

#### TOWN OF MASON, NH - PLANNING BOARD

Mason Town Offices & Library

Mann House, 16 Darling Hill Road

• Mason, NH 03048-4615



Phone: (603) 417-6570

Planning Board Website - masonnh.us

Phone: (603) 878-2070 • Fax: (603) 878-4892 (Selectmen's Office)

# Mason Planning Board Meeting Mason Town Hall - 7 Meetinghouse Hill Road Wednesday, August 31, 2022 7:00 PM NOTICE of AGENDA

**7:00** Call to order by Chairman

Attendance

Set date of next meeting

Minutes of previous meeting to approve (7/27/22)

Reading of communications directed to the Board

7:10 Hearings on submitted applications and regulatory changes - No hearings will be started after 9:30 pm. (Hearings in progress at 9:30 PM will proceed at the Planning Board's discretion)

**Conceptual Consultation** (This is not a public hearing) - Hector Bermudez and Rachel Tadeo, 663 Valley Road, tax map lot G-69-1.

MAS 22-02: An application by Martin Ruggiero, for Site Plan approval to permit development of a gravel overflow parking lot, approximately 95,000 sq. ft. in area, on Lot J-60, Churchill Road, to support an approved seasonal outdoor recreational use across Churchill Road on Lot J-69-1.

#### **Other Business**

New business

- Rules of Procedure
- ADU Zoning Update
- Proposed Subdivision Regulation Changes

- Adjourn -

The public is invited to attend the above-described Mason Planning Board Meeting.



## Mason Planning Board

16 Darling Hill Road, Mason, NH 03048

Meeting Date: Wednesday, July 27, 2022

Location: Mason Town Hall Minutes: *Unapproved* 

#### Call to Order

The meeting was called to order at 7:04 PM by Dane Rota.

#### Roll Call

#### **Attending Members**

Dane Rota (Chair), Charlie Moser (Ex-O), Katie Boots, Antje Skorupan (Alt.), Jay Minkarah (NRPC)

The next regular meeting is August 31, 2022.

#### **Absent Members**

Cynthia Donovan (Alt.), Dotsie Millbrandt (Vice Chair), Jerry Anderson, Chris Jones (Alt.)

#### **Voting Members**

Dane Rota (Chair), Katie Boots, Antje Skorupan (Alt.), Charlie Moser (Ex-O)

#### Minutes of Previous Meeting

The board read the minutes of June 29, 2022.

Dane made a motion to accept minutes from June 29, 2022 with the amended wording of adding Marty's Driving Range to the communication to the board section. Antje seconded. Katie, Dane, and Antje approved. Charlie abstained due to absence at last month's meeting. Motion passed.

#### Communication to the Board

Dane sent out a notice to board members for training / webinar regarding land use in NH on August 13. Recommends board members attend.

Dane received email from Selectmen regarding Marty's Driving Range intent to move forward with site plan application review at August's Planning Board meeting.

#### **Public Hearings**

None

#### Old Business

#### MAS 22-01 Continuation from June 29, 2022:

An application by BLC Holdings, LLC, for a lot line adjustment between lot E-31 and lot E-36-3 to convey a 2.407-acre portion of lot E-31 to lot E-36-3 and a .962-acre portion of lot E-36-3 to lot E-31. Lot E-36-3 would increase from 5.256 acres to 7.065 acres and lot E-31 would decrease to 48.3 acres. Lot E-31 would be subdivided into three lots including proposed lot E-31 (28.725 acres), proposed lot E-31-1 (5.272 acres) and proposed lot E-31-2 (5.060 acres). A .285-acre "Parcel C" would be conveyed to the Town for Scripps Lane and a 7.784-acre conservation "Parcel D" would be conveyed to the Town and consolidated with Town-owned lot G-24. Newly created and reconfigured lots E-31, E-31-1, E-31-2 and E-36-3 would front on a new cul-de-sac street proposed to be built off of Scripps Lane. The lots would be served by on-site septic and individual wells.

Jay confirms that all conditions of the application have been met and town attorney has approved. Subdevelopment agreement is the final part that needs to be reviewed and approved. Charlie is still doing a review and has noted multiple inconsistencies. Once Charlie is done the review, the document will need final signoff with the town attorney and will be sent back to the applicant's attorney for approval. Once approved by the applicant's attorney, the document will need Board of Selectman final approval. Goal is to have this read to go by the Board of Selectman meeting the second week of August.

#### **ADU Zoning Update**

No updates.

#### **Proposed Subdivision Regulation Changes**

No updates; will reconvene at next month's meeting.

#### **New Business**

None

### Hearings on Subdivision / Site Plans

N/A

#### Other Business

N/A

#### Adjournment

Dane made a motion to adjourn at 7:48. Charlie seconded. Motion carried unanimously. Katie, Antje approved. Meeting adjourned at 7:48.



August 24, 2022

Mason Planning Board Mann House, 16 Darling Hill Road Mason NH 03048

Dear Chairman Rota and Members of the Planning Board,

Thank you very much for seeking advice from Mason Conservation Commission regarding the updates to the Accessory Dwelling Unit, Subdivision, and Site Plan Review Regulations.

Regarding the Accessory Dwelling Unit Ordinance, CC finds it addresses septic and water supply well as written. If changes are contemplated, we would caution that no more than one accessory dwelling unit be allowed per lot no matter how large the lot. The Multi-family Overlay District addresses more than one dwelling unit on a lot.

Mason CC recommends one change to the Multi-family Overlay District XXI E. Requirements, section 2. This section states that; "The lot shall contain one acre, exclusive of wetlands, steep slopes (25% or greater) or rock outcroppings, for each planned and existing residential dwelling." We recommend that the word "contiguous" be added between "one" and "acre" to ensure that fragmented acreage will not be used to satisfy the acre requirement.

Regarding Subdivision, and Site Plan Review Regulations, Mason CC is very concerned about stormwater runoff from land development. Both commercial and residential development increase the land's impervious surfaces. This causes increases in the amount and rate of stormwater runoff from the land. If uncontrolled, this runoff risks contaminating wetlands and water bodies with sediment and erosion, and impacting the town's road drainage system.

Mason CC recommends revising the following sections of the Subdivision Regulations to address stormwater runoff control more clearly:

Section 5.18 Utilities, Drainage. Subsection 4. An adequate surface stormwater drainage system Section 5.19 Erosion and Sediment Control. Subsection B.6 Standards to accommodate increased runoff

Both these regulations are vague as to performance standards. Section 5.18:4 has no definition of adequacy. It requires easements from adjacent property owners for additional stormwater flows from development drainage systems. But this can lead to the additional stormwater flows impacting downstream wetlands and water bodies as well as the town's road drainage system.

Section 5.19:B.6 states that "Provisions shall be made to accommodate the increased runoff" but does not set forth the standards that these provisions should meet.

Mason CC recommends that the Board consider amending 5:19:B.6 to include the Performance Standards stated in section D.5 of the recently proposed wetlands amendments, as follows: "There shall be no net increase in peak flow or overall volume of stormwater runoff as a result of any development, in accordance with "Stormwater management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire" NHDES, RCCD, 1992 and Chapter ENV-Ws 415 of the NH Code of Administrative Rules. Calculations shall be based on 25 year storm events."

This wording gives clear standards and references.

Regarding Site Plan Review, Mason CC recommends amending Section 8. Submission Requirements, part B.8. to include the above wording, and eliminate the existing wording that allows significant alteration of existing off-site drainage patterns if the developer obtains easements. It should be the responsibility of land developers to control their increases of stormwater runoff rather than passing on this burden to their abutters and the town.

Thank you very much for your consideration.

Sincerely,

Robert B. Larochelle

Robert Brarochelle

Chairman

## Town of Mason, NH APPLICATION FOR SITE PLAN REVIEW

Application Number: 1. Name, mailing address and telephone number of applicants: Nicole Ruggiero 96 Old Turnpike Road \_ (603) 759-4760 therange.martys@gmail.com Mason, NH 03048 2. Tax Map J Lot Number 60 **GRAF** Zoning District(s) 3. Location of Project: TAX LOT J - 60, OFF CHURCHILL ROAD 4. DESCRIPTION OF THE PROJECT: THE EXISTING RECREATIONAL APPROVED ACTIVITIES ON LOT J-69-1 AT "THE RANGE" INCLUDE EVENTS SERVING PATRONS. TO BETTER FACILITATE SAFE AND ORDERLY PARKING FOR PATRONS, THE OWNER PURCHASED THE ADJACENT LOT J-60 TO PROVIDE OVERFLOW PARKING. THE PROPOSED PARKING IS ACCESSED OFF CHURCHILL ROAD, OPPOSITE THE ENTRANCE TO THE AUTO REPAIR SHOP ENTRANCE AND PARKING LOT THAT WAS ALSO APPROVED FOR OVERFLOW PARKING. THERE IS A DEDICATED PEDESTRIAN AND CART PATH FROM THE PROPOSED PARKING AREA TO "THE RANGE". THE PARKING IS DEDICATED SOLELY FOR EXISTING APPROVED USES ON OTHER LAND OF THE OWNER, AND NOT FOR AN EXPANSION OF EXISTING APPROVED USES/OPERATIONS. A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Site Plan Review Regulations (August 30, 2005). All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications. (see authorization letter) NICOLE RUGGIERO hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application. Property Owner's Signature Summary: Application Received: Application Submission Accepted as Complete: Site Plan: Approved Date Conditionally Approved Disapproved Conditions shall be met by: Comments:

#### **Mason Planning Board** Mann House, Mason, NH 03048

SITE PLAN REVIEW CHECKLIST

\*\*\*\*\*TO BE FILLED IN BY THE PLANNING BOARD\*\*\*\*\* (For the information of the Property Owner)

#### Application PROCEDURAL Requirements

| A  | PPLICATION SUBMISSION ITEMS  |                     | yes | no |
|----|--|---------------------|-----|----|
| 1. | Application Form (this form)   | Sec. 5. A           | Х   |    |
| 2. | Notification List, including:  | Sec. 5. A           | Х   |    |
|    | a. All abutters  |                     | Х   |    |
|    | b. Applicant   |                     | Х   |    |
|    | c. Person(s) whose seal appears on the plat (e.g., engineer, architect, land surveyor, soil scientist) |                     | х   |    |
|    | d. All holders of conservation, preservation, or agricultural preservation restrictions                |                     | Х   |    |
| 3. | Check to cover submission fees.  | Sec. 5. A,<br>Sec 6 | TBD |    |
| 4. | Escrow account to cover Town of Mason fees and consulting fees (separate check).                       | Sec. 5. A           | TBD |    |
| 5. | Letter of authorization by property owner, if applicable.  | Sec. 5. A           | Х   |    |

| PLAT SUBMISSION ITEMS   |              | yes | no |
|---|--------------|-----|----|
| 1. Seven (7) paper copies of the Plat sized in accordance with Site Plan Review   |              |     |    |
| standards, but at a scale no more than 40 feet = 1 inch.  | Sec. 8. B    | X   |    |
| 2. Block for Planning Board endorsement.  | Sec. 8. B. 1 | Х   |    |
| 3. Name of owner and project.   | Sec. 8. B. 1 | Х   |    |
| 4. Name, seal and signature of person(s) who prepared the plat (when applicable).   | Sec. 8. B. 1 | Х   |    |
| 5. North arrow, scale, date of plan, revision block, legend.  | Sec. 8. B. 1 | Х   |    |
| 6. The statement to the effect of: "The Site Plan Review Regulations of the Town of   |              |     |    |
| Mason are part of this plat and approval of this plat is contingent on completion of  |              | X   |    |
| all requirements of said regulations, excepting only any variances or modifications   |              | ^   |    |
| made in writing by the Mason Planning Board and attached hereto."   | Sec. 8. B. 2 |     |    |
| 7. A Locus Plan at 1" = 400'.   | Sec. 8. B. 3 | X   |    |
| 8. Perimeter survey with line bearings and distances, statement of the precision (1:5,000).  PRECISION RELATES TO LOT LINE ADJACENT TO PARKING AREA, SEE SURVEY NOTES   | Sec. 8. B. 4 | х   |    |
| 9. Location and amount of frontage.   | Sec. 8. B. 4 | Х   |    |
| 10. Location of building setback lines.  NO BUILDINGS PROPOSED  | Sec. 8. B. 4 | N/A |    |
| 11. Lot area in acres and square feet.  | Sec. 8. B. 4 | Х   |    |
| 12. Boundaries of any area in Current Use.  | Sec. 8. B. 4 | N/A |    |
| 13. Topography at two-foot intervals, except where terrain is in excess of 5% slope, in which case five-foot intervals are permissible.   | Sec. 8. B. 4 | х   |    |
| 14. Location of all watercourses (including intermittent drainageways), waterbodies and wetlands, existing drainage including all culverts, the location of any adjacent wetlands, and the 100-year flood elevation line (if applicable). | Sec. 8. B. 4 | х   |    |
| 15. Types and locations of major vegetation classes (fields, woods, etc.)   | Sec. 8. B. 4 | X   |    |
| 16. Soils data from the USDA Natural Resources Conservation Service certified soils survey for Hillsborough County.   | Sec. 9       | х   |    |
| 17. Septic setback lines derived from the soil mapping.   | Sec. 8. B. 4 | na  |    |
| 18. Location of all existing water supply and waste disposal facilities.  | Sec. 8. B. 4 | na  |    |
| 19. Location of all existing off-site water supply and waste disposal facilities if within  | Sec. 8. B. 4 | na  |    |

#### Mason Planning Board Mann House, Mason, NH 03048

| 100 feet of the site boundary.   |              | na | i i |
|--|--------------|----|-----|
| 20. All public roads to 200 feet beyond the property: name, right-of-way and travel  | Sec. 8. B. 4 | Х  |     |
| width, travel surface, all entrances onto, and culvert crossings.                    |              |    |     |
| 21. Names and addresses of all abutters.   | Sec. 8. B. 4 | Х  |     |
| 22. The use of abutting properties and approximate location of structures and access | Sec. 8. B. 4 | v  |     |
| points thereto within 200 feet of the parcel's boundaries.                           |              | ^  |     |
| 23. All significant natural and man-made features.                                   | Sec. 8. B. 4 | Х  |     |
| 24. All existing easements. (See Survey Note "no known easements")                   | Sec. 8. B. 4 | na |     |

| PROPOSED CHANGES  |               | yes | no |
|---|---------------|-----|----|
| 1. Proposed changes in grades.  | Sec. 8. B. 5  | Х   |    |
| 2. Proposed changes in drainage.  | Sec. 8. B. 5  | Х   |    |
| 3. Circulation Plan showing direction of travel.  | Sec. 8. B. 6  | Х   |    |
| 4. Stormwater Drainage Plan. (In schematic form)  | Sec. 8. B. 7  | Х   |    |
| 5. Design and location of all proposed water supply and waste disposal facilities.        | Sec. 8. B. 9  | Х   |    |
| 6. Landscape Plan. (see planting in southwest corner of parking lot)                      | Sec. 8. B. 10 | Х   |    |
| 7. Snow Removal and Storage Plans. na, seasonal use                                       | Sec. 8. B. 11 | na  |    |
| 8. Provision for the control of erosion and sedimentation.                                | Sec. 8. B. 12 | Х   |    |
| 9. Provisions for fire safety, prevention and control.                                    | Sec. 8. B. 13 | Х   |    |
| 10. Location of any utilities, any easements attached thereto.                            | Sec. 8. B. 14 | na  |    |
| 11. Building elevation views and floor plans.   | Sec. 8. C.    | na  |    |
| 12. Tabulation of the total lot area, proposed impervious coverage, remaining open space. | Sec. 8. E.    | х   |    |
| 13. Statement indicating that subject parcel is a lot of record.                          | Sec. 8. F.    | Х   |    |

| General Standards and OTHER Requirements  |             | yes       | no      |
|---|-------------|-----------|---------|
| 1. Compliance with all other Mason regulations. (short term compliance w/waivers)           | Sec. 7. A.  | Х         |         |
| 2. Provide for safe and attractive development of the site.                                 | Sec. 7. B.  | Х         |         |
| 3. Adherence to principles of good design. (refined long term design under contract)        | Sec. 7. C.  | Х         |         |
| 4. Provide for open spaces and green spaces. (14 acres of green remains on lot)             | Sec. 7. D.  | Х         |         |
| 5. The land can be developed without danger to health.                                      | Sec. 7. E.  | Х         |         |
| 6. Traffic will not create hazards. (approved traffic operations for the Range apply)       | Sec. 7. F.  | Х         |         |
| 7. Storm water drainage will not adversely affect neighboring properties.                   | Sec. 7. G.  | Х         |         |
| 8. Provision for water supply, wastewater and solid waste disposal.                         | Sec. 7. H.  | na        |         |
| 9. Screening from adjacent uses.  | Sec. 7. I.  | Х         |         |
| 10. Outdoor lighting will not cause glare on adjacent properties or passing vehicles.       | Sec. 7. J.  | Х         |         |
| 11. Signage in accordance with Article IV, Section O of the Planning Ordinance.             |             | direction | al only |
| 12. Certification from the Fire Chief.  | Sec. 7. P.1 | Pending   |         |
| 13. Certification from the Road Agent.  | Sec. 7. P.2 | Pending   |         |
| 14. Certification from the Selectmen regarding bonding and insurance.                       | Sec. 7. P.3 | Pending   |         |
| 15. Any state or federal approvals. None required if under 100,000sf of disturbance         | Sec. 7. P.4 | na        |         |
| 16. Information on number of employees, number of shifts. (see parking attendant procedures | Sec. 8. D.1 | Х         |         |
| 17. Information on hazardous materials.   | Sec. 8. D.2 | na        |         |
| 18. Information on any processes that may generate noise or other emissions.                | Sec. 8. D.3 | na        |         |

