

**APPROVED MINUTES
Planning Board Meeting
7:00 PM New Castle Town Hall
Wednesday, September 25, 2019**

Public Hearing for a Conditional Use permit for Marcia Patteson Beckett, Trustee of the Marcia Patteson Revocable Trust for the property at 4 Quarterdeck Lane, Map 9, Lot 16 for site improvements within the 100' wetland buffer

Members Present: Darcy Horgan, Kate Murray, Tom Hammer, Rich Landry, Bill Stewart

Others Present: Steve Riker, Robert and Marcia Beckett

Members Absent: Margaret Sofio, Lorne Jones(Alt).

Chair Darcy Horgan opened the meeting at 7:00 PM, and indicated the voting members: Darcy Horgan, Bill Stewart, Kate Murray, Tom Hammer, Rich Landry.

- 1. Review and Approve Minutes of the August 26, 2019 Planning Board Meeting. Kate Murray motioned to approve the minutes of August 26, 2019 as amended. Bill Stewart seconded, and the motion carried unanimously.**

- 2. Public Hearing for a Conditional Use Permit for applicant Marcia Patteson Beckett, Trustee of the Martha Patteson Revocable Trust for the property at 4 Quarterdeck Lane, Map 9, Lot 16 for site improvements within the 100' wetland buffer to include conversion of a porch into an entryway, removal of a 1st and 2nd story deck, construction of a new 2nd story deck, and an outdoor shower. (Section 9.5).**

Steve Riker of Ambit Engineering spoke to the application for the Conditional Use Permit, and introduced the applicants. He referred to the submitted plans, specifically C-1, which is existing conditions. C-2 is dated September 5, 2019. He noted the green line is highest observable tide line, and the orange line is the property boundary line of the lot, which is odd shaped. The lot does not go down to the salt marsh. (Lavenger) The blue line is the 50-foot primary setback and the Town of New Castle setback/buffer line. The red line is the 100'buffer. Almost the entire lot is within the 100' buffer, including most of the existing driveway and the entire house. There is an existing single family home on the lot, with a paved driveway and a porch. There are two decks at the rear of the house. The first deck at ground level is small (8'x 10'). There is a second story deck which extends the width of the house and extends out about 6 feet from the house. There is a sewer

easement through the property. The Town's pump station is nearby so there is a sewer line that runs around the back side of the property. Mr. Riker then went to describe the proposed NHDES and Town permit plan, which has the same color scheme. The proposed improvements include a proposed entryway, which is now the porch. The owners want to enclose this area and extend the stairs a couple of feet and add a couple of steps. They intend to pour some asphalt on the driveway to make the steps align with the driveway. There would be infill of 71 square feet.

The 2nd story deck would be removed and replaced with small 10' x 4' deck. There will be no posts.

The next improvement is a 4 x 4 shower, which is fenced and is approximately 70' from the wetland. The shower floor will be a pervious paver surface. It will not be walled.

The last improvement item is the installation of two propane tanks. Currently there is no propane. The Building Inspector makes the decision on distance from structure.

Chair Horgan asked about the fence around the shower, as it is not on the submitted plan. She noted the Conservation Commission had asked that it be no more than 6 feet. (Otherwise if a wall, it would be considered a structure). Ms. Murray noted that the structure is 18 feet above Lavenger Creek, which she thought was steep. Mr. Hammer asked about equipment staging, which Mr. Riker described in the temporary impact area, which is part of the NH DES impact plan. The applicants will be coming back before the board for the deck.

Chair Horgan asked them to review the impervious surfaces. Mr. Riker responded they have reduced the impervious surfaces from 24.7% to 23.8% on the lot. (About a hundred square feet.) Mr. Stewart asked where the reductions were. Mr. Riker stated it was in the decks removal.

Chair Horgan confirmed that the extra amount of driveway would be 71 square feet. Ms. Murray asked where the drainage for the shower would go. Mr. Riker stated that as its pervious paver surface, it will go right into the ground. Chair Horgan who walked the property with the Conservation Commission noted there is a steep slope, so she did not feel it would bother the wetland, which is 100 feet away.

At 7:20, Chair Horgan opened the public hearing for comment, and hearing none, she closed the public hearing at 7:21 PM. Chair Horgan brought it back to the Board for discussion. Ms. Murray asked about the propane, and was advised it was a Building Code issue. Chair Horgan asked for a Motion but first read aloud the Notice of Decision of the Conservation Commission, dated September 17, 2019.

Mr. Hammer made the following Motion following the Public Hearing:

To approve the Conditional Use Permit for applicant Marcia Patteson Beckett, Trustee of the Marcia Patteson Beckett Revocable Trust for the property at 4 Quarterdeck Lane, Map 9, Lot 16, for site improvements on an existing structure within the 100' wetland buffer to include: conversion of a porch into an entryway, removal of a 1st and 2nd story deck, construction of a new 2nd story deck and an outdoor shower, as presented in the Ambit Engineering drawings of September 5, 2019 and plans dated September 25, 2019, to include the conditions as outlined by the New Castle Conservation Commission Notice of Decision of September 17, 2019: Patio plans will be submitted at a later date; fencing around the shower be no higher than 6 feet with pervious pavers built as detailed on the Ambit Engineering plan dated 8/12/2019; and new second story 4'x10' deck replacing two decks that will be removed.

Ms. Kate Murray seconded, and the Motion carried unanimously.

3. Review proposed procedures for establishing escrow accounts for Planning Board applicants.

Chair Horgan stated she sent out Standard Operating Procedures for performance security and site access agreement to all members for their comments. As she just sent them out two days ago, she asked members to please review and provide comments once they have reviewed the documents. This was necessary as there are many escrow accounts and there is no set procedure to deal with their establishment and their release. She conferred with Christiane, Town Accountant, who was very pleased that there would now be an SOP and a process to adhere to.

Mr. Landry described his experience with the Town of Greenland. He initially notified the Building Department and then the Board of Selectmen had to be contacted in order to release the bond. Mr. Hammer suggested that the engineer could do the inspection and certification. Mr. Landry stated that many of these escrows are dealing with landscaping and planting issues. Chair Horgan believes that so far, mostly buffer plantings conditions coming from the Conservation Commission seems to be the most likely to occur. She noted the Building Inspector would not necessarily be vested in checking plantings.

Chair Horgan proposed that the Planning Board Chair be the central contact for the applicant and manage the paperwork flow in regards to the escrow accounts. The Chair will notify Conservation or other appropriate entities to conduct the necessary inspections before releasing the escrow. Once the inspection is done, the matter will be placed on the Agenda for the next Planning Board meeting for a vote to release the bond. Chair Horgan plans to send an escrow packet to Town Legal Counsel for her review. Mr. Stewart approved the referral. Chair Horgan has established a Planning Board Escrow file in the Select Board office for these accounts. She has also developed a form for the applicants. She plans to have this

available in the new Building Department software. She encouraged members to forward their comments to her.

4. Old Business: Planning Board Secretary.

Chair Horgan asked about the Planning Board Secretary position. BJ Riordan has agreed to fill the position.

At 7:42 PM, Chair Horgan made a Motion to go into Executive Session, which was seconded by Mr. Stewart. Motion carried unanimously. Chair Horgan reopened the regular Planning Board Meeting at 8:12 PM.

7. Adjourn.

There being no further business to come before the Board, Ms. Murray made a Motion to Adjourn which was seconded by Mr. Stewart. Motion carried unanimously.