

## WEST WINDSOR DEVELOPMENT REVIEW BOARD

Draft Minutes  
October 9, 2012

Present: Glenn Seward, Shannon Harrington, Hal Pyke, Genevieve Lemire, Eleanore McCarthy, Ken Dunn, Glenn Drost & Claudia Sacuk (at site visit only), Martha Harrison

1. Site visit – At 6:00 PM, the DRB conducted a site visit to 792 Brook Road (parcel #3-194) in connection with the public hearing on application #2503.
2. Call to Order – Following the site visit, DRB Chair Glenn Seward called the meeting to order at the Town Hall at 6:30 PM.
3. Changes to the agenda – None
4. Public Hearing - Glenn opened the public hearing on application #2503 by Eleanore McCarthy to replace the existing mobile home, damaged during Tropical Storm Irene, with a 16' x 80' mobile home at 792 Brook Road (parcel #3-194). Because the property is in a special flood hazard area, reconstruction is subject to West Windsor's Flood Hazard Area Regulations and must also be reviewed by the DRB as a conditional use. When asked, the DRB members reported no ex parte communication or conflicts of interest. Glenn noted that there are no interested parties present at the hearing other than the applicant. Glenn swore in Eleanore. Glenn noted the application and the site plan prepared by Pathways Consulting and asked Eleanore if she had any additional information to submit. Eleanore said no. Eleanore said after she gets the permit from the town, she will call her engineer and Darlene (Windham Housing Trust), who is working with FEMA and helping with financing. Eleanore said she also plans to have an artesian well dug. Glenn asked Eleanore if she plans to put the new home at a 90 degree angle from where the existing one is located. Eleanore said yes. Glenn read the first conditional use criterion. Eleanore said her project will not have an adverse effect on community services or facilities. Glenn read the second conditional use criterion. Eleanore said her project will not have an adverse effect on the character of the neighborhood, the immediate area or the district. Glenn read the third conditional use criterion. Eleanore said her project will not have an adverse effect on traffic on the roads in the area. Glenn read the fourth conditional use criterion and asked the Zoning Administrator to comment. Martha said, other than the fact that it's in the floodplain, the project conforms with the existing zoning bylaws. Glenn read the fifth conditional use criterion. Eleanore said her project will not have an adverse effect on renewable energy resources. Glenn reviewed the submission requirements of the flood hazard area regulations relative to the drawing done by Pathways Consulting from Lebanon, NH and noted that, although lot dimensions are not provided, the drawing was done to scale so the dimensions can be determined. Ken noted that the drawing is an elevation survey. Glenn noted that the existing structure is included on the drawing and a sketch of the proposed structure is shown on a copy of the drawing. Glenn noted that the existing finished floor elevation (FFE) is 619.9'. Hal said the notes indicate the applicant's intention to raise the elevation of the new home by two feet. Genevieve asked if the home will be raised by two feet in the new location as well. Shannon noted that the proposed location for the new home has an elevation of 616' as opposed to an elevation of 617' in the existing location. Martha said the new home has to be one foot above the base flood elevation, which is 621'. Ken said they would bring in a few loads of fill and then pour a concrete slab and block it up from there. Glenn asked if the applicants have a Project Review Sheet (PRS). Martha said Eleanore called Jackie Carr and she (Martha) followed up with Jackie. According to Martha, Jackie said she could do a PRS but Eleanore is going to need an engineer. Martha said she called Jackie again last week and requested the PRS but hasn't received it. Glenn asked if the stream alteration engineer has done a site visit. Eleanore said no. Martha said she sent a copy of the application to Rebecca Pfeiffer but she hasn't heard from her. Glenn informed the applicant that if the project is approved it would be contingent on her obtaining all other required permits. Glenn said the base flood elevation noted

on the site plan is 621'. Glenn said 8(c) requires an engineer to certify that the fill and the foundation will not increase the water level of the base flood by more than one foot anywhere else in the community. If the project is approved, Glenn said, it would be contingent upon a certification to that effect from the applicant's engineer. Glenn read the requirements specified in 9(b) of the flood regulations. Ken said the engineer will design the foundation to meet all the codes and regulations. Martha said the house itself would be elevated above the floodplain so it may not need to be constructed with materials resistant to flood damage but the applicant should make sure that all the electrical, heating and plumbing utilities are above the BFE. Ken noted that the oil tank will also be elevated. Glenn read 9(d)(1)(a) and (b) and said elevation and anchoring requirements would apply in this situation. Glenn asked about enclosed areas below the lowest floor. Ken said there would be the foundation. Eleanore said there would also be skirting, which is made to break away in a flood. Glenn asked if a state permit is required for the new well. Martha said the state water and wastewater permit would cover the well. Ken said the engineer is going to look at the existing septic system to see if it is adequate for the new home. If not, Ken said, we're going to have to get it redesigned and, either way, the engineer has to certify it. Shannon asked if the engineer told Ken and Eleanore that they need a wastewater permit. Ken said the engineer has to do all the permitting and sign off that it's up to code. Martha said when she talked to Jackie Carr, Jackie said that they would need a water and wastewater permit and that she referred them to a site technician. Glenn reiterated that the utilities would have to be located on the first floor of the home to be above the BFE. Glenn asked about the fuel storage tank. Ken said it will be elevated and anchored. Eleanore said they may not continue to use oil. Ken said they'd like to get everything done before winter. Glenn said the DRB has 45 days to issue a decision but it generally happens more quickly than that. Martha said there is a 30-day appeal period on the permit. Shannon asked if neighbors can appeal if they were not present at the hearing. Martha said no. Martha noted that Glenn Drost and Claudia Sacuk were present at the site visit but did not participate in the hearing and they would have to participate in the hearing to retain their right to appeal. Martha noted that state floodplain coordinator Rebecca Pfeiffer still has a few days to comment. As no one had any other comments or questions, **Shannon moved to close the public hearing. Hal seconded the motion, which passed unanimously. Glenn moved to go into deliberative session. Genevieve seconded the motion, which passed unanimously.** After discussion, **Glenn moved to come out of deliberative session. Hal seconded the motion, which passed unanimously.**

5. Minutes – June 25<sup>th</sup>: **Hal moved to approve the minutes of June 25<sup>th</sup>. Shannon seconded the motion, which passed unanimously.**
6. Adjourn – **Glenn moved to adjourn at 7:30 PM. Shannon seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison