

PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
March 03, 2021

DATE APPROVED: 3/17/21

TIME: 7:00 p.m. – 9:00 p.m.

MEMBERS: Gary Sparks- Chairman, Susanne White-Vice Chair, Bob Hansen, Adam Charrette, Ed Sauer, Melinda Gehris

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Denise Deforest

Excused: Denise Deforest, Bob Hansen

Others Present:

Consultant: Glenn Sheppard GWTS LLC

Public: Antje Warren, Audrey Lawson, Bruce Egner, Chris Sieg, Corinne, E Ann Poole, Erik McCauley, Kevin McCauley, Nancy Egner, Peter Blais, Peter Mellen, Richard Head, Stacy Fisk, Stephen Haas, Averill, Tom Hambleton

Chairman Sparks called the meeting to order at 7:00 PM and read the “Right to Know Meeting Check list” (at end of document).

Chairman Sparks called the roll:

Adam Charrette-Present; no one in the room.

Susanne White-Present; no one in the room.

Ed Sauer-Present; no one in the room.

James Bailey- Present; no one in the room.

Melinda Gehris- Present; no one in the room.

Gary Sparks- Present; Marjorie Porter is in the room.

Gary Sparks said, if anyone wanted copies of the minutes or recording to contact Planning Director Robyn Payson.

Minutes

02/17/21 Susanne White made a motion to approve the minutes. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the minutes were approved.

Chairman Gary Sparks reviewed the procedure for the meeting. The speaker for the application will go first, then the Board will have the opportunity to ask questions. After that it is the public's turn to speak. After public comment is taken the Public Hearing will be close and the Board will deliberate and may vote to approve the application.

Minor Subdivision

Map 11I Lot 50
160 Bible Hill Road
Deborah A. Jones
Case No.2021-06

Peter Mellen will be presenting on behalf of the applicant.

Gary Sparks asked Planning Director Robyn Payson if the application was complete. Robyn said it would be if the requested waivers (attached) are approved.

Peter Mellen reviewed the waiver request.

Jim Bailey made a motion to grant the waivers as presented. Adam Charrette seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the waiver request was granted.

The application being complete, Jim Bailey made a motion to accept the application. Susanne White seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the application was accepted.

Peter Mellen presented the application which is to carve a 12-acre lot from a 67.2 acre lot. The 12-acre lot includes the existing house. There is nothing proposed at this time for the remaining land.

Gary Sparks asked if the board had any questions for Peter Mellen. There being none, Gary asked the public if they had any comments or questions.

Tom Hambleton said he wanted to say that this property is very important to the character of Beard Road. He said he had two questions.

He asked if people were allowed to build in wetlands. His concern was that Beard Road was flooding several times a year. He was concerned that if someone were allowed to build, it would increase the flooding.

Gary Sparks said what the Board is looking at is strictly the creation of a lot. No construction is planned for at this time.

Jim Bailey said that his question would be pertinent if they wanted to build on the lot.

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Peter Mellen said he could answer the question about building in wetlands. He said that the state will not allow filling of wetlands unless it was to create an access. In terms of residential development, wetlands cannot be filled to put in a septic system. So in terms of the wet area especially down near Beard Brook he did not think that area would be considered buildable.

Sheila Hambleton asked if the new lot met frontage and lot area requirements.

Peter Mellen said it did.

Ms. Hambleton asked if “pork chop” lots were allowed in Zoning.

Peter Mellen said there is no lot with regulations and that the lot shape was determined by the existing stone walls which make good boundary lines.

Gary Sparks asked if there were any more questions.

There being none he asked the Board if anyone wanted to make a motion to approve the application.

Jim Bailey made a motion to approve the application. Susanne White seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the application was approved.

Site Plan Review

Map 25 Lot 15
6 Wall Street
Storage Barn of Hillsborough, LLC.
Jessica Smith
Case No. 2021-04

Gary Sparks said that this application had been accepted at the last meeting and the Public Hearing was scheduled for this meeting. However, a letter from the applicant was received requesting a continuance to the next meeting. The applicant is trying to address the concerns of abutter Chris Sieg and needs more time. Susanne White made a motion to continue the Public Hearing to March 17th. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the Public Hearing was continued to March 17th.

Site Plan Review

Map 1 Lots 21-1 & 27
25 & 31 Carr Rd.
Kevin McCauley
Case No. 2020-02

Traffic Engineer Steven Haas from Hoyle, Tanner and Associates introduced himself. He performed the "Traffic Impact Assessment" for the RV Park.

Gary Sparks asked for public comment. He recognized Ann Poole. She introduced herself and stated that she lived at 741 Beard Road.

She said she had some concerns regarding the Carr Road RV Park. She said she submitted her concerns in writing to the Board on February 14th. (attached). She said she would be happy to reiterate them for those members of the public who otherwise might have not seen them.

Gary Sparks said the Board had received her comments.

She said there were three broad topic areas where she had concerns. The first was related to local roads and in particular from Beard Road up to the north end of East Washington Road. Her concerns were related to people coming into town headed toward the RV park but stopping to either get gas or groceries or other necessities before they actually head to the park. Most of those services are located down on West Main Street. And when they're on West Main Street and they use their GPS in order to find the address on car rode off of East Washington mode, it takes them up Beard Road.

If you're familiar with the upper reaches of it, narrow and winding. It is really not great road to be driving a large RV, such as the one that was shown in a picture on the presentation. She said she would like to see the traffic study, including vehicle weight for the entire length of Beard road.

She said she also had a concern regarding fish and wildlife habitat, the impact of the increased traffic in the area on some sensitive habitat, in the vicinity of Beard Road. About 12 years ago there was a bridge proposed and installed on Carr Road going into that parcel, and at that time, they had found using the Natural Heritage Bureau data that there were some sensitive species in the area. And the last was she has a concern regarding recreation on the site and in particular, some of the activities that may occur at the RV park. These would include those that were already mentioned by the Washington Conservation Commission but she would add to it several more, including Fireworks, Bonfires, Weddings and other similar large events that may take place at the campground.

Gary Sparks thanked Ann for her comments and asked Mr. Haas to respond to the traffic concerns.

Stephen Haas said they have heard concerns with traffic arriving from the North utilizing roads up in Washington, coming from East Washington village down to the site. He said in the presentation it was touched on but one thing that could address the issue would be signage. There'll be ? signage at that intersection saying, OK, the RV park is in this direction, but I think one of the largest things to combat that will be the outreach from the RV park themselves. He said people who drive RV's do not want to drive on back roads. Putting a recommended route on the website might be helpful.

34:15 - 34:16

Ann Poole said the traffic engineer just mentioned the one thing that is of concern, and he said that they will use the best and the shorter route. What we find is that GPS invariably will send people not by the best route but by the shortest route. You can put up all the signs you want, and tell people how to get there, but when their GPS is in front of them and they're on their Dashboard telling them where to go.

Erik McCauley said that he and his father have been full-timeRVers since 2015. When he says full-time he means probably, 7, 8 months 6 months out of the year and then they're back in in New Hampshire when it warms up. There's a couple things to be aware of. Pretty much any late Model RV Class B, class C, class A made after 2007 or so 2008 is going to come equipped with a GPS system, and that GPS system is going to take into account the length, the width, the weight, and the onboard propane of that vehicle when it's routing through various routes.

The vast majority of RV-ers like the McCauleys , and just about everyone he knows would not use Google or any other type of phone based GPS. That is because it is a very dangerous thing to do because of low bridges, overpasses, and because you may end up on a road that's not rated for you to be on it, and that could potentially set you up for fines with local authorities. So, one of the first things you do is start RV GPS Navigation. If your rig does not have RV GPS and navigation, typically, what you do is you install an RV or truck is a specific application like "Magellan" or one of the most popular ones is "Co-Pilot" and you can uncheck dirt roads from route specifications. In terms of route detail, it just assumes that, if you're an RV, you probably don't want to take a dirt road unless you have to.

The vast majority of folks don't want to find themselves in a situation where they're trying to back down a road. It's embarrassing and it could be potentially expensive.

That being said, They're looking to utilize a system called "Camp Spot" which is going to be their reservation management system.

When a person looks to book a reservation in their system it will automatically send a number of different proactive communications to that camper. One of them being specific information about check in and specific information about directions when they're coming from various routes. So, when they book, it will have an e-mail that goes to them, saying, if you're coming from these areas, these are the routes you need to take.

The day before check in that same direction e-mail will be re sent to them to re-affirm that they understand those directions and instructions that.

That's the most effective way I have found as an RV or that campgrounds manage this type of issue with folks going up streets that are undesired.

Also, Mr. McCauley just looked at his notes and Fireworks, Bonfires would, would be prohibited based on the campground rules.

Any large events, like weddings or whatnot would require special approval, and the McCauleys can talk about what that would look like. But based on the rules that they propose to the town, no site would be able to be occupied by more than six occupants at any time.

Kevin McCauley said he is living in his rig right now and I'll be in it all summer up on his property. When he plans a trip to any campground, the first thing he wants to do is get his rig to the campground. He park sets the rig and uses his car (towed behind the rig) and go get groceries. He said he would not want to go shopping in the RV.

He said he has been living on Carr road for 45 years. He said he built the road that crosses Beard's Brook and now he has a 21 foot wide road with a bridge going across Beard's Brook. All he says is he parked his rig, and then he drove to town in a car. That eliminates the whole problem. And 99% of the other RV, or as you are driving big rigs, do it that way. It's the only sensible way to do it.

Gary Sparks asked for more information on the traffic study.

Stephen Haas gave his presentation (attached)

Gary Sparks asked the Board members for any further comments.

Adam Charrette said he has heard a couple concerns that any recent traffic study would be null and void, because the recent pandemic and reduced traffic. He saw a couple of numbers there from 20 19 and beyond, he just wants to confirm that any reduced traffic because the pandemic was accounted for and that wasn't part of your baseline traffic study.

Stephen Haas said that the DOT has been tracking, tracking traffic over the last 12 months to see how it's declined and come back. In this case, they just use the historical data.

Gary asked if there were any other comments from the public. He recognized Richard Head, Chairman of the Conservation Commission. Mr. Head said they had just received the revised plans so there were not any additional comments from the Conservation Commission at this time. However, he did have a question as a private citizen regarding the cover sheet of the plan which describes the permits being sought.

In addition to the town permit, you would expect Community Water Supply, Groundwater Discharge, Septic Sewage, Wetlands, and EPA notice of intent, which relates to wetlands and shore land water quality protection. He also noted that there was no Alteration of Terrain permit listed.

So his question is: what is the calculated estimated total disturbance of the project as it relates to a potential alteration of terrain permit? Did they take into account the surface water, which is the man-made pond? And also the fact that they're within the Shoreline Protection area.

Kevin McCauley said they did get the Alteration of Terrain Permit. They have already reached out to the State of New Hampshire, the Department of Environmental Services. A letter went

out, he thought, two days ago. One of the things it's holding off, their application for that is just Mellon Survey is going to redo the wetlands work, because apparently, the state needs something less than five years old, so they will be coming back to the property and completing that wetlands work. And when that's done, then they will apply for that permit pending our approval. He also discussed the updated drainage report that had been received.

Richard said he appreciated the information most of which focused on wetlands and delineation of the wetlands. He said his question was about the Alteration of Terrain permit which, which relates to the amount of land that is going to be disturbed in the total project. So Mr. Head's question was, was more, have you calculated the total land disturbance that would be impacted as a result of the project in light of the, those criteria?

Kevin McCauley said he had not, but the Alteration of Terrain permit has been applied for.

He said he has been talking to Peter Mellen about the Shoreline Protection permit. And he knew from doing the bridges over the past couple of years, they increase their distance from he guessed it was 100 feet from the stream then to now it's 250 feet from the stream. He said he believes Peter would probably know better than he does, but he believes that they have kept a development farther than 250 feet from the stream.

Richard Head said if you are seeking an alteration of terrain permit, the cover page needs to be modified to include that in a supplemental permanent requirement status. His next question was if there has there been a wildlife scientist retained as is required under the Alteration of Terrain Permit for threatened and endangered species and to do a report?

Kevin McCauley said they have talked to Peter Mellen about it and he will be forwarding the scientist's name. They have not yet retained him but he knew in order to get the permit he would need it.

So as he understandst, there would need to be an update to the cover sheet to reflect the AOT permit application, and then that permit process would be the wildlife biologist who would be filing a report.

Richard Head said Mr. McCauley was correct and thanked him for his response.

There was further discussion about traffic and routes to the campground and then Gary asked if there were any other comments from the public.

There being none, he asked the Board if they had any. Melinda Gehris said she did. She said she wanted to follow up on the conversation earlier about GPS systems. She said they mentioned a number of GPS systems that are specific to the RV community, and she wondered whether they include load limits on bridges.

Erik McCauley said they did.

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Melinda Gehris asked how many of the 34 sites were full service sites?

Kevin McCauley said that there were 7 sites that do not have sewer, and those are the ones closest to the fields. Everything that was away from the fields are the full service sites. The 7 sites on the eastern side closest to the stream only have electricity.

Melinda asked if there is there any estimate about how much water and RV uses per day?

Kevin McCauley said it is referred to in a lot of the manuals and that the state considers an RV half a bedroom. All of their sites together would be approximately like a 14-bedroom house. The only thing that would be in addition to that would be their bathroom building that'll have three bathrooms and a laundry facility. He guessed that it would be about a 16 or 17-bathroom equivalence.

Melinda asked what was included in a bathroom facility.

Kevin McCauley said when you size a septic system for a house, like a three bedroom house, you have a certain size septic system.

Their septic system will be big enough for probably 20 bathrooms and will be oversized for what they actually need.

Erik McCauley pointed out since they're not used for half of the year, there's significantly less load on the system.

Melinda Gehris asked if they had decided on pad material.

Erik McCauley said based on the feedback from the Conservation Commission and what's in the plan, the pads are gravel. The gravel type is just a crushed bluestone and on top of that something like a hard pack.

Adam Charrette asked if putting some of the land in to a conservation easement was still on the table.

Erik McCauley said they were open to that and that where they had left it was to have a conversation with the Conservation Commission about it.

Kevin McCauley said they were interested in a conservation easement but were concerned about hunting being allowed on the property might put those hiking and biking through the property in danger.

Richard Head said since we are a public entity, we do want to exclude members of the public unnecessarily but, if there is a good reason not to have hunting, certainly, he thought the Conservation Commission would, would entertain that. He said they would love to have the McCauley's join them at a meeting and would be happy to reach out with the schedule.

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Susanne White asked what they thought their occupancy rate would be.

Erik McCauley said they didn't expect to have more than 80% occupancy and that's based on the fact that I don't believe the overflow sites are going to be utilized frequently.

He said he could see there being more for, holiday weekends and possibly the 4th of July or maybe if something is going on in Loudon like a NASCAR event. Most folks would just take their cars to that event.

He just thinks that it's fairly far off the beaten path, but with Covid it and how popular RV parks are, he thinks conservatively that answered on the higher side to say, at the 80% mark, but it could be considered.

Adam Charrette said the Planning Commission said RV's would not have any more impact on the roads than a large SUV or truck, and there was some skepticism about that.

Stephen Haas said he was surprised by that comment too but at the same time, RV's aren't built like tractor trailers. He asked Erik McCauley what the average weight of an RV was.

Erik McCauley said the average weight would be under 2,800 pounds. He said he thought folks that have larger motorhomes like tend to go toward Winnepesaukee or more touristy areas.

Mr McCauley said he hoped the Planning Board had had the chance to read the report from the New Hampshire Campground Association. It basically stated that a campground in New Hampshire amounts to approximately a half, a billion dollars a year of income to the state.

Gary Sparks closed the Public Hearing.

He said we've received more information on this particular project than I can remember for quite some time. So, we're going to need a little time to digest this information. We have plans that have come in literally, at the last minute here, Board members and members of the public are able to view full size plans down at the town office, simply give Robyn a call at her office, and she can show you the plans.

He said it was possible that a vote could happen at the March 17th meeting and that the plans with all of the corrections needed to be received by the planning Office no later than the end of business on March 10th.

Melinda asked when we were hearing from the town's engineer. Robyn Payson said she had received a letter shortly before the meeting but did not have time to send it out to the Board. She said there were technical corrections that still needed to be made to the plans.

The procedure moving forward is for the Board to begin their deliberations on March 17th. At that time the Board will discuss the application and conditions. The Board is under no obligation to vote at that meeting. The Board can take however long they need to render a decision.

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So procedurally, that means the board members will see that and not have an opportunity to speak to one another about it until the meeting at which you're intending us to vote.

Jim Bailey made a motion to continue the McCauley application to March 17th. Melinda Gehris seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, the hearing was continued to March 17.

Gary Sparks said that the Board will not be taking public comment at the next meeting but people are welcome to listen in. He asked Robyn Payson if there was any further business before the Board. She said there was not.

Jim Bailey made a motion to adjourn. Susanne White seconded the motion.

Meeting Adjourned 8:55 pm

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough
Right-to-Know Law Meeting Checklist
Meeting 03/03/2021

As Chair of the Hillsborough Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/343400829>

You can also dial in using your phone.

Phone Number: +1 (669) 224-3412

Access Code: 343-400-829

We previously gave notice to the public of how to access the meeting using GoToMeeting and instructions are provided on the Town of Hillsborough's website at: www.town.hillsborough.nh.us.

If anybody has a problem, please call Planning Director, Robyn Payson at **603-464-7971** or email at: **robyn@hillsboroughnh.net**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.