

**Freedom Planning Board**  
**February 18, 2016**

**Members Present:** Anne Cunningham, Peter Park, Ernie Day Jr., Maynard Thomson, Jean Marshall, Bill Elliott, Paul Elie, Les Babb

**Members Absent:** Pam Keith (alternate)

**Others Present:** Dianne Park, Bill White, Paul Olzerowicz, Ted Wright-Wright Survey Co., Mark McConkey, Kevin Ryan ó Wetlands and Wildlife Biologist for FB Environmental Assoc., Jim Rines-White Mountain Survey Company, Diane Wilkenson  
Minutes recorded by Dianne Park

Public Meeting started at 6:00pm

**Presentation of the Freedom build out analysis of the Watershed Management Plan by FB Environmental Associates.** The build out analysis shows the potential for developing the land in Freedom based on the existing zoning ordinance.

Kevin Ryan from FB Environmental Associates and Anne Cunningham lead this meeting.

The build out analysis was explained. The topics discussed were:

- What is a build out analysis?
- Methods used
- Results
- How much land is available for development?
- What does this development do to the town over time?
- Potential impacts for future development
- Software used in the project
- Zoning
- Population growth
- Existing buildings
- Build-out assumptions
- Shareholder impact
- Developing constraints
- Results
- Buildable land
- Time span
- Phosphorus loading

Public comments were taken at the end of the presentation.

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

The regular Planning Board Meeting was called to order at 7:04pm.

### **Minutes**

A motion was made by Peter, seconded by Maynard, to approve the minutes from January 21, 2016 as amended. All were in favor.

Page 1, second paragraph, add to the last sentence: ~~because of Rules of Procedure.~~

Page 2, seventh paragraph, change the last sentence from: ~~Each unit will be limited to a certain number of people.~~To: ~~Each unit will be limited to two (2) residents.~~

### **Public Hearing**

#### **Continue the review of the Major Subdivision Application of Sherwood Forest LLC of Ossipee Lake Road; Tax Map #7 Lot #5-1**

Jean Marshall excused herself from being a board member on this hearing because of Rules of Procedure. Ernie Day Jr. sat on the board in place of Les Babb.

The board proceeded with accepting the application as complete. Les Babb, Ted Wright and Mark McConkey presented the application.

*5:06 Information Required:*

*f) Soil mapping units and boundaries as classified by the U.S. Department of Agriculture Soil Conservation Service. Seasonally wet areas shall be delineated.*  
- complete

*5:12 Additional Information for Final Plat:*

*a) Subdivision Grading and Drainage Plan*  
- complete

*1) Basic street and lot layout, with all lots or sites numbered consecutively.*  
- On the Utility Plan change the reference to ~~lot~~to ~~unit~~

*2) Location of all existing buildings and approximate locations of proposed building, if known.*  
- complete

*3) Contours of existing grade at intervals of not more than five (5) feet. Intervals less than 5 feet may be required, depending on the character of the topography.*  
- complete

*4) Final identification, location, elevation, grade and/or contours at intervals of not more than five (5) feet for the existing and proposed drainage ways, drainage easements, drainage structures, and water bodies. Intervals of less than 5 feet may be required by the Board, depending on the topography.*  
- n/a

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5) *Final identification and location of proposed soil erosion and sediment control measures and structures.*

- waiver
- A motion was made by Bill, seconded by Ernie, to grant to waiver for ~~Final~~ identification and location of proposed soil erosion and sediment control measures and structures.ø All were in favor.

6) *Final drawings and specifications for each proposed soil erosion and sediment control measure in accordance with the standards set forth in Section 8:15.*

- waiver
- A motion was made by Bill, seconded by Paul, to grant a waiver for ~~Final~~ drawings and specifications for each proposed soil erosion and sediment control measure in accordance with the standards set forth in Section 8:15. All were in favor.

7) *Final drawings, details, and specifications for proposed storm water retention facilities for ground water recharge, if applicable.*

- waiver
- A motion was made by Peter, seconded by Bill, to grant a waiver for ~~Final~~ drawings, details, and specifications for proposed storm water retention facilities for ground water rechargeø All were in favor.

8) *Final slope stabilization details and specifications.*

- n/a

9) *A timing schedule indicating the anticipated starting and completion dates of the subdivision development and the duration of exposure of each area prior to the completion of effective soil erosion and sediment control measures.*

- complete

b) *Subdivision Street and Utility Plan: This Plan shall be submitted on a separate sheet or sheets and shall provide the following information:*

1) *Complete plans and profiles of all proposed streets, including but not limited to horizontal and vertical curve data at the street center line, street stationing every fifty feet, intersection and turnaround radii, and typical section of proposed streets.*

- complete

2) *Location and details of all existing and proposed utilities (including water mains, telephone, electric, and television distribution lines) on and adjacent to the land to be subdivided.*

- complete

3) *Any other details pertinent to street and/or utility construction.*

- complete

A motion was made by Bill, seconded by Paul, to accept the application for a Major Subdivision by Sherwood Forest LLC as complete. All were in favor.

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## Questions

Bill referenced dwelling construction and asked why the name was changed.

Les said it was changed to address the boards concern with the building of additions adding a building envelope and nothing can be built outside the envelope.

Bill asked about square footage and Les said each unit is restricted to 2 bedrooms, 2 residents and 1 care giver.

Anne asked about the ability to add a ramp and was told this would be possible but inside the building envelope.

Anne asked about a list of Barrier Free Architectural Standards and Les will send her the list.

The board was shown a floor plan of a possible unit. Les stated the units are more aesthetic looking and each will have a garage. Maynard voiced his concern about whether or not each unit had a garage not a Planning Board issue.

Anne gave the presenters a letter from the Freedom Road Agent addressing issues:

- Indicate center line of the road
- Ability to see designated pedestrian walkway
- Transformer Utility Boxes should be pushed back as much as possible.

Peter asked about the original square footage of 1,244 versus the updated version of 2,000 square feet. Les said they still meet the 10% rule and are well within the town regulations further stating 1,244 square feet did not include steps and decks.

Anne asked about the Condominium Documents reference to ~~Accompanying Land~~ asking where the common areas and limited common areas were located. Les explained the common areas and limited common areas and said the ~~Accompanying Land~~ is the building envelope.

Bill White pointed out page 2 of the Condominium Documents reference to ~~Additional Common Areas~~. Les said this reference would be deleted.

Peter said he still had a concern about the second floor and basement along with a concern on the drip line trench. Peter also asked what happened to the easement between units 12 and 13 and was told that easement was no longer necessary.

Peter asked about page 11 of the Condominium Documents reference to tractor and golf cart storage/out buildings and was told all reference to ~~outbuildings~~ will be deleted.

Bill White had a question on page 6 of the Condominium Documents reference to easements and was told this was left in for utilities but Les would address the wording with their attorney.

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Anne asked about the tank on unit #13 being inside the well radius. Mark explained the provisions for this and said he would check all tank locations and make sure they're outside the well radius if possible.

Anne had a concern with the wells being too close to the road in reference to road salt contamination. Mark stated he would bring further documentation and would try to address this issue and relocate anything that he could.

Anne asked to see a copy of the Septic System and Mark will provide this information.

Anne asked about part of the 4,000 square foot buffer extending underneath a unit basement. Mark said he would address this issue.

Anne asked about the area needed for disturbance around a septic system for the possibility of future failure. Mark explained all disturbance areas and said he would double check to make sure these are all correct.

Anne asked about sidewalks not being in front of units 16, 17 and 18. There was a discussion on this issue. Ted suggested putting a crosswalk in front of each unit connecting them to the sidewalk. The board voted:

Bill, Peter, Ernie and Anne ó sidewalk all around  
Maynard and Paul ó crosswalk is fine

The applicant will change the plan to include a sidewalk in front of each unit.

Bill White thanked the applicant for resolving the age issue and asked if page 7 # B ii of the Condominium Documents could be changed from ~~“No children under age 18”~~ to ~~“No person under age 18”~~

Paul Olzerowicz asked about the square footage and how much maximum space could each unit potentially have. Les explained that decks, garage etc. would be deducted.

Les requested a conditional approval so they could move forward with funding issues. After discussion on conditional approval versus conceptual approval a motion was made by Anne, seconded by Maynard, stating the Planning Board is willing to provide the applicant an approval of his concept having reviewed the completed application in substantial detail however the Planning Board is not committing itself to the eventual approval of this project nor to conditions to which the approval may be subject. All were in favor.

This will be continued until next month with the submission date extended to March 8, 2016.

## **Public Meeting**

### **Review of Site Plan Application from Camp Cody of Ossipee Lake Road Tax Map #21 Lot #1-1 and 1.**

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

Ernie Day Jr. left meeting at this point and Les returned to the board as a full members. Jean Marshall also returned to the board as a full member.

Jim Rines from White Mountain Survey Company was present to represent the applicant.

Jim explained the project that will start in the spring of 2016.

- Construct 3 new cabins 30ø x 60ø each with an 8ø deck, replacing 6 existing cabins which will be preserved and converted to activity buildings with sewer and water being disconnected.
- Replace the existing infirmary building with a new 40ø x 60ø infirmary building. Relocate the old building closer to Ossipee Lake Rd. and convert it to an activity building with sewer and water being disconnected.
- Relocate a new girlø cabin, approved last year, making room for the addition of a lounge/gathering space cabin which will be tied to water and sewer.
- Installation of a new sewage system for the dining hall and 3 new camper cabins.

The board reviewed Plat Requirements

## SECTION 5

### APPLICATION REQUIREMENTS

*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.*

- complete

*5.2 Site Plan Plat.*

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

- complete

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

- complete

*5.2.3. Preparation. A land surveyor shall sign the plat.*

- complete

*5.2.4. Content. The Plat shall contain the following: If the applicant wishes a waiver from any of these requirements, the board will consider the request as outlined in Section 11 of these regulations:*

*1) A location plan at a minimum scale of one inch equals one thousand feet 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. In addition the following items must be included:*

- complete

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2) *A title block with title; owners name and address; name of agent; scale of plan; and name, seal, and address of preparer.*

- complete

3) *North arrow and bar scale.*

- complete

4) *Surveyed property lines of the parcel showing their bearings and distances.*

- complete

5) *Names of all abutting property owners, showing book and page as shown in the Carroll County Registry*

- complete

6) *Location and layout of existing and proposed structures and buildings.*

- complete

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.*

- Waiverø

- A motion was made by Peter, seconded by Bill, to approve a waiver to show only area of development. All were in favor.

8) *Area of entire parcel in acres and square feet.*

- complete

9) *Zoning and special district boundaries.*

- complete

10) *Deed reference and tax map number.*

- complete

11) *Location width, curbing and paving of access ways, egress ways, and streets within the site.*

- n/a

12) *Location and layout of all on-site parking and loading facilities.*

- n/a

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.*

- complete

14) *Type and location of solid waste disposal facilities.*

- complete

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

- 15) *Location, elevation, and layout of catch basins and other surface drainage features.*  
- complete
- 16) *Location of all physical/natural features including: water bodies, water courses, wetlands, vegetation/foliage lines, soil types, railroads, rock outcroppings, and stone walls.*  
- complete
- 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 land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP) assure that all necessary permits have been received from those governmental agencies from which approval is required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.*  
- complete
- 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).*  
- complete
- 20) *Date and permit number of all required state and federal permits.*  
- complete
- 21) *Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel.*  
- waiver  
- A motion was made by peter, seconded by Paul to approve a waiver for location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel.
- 22) *Dimensions, area, and minimum setback requirements on all existing and proposed lots.*  
- n/a
- 23) *Proposed landscaping including size and type of plant material.*  
- complete
- 24) *Pedestrian walks providing circulation through the site.*  
- complete
- 25) *Location and size of proposed and existing signs, walls, and fences.*  
- n/a

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26) *Location, widths, and purposes of any easement of right-of-way*  
- n/a

27) *Total on-site square footage of impervious surfaces*  
- complete

28) *Snow storage requirements*  
- complete

A motion was made by Peter, seconded by Bill, to accept the application as complete including changes to sheet 1 and 2 of the wording of ~~staff housing~~ to ~~activity building~~. All were in favor.

There was a question of the application meeting the 10% rule (Section 310.1.5 of the Zoning Ordinance). After discussion Jim will recalculate.

## **Public Hearing**

### *Design Standards and Required Improvements*

- 6.1.1 *Building Height* ó complete
- 6.2 *Bridge and Road Construction* ó n/a
- 6.3 *Sedimentation and Erosion Control* ó complete
- 6.4 *Storm Water Drainage* ó complete
- 6.5 *Flood Hazard Plan* ó complete
- 6.6 *Water Quality* ó complete
- 6.7 *Dust, Fumes, Vapors Gases and Odors* ó complete
- 6.8 *Glare* ó complete
- 6.9 *Noise* ó complete
- 6.10 *Sewage* ó complete
- 6.11 *Utilities* ó complete
- 6.12 *Lighting* ó complete
- 6.13 *Signs* ó complete
- 6.14 *Equipment and Service Areas* ó n/a
- 6.15 *Parking* ó n/a
- 6.16 *Access Management and Multi-modal* ó complete
- 6.17 *Landscaping* – complete
- 6.18 *Fencing, Walls and Buffers* ó n/a

Diane Wilkenson asked what the camp was doing with the skating rink stating it has been used a dumping site and she does not want this to continue. Jim will make a note of this.

A motion was made by Peter, seconded by Bill, to approve the application with the following conditions:

- Complete the 10% Rule Analysis and send completed analysis to Anne. If the application exceeds the rule the applicant will come into compliance.

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- NHDES Septic Approval
- Sheets 1 and 2 ó change ~~Staff Housing~~ to ~~Activity building~~

All were in favor.

## **Public Meeting**

### **Alternates and Rules of Procedure for the Planning Board**

The board discussed alternates and made changes to the ~~Rules of Procedure for the Planning Board of Freedom, NH~~

- Page 1, under ~~Members~~ delete #5

- Page 2, #4, change the first sentence of the second paragraph from: ~~If any regular board member is absent from a meeting or hearing, or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member.~~

To: ~~If any regular board member is absent from a meeting or hearing, or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members, if one is present, to sit in place of the absent or disqualified member.~~

- Page 2, #4, second paragraph, delete the second sentence and add in its place: ~~An elected Planning Board member, when available, is allowed to sit.~~

- Page 4, under ~~Records~~ change #1 to read: ~~The records of the Board shall be kept at the Town Office and shall be made available for public inspection at the Office of the Town Clerk as required by RSA 676:3, 11.~~

- Page 4, under ~~Records~~, change #2 to read: ~~Minutes of the meetings including the names of Board members, persons appearing before the Board and a brief description of the subject matter shall be open to public inspection within 5 business days of the public meeting as required in RSA 91-a:2,II.~~

- Page 5, under ~~Amendment~~ change the first sentence to read: ~~These rules of procedure may be amended by a majority vote of the members of the board at a public meeting.~~

There was a motion by Anne, seconded by Bill, to accept all changes to the ~~Rules of Procedure for the Planning Board of Freedom, NH~~ as stated:

- Page 1, under ~~Members~~ delete #5

- Page 2, #4, change the first sentence of the second paragraph To: ~~If any regular board member is absent from a meeting or hearing, or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members, if one is present, to sit in place of the absent or disqualified member.~~

- Page 2, #4, second paragraph, delete the second sentence and add in its place: ~~An elected Planning Board member, when available, is allowed to sit.~~

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- Page 4, under ~~Records~~ change #1 to read: ~~The records of the Board shall be kept at the Town Office and shall be made available for public inspection at the Office of the Town Clerk as required by RSA 676:3, 11.~~
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- Page 5, under ~~Amendment~~ change the first sentence to read: ~~These rules of procedure may be amended by a majority vote of the members of the board at a public meeting.~~  
All were in favor.

### **Other Business**

Jean Marshall left the meeting at 10:05pm.

Les presented a Lot Merger Request from Camp Cody and briefly explained the application. The board decided to put this on the agenda for next month.

A motion was made by Bill, seconded by Anne, to adjourn the meeting.  
Meeting adjourned at 10:15pm.