

Candia Zoning Review & Revision Committee
Minutes of July 18, 2018
Unapproved Minutes

Present: Rudy Cartier; Al Hall; Ken Kustra; Joyce Bedard, Scott Komisarek; Mark Chalbeck; Josh Pouliot; Bryan Ruoff of Stantec; Dennis Lewis, Road Agent.

The purpose of this volunteer committee is to review potential changes to the Town of Candia Zoning, Subdivision and Site Plan regulations and make recommendation for changes or additions to the Planning Board. This meeting is open to anyone that wants to participate.

The meeting started at approximately 8:36 pm following the Planning Board meeting.

Minutes from October 18th, 2017:

J. Bedard **motioned** to accept the minutes of October 18th, 2017 as presented. K. Kustra **seconded**. **All were in favor. Motion carried (6-0-0) for Planning Board Members.** It was the consensus of the entire committee present to accept the meeting minutes as presented.

Guests Present: Bryan Ruoff from Stantec Engineering

R. Cartier said just a couple of notes. Things that we're charged with looking at and where we really need to do a lot of work by sometime in October and see if there are any zoning revisions we want to bring to the voters for next year, for the Town warrant for voting next year and the Village District, try to get that to the voters as well. In the zoning revisions we've done a lot of work in here. Dennis the Road Agent and Chief Young may also have suggestions on the regulations. Bryan is our Town Engineer with Stantec and he's familiar with our regulations. Because he deals with subdivisions a lot he knows what the developers are looking to do or not do and we want to get rid of ambiguity in our regulations and make them as clear as possible, understandable and reasonable. We're also looking at the application process. She had 3 majors come in at 2:30 pm on Monday and they all want to be on the next agenda. We're pushing back on that. You have to have everything in 21 days in advance and if Bryan does the review and if there are things missing, they need to get that information in before it comes to the Board. If it's not to the Board it's not going to be on the agenda if the application isn't complete. A. Hall said read the instructions and not ask for exceptions. J. Pouliot commented and it cuts down on the feedback we hear from the public that we don't seem like we're prepared because we got it the night before or what have you. R. Cartier said Bryan and I have done reviews up to hours before a meeting so we're pushing back on that. As Bryan said its common knowledge that the developers are trying to do as little as possible and we have to make sure the development is in the best interest of the Town.

Continuation of Stantec's Review of Candia's Current Regulations; Earth Excavation, Major Site Plan and Major Subdivision Regulations: Completed: Earth Excavation

Continuation of Major Site Plan Review:

The ZRRC committee continued their review of the existing Major Site Plan Regulations with the track changes and discussed the proposed changes by Stantec that were in the binder supplied by B. Ruoff. Some of the items to adjust, correct, further explain or change are as follows:

Using the version from July 19, 2017, red line version; we left off at 5.07 in major site regulations.

Article VI Notice of Site Plan Application. No changes. B. Ruoff said just prior to that in Article VII there were some deletions of dates where old statutes went into effect that's not required as long as it's tracked by the Town. The old regulations. Those have been removed as part of this. The first point with revisions is **Section III Article 8.03 Construction Standards. A. Driveway and Parking Areas:** A lot of the standard requirements for driveways and parking aren't really spelled out in the site plan regulations so I put a little more meat into what's typically done or recommended to the Board as an engineering standard. Fairly standard if these weren't in a Town's regs and we were doing the review, we would say recommend and write a review letter, an engineering standard but not necessarily a regulation. R. Cartier said so these should minimize the number of items put into a review. (*Commercial areas*).

8.03 E. Signage:

D. Lewis brought up height of signs. 101 for Irving Station is a certain height but after permit is done, they brought the grading up so you end up approving a 30 foot sign but then they haul in 200 yards of fill and make the ground go up and make the sign 10' higher. So it should say from existing grade or original grade. B. Ruoff said **pre-development grade**. *Discussion continued regarding signage.* B. Ruoff said a 10' sign doesn't make sense; a stop sign is 7' tall. D. Lewis said every sign's over 10'. K. Kustra suggested no sign over the height of buildings. We need a **Maximum height standard**. Is it the height of the sign only? B. Ruoff said and check with zoning ordinances we need to make sure we're jiving with; going through all of this, if there are things with the zoning that need to be changed as well to tab those. Zoning has to be voted on. R. Cartier said we as the Planning Board can approve the regulations, we don't have to go to the Town but if there are zoning changes from changes in the regulations here, that's our next step. D. Lewis said you have to have a public hearing but zoning has to go on the ballot. **D. Lewis suggested that Bryan check with other Towns and make recommendations for signage height.**

R. Cartier said I do have a question for the Board; this kind of thing bugs me. **F. Flashing signs:** No flashing or animated signs having visible or moving parts...I have a difference of opinion with the Building Inspector on that. My feeling is that an animated sign is one that changes lettering like the one in front of the school. I don't know if we have to put a definition in there but the rational...B. Ruoff said this is the definition stated in here, essentially. R. Cartier said I want to make sure that it's clear. A. Hall said I think Dave felt that the school sign is not unlike the gas station signs. J. Bedard said they don't flash and change. R. Cartier said if you go according to this it's like the Merchant's Auto sign in Hooksett, that to me is an animated sign because it changes. I want to make sure that it's clarified in there that animated means anything that changes. The school is an animated sign. B. Ruoff said ok so **have a definition for animated.**

A. Bickum said there is a list started of Proposed Zoning Changes that I can bring next time as the Zoning Board wanted to review them. B. Ruoff asked is one **HISS mapping**. A. Bickum replied no. B. Ruoff continued the **Zoning requires High Intensity Soils mapping and the subdivision regulations require site specific and it's a problem** every time, every subdivision. We grant a waiver every time.

Architectural Renderings: Additional language to add/change? D. Lewis said it's important to keep it in there. At least there is an idea. B. Ruoff said **I can expand the criteria**; it has to be in color. R. Cartier said color is already in there.

B. Ruoff said that brings us through **page 18, Sidewalks and Cross Walks**. We referenced current ADA requirements. So we'll say **what the requirement is or the applicable current ADA requirements** saves the Board from having to re-write everything. R. Cartier said **same for DOT requirements**. K. Kustra asked about Handicap Accessibility. A restaurant and x number of parking

spaces so these handicap spaces, are they an addition to those parking spaces or not. B. Ruoff replied yes they would be. The Town has requirements based on use on what the required parking would be. So First Stoppe for example, they needed 62 spaces. Based on 62 spaces you need 2 handicap spaces and 1 van accessible space. So an additional 3 spaces, so they would need 65 spaces total; 62 with 3 handicap accessible.

R. Cartier asked under **E on Page 19 8.04 Street numbering**. It came from the Fire Dept. Has that been taken over by the Building Dept? Second paragraph: The street address shall be obtained from the Fire Department prior to obtaining a building permit and be posted....A. Bickum said yes, I let Don Hamel know on the Fire Department when I need street addresses but I can't get them until the driveway permit is obtained. D. Lewis replied and then it becomes a problem when we don't show driveways on approved subdivision plans because then the builder has to go locate where he wants to put the driveway and then I have to go check it for all the things so it drags it out and usually the Fire Department's waiting for it and I don't know where the builder wants to put it. B. Ruoff replied I think that's a good point I think you **should require that driveways be shown for all subdivision lots**. It's just a headache later. D. Lewis added and I think we're going to have to **require paved driveway aprons too** because there's too many changes in the grades after we've made out the permits and then the builder's almost done, gets a final and then the grade changes after. **So a 10' apron?** Then the drainage to the street never changes because it's paved.

Left off on page 19 in July 19, 2017 revisions in Major Site Plan Regulations book. Next ZRRC meeting start at 8.05 Screening.

The Board discussed another time to have the ZRRC besides after the Planning Board Meeting due to the workload. Weekdays versus weekends; Ken is out the month of August.

A half day session was proposed for Saturday, August 11th at 8:00 am to possible Noon. Andrea is out of town but will provide the recorders. Scott Komisarek can open the doors to the Town Hall. Agenda will be posted for it.

66 Vinton Street Culvert Update:

D. Lewis said I forgot to bring this up in the Planning Board meeting but on the Vinton Street Subdivision Eversource needs to...the lines can't go over the box culvert. There's very little cover over the box culvert and to put the lines below it, their too deep and to put them above it, their too shallow as there's a removable top so it's not a good idea to cut through. So they're going to come in from 27 and set a pole 10' beyond the box culvert and drop their underground in there. There are no issues with it but I wanted to make sure the Board was aware of it. The box culverts just a short distance in. B. Ruoff said and we've asked for an official letter from DBU and we'll issue a letter to the Town that we've reviewed it and feel that it's the best solution to the issue. D. Lewis said no one considered it at the time because all we do is review the trench detail. B. Ruoff said is this something you want back in front of the Board? D. Lewis replied we've looked at every alternative and this is the only viable one. B. Ruoff said it's a change though. R. Cartier said I would be more comfortable if they asked for an official okay from the Board. D. Lewis asked do you want them to come to the next meeting or just the request letter. R. Cartier replied I think the request letter would be fine. I don't have a problem with it. It sounds like we'll approve it, it's just so we're covered and if anybody asks, yes the Board has looked at that and based on the conditions in there, it is going to be different from the original approval where you had to come down and go underground. M. Chalbeck added you have to come across the stream anyway so the pipe doesn't load up with water and every winter you're changing the conductor.

B. Ruoff reiterated we've requested a letter from the builder and then we will issue a letter saying we've reviewed it and the conditions and that best most feasible solution for this. Both letters will come to the Board.

MOTION:

J. Bedard **motioned** to adjourn the Zoning Revision meeting. K. Kustra seconded. **All were in agreement. Motion carried (6-0-0) for Planning Board Members.** It was the consensus of the entire committee present to adjourn the ZRRC meeting at approximately 9:20 pm.

The next ZRRC meeting is tentatively scheduled for Saturday, August, 11th, 2018 at 8:00 a.m.

Note that after this ZRRC meeting adjourned, on the following day the Land Use office recommended a ZRRC meeting on August 1, 2018 at 6:00 pm, going into a short Planning Board meeting and then back into the ZRRC meeting to try to have a couple of hours to work on the regulations prior to the proposed Saturday, August 11th at 8:00 am. Please see any upcoming posted agendas for details dates and times (posted 24 hours in advance of the meetings).

Respectfully submitted,
Andrea Bickum
Land Use Secretary