in residential one zoning. D DesRoches noted that according to the rules, a school is not permitted in residential one zone. A school is allowed in village residential zoning, but not residential one zoning. T Dube asked if there was anything listed in the historic district, as the church is in the historic district overlay. D DesRoches stated that the school is allowed if permitted in base zoning, so they would have to go back to base zoning. The board discussed what Hazel MacBrien would be considered, if a school, how to handle the situation. D Stewart added that a variance may be needed to allow the school to go into the church. D DesRoches interjected and stated he was incorrect while reading the book, he missed the nursery school/preschool section. Due to that, it was confirmed that only a conditional use permit would be needed. T Dube suggested that maybe an insignificant use permit could alternately be done. D DesRoches stated it is clearly written that a conditional use permit is currently required. the use is consistent, it is going into an existing building, which is being used for similar use.
- Specific site is appropriate: traffic and the amount of students (22 students) is sufficient
- Appropriate location and adequate in size: that is dependent upon the State
- Use as developed will not adversely affect the character of the area: Should be no problems
- There will be no nuisance or serious hazard to vehicles or pedestrians: Crosswalk has been put in already, and there are traffic measuring devices also to be installed
- It will not cause a burden to the town: It already exists in town, so no problems
- There will be no significant affect resulting on the use of the safety and welfare of the neighborhood: No issues

D DesRoches stated there should be no issues obtaining a conditional use permit, but the quickest time that can be done is the June meeting date. Connie asked about the meeting in May. T Dube stated there is not enough time to publish and notify abutters. D DesRoches asked if a site plan review is required. There was more discussion about the matter. Connie added an inspector from the insurance company will be going to the Congregational church on behalf of the nursery school.

Capital Improvement Program

T Dube wants to discuss how to formally re-start the CIP. Possibly appoint someone on the board to be a part of it. The committee does not meet formally any more. The department heads are collecting the Capital Improvement funds on their own at this point. It was determined the document for the CIP needs updating. Mike Garrepy updated it last time. V Wallace asked if Strafford Planning was involved, T Dube noted that they do not currently use them for the planning board, although the Selectmen may still use them. There was discussion about how to go about re-starting the CIP, and that it may not be a large process due to there already being a document, although expired. The document was last updated in 2013. There was further general discussion about the CIP. T Dube added that the main reason the planning board is involved and owns the CIP is because you cannot charge a developer an impact fee, without a CIP. And the CIP needs to be approved by the planning board. So, that's why T Dube is suggesting the planning board re-start the CIP. D Stewart and D DesRoches both volunteered to be on the committee.

Motion: To elect Dick DesRoches, Doug Stewart and Vin Wallace to head up the CIP committee

Made by: John Blackwood

Seconded by: Tom Dube

Discussion: None

Vote: 5-0-0

Hazel MacBrien

D DesRoches requested to revisit the nursery school again. In the book it states, any change or expansion of use to a commercial or industrial site, that does not have an approved site plan. So, If the church already had an approved site plan with the nursery school, then it wouldn't need anything, so the requirement may need to be waived. The board confirmed the Connie Twombly understood what that meant. She stated she did.

G. Approval of previous meeting minutes

April 19, 2018

Motion: To approve the minutes of April 19, 2018

Made by: Dick DesRoches

Seconded by: Doug Stewart

Discussion: None

Vote: 5-0-0

H. Correspondence

None

I. Public Comment

Rose Baxter asked about the next step in the process of getting the business on her property up and running. V Vinagro stated she needs to come before the planning board for a conceptual review. V Vinagro will add the matter to the next meeting. She asked about the parking situation. The parking regulations are available online, based on the sq. footage of the building. Rose stated that there is no building, so this is the problem she's running into. T Dube suggested to look further into the zoning or code enforcement books to find where it may fall under. Those books are available online. Rose and Tom discussed the parking issue further. T Dube asked her to bring as much paperwork as possible to the next meeting, to help the board find out what she is looking for. There was further discussion about the matter. Rose stated she had already been in front of the board last fall, V Vinagro asked if she knew when that meeting was, so that he can pull the minutes for review. It was the first meeting in October in 2017. T Dube suggested Rose to review the minutes to find out if the board needed anything from her to continue with the process.

Connie Twombly asked if you need a permit for a remodel of the inside of your home. T Dube stated that would be in the building code. He believes that there's a certain percentage of value of the remodel vs. value of the home if you need a permit or not. T Dube directed Connie to speak with the code enforcement office about that for a definite answer. V Vinagro added if electrical needs to be done, then a permit is required. If plumbing needs to be done, then a plumbing permit would need to be pulled. So, it may not necessarily be a building permit that is required. If you are not adding a bedroom or doing anything structural, then you may not need a building permit. Electrical, plumbing and mechanical permits are not posted on the building, a copy is kept in the office. Connie asked if a business was to put in a home, what kind of permits would be needed, do you have to notify abutters? V Vinagro stated the first thing to do would be to come before the planning board, it depends on the home business.

T Dube also spoke about the appointment of the code enforcement officer. He asked V Wallace if he knew if there would be a committee to help with the election of the position or not. V Wallace stated he should have more information regarding the process at the next meeting. He referred T Dube to ask the Town Administrator.

J. Set Next Meeting Date

May 17, 2018 at 6:30 with a site walk at 417 Wakefield Road, meeting to follow at 7:00. V Vinagro asked about the abutters joining the site walk. The abutters are invited to join the walk.

K. Adjournment

Motion: to Adjourn

Made by: Dick DesRoches

Seconded by: Vin Wallace

Discussion: None

Vote: 5-0-0

The meeting adjourned at 7:54PM

Respectfully Submitted, **Jeanne Paul**

