

Freedom Planning Board
April 18, 2019
Freedom Town Hall

Members Present: Chairman Anne Cunningham, Paul Elie, Jeffrey Towle, Pam Keith, Les Babb, Peter Park (A)

Members Absent: Bill Elliott, Dale McConkey

Others Present: Stacy Bolduc Recording Secretary, James Rines, Gordon Broz, Jayne Broz, Paul Tung, and Donna Tung

Quorum: Met

With a quorum having been declared the meeting was called to order at 7:00 p.m. with Chairman Anne Cunningham presiding.

Minutes:

Paul made a motion, seconded by Pam to accept the March 21, 2019 minutes with the following amendment: *Change Chairmen to Chairman. All were in favor.*

Public Hearing Minor Lot Line Adjustment for Gordon and Jayne Broz

Map 27, lots 1 & 2 on Pequawket Trail

Anne explained the lots are non-conforming lots and the Broz's have gone to the ZBA to ask for a variance. Gordon came before the board to explain the reasons for the lot merger. He explained they own both of the properties and they just want to enlarge the smaller lot which is the smallest lot on the peninsula to give them more room when the septic system fails. A brief discussion ensued around the easement to get to the other properties on the peninsula.

Pam made a motion, seconded by Jeffrey to approve the lot line adjustment for Map 27 lots 1 & 2. Motion passed unanimously.

Les made a motion, seconded by Pam to make Paul Elie single signer for the Carroll County Registry of Deeds. Motion passed unanimously.

The plat will be sent to the registry.

Sherwood Forest LLC Site Plan Review

Les recused himself and sat with the public.

Jim Rines came before the board to present a site plan review for Sherwood Forest LLC. He explained the proposed development is to construct two adult cabins for improved facilities that would house up to eight staff members in each one. There will not be any increase in staff. The cabins would be built on piers single story structure with a 5:12 pitch on the roof. The cabins will be served by the existing camp-side water system and will have individual sewage disposal systems. For more information on the details of the cabins, please see the Site Plan Application. The check list was reviewed next.

Check future meeting minutes for any amendments or changes to these minutes

Site Plan Review Plat Requirements
Sherwood Forest, LLC

5.1 General. A letter of intent detailing the proposed development along with a list of names and addresses of all abutters to the site, as defined by R.S.A. 672:3 as may be amended, who own property not more than five (5) days before the day of filing, as shown in the Town Records and signed by a Town Official shall be submitted to the Planning Board.

5.2 Site Plan Plat.

5.2.1 Copies. The applicant shall submit five copies, 24" x 36" of the plat.

5.2.2. Scale. The scale shall be at a minimum scale of 1-inch equals 100 feet.

5.2.3. Preparation. A land surveyor, an engineer, or an architect shall prepare the plat.

5.2.4. Content. The Plat shall contain the following:

| | Provided | Waiver Request |
|--|--|---|
| 1) A location plan at a minimum scale of one-inch equals one thousand feet <ul style="list-style-type: none"> • showing property lines of parcels being developed in relation to surrounding areas; • names and locations of town streets; names and locations of proposed streets; • names of water courses and water bodies on and adjacent to the site; • and area of the entire parcel in acres and square feet. | SH 1 | |
| 2) A title block with title; <ul style="list-style-type: none"> • owners name and address; • name of agent; • scale of plan; and • name, seal, and address of preparer. | SH 1&2 | |
| 3) <ul style="list-style-type: none"> • North arrow and • bar scale. | SH 1&2 | |
| 4) Surveyed property lines of the parcel showing their bearings and distances. | SH 1 | |
| 5) Names of all abutting property owners, showing book and page as shown in the Carroll County Registry | SH 1 Abutting name should read Paul not Paula | |
| 6) Location and layout of existing and proposed structures and buildings. | SH 1 & 2 | |
| 7) Existing and proposed contours at five-foot intervals for the entire site being considered for development. Where grade is proposed, existing contours shall be dotted lines and finished elevations solid. | SH1 &2 Waiver requested | Jeff made a motion to accept the waiver of 5.2.4.7 seconded by Paul; Motion passed unanimously |
| 8) Area of entire parcel in acres and square feet. | SH 1 & 2 | |

Check future meeting minutes for any amendments or changes to these minutes

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|--|---|--|
| 9) Zoning and special district boundaries. | SH 1 & 2 | |
| 10) Deed reference and tax map number. | SH 1 &2 | |
| 11) Location width, curbing and paving of access ways, egress ways, and streets within the site. | SH 1 | |
| 12) Location and layout of all on-site parking and loading facilities. | SH1 | |
| 13) Location and size of all municipal and non-municipal utilities and appurtenances including water, sewer, electric, telephone, gas lines, and fire alarm connections, indicating whether overhead or underground, and the locations of well and septic systems. | SH 2 | |
| 14) Type and location of solid waste disposal facilities. | SH 1 | |
| 15) Location, elevation, and layout of catch basins and other surface drainage features. | N/A | |
| 16) Location of all physical/natural features including: <ul style="list-style-type: none"> • water bodies, • water courses, • wetlands, • vegetation/foliage lines, • soil types, • railroads, • rock outcroppings, and • stone walls. | SH 1&2 | |
| 17) Dimensions and area of all property to be dedicated for public use of common ownership. | N/A | |
| 18) For all site plans that involve and designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP) assure all necessary permits required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. | N/A Not in the special flood zone area. | |
| 19) For site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation). | N/A | |
| 20) Date and permit number of all required state and federal permits. | SH 1 PENDING two permits | |
| 21) Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel. | WAIVER Not proposing any activity 720 feet from any exterior property boundary and approximately 500 feet from the lake. | Jeff made a motion, seconded by Pam to approve the waiver for 5.2.4.2; Motion passed unanimously |

Check future meeting minutes for any amendments or changes to these minutes

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| 22) Dimensions, area, and minimum setback requirements on all existing and proposed lots. | SH 1 | |
| 23) Proposed landscaping including size and type of plant material. | N/A | |
| 24) Pedestrian walks providing circulation through the site. | SH 1&2 | |
| 25) Location and size of proposed and existing signs, walls, and fences. | Nothing new proposed | |
| 26) Location, widths, and purposes of any easement or right-of-way. | SH 1 | |
| 27) Total on-site square footage of impervious surfaces. | SH 1 | |
| 28) Snow storage requirements. | SH 1 | |

Peter questioned the order in which the projects are being done. According to the Master Plan that Les presented in 2017. The caretaker's barn is done, and it was scheduled to be done last. Les explained there has been a change in the role of ownership and they have changed the order of the projects to open up and beautify the center of camp.

Discussion ensued around landscaping. Les stated he does not want to take out any trees and asked for a little leeway for where the cabins sit and explained they are trying to plant more perennials instead of annuals.

Stone drip edge was discussed to be able to handle a 50-year storm.

Jeffrey made a motion, seconded by Paul E. to approve the Sherwood Forest LLC application as complete. Motion passed unanimously.

Public Hearing

5.3 Additional Plats. The Board can require additional plats if necessary. Examples of additional plats are as follows: *Erosion Control Plan, Landscape Plan, Building Elevation Plan, and Profiles and cross-sections on roadways and bridges*

5.4 Graphic Presentation. The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

5.5. Additional Documentation. At the request of the Board additional documents may be required. Examples of additional documentation include: *Drainage studies, Traffic studies, Wetland studies, and Environmental, and fiscal impact studies.*

DESIGN STANDARDS AND REQUIRED IMPROVEMENTS-Go through these is application is accepted as complete.

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| 6.1. Architectural 6.1.1. Building Height | Single story 5:12 roof pitch |
| 6.2. Bridge and Road Construction | n/a |
| 6.3. Sedimentation and Erosion Control | SH 2 |
| 6.4. Storm Water Drainage. | Waiver request with comps. Infiltration drains stand in for the drainage plan. |
| 6.5. Flood Hazard Plan | SH1 N/A |
| 6.6. Water Quality | No change |
| 6.7. Dust, Fumes, Vapors, Gases, and Odors. | No change |

Check future meeting minutes for any amendments or changes to these minutes

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| 6.8 Glare | No change |
| 6.9. Noise | No change |
| 6.10. Sewage | SH 2 Waiting to do the test pit because of the high-water table. |
| 6.11. Utilities | SH 2 |
| 6.12 Lighting | SH 2 |
| 6.13. Signs | N/A |
| 6.14. Equipment and Service Areas | N/A |
| 6.15. Parking | N/A |
| 6.16. Access Management and Multi-modal. | N/A |
| 6.17. Landscaping. | N/A |
| 6.18. Fencing, Walls, and Buffers | N/A |

Public Hearing

Anne expressed concern with the infiltration ditches clogging causing them to stop working and would like to propose a condition that they are checked to make sure that they are still working to ensure there is no runoff. Discussion ensued around who would make sure the infiltration system is still working to protect the lake. Peter shared in Anne's concern. It was decided the maintenance of the infiltration trenches would be a condition and the Zoning Officer would likely be the one to see that the condition is followed through with.

It was agreed that the conditions of approval for this application are the following:

- obtain septic permits from DES.
- Maintain the infiltration trenches around the new buildings every three to five years to ensure they are working.
- To minimize the removal of trees, the Planning Board will allow Sherwood Forest LLC to submit an as-built plan once construction is complete.

Jeff made a motion, seconded by Pam to approve the Sherwood Forest application as complete with the three conditions listed above. Motion passed unanimously.

Public Meeting Carroll County YMCA, Camp Huckins Map 1 Lot 16 Site Plan Review

Jim explained the proposed development for Camp Huckins as the following:

- 24' x 30' laundry building
- 12' x30.2' covered entry addition to the existing dining hall.
- 32' X 26' open- sided picnic pavilion with a natural ground surface "floor."

For more detail on each please see letter of intent attached to the minutes.

The application was reviewed next.

**Site Plan Review Plat Requirements
Camp Huckins**

5.1 General. A letter of intent detailing the proposed development along with a list of names and addresses of all abutters to the site, as defined by R.S.A. 672:3 as may be amended, who own property not more than five (5) days before the day of filing, as shown in the Town Records and signed by a Town Official shall be submitted to the Planning Board.

5.2 Site Plan Plat.

5.2.1 Copies. The applicant shall submit five copies, 24" x 36" of the plat.

5.2.2. Scale. The scale shall be at a minimum scale of 1-inch equals 100 feet.

5.2.3. Preparation. A land surveyor, an engineer, or an architect shall prepare the plat.

5.2.4. Content. The Plat shall contain the following:

Jim explained the proposed construction as the following:

- 24'x30' laundry facility that will require a sewage disposal permit.
- 12' x 30.2' covered entry to the existing dining hall.
- 32' x 26' open-sided picnic pavilion.

| | Provided | Waiver Request |
|--|----------------|---|
| 4) A location plan at a minimum scale of one-inch equals one thousand feet <ul style="list-style-type: none"> • showing property lines of parcels being developed in relation to surrounding areas; • names and locations of town streets; names and locations of proposed streets; • names of water courses and water bodies on and adjacent to the site; • and area of the entire parcel in acres and square feet. | SH 1 lower rt. | |
| 5) A title block with title; <ul style="list-style-type: none"> • owners name and address; • name of agent; • scale of plan; and • name, seal, and address of preparer. | SH 1&2 | |
| 6) <ul style="list-style-type: none"> • North arrow and • bar scale. | SH 1&2 | |
| 4) Surveyed property lines of the parcel showing their bearings and distances. | SH 1 | |
| 5) Names of all abutting property owners, showing book and page as shown in the Carroll County Registry | SH 1 | |
| 6) Location and layout of existing and proposed structures and buildings. | SH1&2 | |
| 7) Existing and proposed contours at five-foot intervals for the entire site being considered for development. Where grade is proposed, existing contours shall be dotted lines and finished elevations solid. | WAIVER | Pam made a motion, seconded by Jeff to approve a waiver for 5.2.4.7; Motion |

Check future meeting minutes for any amendments or changes to these minutes

| | | Passed unanimously |
|--|---|---|
| 8) Area of entire parcel in acres and square feet. | SH 1 | |
| 9) Zoning and special district boundaries. | SH 1 | |
| 10) Deed reference and tax map number. | SH 1 | |
| 11) Location width, curbing and paving of access ways, egress ways, and streets within the site. | SH 1&2 No curbing | |
| 12) Location and layout of all on-site parking and loading facilities. | SH 1&2 | |
| 13) Location and size of all municipal and non-municipal utilities and appurtenances including: water, sewer, electric, telephone, gas lines, and fire alarm connections, indicating whether overhead or underground, and the locations of well and septic systems. | SH 2 | |
| 14) Type and location of solid waste disposal facilities. | SH 1&2 | |
| 15) Location, elevation, and layout of catch basins and other surface drainage features. | N/A | |
| 16) Location of all physical/natural features including: <ul style="list-style-type: none"> • water bodies, • water courses, • wetlands, • vegetation/foliage lines, • soil types, • railroads, • rock outcroppings, and • stone walls. | SH 1&2 WAIVER FOR THE PHYSICAL AND NATURAL FEATURES | Peter made a motion, seconded by Paul to approve waiver for 5.2.4.16; Motion passed unanimously. |
| 17) Dimensions and area of all property to be dedicated for public use of common ownership. | N/A | |
| 18) For all site plans that involve and designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP) assure all necessary permits required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. | SH 1&2 N/A | |
| 19) For site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation). | SH 1&2 N/A | |
| 20) Date and permit number of all required state and federal permits. | SH 1 Septic for laundry and shoreland Permit by Notification from DES for the picnic pavilion. | Pending |

Check future meeting minutes for any amendments or changes to these minutes

| | | |
|---|----------------|---|
| 21) Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel. | Waiver request | Peter made a motion, seconded by Pam to approve the waiver for 5.2.4.21; Motion passed unanimously |
| 22) Dimensions, area, and minimum setback requirements on all existing and proposed lots. | SH 1 | |
| 23) Proposed landscaping including size and type of plant material. | N/A | |
| 24) Pedestrian walks providing circulation through the site. | SH 1&2 | |
| 25) Location and size of proposed and existing signs, walls, and fences. | No change | |
| 26) Location, widths, and purposes of any easement or right-of-way. | N/A | |
| 27) Total on-site square footage of impervious surfaces. | SH 1 | |
| 28) Snow storage requirements. | SH1 | |

Peter made a motion seconded by Jeffrey to accept the application as complete with the exception of the two permits. One for the septic for the laundry and one from DES for the picnic pavilion; Motion passed unanimously.

5.3 Additional Plats. The Board can require additional plats if necessary. Examples of additional plats are as follows: *Erosion Control Plan, Landscape Plan, Building Elevation Plan, and Profiles and cross-sections on roadways and bridges*

5.4 Graphic Presentation. The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

5.5. Additional Documentation. At the request of the Board additional documents may be required. Examples of additional documentation include: *Drainage studies, Traffic studies, Wetland studies, and Environmental, and fiscal impact studies.*

DESIGN STANDARDS AND REQUIRED IMPROVEMENTS-Go through these is application is accepted as complete.

| | |
|---|-----------------------------------|
| 6.2. Architectural | Laundry – single story 5:12 pitch |
| 6.1.1. Building Height | Dining Hall 6:12 pitch |
| 6.4. Bridge and Road Construction | N/A |
| 6.5. Sedimentation and Erosion Control | SH 2 |
| 6.4. Storm Water Drainage. | Waiver submitted comps |
| 6.5. Flood Hazard Plan | SH 1&2 N/A |
| 6.6. Water Quality | No change |
| 6.7. Dust, Fumes, Vapors, Gases, and Odors. | No change |
| 6.8 Glare | No change |
| 6.9. Noise | No change |
| 6.10. Sewage | SH 1 & 2 |

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| | |
|--|--------------------|
| 6.11. Utilities | SH 2 |
| 6.12 Lighting | Cover letter |
| 6.13. Signs | No change |
| 6.14. Equipment and Service Areas | No Change SH 1 & 2 |
| 6.15. Parking | No change SH 1 |
| 6.16. Access Management and Multi-modal. | N/A |
| 6.17. Landscaping. | N/A |
| 6.18. Fencing, Walls, and Buffers | N/A |

Public Hearing opened at 8:40 p.m.
Pubic meeting resumed 8:40 p.m.

Les made a motion, seconded by Peter to grant approval with the following four conditions:

- Septic permit for the laundry building
- Permit by Notification for the picnic pavilion.
- Code Enforcement Officer approval for the tree removal.
- 3 – 5 years maintenance on the infiltration system.

Motion passed unanimously.

Jim left the meeting at 8:45 p.m.

Vet Vacation Update

Anne reported that Brian from Vet Vacation contacted her looking for direction. Anne suggested that he start with looking at a site plan review to see what they have to get done by the dead lines for upcoming meetings for both Planning Board and ZBA. After a brief discussion it was decided that Anne could send them a completed Sherwood Forest LLC site plan review and Master Plan for them to look at as a guide.

Les made a motion, seconded by Jeffrey to adjourn the meeting at 8:55 p.m.; Motion passed unanimously.

Respectfully Submitted,
Stacy Bolduc
Recording Secretary