

Town of Swanzey, New Hampshire  
**Swanzey Planning Board**  
Meeting Minutes – February 12, 2015

*Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.*

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Scott Self, June Fuerderer, Joe Smith, Jeff Goller, Gus Lerandeau, Selectmen's Representative Deb Davis and Alternate Member Jane Johnson. The roll call and agenda for the meeting was read by Chair Page.

**Absent:** Alternate Members Don Skiba and Jim McConnell.

**Others Present:** Sara Carbonneau, Director of Planning & Community Development, Margaret Lynott, Valerie & Richard Robichaud, and Jori Johnson & Lori Burt from the Cheshire Fair Association.

**Minutes:** Minutes from January 22, 2015 were reviewed. **Motion** was made by Fuerderer to accept the minutes. The motion was seconded by Davis. All were in favor. **Motion passed.**

**Regional Impact:** Board members considered whether any items on the agenda could be construed as having the potential for regional impact. **Motion** made by Fuerderer that no items on the agenda could be reasonably construed as having the potential for regional impact. Second by Smith. No further discussion, and all were in favor of the motion. **Motion passed.**

#### **A. OTHER APPLICATIONS**

1. Home Occupation Application – Margaret Lynott wishes to utilize the property at 12 Sandy Road for a home occupation consisting of a real estate brokerage business. The property is situated in the Residence District and is shown at Tax Map 88, Lot 3. Margaret Lynott was present. No abutters were present. Public hearing opened.

Lynott stated that she was moving her office from Route 10 to her home on Sandy Road. The Board of Selectmen approved the use on January 13, 2015. Carbonneau noted that any approval should be made subject to review and approval by the Code Enforcement Officer and Fire Inspector. Public hearing closed.

Motion by Lerandeau to approve the home occupation applications, subject to review and approval by the Code Enforcement Officer and the Fire Inspector. Seconded by Smith. Vote: All in favor.

2. Multi-Tenant Application – Maryanne Strong wishes to use a portion of the premises situated at 217 Old Homestead Highway for a counseling business. The property is shown at Tax Map 36, Lot 8 situated in the Business District. The property is owned by Adrian Pinney. Ms. Strong was not present. No abutters were present. The Planning Board felt that it could adequately review this application without the applicant being present. Public hearing opened.

Page reviewed the application. Carbonneau noted that any approval should be made subject to review and approval by the Code Enforcement Officer and Fire Inspector. Public hearing closed.

Motion by Smith to approve the multi-tenant application subject to review and approval by the Code Enforcement Officer and Fire Inspector. Seconded by Self. Vote: All in favor.

3. Home Occupation Application – Richard & Valerie Robichaud wish to utilize the property situated at 35 Main Street for a business consisting of the production and retail sales of handmade items, furniture upholstery and refinishing, clothing alteration, vintage furniture, antiques and collectibles. The property is located in the Residence District and is shown at Tax Map 57, Lot 78. In addition, the applicants also seek to install a free-standing sign consisting of 3.95 s.f. Richard & Valerie Robichaud appeared before the Board. Scott Self stepped down from the table as he is an abutter. Johnson was seated for Self. Public hearing opened.

V. Robichaud stated that she was moving her business from Route 10 to her home on Main Street. The Board of Selectmen approved the use on January 29, 2015. R. Robichaud stated that they have done some work on the space, but did not realize that a building permit was required. They are in the process of getting the building permit. V. Robichaud stated that the Fire Department has already inspected the building. Carbonneau noted that she did not have a copy of the Fire Inspector's report for the Land Use files. In addition, they would like to install a 3.95 s.f. free-standing sign. Public hearing closed.

Motion by Goller to approve the home occupation and the free standing sign application subject to review and approval by the Code Enforcement Officer and the Fire Inspector. Seconded by Smith. Vote: All in favor.

Self resumed his seat at the table.

## **B. DISCUSSIONS/OTHER BUSINESS -**

1. Discussion with representatives from the Cheshire Fair Association regarding use of property and permitting required. Jori Johnson and Lori Burt from the Cheshire Fair Association were present. Johnson provided the Board with a copy of a sample rental agreement, a site plan, and a listing of yearly off season events and listing of other off season events. Carbonneau provided the Board with a copy of the Cheshire Fair Association's 1993 Site Plan Review Application and Swanzey's Special Events Policy adopted on November 25, 2014. In 1993, the property was recognized by the Planning Board as an event facility. At that time, it was stated in the Fair's application that the Fair would obtain event permits. With the event permitting process that was adopted in November 2014, it states that that a special event is "not part of the normal

course of business at the location.” The Fair would like to establish for the record what is “part of the normal course of business at the location.” To that end, Johnson and Burt provided the listings of events. Board members felt that there should be some sort of litmus test to determine which events needed to obtain special events permits versus those permitted under site plan review and are “part of the normal course of business at the location.” Board members felt that the Fair Association should meet with the Fire and Police Chiefs to come up with a determination of what events should be considered “part of the normal course of business,” and what events need permitting. The determination may be based on the number of cars, number of expected people, are motorized vehicles involved, are buildings being used, are buildings being erected for the event, perhaps as a percentage of the maximum capacity of the fairgrounds, etc. Once this is determined and details are set forth, the Fair Association should come back to seek modification to its previously approved site plan through a public hearing with the Planning Board.

Johnson asked about the Fair Association acting on applications to rent the fairgrounds that are currently pending. Carbonneau stated that until such time as the Planning Board modifies its previously granted site plan approval the Fair Association and its renters must comply with the Special Events Policy.

**Motion** to adjourn by Smith, seconded by Lerandeanu, with all in favor. **Motion passed.**  
Adjournment at 6:50 p.m.

Respectfully Submitted,

Sara H. Carbonneau, Director  
Planning & Community Development