

**CITY OF CONCORD PLANNING BOARD
October 29, 2014 SPECIAL MEETING**

The special meeting of the City Planning Board was held on October 29, 2014, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Present at the meeting were Chair Drypolcher and Members Dolcino, Lavers, Smith-Meyer, Regan, and Woodfin. City Planner Nancy Larson and Ms. Murray of the City's Planning Division were also present.

At 7:00 p.m., a quorum was present and the Chair called the meeting to order. Chair Drypolcher seated Alternate Member Dolcino for Member Hicks.

PUBLIC HEARINGS

Site Plan Review

- 1. Request by Richard D Bartlett & Associates on behalf of HP Hood, LLC for Minor Site Plan Approval to construct a 3,244 sq. ft. addition to provide a new receiving bay between two wings of the building at 330 North State Street in the IN (Industrial) District. Map/Block/Lot: 70B/1/3. This application is postponed from the October 15, 2014 meeting. (2014-0053)**
 - a. Determination of Completeness**
 - b. Public Hearing**
 - c. Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete. Mr. Regan seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Michael Anderson, HP Hood, was present to speak to the application. He stated they are looking to expand their receiving bay which is currently very congested. The receiving bay is on the back side of the building. Ms. Larson stated it is a dangerous situation for employees. Mr. Anderson reiterated stating the area is very congested and employees are now using a ladder to reach milk samples. Mr. Anderson handed out pictures of the current layout and the proposed layout. The proposed plan is to construct a receiving bay that increases the width by 50% with a stationary ramped platform.

The Chair asked if members of the public had any comments or questions on the application.

Mr. Randal Eccles, 340 North State St., spoke. He asked if widening the receiving bay would reduce or increase the noise; specifically horns beeping and back-up beeping. He stated that the trucks are noisy at 3am. Mr. Anderson stated that the drivers go on the road between 3am and 5am and the proposed plan would not have any effect on noise.

There being no further comments from the members of the public, the Chair closed the public hearing.

Mr. Lavers moved to grant final site plan approval to the minor site plan for H.P. Hood with the following precedent conditions to be fulfilled prior to issuance of any building permits or the commencement of site construction, unless otherwise specified:

1. The Licensed Land Surveyor shall sign and seal final plan.
2. It's not clear how the existing catch basin located adjacent to the existing receiving bay will be impacted by the expansion. Please add a note to Detail "A" regarding the proposed disposition of the catch basin and existing trench drain (located at the entrance to the existing receiving bay).

Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

Subdivision Applications

2. **Request by FWS Land Surveying on behalf of John & Donna Reardon for Minor Subdivision Plan Approval to subdivide one (1) single-family residential lot into three (3) single-family non-cluster residential lots at 37 Curtisville Road in the RO (Open Space Residential) District. Map/Block/Lot: 118/1/35. This application is postponed from the October 15, 2014 meeting. (2014-0044)**
 - a. **Determination of Completeness**
 - b. **Public Hearing**
 - c. **Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Ms. Smith-Meyer moved to determine the application complete. Mr. Lavers seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Mr. Web Stout, FWS Land Surveying, and Mr. John Reardon were present to speak to the application. The applicant requests a subdivision of one residential lot into two single-family residential lots. The parcel of land to be subdivided consists of approximately 3.61 acres and contains an existing residence. The proposed subdivision would create a new lot containing 3.28 acres (Lot 1-1). The lot with the existing residence would be reduced to approximately 0.26 acres (11,150 SF). Two CUPs are requested and two waivers are also requested. There is a proposed conservation easement. They received State subdivision permits for the two lots that required it.

The Chair asked if members of the public had any comments or questions on the application. There being no comments from the members of the public, the Chair closed the public hearing.

Mr. Lavers moved to grant a waiver to Section 26.02(1) of the Subdivision Regulations regarding Underground Utilities to allow the overhead utilities for the existing home on Lot 35-1 to remain.

Mr. Regan seconded the motion. Motion passed unanimously.

Mr. Lavers moved to grant a waiver to Section 20.03 of the Subdivision Regulations regarding Substandard Existing Streets of the Regulations with the following conditions:

1. Where an adjacent existing street from which access is gained is deemed to be substandard either in right-of-way or in facilities, the upgrading of said street shall be undertaken and the necessary right-of-way dedicated.
2. While the street as a whole does not need to be improved to current standards, the corrugated metal pipe along the frontage should be replaced with a minimum 40' reinforced concrete pipe and the outlet swales for both culverts along the frontage should be cleaned to a point where positive flow can be obtained.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Ms. Smith-Meyers moved to grant a Conditional Use Permit pursuant to Article 28-5-46 of the Zoning Ordinance to allow single family homes to be developed in a standard, non-cluster subdivision in the Residential Open Space (RO) District.

Mr. Lavers seconded the motion. Motion passed unanimously.

Mr. Lavers moved to grant a Conditional Use Permit for the construction of the driveway within a Wetland Buffer for Lot 35-1 pursuant to Article 28-4-3(d) of the Zoning Ordinance regarding disturbance of wetland buffers.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Mr. Lavers moved to grant final subdivision approval to the minor subdivision application of John G. & Donna L. Reardon with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. The Licensed Land Surveyor and Certified Wetland Scientist shall also sign and seal final plans and mylars.
2. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver requests the plan shall be revised accordingly and all revisions shall receive necessary sign-offs from the Engineering Division.
3. Applicant to submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
4. Conservation Easement and configuration of the open space to be reviewed and approved by the Conservation Commission. The Conservation Easement Deed to also receive approval by the City Solicitor's office. Upon approval of the deed language, final executed document is to be submitted for recording.
5. Address to the satisfaction of the Engineering Division, review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 23, 2014 (see attached).
6. Address to the satisfaction of the Engineering Division, forthcoming review comments from the City Land Surveyor.
7. Address Planning Staff Technical Comments (see attached)

Also with the following general and subsequent condition:

1. Prior to the issuance of a building permit for Lot 35-1 & 35-2, Traffic, Recreation and School Impact Fees shall be assessed for any construction within this approved subdivision. The

impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees, based on the methodology in place at the time the fees are assessed; Table 1, School Facilities Impact Fee; and Table 2, Recreational Facilities Impact Fee; and Table 3, Transportation Facilities Impact Fee.

- a. School Facilities – Single Family Residence.
- b. Recreational Facilities – Single Family Residence.
- c. Transportation Facilities – Single Family Residence.

Planning Staff Technical Comments

1. Add a note to the zoning requirements on Sheets 1 & 3 of 4 and C1 of C2, the amount of open space required and provided, along with a reference on the recordable sheet(s) to the Conservation Easement plan (Sheets C1 & C2). Please also include the minimum horizontal dimension required under Article 28-4-7(g) of the Zoning Ordinance. (It is important that a recordable sheet contain these zoning requirements notes for the open space.)
2. Street addresses for two new lots to be noted where “??” now appear.

Mr. Regan seconded the motion. Motion passed unanimously.

3. **Request by T. F. Bernier Inc. on behalf of Anne M. Haller Rev. Trust 1993, Harriett M. Ferns, Elizabeth F. Giroux, M. F. Lapierre, and David E. Barradale, et. al. for a lot line adjustment between 9 & 11 West Parish Road in the RO (Open Space Residential) District. Map/Block/Lot: 103/1/8 & 103/1/9. This application is postponed from the October 15, 2014 meeting. (2014-0049)**
 - a. **Determination of Completeness**
 - b. **Public Hearing**
 - c. **Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete. Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Ms. Larson noted that there are several waivers requested which is a result of not having a separate set of checklist requirements for a lot line adjustment. They are held to the same standard as a subdivision and are considered a minor subdivision.

Mr. Tim Bernier, TFB, Inc., was present to speak to the application. He stated the trust property (Lot 8) contains 38.4 acres. They would like to put a conservation easement on the lot and this is the first step in that process. There is a proposed addition of 1.73 acres to Lot 9 for a total of 2.53 acres. Lot 8 will become 37.03 acres. There will be no new construction proposed at this time. The lot line adjustment will make the property more reasonable for the use. There are no wetlands involved.

The Chair asked if members of the public had any comments or questions on the application. There being no comments from the members of the public, the Chair closed the public hearing.

Ms. Smith-Meyer moved to grant waivers to

- Section 12.08(3) of the Subdivision Regulations requiring a survey of existing topography
- Section 12.08(4) of the Subdivision Regulations requiring soils mapping
- Section 12.08(5) of the Subdivision Regulations requiring the location of all significant natural features including, but not limited to, ledge outcroppings, streams and water bodies, wetlands, bluffs and ravines, and steep slopes in excess of 15%
- Section 12.08(19) of the Subdivision Regulations requiring all setbacks and buffers to be shown and dimensioned
- Section 12.08(22) of the Subdivision Regulations requiring location of buildings, driveways, wells, etc. on abutting properties to be shown
- Section 12.08(23) of the Subdivision Regulations requiring tabulations for proposed impervious surface coverage, useable area rectangles, etc.
- Section 15.03(1) of the Subdivision Regulations requiring a survey of existing topography
- Section 15.03(2) of the Subdivision Regulations requiring soils mapping
- Section 15.03(3) of the Subdivision Regulations requiring the location of all significant natural features including, but not limited to, ledge outcroppings, streams and water bodies, wetlands, bluffs and ravines, and steep slopes in excess of 15%
- Section 15.03(4) of the Subdivision Regulations requiring all setbacks and buffers to be shown and dimensioned
- Section 15.03(5) of the Subdivision Regulations requiring location of buildings, driveways, wells, etc. on abutting properties to be shown
- Section 15.03(6) of the Subdivision Regulations requiring tabulations for proposed impervious surface coverage, useable area rectangles, etc.
- Section 15.03(8) of the Subdivision Regulations requiring all setbacks and buffers to be shown and dimensioned
- Section 15.03(9) of the Subdivision Regulations requiring location of buildings, driveways, wells, etc. on abutting properties to be shown
- Section 15.03(10) of the Subdivision Regulations requiring tabulations for proposed impervious surface coverage, useable area rectangles, etc.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Ms. Smith-Meyer moved to grant final subdivision approval to the lot line adjustment plan for Anne M. Haller Revocable Trust & Harriett M. Ferns with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. The Licensed Land Surveyor shall sign and seal final plans and mylar.
2. Applicant to submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
3. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).

4. Address to the satisfaction of the Engineering Division, review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 8, 2014 (see attached).

Ms. Dolcino seconded the motion. Motion passed unanimously.

4. **Request by T. F. Bernier Inc. on behalf of Riverwash, LLC for Minor Subdivision Plan Approval to subdivide one (1) lot into three (3) residential lots at 130 Washington St, Penacook, in the RM (Medium Density Residential) District. Map/Block/Lot: 119P/39. This application is postponed from the October 15, 2014 meeting. (2014-0051)**
 - a. **Determination of Completeness**
 - b. **Public Hearing**
 - c. **Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete. Mr. Regan seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Tim Bernier, TFB, Inc., was present to speak to the application. Mr. Bernier stated the site is the former SPCA site. The proposed application will subdivide the parcel into 3 lots. The existing buildings, parking lots and driveways will be removed. All three lots will be served by underground utilities and municipal water and sewer. All three lots satisfy the minimum buildable land requirement of the Zoning Ordinance. Mr. Bernier stated a waiver to Section 19.05(2) of the subdivision regulations is being sought to allow one foot of new lot 3 to encroach into the sewer easement within the usable are rectangle. He stated there is a wetland which is actually a drainage way which created a setback. An easement was created over the sewer line which will serve the three lots. He stated a need for permits from the NHDES 250 ft. Shoreland Protection District boundary and the City of Concord Shoreland Protection District due to the presence of the outlet to the Contoocook River. This project is exempt from the NHDES because of the city sewage and water at this time but when future construction begins the permit will be necessary. Mr. Bernier stated that trees will be added in the open area once the existing building is removed to reestablish a vegetative buffer.

Ms. Larson stated she would like to add the sight distance easement to precedent condition number 2.

The Chair asked if members of the public had any comments or questions on the application. There being no comments from the members of the public, the Chair closed the public hearing.

Chair Drypolcher stated that he is not in favor of applicants requesting waivers in cases where the applicant creates their own hardship. He said he feels some sympathy for Mr. Bernier in this case since the area is only 1 foot but wants to take the opportunity to mention this to the board. Mr. Lavers stated this was a good point and he doesn't want to see the Board flooded with these types of waiver requests but at the same time he feels this is a minimal request. He stated that the majority of applications seen lately by the Board have been very close to meeting the requirements without needing a waiver but feels it's important to caution others that the Board is not just in the habit of granting waivers. Chair Drypolcher stated that the Board looks at each waiver request for a reasonable result.

Ms. Smith-Meyer moved to grant a waiver to Section 19.05(4) of the Subdivision Regulations regarding Useable Lot Area Rectangle. The waiver allows one corner of the useable area rectangle on Proposed Lot #3 to encroach 1 ft. into the proposed sewer easement (total area = 2.1 SF).

Mr. Lavers seconded the motion. Motion passed unanimously.

Ms. Smith-Meyer moved to grant final subdivision approval to the minor subdivision application of Riverwash, LLC with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. The Licensed Land Surveyor and Certified Wetland Scientist shall sign and seal final plans and mylar.
2. Draft Sewer Easement, Common Access Easement (to the water), and Sight Distance Easement language to be submitted for review and approval by the City Solicitor's office. Upon approval, executed easement deeds to be submitted for recording. Sight distance easement.
3. Applicant to submit two checks for recording the plan (and any legal documents) at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
4. Revise Waiver Note #1 to replace "is requested" with "was granted" and include the date granted by the Board. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
5. Address to the satisfaction of the Engineering Division, review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 2, 2014 (see attached).
6. Add a note to the plan stating that the 75 ft. natural vegetative shoreland buffer shall be field located by the Licensed Land Surveyor and marked with Planning Division issued signs indicating "Protected Wetland Buffer. Do Not Disturb." The signs shall be installed approximately every 50 ft. (maximum) to clearly mark the protected boundary.

Also with the following general and subsequent condition:

1. Prior to issuance of any building permits, a copy of the NHDES Shoreland Protection District approval shall be submitted to the Planning and Code Divisions.
2. Prior to issuance of any building permits, the 75 ft. natural vegetative shoreland buffer shall be field located by the Licensed Land Surveyor and marked with Planning Division issued signs indicating "Protected Wetland Buffer. Do Not Disturb." The signs shall be installed approximately every 50 ft. (maximum) to clearly mark the protected boundary.
3. Prior to the issuance of the first building permit, Traffic, recreation and school impact fees shall be assessed for any construction on the lots contained within this approved subdivision. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees, based on the methodology in place at the time the fees are assessed; Table 1, School Facilities Impact Fee; and Table 2, Recreational Facilities Impact Fee; and Table 3, Transportation Facilities Impact Fee.
 - a. School Facilities – Single Family Residence.
 - b. Recreational Facilities – Single Family Residence.
 - c. Transportation Facilities – Single Family Residence.

4. Prior to issuance of the first Certificate of Occupancy, the restoration of the City of Concord's 75 ft. natural vegetative buffer in accordance with the approved restoration plan shall be complete to the satisfaction of the Planning Division.

Mr. Lavers seconded the motion. Motion passed unanimously.

5. **Request by Richard D. Bartlett & Associates on behalf of Brook Shire for Minor Subdivision Plan Approval to subdivide one (1) lot into two (2) single-family residential lots at 61-65 Sanborn Road in the RM (Medium Density Residential) District. Map/Block/Lot: 122/3/21. This application is postponed from the October 15, 2014 meeting. (2014-0052)**
 - a. **Determination of Completeness**
 - b. **Public Hearing**
 - c. **Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete. Mr. Regan seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Mark Sargent, Richard D. Bartlett & Associates, was present to speak to the application. The parcel of land to be subdivided consists of approximately 7.2 acres and is vacant. The proposed subdivision would create one new lot containing approximately 3.8 acres (Lot 1) and a second new lot containing approximately 3.4 acres (Lot 2). A PSNH easement bisects the property. State subdivision has been received.

The Chair asked if members of the public had any comments or questions on the application.

Ms. Kelly Normandeau, 56 Sanborn Road, spoke. She stated her property is across the street diagonally from the proposed subdivision. Ms. Normandeau owns a horse farm, Concord Equestrian Center, and has concerns. She asked if the application is the parcel on Sanborn and Mountain Road that was just sold. Ms. Larson replied that this parcel, which is a separate parcel, only has frontage on Sanborn and backs up to the brook. Ms. Normandeau also asked where the property is in comparison to where Sanborn Road dips and narrows. She stated visibility is very difficult at that section of road. She stated if this project is approved she would request that signs be posted at that area stating "Caution – Horses" or something similar. She stated that Sanborn Road has become a high speed road as a cut across from Hoit Road to Mountain Road and that the intersection at Sanborn and Mountain Roads is very dangerous. She asked if a traffic study could be done. Chair Drypolcher asked if Ms. Normandeau had contacted the City about the increased speed on Sanborn Road. Ms. Normandeau stated she had not but that she will. Ms. Larson asked Mr. Sargent about the sight distance in the section of road near the proposed subdivision and if they confirmed they were meeting the City's requirements. Mr. Sargent replied that he did not physically measure but he can visually see it exceeds the requirement but is willing to go measure if the City requires that. While referring to the map, Mr. Sargent also stated that the dip in the road is 400 feet up from the proposed property.

There being no further comments from the members of the public, the Chair closed the public hearing.

Mr. Lavers moved to grant a waiver to Section 12.08(3) of the Subdivision Regulations requiring vertical datum to be based on NAVD 1988.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Mr. Lavers moved to grant a waiver to Section 12.09 of the Subdivision Regulations requiring electronic submission to be based on the NH State Plane Coordinate System.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Mr. Lavers moved to grant final subdivision approval to the minor subdivision application of Brook Shire Crossing with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. The Licensed Land Surveyor and Certified Wetland Scientist shall sign and seal final plans and mylar.
2. Applicant to submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
3. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
4. A copy of the Joint-Use-Agreement with PSNH to be submitted to the Planning Division.
5. Address to the satisfaction of the Engineering Division, review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 3, 2014 (see attached).
6. Revise the plan to shift the driveway for Proposed Lot 2 away from the wetland buffer to avoid possible need for a Conditional Use Permit.
7. Show/label the Reference Line (a.k.a. Ordinary High Water Mark) for Hayward Brook and make any adjustments necessary to the Shoreland Protection District buffers. All Shoreland Protection District Buffers, including the City of Concord's 75 ft. Natural Vegetative Buffer, shall be clearly shown and labeled on the plan.
8. A copy of the NHDES Subdivision Approval to be submitted to the Planning Division and the number to be noted on the final plan.

Also the following general and subsequent conditions:

1. Prior to the issuance of a building permit for Lots 1 & 2, Traffic, recreation and school impact fees shall be assessed for any construction within this approved subdivision. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees, based on the methodology in place at the time the fees are assessed; Table 1, School Facilities Impact Fee; and Table 2, Recreational Facilities Impact Fee; and Table 3, Transportation Facilities Impact Fee.
 1. School Facilities – Single Family Residence.
 2. Recreational Facilities – Single Family Residence.
 3. Transportation Facilities – Single Family Residence.

Ms. Dolcino seconded the motion. Motion passed unanimously.

REGULAR MEETING

6. Approval of the minutes of the September 17, 2014 & October 1, 2014 Planning Board meetings.

Ms. Smith-Meyer moved to accept the minutes of the September 17, 2014 Planning Board Meeting and the October 1, 2014 Planning Board Meeting as written. Mr. Lavers seconded. Motion passed unanimously.

7. The Board will hold an informal workshop to discuss a request to revise the Zoning Ordinance to allow for carports in manufactured housing parks.

Ms. Larson stated that the Planning Board can decide to do nothing with the revisions and it would end here. If the Board supports the suggested amendments then a public hearing would need to be scheduled for Planning Board then the request would go before City Council for public hearing and consideration.

Chair Drypolcher stated after reading the request he feels it would be a nightmare to come up with rules and regulations because of the variations of the parks. Mr. Larson stated that some of the housing parks are much older than others and many are not approved with individual lots having leased lots and in most cases the City does not know where these lease lots lie on the ground. This makes it difficult to establish setbacks. She stated another challenge was that some of the units are set right on the leased lot line while some hug the property line. In some cases a carport would be unable to be placed on the side of the house and would need to be placed in the front. This causes a challenge and danger with existing overhead utility lines and also with underground utilities. There is a minimum clearance for carports located below overhead utility lines. Ms. Larson stated the underground utility locations are not known. She stated that carport need to be installed by being driven into the ground and where underground utilities are not known it causes a significant challenge. Ms. Larson stated that every time Planning staff tried to come up with a solution they would need to go back to the drawing board because no solution fit all scenarios. She stated there are allowances for carports which are considered accessory structures and there is a requirement for a fifteen foot setback in the rear and a 20 foot frontage setback but she is unsure how they are measured. The Planning staff recommendation is to leave the ordinance the way it is and address each on a case by case basis.

Chair Drypolcher said there are two things he would like to discuss; 1) develop guidelines for any newly developed manufactured housing parks – which Ms. Larson stated was done, and 2) a permit system be established for any existing parks wanting to install carports through the park management and through staff who can verify the location of any underground or overhead utility lines and any disturbances that could possibly be caused by the location of the carport. Chair Drypolcher also stated that maybe some sort of inspection of existing carports be conducted to ensure compliance. Ms. Larson stated all the homes are on private property and she is not sure of any permitting process in the past.

Ms. Dolcino asked if this ordinance would only apply to carports in manufactured housing parks. Ms. Larson confirmed. Ms. Dolcino asked why there is a difference in how we treat these. Ms. Larson replied that the request was from a park owner had this particular interest and felt the current language was too burdensome. After some discussion, Ms. Larson clarified that a permitting process would apply to all requests for carport installation not just manufactured housing parks but for this item only manufactured housing parks are being considered.

Ms. Smith-Meyer moved to notify City Council through Planning Staff that the Planning Board recommends the consideration of a permitting process for the installation of carports in manufactured housing parks.

Ms. Dolcino seconded the motion. Motion passed unanimously.

8. Any other business which may legally come before the Board.

INFORMATION

- Next regular monthly meeting on Wednesday, November 19, 2014

There was no further business to come before the Planning Board and the Chair adjourned the meeting at 8:17pm.

A TRUE RECORD ATTEST:

Nancy Larson
Clerk