

MINUTES
PLANNING BOARD
April 15, 2020
Via Zoom

Present: Each member stated their attendance:

John Schaumloffel-Chair, Deirdre Daley -Vice Chair(technical difficulties, joined at 7:15), Liz Freeman, Lou Alvarez, Lou Guarino, Nate Sikkila, Craig Smeeth, Susan Mallett, Shawn Talbot (Ex-Officio) and Debbie Deaton.

John read the attached "Right to Know Law Meeting Checklist"

Minutes:

John displayed the minutes of April 1, 2020 by sharing his screen. Liz made a motion to accept the minutes as written. Lou A seconded the motion. All verbal votes were Aye.

Chairman/Land Use Report:

John informed the Board there is a webinar on how to conduct meetings during the Covid emergency. Debbie will email the Board with the details.

Debbie read a Decision Letter from the ZBA, approving a special exception to permit an accessory dwelling unit in an existing carriage shed. Liz thinks they need to come to the Planning Board for a Site Plan Review. Debbie will check with Lori to ask if the ZBA informed the applicant to come before the Planning Board.

Debbie informed John there is a Voluntary Property Merger in need of his signature. Debbie will email the form for an electronic signature.

7:15 pm Public Hearing Continuation-USA Properties, Map 10/7:

John opened the Public Hearing continuation. John read an email from Bruce Simpson asking for a continuation to June. He also read an email he had sent to Mr. Simpson asking for a reason to continue the application. Mr. Simpson responded by saying they need to go to the Selectmen regarding upgrades to Stowell Road. John stated he will be collaborating with the Town Administrator regarding this. Liz stated off-site improvements is the responsibility of the Planning Board, not the Selectmen. She suggested there should be a traffic engineer and/or possibly Kent Brown (Engineer) to discuss the additional traffic implications on Stowell Road. The Selectmen can make a recommendation to the Planning Board but it is not binding if the Planning Board doesn't agree. All of these discussions regarding the off-site improvements should be held at the Public Hearing. Debbie informed the Board she asked the NHMA whose purview it is regarding off-site improvements. They replied it is the Planning Board's responsibility. Liz stated USA Properties should come to the Public Hearing continuation in June to discuss this, not to the Selectmen.

Deirdre stated she thought USA Properties had gone to the Selectmen to see if they were on a Class V road or not. She suggested we bring them back into guidance. They may not know they should be going to the Planning Board for this.

Liz stated the Planning Board should write an email or letter to USA Properties stating they need to come before the Planning Board to discuss these off-site improvements.

Deirdre made a motion to continue the USA Properties public hearing to June 17th at 7:45 pm and as part of the letter to them, we ask they be prepared to answer questions regarding off-site

improvements and plans for their application. Susan seconded the motion. All roll call votes were Yea with the exception of John, who abstained.

Other Business:

Debbie reminded the Board the 2 lot subdivision from April 1 was continued to April 6th at 7:15 pm. Debbie will check with Fieldstone to see if they want to hold the meeting via Zoom if the Stay at Home order is not lifted.


Debbie also informed the Board there is another subdivision application submitted by Ed Rogers for Navian Development and would like to have the Public Hearing on the same night. The Board agreed to hold the public hearing at 8:00 pm. Debbie will also check with Mr. Rogers regarding a Zoom hearing. John stated if the order is not lifted, it will be up to the applicant to decide whether or not they want to continue the hearing or have it via Zoom.

Driveway Regulations:

The suggested changes were made to the Driveway Regulations as follows:

Section IX Design Standards was deleted and the paragraphs were added to Construction Standards.

SECTION V: DRIVEWAY CONSTRUCTION & DESIGN STANDARDS:

- A. No driveway shall be constructed within 50' of the intersection of two public roads.
- B. Commercial driveways are to be no more than ~~50'~~ **24'** in width, except that a driveway may be flared beyond a width of ~~50'~~ **24'** at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway.
- C. Residential driveways are to be no less than 10' and no more than ~~20'~~ **18'** in width  **plus a 3' shoulder**, except that a driveway may be flared beyond the width of the driveway at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit or approach.
- D. A maximum of two driveways, ~~entrances, exits or approaches~~ are allowed from any highway or private street to any parcel of land.
- E. Access to the highway shall be at an angle **as close to 90 degrees as practicable but no less than 60 degrees**. ~~of no less than 60 degrees and at a 90 degree angle wherever possible.~~
- F. ~~The driveway access shall be graded so that storm water runoff from the driveway does not flow into the highway or private street or onto an adjacent property. The grade of any driveway access shall slope 1/4" to 1/2" per foot downward away from the edge of the travel surface for a minimum distance of 20' or as directed by the Selectmen or their designee.~~ **The driveway, whether gravel or paved, shall be built with a transverse or cross slope. The cross slope may be in the form of a crown or banked as suitable to direct stormwater runoff off of the driveway. The minimum cross slope shall be 1 percent and the maximum cross slope shall be 3 percent except within 25 feet where the driveway intersects with the traveled public way. In said locations, the driveway shall be graded and aligned to match the grade and elevations of the traveled public way with stormwater runoff either captured through a drainage system or directed away from the public**

ways as practical. Ponding on the driveway, the shoulders of the driveway or the public way shall not be permitted.

- G. Design standard is 3" asphalt with 6" base.
- H. All season safe site distance shall be provided in both directions along the highway as per the table below. All season safe distance means a line which encounters no visual obstruction between two points, each a height of 3'9" above the pavement allowing for a snow/wind row and/or seasonal changes and so located to represent the line of sight between the operator of a vehicle using the driveway, entrance, exit or approach (operator's eye assumed to be 10' from the edge of travel surface and the operator of a vehicle approaching from either direction). Sight distance maintenance (grass, brush, etc.) is the responsibility of the driveway property owner. In the event that the required site distance is not able to be met, for an existing lot of record, the driveway shall be placed in the optimum location to provide the maximum sight distance possible.

HIGHWAY OR PRIVATE STREET SPEED LIMIT	MINIMUM SIGHT DISTANCE
25 mph	150 feet
30 mph	175 feet
35 mph	200 feet
40 mph	225 feet
45 mph	275 feet
50 mph	350 feet
55 mph	400 feet

- I. Driveway culverts as required by the Selectmen or their designee shall be a minimum of 12" 18" in diameter. Culverts will be installed by the owner under the supervision of the Selectmen or their designee. Driveway culverts shall be long enough to maintain the driveway width dimension and/or at least a 3:1 side slope. Driveway culverts shall be new corrugated plastic or concrete which meets H-20 loading, or as approved by the Selectmen or their designee. Concrete or rubble masonry headers are required on both ends of culverts where flared end sections are not reasonable to use. to be decided at the discretion of the Selectmen or their designee.
- J. Culverts and driveways shall be maintained by the owner.
- K. Driveways 1,000' or more in length or containing slopes greater than 12% may require a drainage plan by a New Hampshire licensed engineer or other source acceptable to the Selectmen or their designee to ensure that storm-water and spring melt-water will not result in erosion or endanger the integrity of the highway or private street.

- L. ~~Paved drainage swales may be allowed within the ditch line at the end of a driveway to provide drainage relief, if determined by the Selectmen or their designee that a culvert was either not appropriate or not possible to install.~~
- M. ~~No driveway is to be constructed within 100' of an existing residential driveway or within 200' of an existing non-residential driveway.~~
- N. Driveway design and construction shall conform to the applicable ~~Residential or Non-Residential detail and the Department of Public Works Infrastructure Design, Construction and Administration Standards~~ **State or Local regulations and ordinances. The applicant is responsible for reviewing said regulations and ordinances.** It is understood that the applicant shall confer with the Selectmen or their designee who shall determine specifications as to sloping, culverts, headwalls and other aspects of construction of said driveway only when it deviates from the typical profile and standards. The deviations shall be noted in writing on the Driveway Permit. Upon written application, the Selectmen or their designee may waive any of the design requirements when it is shown that strict compliance would cause undue or unnecessary hardship, so long as such waiver does not result in any injury to the public health or welfare.
- O. All driveways shall be a minimum of 10' in width which shall be wide enough to accommodate emergency vehicles. A residential entrance shall flare as it approaches the pavement to a maximum width of 25' measured at the existing edge of the highway or private street. ~~A non-residential entrance shall flare as it approaches the pavement to a maximum width of 50'.~~
- P. All driveways shall be designed so as to minimize disturbance to stone walls **(RSA 472:6).**
- Q. Flat driveway side-slopes (~~4:1 to 6:1~~ **10:1 to 20:1 lateral**) are required to minimize hazards to vehicles that leave the pavement for any reason.
- R. All new driveways established to serve structures intended for human occupancy shall have a maximum grade of **15%**. The purpose of the maximum grade requirement is to ensure public safety and accessibility for emergency vehicles. This standard shall not apply to driveways intended to serve non-occupancy structures such as utility service buildings and other private ways intended for purposes such as logging, silviculture, agriculture and recreational access.
- S. ~~The asphalt apron of paved driveways shall be paved 15' from the edge of pavement of a public road and shall be constructed with a minimum of 3" of asphalt with emulsion applied at the joint with the Town highway or private street surface.~~
- T. All ~~unpaved~~ driveways shall require a **paved asphalt** apron. The ~~asphalt~~ apron shall be paved ~~twelve~~ **fifteen** feet from the edge of pavement of a public **or private** road and shall be constructed with a minimum of 3" of asphalt with emulsion applied at the joint with the Town highway or private street surface.
- U. ~~All driveways shall not have more than 4% negative grade from the edge of the traveled way to the center of the ditch line and no more than 4% positive grade from the center of the ditch line back to~~

~~the end of the apron, to insure the driveway does not drain into the street. (side note/comment ; see section V. F. for additional detail, check, cross reference subdivision regs, also check landing pad language)~~

V. All driveways shall intersect the Town's highway or private street as close to perpendicular as practicable and shall not be less than 60 degrees from the Town right-of way line.

~~W. Headwalls shall be constructed of pre-cast, cast-in-place concrete or stone and mortar. The culvert cover shall be equal to or greater than 2'. Where headwalls are not applicable, pre-manufactured flares will be placed on each pipe end.~~

X. Appropriate buffering (minimum setback widths or landscaping) shall be provided to protect the privacy of neighbors and shield them from dust, noise, lighting, etc.

~~Y. Safe sight distance shall be maintained and is defined as a line which encounters no visual obstruction between two points, each at a height of 3'9" above the pavement and 10' back from the road pavement to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction for a distance of 200 feet. Unposted roads shall be assumed to be 30 mph.~~

Z. All bridges shall be constructed in accordance with NH State standards.

AA. Driveway Design Features:

1. ~~The following table summarizes driveway design features:~~

	Parcels with 51' or more of frontage	Parcels with 50' or less of frontage
Minimum tangent between drives*	100 feet	50 feet
Minimum distance between intersections*	100 feet	50 feet

——*Note: The dimensions of the minimum tangent between drives and distance from intersection shall be detailed on the driveway plan.

1. Any driveway impacting a wetland or wetlands buffer shall have all permits required by the State and Town posted on-site until a CO is issued or all on-on site work is completed.

2. Two-way driveways, divided driveways and alternate major entrances shall be constructed to State DOT standards and shall be approved by the Planning Board or the Selectmen or their designee.

SECTION IX: MAINTENANCE RESPONSIBILITY

A. Temporary and permanent erosion and sedimentation control shall be provided before, during and after construction, in accordance with the best management practices as described in the "New Hampshire Stormwater Manual" (NH Department of Environmental Services 2008) as amended.

B. The applicant, or their grantees, successors and/or assigns served by the driveway shall be responsible for the following:

1. Maintenance of the driveway from the edge of the highway or private street pavement or paved shoulder, if existing;
 2. Maintenance of all approved and/or required upstream and downstream drainage alterations including but not limited to: pipe extensions, open ditches, swales, drainage systems and detention ponds, with the exception of connecting catch basins, manholes or other specified structures at highway or private street cross culvers;
 3. ~~All driveway pavement markings and all traffic control signs on the drive with the exception of a stop sign or yield sign and;~~ (check site plan for parking/marketing signage for parking/driveway onto road)
 4. ~~Operation costs of electric service for traffic signals and street lights that are required by the permit.~~
- C. The Department of Public Works may also specifically maintain the following drainage structures:
1. Drainage systems within the highway or private street limits, serving existing State highways and constructed for the purpose of controlling highway and surface water run-off and;
 2. Catch basins, manholes or other specified connecting drainage structures constructed at the end of cross highway or private street culverts or parallel culverts serving the State highway system.

The Board agreed to have a Work Session on April 29, 2020 at 7:00 pm via Zoom to finish the Driveway Regulations.

At 9:00, Deirdre made a motion to adjourn. Liz seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Land Use Administrator