

**TOWN OF NORTHUMBERLAND  
PLANNING BOARD MINUTES  
Weds., Oct. 4, 2017  
Groveton PD/Ambulance Bldg. - Meeting Room  
10 Station Square  
Groveton, NH  
7:00 P.M.**

Board members present: Jeffrey St. Cyr, Jim Weagle, Gloria Covell, Al Rossetto, Addy Hall  
Others present: Jesse Hern, Burke York, Bob Chapman, Andre Brasseur, Elaine Gray,  
Rebecca St. Cyr - Recorder

G. Covell opened the meeting at 7:00 pm.

**1. MINUTES of September 6, 2017 Meeting**

Motion to accept the September 6, 2017 minutes by: J. Weagle  
2<sup>nd</sup> by: A. Rossetto, All in Favor 4-0

**2. Preliminary – York Land Services – Lot Line Adjustment for Chapman**

Burke York presented a map and explained the preliminary lot line adjustment and where the lines would be. Basically, they want to move the boundary lines and square off the lot. They would retain the right of way for the Town and it won't affect the road that goes around the property. There isn't anything new with Eversource. Eversource only has the right of way from Mechanic St. down to the NSA building and not all the way around the property.

The Board didn't see any problems with the lot line adjustment. A. Rossetto asked why we need to wait until 10/17. E. Gray explained this is due to recent changes in the regulations regarding notifications. It used to be 15 days, now it's 21 days.

**3. Merger Of Lots – Wheelock Family Trust**

The Board had reviewed the information that was emailed prior to the meeting. The Wheelock's have done a great job cleaning up the lot and now want to merge with their lot. The property is in a trust. The water /sewer has been severed and removed from the lot. The merger wouldn't take effect until April 1, 2018. They will continue to be taxed on the house that's no longer there until then.

They bought the property to help clean up the neighborhood. The Board further discussed the merger.

Gloria Covell said if they have a mortgage/lien on the property, they need to let the bank know.

Motion to approve the merger of lots on the Wheelock property by: J. Weagle  
2<sup>nd</sup> by: A. Rossetto, All in Favor 4-0

#### **4. Zoning Ordinance – Further Discussion of Proposed Amendments**

J. Weagle presented the Board with a “sample” ordinance for Parking and Loading Regulations (attached). This is only a guideline and we can add on or delete as needed. On page 2 (89) there are items shown that don’t and probably won’t pertain to Groveton. This is for businesses not residential homes and it would only pertain to “new” businesses. Weagle suggested that maybe the Board could finalize in November and have the Public Hearing and approval in December.

It was noted that we might want to include restaurants; E. Gray said the restaurants are covered on Page 90 of our current ordinance.

The “Down Town” zone could be defined as: State, Church & Main St. Should Station Square be included? A. Rossetto feels we should have it defined in the regulations, so that it’s clear to everybody.

A. Rossetto recommended that we define the parameter. J. Weagle said some towns don’t have a lot on their web-sites to share; the draft came from Berlin. A. Rossetto commented that we don’t want to impede growth and referred to the Wind Tower regulation, we didn’t include the small ones. G. Covell agreed that the parameter needs to be defined. The Board further discussed. The mill site is zoned industrial and has a whole different set of regulations.

J. Weagle will work on defining the area and send an email to everyone. The Board will further discuss at the November 1, 2017 meeting.

E. Gray presented a copy of the proposed definition for the Zoning Ordinance Amendment 4A – Accessory Dwelling Unit (ADU)- attached. The Board had reviewed at a previous meeting, the verbiage was revised as discussed. We will have a Public Hearing on it in December. G. Covell commented that downstate there is a lot of construction, a lot of people are adding that additional piece for investment purposes.

Reviewed the 2017-18 procedure for amendments to the Zoning ordinance. (attached)

#### **5. Any Other Business to Come Before the Board**

J. Weagle said that New Hampshire is in the running for Amazon’s new headquarters. It would come to southern NH; manufacturing would increase and it could be more manufacturing for the northern section of the State. NH is attractive, because we have no sales or income tax.

A. Rossetto said that AVR RD was written up due to the State not receiving a quarterly report

No further business was discussed.

Motion to adjourn by: J. Weagle, A. Rossetto, All in Favor 4-0



~~Commercial~~  
~~Industrial~~

## PARKING AND LOADING REGULATIONS

### ~~General~~ General Parking Regulations

1. All required off-street parking spaces shall have at least one (1) access to a public street right-of-way.
2. In determining the number of required off-street parking spaces for any use, gross floor area shall mean the total horizontal area of all floors of a building found between surrounding walls.
3. ~~For any use not listed in Section 17.12.010, the off-street parking requirements shall be as for the closest similar use to be determined by the Zoning Officer, taking into consideration the number of employees, the number of visitors, the site, and gross floor area of the building.~~
4. Any required handicapped parking spaces shall meet the minimum standards of the Americans with Disabilities Act (ADA).
5. The minimum off-street parking requirements of ~~Section 17.12.010~~ may be met in three ways:
  - a. The provision of on-site parking.
  - b. Where public parking is available within six hundred feet (600') of a use, non-residential off-street parking requirements may be altered or eliminated by the Planning Board on an individual basis through the Site Plan Review process.
  - c. Private leased off-site parking spaces within six hundred feet (600') of a use may be substituted for non-residential on-site parking requirements by the Planning Board on an individual basis through the Site Plan Review process.
6. Any industrial, manufacturing, or commercial uses shall provide sufficient off-street parking and maneuvering facilities for company-owned vehicles.
7. No storage of material or equipment in parking areas shall be allowed except for temporary storage as part of an approved building construction operation.
8. Parking for non-residential uses shall not be located within the front or side yard areas in any residential district. In other districts, parking in the front yard area shall not be closer than ten feet (10') from any street right-of-way line. ~~Section 17.12.010~~

## ~~REMOVED~~ Minimum Parking Design Standards

1. The standard parking space size shall be a minimum of nine feet (9') wide and eighteen feet (18') long.
2. All handicapped parking spaces shall meet the design requirements of the Americans with Disabilities Act (ADA).

## ~~REMOVED~~ Off-Street Parking Minimum Requirements

The following off-street parking requirements shall apply to all zones except the Downtown (DT) zone:

Auto Repair or Service Station: Two (2) spaces for each repair bay, plus one (1) space per employee in the maximum shift.

Group Child Care Center-Class A or B: One (1) space for every five (5) children.

Convalescent or Rest Home: One (1) space per three (3) beds at design capacity and one (1) space for each employee in the largest work shift.

Funeral Home: A minimum of twenty (20) spaces plus ten (10) additional spaces for each chapel or viewing room in excess of one (1).

Hospital: One (1) space per two (2) beds at design capacity and one (1) space for each two (2) employees in the largest work shift.

Hotel, Motel or Inn: One (1) space per sleeping unit, plus one (1) space per employee in the largest shift, plus one (1) space per seventy-five (75) square feet of public meeting space. Additional spaces are required for other uses such as restaurants, retail space, etc. occupying over one hundred (100) square feet of floor area devoted to such use.

Industrial, Manufacturing: One (1) space per each one and one-half (1.5) employees on the largest shift, or, one (1) space per six hundred (600) square feet of gross floor area, whichever is greater.

Laundromat: One space for every three (3) washing machines or dry cleaning machines.

Lodging or Rooming House: One (1) parking space shall be provided on the premises for each rental unit plus one (1) space per employee in the largest shift.

Office, General: One (1) space per two hundred (200) square feet of gross floor area or one and one-half (1.5) spaces per each employee, whichever is greater.

Office, Home General: One (1) space per each staff member not residing on-premises in addition to the residential parking requirements.



## Proposed Definition for Zoning Ordinance Amendment

3.12 Accessory Dwelling Unit (ADU): Shall mean an additional dwelling unit within or attached to a single family dwelling. Only one ADU is allowed per single family dwelling. Either the ADU or the principal dwelling unit shall be the principal residence and legal domicile of the owner of the property. An ADU shall make provision for adequate water supply and sewage disposal service in compliance with the Town's water and sewer regulations and/or the regulations adopted by NHDES (depending on the location of the dwelling in Northumberland ). The ADU must provide independent living facilities for one or more persons containing the four elements of sleeping, eating, cooking, and sanitation. An ADU shall be provided a minimum of two (2) off-street parking spaces.

(To match what the Board came up with for the Subdivision Regulations earlier this year)

## 2017-18 PROCEDURE FOR AMENDMENTS TO THE ZONING ORDINANCE:

1. DISCUSSION OF AMENDMENT(S) AT PLANNING BOARD MEETING(S)
2. JANUARY 12, 2018 – LAST DATE TO POST FOR 1<sup>ST</sup> PUBLIC HEARING ON AMENDMENT(S)
3. JANUARY 22, 2018 – LAST DATE TO HOLD FIRST PUBLIC HEARING ON AMENDMENT(S)- Can be held any time in 2017 as well.
4. JANUARY 25, 2018 – LAST DATE TO POST FINAL PUBLIC HEARING ON AMENDMENTS(S) – not necessary to hold one if there are not major changes at the 1<sup>st</sup> public hearing.
5. FEBRUARY 5, 2017 – VERY LAST DATE TO HOLD FINAL PUBLIC HEARING ON AMENDMENT(S)
6. WARRANT ARTICLE(S) TO BE WRITTEN UP AND WORDING APPROVED BY DRA- Not word for word, just a summary, i.e., "In order to insert language in the zoning ordinance that pertains to the number of parking spaces required to accommodate different types of businesses" (for example)
7. WARRANT ARTICLE(S) GO ON **WRITTEN** BALLOT FOR MARCH TOWN VOTE

E. Gray, Planning Board Clerk