



**TOWN OF WILTON
PLANNING BOARD MEETING
DRAFT MINUTES**

DATE: October 7, 2015
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Vice-Chairman Sara Spittel, Neil Faiman, Marion Kearns, Tracey Ewing (Alternate), Selectmen Representative Kermit Williams, NRPC Representative Camille Pattison, Secretary Sorrell Downing, Dawn Zibolis - applicant, Michael Ploof from Fieldstone Land Consultants, Abutters – Gary Newstead and Uli Danuk.

PUBLIC MEETING

Vice- Chairman Spittel opened the meeting at 7:30 PM.
Ms. Ewing will vote for Mr. Fish.

PB-SD04-0915 – Zuber

An application by Walter Zuber for a subdivision of three lots. The first proposed lot is the existing lot of 10.282 acres (H-83-1). The two proposed new lots are H-83-4 and H-83-5. The proposed new lot, H-83-4, would have 2.095 acres and the proposed new lot, H-83-5, would have 3.504 acres. The property is located in the southeast corner of the intersection of where Stephens Road and Badger Farm Road meet at Mason Road.

The applicant(s) has submitted a subdivision application for acceptance and approval to subdivide Lot H-83-1, 10.282 acres, located at 20 Stephens Road on the corner with Mason Road, into three residential lots.

- All lots meet the required 200' of frontage, setback and acreage requirements of the General Residence and Agricultural District, including a minimum of 2 contiguous acres of land excluding wetlands and land in the 100 year floodplain.
- The newly configured Lot H-83-4 will have 2.095 acres and Lot H-83-5 will have 3.504 acres, while the remaining Lot-83-1 will have 4.863 acres.

- 1 • This is a currently a corner lot, so with the new configuration lot H-83-4 will have
- 2 just under 750' of frontage on both Stephens Road and Mason Road
- 3 • Lot H-83-5 will have just under 430' of frontage on Mason Road, and the
- 4 remaining portion of the original Lot H-83-1 will have just under 370' of frontage
- 5 entirely along Stephens Road.
- 6 • The section of Stephens Road adjacent to Lot H-83-1 is a gravel Class V road.
- 7 • Lot H-83-4 has a minimal amount of wetland square footage.
- 8 • Lots H-83-4 and H-83-5 have just under 1 acre of wetlands.
- 9 • The site gradually slopes down towards the east.
- 10 • The site is not located within the 100 or 500 year Floodplains.
- 11 • The site is not in the Aquifer Protection Overlay District.
- 12 • Each parcel shows building setbacks, well radius and a septic reserve or leach
- 13 field locations.
- 14 • Soil test pit results have been submitted for both proposed lots.
- 15 • There are no known or proposed easements on the site.
- 16 • The applicant has contacted the Fire Chief and provided necessary plans. Mr.
- 17 Dick has verbally stated there is "not an issue" with the plan and there is a dry
- 18 hydrant as well as a fire pond locally.
- 19 • Steve Elliot provided a letter, dated September 29, 2015, approving the proposed
- 20 curb cut placement for driveways located on Lot H-83-4 and H-83-5.
- 21 • The applicant will submit the file for Subdivision Septic Approval from DES
- 22 pending conditional approval from the Planning Board and has agreed to add a
- 23 note with the permit number to the plan. This saves multiple revisions to be
- 24 submitted to DES.

25
26
27 Ms. Spittel asked Mr. Ploof why the driveways were not marked where there were
28 already breaks in the stonewall. Mr. Ploof stated the driveways were placed in the
29 present locations due to slope and reduced disturbance.

30
31 Mr. Faiman stated that when a new lot is created from an old lot, the Planning Board
32 typically renames the old lot. He requested a renaming of the lot to a currently unused
33 Lot number, i.e. H-83-1-1.

34
35 Mr. Newstead of H-57-2 stated he is most concerned with the placement of the driveway
36 for proposed lot H-83-4. He currently spends large amounts of time keeping his
37 driveway free from snow in the winter and the biggest obstacle for him is 'where to put
38 the snow' especially after the last several winters. He currently places a lot of the snow
39 where the proposed driveway of H-83-4 is marked on the plan. Ms. Zibolis stated that
40 the applicant wished for the driveway for H-83-4 to be placed on Stephens Road because
41 of the visual line from the parent property overlooking the pond. If placed where marked
42 on the presented plan, it would be just beyond the pond on H-83-1 and therefore not
43 visually desirable to those living at H-83-1. Mr. Ploof stated he would relocate the
44 driveway to Stephens Road on the plan.

45

1 Ms. Danuk asked if all proposed homes would be single family. Mr. Ploof confirmed the
2 proposed homes would be single family homes.

3
4 *A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to accept the*
5 *application PB-SD04-0915 by Walt Zuber for a subdivision of three lots. The first*
6 *proposed lot is the existing lot of 10.282 acres (H-83-1). The two proposed new lots are*
7 *H-83-4 and H-83-5. The proposed new lot, H-83-4, would have 2.095 acres and the*
8 *proposed new lot, H-83-5, would have 3.504 acres. The property is located in the*
9 *southeast corner of the intersection of where Stephens Road and Badger Farm Road meet*
10 *at Mason Road.*

11
12 *Voting: 5 ayes. Motion carried unanimously.*

- 13
14 • Mr. Williams stated that impact fees need to be calculated and added to the plan.
15 • The board agreed the road agent needs to update his approval based on the
16 relocation of the driveway.
17 • The fire chief letter needs to be received.
18 • The parent lot name needs a currently unused number.
19 • The driveway fro Lot H-83-4 needs to be relocated to Stephens Road.
20

21
22 Mr. Newstead asked if the historical nature of the stonewalls needs to be noted on the
23 plan. It was determined they are not listed as a historical road on the list in the Master
24 Plan.

25
26 *A MOTION was made by Mr. Faiman and SECONDED by Ms. Kearns to approve the*
27 *application PB-SD04-0915 by Walt Zuber for a subdivision of three lots. The first*
28 *proposed lot is the existing lot of 10.282 acres (H-83-1). The two proposed new lots are*
29 *H-83-4 and H-83-5. The proposed new lot, H-83-4, would have 2.095 acres and the*
30 *proposed new lot, H-83-5, would have 3.504 acres. The property is located in the*
31 *southeast corner of the intersection of where Stephens Road and Badger Farm Road meet*
32 *at Mason Road with the following conditions:*

- 33 *Impact Fees will be added to plan*
34 *Letter from Fire Chief*
35 *Revised Letter from Road Agent*
36 *Rename of Parent Lot*
37 *Relocation of proposed driveway for H-83-4*

38
39 *Voting: 5 ayes. Motion carried unanimously.*

40
41 Applicant and Abutters departed.

42 The case will stay on the Planning Board agenda until all conditions are met.

43
44 **How to Start A Business in Wilton Brochure**

1 Feedback on the current and published online brochure was discussed. The general
2 statement was that the procedures published by the planning board are often confusing
3 and circuitous. The Planning Board is aiming to make the process easier for the
4 prospective business owner, not harder but the brochure still seems complicated for the
5 many who are unfamiliar with planning board procedures and language.

- 6
- 7 • What is a site plan? That sounds expensive...
- 8 • Why do I have to go to planning board for my sign to be approved? That
- 9 sounds invasive...
- 10 • What does “use” mean? This language is confusing...
- 11 • Why do I have to go to the planning board meeting? I work at night
- 12 and/or I have a fear of public speaking and/or why are there so many
- 13 “fingers in the pie”...
- 14

15 The Wilton Planning Board has discussed at great lengths the question of “when does
16 someone need to come to the planning board when starting a business in Wilton.” The
17 problem is that each situation is different and although the Wilton Planning Board is not
18 interested in telling an applicant what they can and can not do in a specific location, there
19 are laws and that need to be followed and it is a series of checks and balances to ensure
20 Wilton remains a community we all want to live in. As much as many want to tell a
21 prospective business owner, “Do what you want,” they cant. Each circumstance has to be
22 looked at and there needs to be a “standard of reasonableness.” Therefore the Wilton
23 Planning Board has contracted with NRPC to have a Planning Board
24 Representative/Consultant to field many entry-level questions for prospective business
25 owners and then guide them through the Planning Board process if necessary. Ms.
26 Pattison holds business hours the first and third Monday of each month from 10 AM to
27 3:00 PM. This is also noted on the Town of Wilton Website calendar.

28
29 Changes to the brochure:

- 30 ○ #3 What about Signs
- 31 ○ #4 Is My Business Permitted?
- 32 ○ #5 Ms. Pattison to discuss with Mr. MacMartin if the Planning Board has a
- 33 requirement for façade or awning changes. Also applicants will be directed to
- 34 discuss plans with the Planning Board Consultant, Ms. Pattison.
- 35 ○ #6 Remove/Combine with #5? Reword? Add Contact Information?
- 36

37 Ms. Pattison to provide updated zoning map for reference purposes – to be posted on the
38 wall at Town Hall and on the Town of Wilton website.

39
40 Mr. Kandt will respond to brochure feedback from residents.

41 42 **NRPC Contract for Master Plan Chapters/Encumbered Funds**

43
44 Mr. Williams was told by that as long as the NRPC contract is current and the funds are
45 not spent, they become “encumbered funds.” No other process needs to happen.

1 **Economic Development Chapter of Master Plan**

2
3 Ms. Pattison will have updated Economic Development Chapters for review and adoption
4 at the next meeting. This meeting has been noticed.

5
6 **Excavation Forms – Need Updates/Approval**

7
8 Ms. Downing will contact Ms. Tuomala and request her review in writing of the current
9 excavation forms that are in DRAFT from (from 2013) but never seem to have been
10 adopted (not mentioned in Minutes). The Planning Board is eager to finalize these
11 documents and notice their updates.

12
13 The address on the forms needs to be updated to PO Box 83, Wilton, NH.

14
15 Ms. Spittel thanked Ms. Pattison for her work on cleaning up these loose ends.

16
17 **HOMEWORK ASSIGNMENT/Sign Permits**

18
19 Please review the Sign Permit procedure and form. At first glance, many said it “looked
20 like a crossword puzzle” and therefore too complicated. Please review and bring
21 thoughts to next meeting. This is another item we are looking to check off list.

22
23 **Minutes Review 9-16-15**

- 24
25
 - Strike Page 3, Line 7
 - Mr. Faiman asked for clarification from Ms. Pattison about the location of
26 Purgatory Brook Watershed.

27
28
29 *A MOTION was made by Ms. Ewing and SECONDED by Ms. Kearns to approve the*
30 *Minutes as amended.*

31 *Voting: 5 ayes. Motion carried unanimously.*

32
33 **Website Updates**

- 34
35
 - Mr. Williams to have the NRPC 2nd Representative Ad moved to main landing
36 page of the Town of Wilton website.
 - Mr. Williams to have the Planning Board Consultant advertisement moved to the
37 main landing page of the Town of Wilton website.
 - Mr. Williams to have the How to Start a Business in Wilton Brochure moved to
38 the main landing page of the Town of Wilton website.

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40
41
42 **Master Plan Chapters – Natural Resources and Town Facilities**

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44 Ms. Pattison is working with Mr. Hunter on the changes to the Natural Resources
45 Chapter.

1 Ms. Pattison has reached out to the various departments for their feedback/input on the
2 Town Facilities Chapter.

3

4 **Other Business**

5 Ms. Pattison stated Wilton needed a representative for the EPA required Municipal
6 Separate Storm Sewer System (MS4). Mr. Williams responded that Ms. Tuomala is
7 working on this for Wilton.

8

9 Mr. Williams formally invited the Planning Board and the ZBA to a Special Select Board
10 Meeting Monday, October 19 at 7:00 PM to discuss Economic Development in Wilton.

11

12 Mr. Williams informally invited members of the community and board to attend the
13 meeting to investigate the concept of hiring a town administrator, which will meet every
14 other Thursday at 7:00 PM. The next meeting will be October 15, 2016. This will be
15 open to the public and will be noticed on the town website.

16

17 *A MOTION was made by Ms. Ewing and SECONDED by Mr. Williams to adjourn the*
18 *meeting.*

19 *Voting: 5 ayes. Motion carried unanimously.*

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21 Vice-Chairman Spittel declared the meeting adjourned at 9:30 PM.

22

23 Respectfully Submitted,
24 Sorrell Downing
25 Secretary