

TOWN OF CENTER HARBOR  
PLANNING BOARD  
Tuesday, August 3, 2021 @ 6 p.m.

Chair Charles Hanson called the meeting to order at 6 p.m. Board members present Vice Chair Peter Loudon, Selectmen's Rep Harry Viens, Secretary Bill Ricciardi, Members Kelli Kemery (arrived a few minutes late) and Rachel Xavier, Mark Hildebrand. Alternate Members David Nelson, and Clerk Aimee Manfredi-Sanschagrin. Member Steven Brown was absent with notice. In the audience Carol Bickford.

**Voting Members: Charles Hanson, Peter Loudon, Harry Viens, Bill Ricciardi, Kelli Kemery, Mark Hildebrand and Rachel Xavier.**

**I. MINUTES:**

Chair asks for a motion on the July 6, 2021 minutes. Peter Loudon motions to accept the July 6, 2021 minutes as written. Mark Hildebrand seconds the motion. All were in favor. (Voting members for the minutes Charles Hanson, Peter Loudon, Harry Viens, Bill Ricciardi, Mark Hildebrand).

**II. HEARING NRSPR- BICKFORD ROAD REGULATIONS FOR COMMERCIAL USE**

The Planning Board has received an application for a Non-Residential Site Plan Review for use of Smith Farm Lane (private) located in the Town of Center Harbor to access a parcel in Meredith in which a wedding venue has been approved by the land use boards in Meredith (ZBA and PB). The Center Harbor PB will ONLY be dealing with the road regulations, there will be no questions or input regarding the wedding venue itself.

Chair Hanson states our only business is to have safe access for the venue, the venue itself has been approved by the Town of Meredith. Chair requests Applicant Carol Bickford present her application.

Carol Bickford introduces herself states her and her husband Ralph own the property in Meredith under Tax Map S02 L21 which is accessed by way of a 50' ROW on lot 218-007. The length of the ROW is approximately 2200'.

The waiver they are seeking is under Section 9:23 and 9:27 of land regulations for the town of Center Harbor Zoning Ordinance citing the request falls in line with the Master Plan and the rural character of the area. The property has been approved for a commercial use to hold up to 15 weddings per year from May to October. The means of transportation for guests is by way of bus or small vans depending on the size of the wedding. The Bickford property is allowed (by approval of site plan through the Meredith PB) no more than 20 cars on the property during the events. Carol indicates these 20 spots are to be used by the photographer, caterer, wedding party, etc. wedding guests will be shuttled in to the property from surrounding hotels/motels/Inns.

Carol indicates the driveway at its smallest width is 14' the majority of the road is 16'-18' in width. Carol included a map with her application and states the "\*" on the map is the location of bypass turnouts that will be built in or if there is already a shoulder there it would be expanded on to allow safe passage. Carol states that's all she has to present and asked if people had questions.

Chair asks if there are questions for Carol.

Harry Viens, I'm hearing driveway and then I'm hearing road and they are being used interchangeably, what are we approving a road or a driveway? Carol responds, it's a half mile long roadway but 2200' is a driveway. Chair, how many residences are served by that driveway? Carol responds 4, Becky Greene, Ingrid Smith, Shirley Smith and our property. (Becky Greene's lot access is actually from rte. 25 not Smith Farm Lane). Harry states there will be a lot of traffic. Carol states no there won't be much traffic, they are only allowed 20 cars and then the buses to transport people. Chair, we would treat this, because it's a business, as a road.

Chair, to go back, and give some history, we met at the property, Aimee, myself, Chief Manville and Tyler although he got pulled away on a call. We walked the road with Carol and her contractor. This will be a controlled access because of the number of cars allowed at the property on the day of an event. The other key factor is that they are only going to have 15 events between May and October. If you look at the plan, they have the pullouts which are 400' thereabouts, which is similar to what we saw at the Barker property. Mark Hildebrand asks if the ROW starts at rte. 25 and goes right up to the Meredith Line. Carol says yes. Chair, what I would like to propose, I think it would be best for the Board to see the access to the property and continue this hearing to August 17<sup>th</sup> with a site walk at 5 p.m. and then reconvene back here after that site walk. The difference between this and Barker is the steepness of the access.

Bill Ricciardi, so to clarify, this should be considered a road and not a driveway? Harry Viens, I think road makes more sense. Chair, we want to focus on the road for the venue. Carol asks the Board to keep in mind they have not finished the improvements. The Bickford's want to make sure they are able to get an approval before they start putting money into the work that will be required.

Chair wanted to reiterate to Kelli Kemery who joined the meeting late that the Boards pure focus is the safety of this road, that's it. Peter Loudon, where do these people park that will be picked up by bus? Carol states at either the hotels/motels they are staying at or they have the approval to use the bank parking lot in down town Meredith. Harry, you mentioned 20 cars allowed at your property who will be parking there? Carol responds, the caterers, the photographer, videographer and any other vendors for the wedding. David Nelson, so about 50 trips or more for a weekend? Carol, no probably 6 round trips for the buses. David Nelson, so yes 6 buses then 20 cars.

Chair states when we meet at the property drive in Smith Farm Lane and up a bit there is a wide opening, just park there. Chair gives directions to the property stating August 17<sup>th</sup> at 5 p.m. site walk at the property. Chair adds that a site visit is open to the public but there is no public input at that time. The purpose of the site visit is for the Board to gather information there is no deliberation. When the Board returns to the Municipal Building, the Board will get into discussion and deliberative session. Hearing has been continued to August 17<sup>th</sup> at the location on Smith Farm Lane starting at 5 p.m.

### **III. PUBLIC MEETING – AMENDMENTS TO RULES AND PROCEDURES AND PB POLICIES (2 SEPARATE DOCUMENTS)**

PB is required to hold a public meeting to make amendments to their Rules and Procedures and Policies documents. PB discussed the changes at their July 6<sup>th</sup> meeting with a notice of public meeting for their August 3<sup>rd</sup> meeting date. Public Notice was given by way of Agenda Posting on the Town Website, board at both the Town Office and Post Office on July 20, 2021.

**Motion: Peter Loudon motions to adopt the following verbiage to be added to both the Planning Board Rules and Procedure as well and the Planning Board Policies:**

*“Any written submission related to a Planning Board case must be received by the Planning Board Clerk by noon the Thursday preceding the scheduled hearing in order for them to be discussed”*

The above written verbiage will be added to the Planning Board Rules of Procedure under Section Public Hearings # 7, as well the Planning Board Policies under Section D. Subdivisions/Boundary Line Adjustments /Site Plan item VII.

**Motion Seconded by Harry Viens. All were in favor of passing this motion.**

### **IV. PERMITS:**

Permits were sent out for the month of July, no comments on permits. Chair touches briefly on the Fenton property (formerly the Smith/Mulcahy subdivision) and that the Code Enforcement Officer has made contact with owner no status to provide to the Board at this time.

### **V. OTHER:**

#### **Update to Zoning:**

Discussion about making some modification to the Zoning Ordinance Section 5:1:1 pertaining to renewal of permits. There was also a brief discussion pertaining to the dollar amount that triggers the requirement for a permit. Board will be discussing this more over the next few months in preparation for Town Meeting in March.

#### **Non-Compliance Pascoe**

Clerk updates the Board the CEO issued a letter to property owner located on Center Harbor Neck Rd regarding two issues. One has to do with a seasonal doc that has been placed over the property line the other is in regards to a shed placed in the setback of the waterfront. Property owner has contacted CEO and the discussions for resolution are moving forward.

#### **Wetlands/Shoreland Permits**

Clerk provided the permitting folder for applications submitted to the town for Shoreland or Wetland impact requests. The purpose was for the PB to be aware of the voluminous activity the Conservation Commission and Code Enforcement Officer are dealing with this year pertaining to setbacks on water resources in the town. Chair states this is just information only we have no purview over their approval, if anyone is interested in reviewing the file is available.

**VI. ADJOURNMENT:**

Chair adjourns the meeting at 6:37 Next meeting scheduled for August 17<sup>th</sup> 5 p.m. site walk at property, hearing to commence at the municipal building after the site walk is completed.