

**OSSIPEE PLANNING BOARD
MEETING MINUTES
February 21, 2023**

Minutes have been recorded for the convenience of summarization by Laura Nash, Boards & Commissions Secretary and are deleted once the minutes are board approved; any amendments to the minutes are noted in ***bold & italic*** type.

Call to Order: Sharon “Sharie” Cohen called the meeting to order at 7:00 PM and requested all cellphones to be silenced.

Pledge of Allegiance: Was recited by all in attendance.

Roll Call: Sharon “Sharie” Cohen, Chairman, Bruce Stuart, Vice Chairman, Roy Barron, Krystal Eldridge, Ash Fischbein, Melissa Ames (Alternate)

Chairman Cohen raised Melissa Ames up to voting status until after March Election in place of Donna Sargent’s passing.

Absent: Jake Dawson, III (ex-officio)

Public Input: Chairman Cohen called for public input unrelated to any case being presented tonight. None was heard.

Meeting Minutes: Review to approve Meeting Minutes of February 7, 2023

Barron noted one correction on page 3, paragraph one “a greed” should be “***agreed.***”

A **Motion** by Fischbein to approve the meeting minutes of February 7, 2023 as amended. K. Eldridge seconded. No discussion. All others voted by a show of hands. **Motion passed.**

Informal Discussion:

- John & Brittany DeVito of 18 Moultonville Rd. Tax Map: 092 Lot: 079 is seeking guidance on converting the first-floor commercial space into two apartments.

Brittany DeVito presented to discuss a change of use for the first floor area from commercial use to residential use by converting the space into two apartments. The plan is to have one (1) bedroom apartment and one (2) bedroom apartment along with the same apartments on the second floor of the building. Fischbein noted they would need the Fire Chief’s approval and probably a sprinkler system throughout in accordance with International Building Codes for a multifamily structure.

The Board acknowledged this would be a change in use and a Site Plan Review would be required based on a prior meeting with the DeVito’s. The Board acknowledged the difficulties for the DeVito’s finding a business to occupy the space. The Planning Board discussed some of the requirements for the Site Plan Review application and plan showing the number of parking spaces with one designated for handicap parking, down cast lighting, water, septic, Fire Chief’s approval, etc... The Site Plan Review application and regulations can be found on the town’s website at ossipee.org and any questions, they are to contact the secretary for assistance.

Dallas Emery questioned of a proposed zoning changes of not being able to have parking on the side boundaries between properties. Fischbein stated he believes that has to do with buffer zones and new driveways or green spaces. Barron stated that only applies to new driveways and she’s pre-existing. Emery and Fischbein disagreed because the election on the proposed zoning changes will happen before she is schedule for her public hearing, so it will no longer be pre-existing.

Brittany DeVito inquired if the Planning Board could recommend a surveyor and the Board informed her they do not make recommendations because it would make them liable if something was to go wrong.

- Mike Surette & Michelle Libby are interested in renting 2300 Route 16. Tax Map: 009 Lot: 014 from owner, Igor Kondrakhin and move their food truck: "Junk Yard Dogs" to this location.

Michelle Libby presents wanting to move their food truck business of Junk Yard Dogs into the building at 2300 Route 16. Igor Kondrakhin is the owner of the property and is attending and consenting to renting the space to Mike Surette & Michelle Libby.

Michelle Libby provided a booklet for the Board to review which included a sign design, a menu, property layout and a couple of picnic tables outside, if allowed. Discussion ensued over the two-year ownership by Igor Kondrakhin, 12 acres available for parking, lighting, water and septic design. Michelle Libby noted they have spoken with the state, prior owner, Town Hall on reviewing the septic design but to no avail. Barron asked the secretary if the Board's file has the septic design. The secretary retrieved the file while Mike Surette stated the septic was approved 1989. Barron noted the State has changed the rules of not approving septic systems that are greater than 20 years old.

While Chairman Cohen and Vice Chairman Stuart reviewed the history file, other Board members discussed curb cut approval, obtaining a new septic design or having the current septic system inspected by NHDES. Fischbein commented that there is sufficient parking space available with the 12 acres and inquired about flood plain. The septic plan was found in the history file but had been pieced together with tape and is greater than 20 years old.

The Board informed Mike Surette & Michelle Libby and Igor Kondrakhin that a Site Plan Review Amendment will be needed along with NHDOT curb cut approval, NHDES septic approval or inspected by a licensed engineer, parking is to consist of 1 parking space for every 3 seats indoors or no seating = 1 space for 50 sq. ft. per accessible space to the public, and they should encompass their plans for the whole property if they want a garden center. They were encouraged to review the Site Plan Regulations for further requirements.

Dallas Emery inquired if they could use portable potties. Fischbein said no because it falls under the Health Department code.

New Business:

- **Case # 23-02-SPR:** Michael Stevens of 1800 Route 16. Tax Map: 038 Lot: 020 is seeking a Site Plan Review to have Food Trucks, Camper Storage, a 60 ft. X 40 ft. Garage for Repairs and Sales. Along with a request for (4) Waivers.

Chairman Cohen asked Mike Stevens if he had a chance to read the letter from NHDOT. Mike Stevens confirmed he had but he's not sure if they have an old phone number but he has had no missed calls or messages. Chairman Cohen noted the last sentence of the letter asks for the plans be sent to NHDOT before the Planning Board approves the Site Plan Review. He will contact them tomorrow to discuss the driveway issue. Mike Stevens inquired if the Board received the Fire Chief's letter. The Planning Board only received the initial letter from the Fire Chief requesting a copy of the plans. The secretary has already mailed a copy of the plan to the Fire Chief.

The Board proceeded to review the application and plan for completeness. Fischbein asked Mike Stevens to explain his intentions for the property. Mike Stevens explained he's trying to use the plans available without having to come back everytime he wants to add something. He wants to store campers through the winter months, he wants a repair garage for camper, snowmobile, or golf cart repairs in the future. The septic system was installed less than 20 years ago. The food trucks he had on the property were not able to use the septic system because the food trucks need to have grease traps. So, the agreement with the state was the food trucks had to haul off their own grease and portable potties had to have someone come and pump them out. Mike Stevens is looking to store no more than 8 -12 campers during the winter months. Mike Stevens would utilize the "U" shape driveway to fan out small campers for sales, similar to what he did at Big Moose. If he decides

to build a garage the food trucks will be removed but he would retain the pole for the water spicket and electrical. He's looking for this project to be a phase plan but he wants to have everything on the plan so he does not have to keep coming back to the Board for approval.

Fischbein addressed missing items on the application and it's not meant to be another hurdle. Mike Stevens expressed that this whole process has felt like a hurdle. Fischbein commented that he does not remember him coming before the Board. Mike Stevens commented that's because he (Fischbein) is never here. Laughter ensued but Fischbein noted regardless the Board has regulations that have to be followed. Fischbein went page by page noting missing information which includes a witness signature, Mike Stevens signed the application but did not print his name, the plot plan shows a 4- bedroom house, which is no longer there. Mike Stevens explained he does not have the money to hire an engineer to draw up plans. Fischbein noted that he could take a white piece of paper and layout where he wants things to be. Mike Stevens proceeded to convey his frustrations with the members of Board and feels like he is being pushed and pulled in every direction.

Fischbein explained how the plot plan can be cleaned up so the Board can approve his Site Plan Review. Showing the food trucks is a good thing but not necessary because the Board has no authority over them. The plan should show the new septic system as labeled, remove the failed house septic from the plan, and add the parking for the garage.

Mike Stevens vented his frustrations with past and some interactions with the Board. Stuart warned Mike Stevens about his cussing and Mike Stevens apologized. Mike Stevens needs to provide the Board with an updated plot plan, NHDOT curb cut approval, completed application and the Fire Chief's letter. The secretary will speak with the Zoning Officer and explain what took place at the Planning Board meeting.

Mike Stevens requested a continuance until the next Planning Board meeting to be held on March 7, 2023. Fischbein informed Mike Stevens if wants to be on the Board, he can either be a write on the ballot or come on as an alternate.

A **Motion** by Fischbein to grant a continuance until March 7, 2023 for **Case # 23-02-SPR**: Michael Stevens of 1800 Route 16. Tax Map: 038 Lot: 020, who is seeking a Site Plan Review to have Food Trucks, Camper Storage, a 60 ft. X 40 ft. Garage for Repairs and Sales. Barron seconded. No discussion. A unanimous vote was taken by a show of hands. **Motion passed.**

Unfinished Business:

- **Master Plan:** Stuart informed the Board that the Steering Committee has approved our grant request in the amount of \$21,750 for the Town of Ossipee to pursue *HOP Phase 1: Needs Analysis and Planning*, for the Board to move forward in hiring a consultant to help the Board with updating the Housing section of the Master Plan. The purpose of this grant is to assist those municipalities looking to increase housing opportunities through community engagement and regulatory change. This award is being received from the InvestNH Municipal Planning & Zoning Grant Program, funded by the NH Department of Business and Economic Affairs as part of the \$100 million InvestNH Initiative with ARPA State Fiscal Recovery funds. This award will be administered jointly by NH Housing, Plan NH, and UNH Cooperative Extension.

Stuart reported there are (5) consultants in the Central NH area. Stuart wants to focus on finding a consultant from a similar demographic, regionally near-by for less travel and would be able to attend Planning Board meetings. Stuart will work with Chairman Cohen on developing an itinerary, and work with the Economic Development Council to set up a station at the Envision Nights to get public input on what they would like to see in Ossipee for housing. Discussion ensued over Stuart speaking with the Steering Committee for the grant, Board member to attend the LRPC - Spring Commissioner Meetings: Monday, March 27th from 6 – 8 pm to be held at the Hobbs Tavern on the Regional Housing Needs Assessment. Stuart also inquired if any members would attend the required Spring Housing Academy in late April 2023. Fischbein thought finding a consultant should be the priority because the last time we were looking for a consultant, they were booked a year or two out.

Dallas Emery inquired of any stipulations with receiving the grant. Stuart explained the consultant will be here to advise and guide the Board in the housing section that will represent what residents of Ossipee want to see.

Barron suggested having the secretary write a letter to each of the consultants but Stuart preferred to call and speak with them personally. Barron questioned if the Board needs to make a motion to have Bruce Stuart as the point person. Chairman Cohen stated that was already done at a prior meeting. Stuart wants to speak with the Steering Committee and the HOPS Grant Committee about acknowledging and accepting via email the letter and how the spending is to be distributed. Stuart will also inquire about any guidelines that will need to be followed. Any information that Stuart obtains will be forwarded to the secretary to be forwarded to the rest of the Planning Board members and Matt Sawyer, Jr, Town Administrator. Stuart emphasized that it is a requirement to have public input and to hold some forums to get people enthusiastic about updating the Master Plan and the Housing section. Fischbein noted that the Select Board will need to be involved because sometime the funds need to be expended before re-imbursement would take place. Fischbein suggested that Chairman Cohen add this topic to the agenda for March 7th and invite Selectmen, Jonathan Smith to be apart of the discussion.

Notices:

LRPC - Spring Commissioner Meetings: Monday, March 27th from 6 – 8 pm the commission meeting will be held at the Hobbs Tavern in Ossipee on the Regional Housing Needs Assessment.

Next Meeting: **March 7, 2023 @ 7:00 to be held at the Freight House**

Chairman Cohen called for any other business.

Any Other Business Which May Come Before This Meeting:

Chairman Cohen called for a motion to adjourn.

Adjournment:

A **Motion** by Barron to adjourn. K. Eldridge seconded. No discussion. Fischbein opposed. All others voted in favor. **Motion passed. Meeting adjourned** at 8:14 PM.

Minutes approved by majority vote of the Board on –

Date

Sharon “Sharie” Cohen, Chairman
Ossipee Planning Board

Bruce Stuart, Vice - Chairman
Ossipee Planning Board

