

Town of Jefferson
Office of the Planning Board

Minutes
February 12, 2019

Members present: Chairman Donna Laurent; Jason Call, alternate; Michael Meehan, Gil Finch, Kevin Meehan, Selectmen’s representative; Jeff Young

Absent: Gordon Rebello

Others present: Charlene Wheeler, Board secretary, Jennifer and Michael Kenison

Minutes

The following: “Exhibit B – Typical Driveway Layout – Distance of driveway to boundary line should be labeled a suggested 10 feet minimum.” should have been added to the discussion points on the Roads Standards Draft to clarify Section 8.12. Jeff Young made the motion to approve as amended the minutes of the January 22, 2019 meeting, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Consultation – Cook BLA

An application from George & Ann Cook and CHP Management, LLC. 241 Ingerson Road, Jefferson, has been received for a proposal to adjust boundary lines. This property is located on Ingerson Road, Jefferson, NH, Tax Map 10, Lot 45 and Lot 48B, Tax Map 19, Lot 6. They are being represented by Horizons Engineering. Board members examined the two plats that came with the application and offered no suggestions for changes. A hearing was scheduled for February 26.

Consultation – Kenison Campground Proposal

Application from Michael and Jennifer Kenison, 43 Bailey Road (Rt. 116), Jefferson, have been received for a proposal to develop and operate a 250 campground being planned to be completed in stages of about 50 sites each over a period of time. This property is located on Bailey Road, Jefferson, NH, Tax Map 5A, Lot 47. There were no completed plats to present with the applications to the Planning Board or the Zoning Board of Adjustment who at minimum would have to grant a special exception to allow them to operate a business. A list of abutters was presented. There is also a missing second form needed for the Board of Adjustment to complete its application. The plats are still being prepared by Connecticut Valley Designs of Littleton. However, there was a smaller diagram for the Board members to examine. Three-way hookups of electric, sewer, and water are being planned for each site. Underground electric is planned to each site emanating from an above ground pole bringing in electricity from the main highway. It was noted many of the sites are very close to property lines. Will a variance be necessary? There was also discussion on septic system design and placement, interior road leading to sites from the highway, permits from the state, possible wetlands on property, etc. What subdivision regulations are applicable to this proposal? What NH RSAs and Department of Environmental Services (DES) regulations govern campgrounds? There was also discussion on whether to hold a joint hearing with the Zoning Board of Adjustment or hold separate hearings. It was decided that a Special Exception would be needed first and a tentative hearing date might be March 14. It was also decided to contact Burr Phillips of Civil Solutions to act as the Planning Board’s agent for this project. He will be asked to contact Connecticut Valley Designs to examine the plats(s) before any hearing takes place. Other town officials need to be involved as well since a project this size can have a large potential impact on the town’s resources. The Board also directed the Board secretary to contact the town’s attorney on advice on how to proceed and what regulations

should be considered. What happens if after approval is given the plan is substantially modified? The Board secretary will contact members of the Zoning Board of Adjustment and keep the Kenisons updated as to what information needs to be provided, etc. The Kenisons thanked the Board and left the meeting.

Consultation – Tuttle Correction to Voluntary Merger

The Board has received a letter from attorney John Riff IV asking the voluntary merger of lots Robert and Pauline Tuttle made in 2006 be corrected. Their attorney had discovered discrepancies in deeds to their properties which didn't match the merger filing. The Board secretary will send the necessary forms to Mr. Riff to complete and then return for the Board chairman's signature.

Communication

Board members were reminded there are two hearing scheduled for their next meeting, Verizon's request for trimming of trees and the Cook BIA proposal.

The 25th annual Spring Planning and Zoning Conference was announced to take place in Concord on Saturday, June 1.

A copy of a letter sent to Santa's Village from the NH Department of Transportation was circulated. It outlined the requirement for Santa's Village to seek driveway permits for both sides of Route 2 and to prepare a traffic study as there have been long-standing concerns of pedestrians crossing the highway and traffic control.

Copies of Selectmen's minutes were circulated.

Revision of Road Standards

Burr Phillips of Civil Solutions has submitted an invoice to the Board for his work on advising the Board on road standards and developing a draft of revisions to the Board's current road standards. Jason Call made the motion to submit the invoice for payment, seconded by Jeff Young. The vote to accept the motion was unanimous. The Board secretary reported the Select Board has chosen to make no comments on the proposed Section 20 – Acceptance and Maintenance of Roads. The Board secretary will make final edits to the draft road standards document so Board members can do a final review before scheduling a formal hearing.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 10:00 p.m.

Charlene Wheeler
Secretary to the Board

