

**NEW LONDON PLANNING BOARD
REGULAR MEETING & PUBLIC HEARING
FEBRUARY 28, 2006**

PRESENT: Karen Ebel (Chairman), Sue Ellen Andrews, Dale Conly, Tom Cottrill, Jeff Hollinger, Sue Clough (Selectmen's Representative), and Kenneth McWilliams (Planner).

ABSENT: Celeste Cook

Chair Karen Ebel called the **MEETING TO ORDER** at 7:30 PM.

I. ASHLEY & CHRIS CLAPP – Concept Minor Subdivision – 2 Lots (Tax Map 95, Lot 13)

Chris Clapp explained that they would like divide their property located at 288 Barrett Road, formerly the Little property, into two two-acre lots. He advised that the property consists of four acres and is roughly square-shaped with approximately 450 feet of frontage on Barrett Road. He said that they would like to split the property into one two-acre lot containing the house and barn and another two-acre lot that would be a field. Ideally, he said, the property would be split in half along a line from the road to the tree line. He advised that the property was served by municipal water and sewer.

Chair Ebel asked if the purpose of the proposed subdivision would be to permit the sale of one lot. Mr. Clapp replied that selling a lot was not in their immediate plans. Chair Ebel ascertained Mr. Clapp's knowledge of minimum lot size and frontage requirements. PB member Andrews advised that the barn would need to be 15 feet from the lot boundary.

Chair Ebel asked Mr. Clapp if he had any questions. He replied that he had no questions and that he was aware that he needed to get a surveyor to perform detailed measurements and to prepare a plat. Ken McWilliams offered to help facilitate the process and recommended that the Clapps take their proposal directly to Final Site Plan Review.

II. NEW LONDON HOSPITAL– Concept Site Plan Review: Office of Medical Office Use – Former Stahlman Engineering Building (Tax Map 84, Lot 79)

New London Hospital was represented by Todd French (Facilities) and Laurie Underwood. Mr. French advised that the New London Hospital and the Medical Office Building were both fully occupied. He said that the hospital would like to relocate the Physical Therapy Department in 2100 square feet and offices in the remainder of the 3700 square feet on the first level of the Stahlman building and use all of the 4000 square feet of space on the second level for offices. Mr. French stated that the hospital had a verbal agreement with Mr. Stahlman to lease the building.

PB member Clough asked for clarification that the office space would be general office space, not doctors' offices. Ms Underwood confirmed that it would be general office space. Mr. French added that relocating existing offices would free up space on the third floor of the Medical Office Building and would result in more space being available for medical use.

Chair Ebel advised that the percentage of the building to be used for patient care would be a factor in the determination of parking requirements. Mr. French replied that there were 24 existing spaces and the required number would be 28. He said that the hospital had been trying to work with the neighbors regarding the availability of excess parking that might be available for lease. He said that they were also looking to see if the Stahlman lot could be expanded to allow for four additional spaces. Chair Ebel asked about the building on the opposite side of Pleasant Street. Mr. French responded that the property was for sale, but was too pricey for the hospital to be interested. Ken McWilliams encouraged Mr. French to inquire about excess space in the Lake Sunapee Bank parking lot that might be available for lease. Although Mr. French had the impression that the lot was full, Mr. McWilliams opined that there might be space available.

Chair Ebel asked how many medical offices would there be. Mr. French displayed a floor plan. He advised that there would be a maximum of six patients at any one time. PB member Clough asked if the appointments would be one-half hour in duration. Ms Underwood confirmed that they would. Chair Ebel asked about the hours of operation. Ms Underwood replied that hours would generally be 7:00 AM to 5:00

PM. Mr. French said that the hospital would maintain a physical therapy evaluation room at the medical building. Chair Ebel asked if the office hours would be 9:00 AM to 5:00 PM. Ms Underwood replied affirmatively.

Zoning Administrator Peter Stanley and Ken McWilliams advised that there could be no more than three non-ambulatory patients at any one time. Mr. Stanley advised four or more would require that the building be “sprinklered”.

PB member Andrews asked if the hospital planned to lease the building or purchase it. Mr. French replied that the hospital would be leasing the building. Mr. McWilliams advised that normally parking leases are for extended periods (20 years). The owner of the property needs to acknowledge that he recognizes that the leased parking would terminate if the New London Hospital were to opt out of a parking lease in less time, and the building would revert to its original use and parking. Mr. French asked what would happen if there were no leased spaces available. Mr. McWilliams replied that the PB could require fewer or the New London Hospital could reduce the amount of office space or medical space.

Chair Ebel asked if there were any wetlands issues. PB member Andrews replied that there were wetlands behind the building. Zoning Administrator Stanley also pointed out that the Commercial District becomes Residential behind the building.

Mr. French concluded by saying that he would work on the parking issues and would work with the zoning administrator on any outstanding issues and hoped to go to Final Site Plan Review on March 28, 2006.

III. JOHN LIGHTFOOT & LAURA DOW – Final Annexation (Tax Map 63, Lots 6, 7, & 8)

John Lightfoot and Laura Dow, property owners, were present. Pierre Bedard (Pierre Bedard & Associates) distributed copies of the proposed annexation for PB review.

Mr. Bedard advised that the properties were located on Bunker Road. He said that Mr. Lightfoot owned two lots (Tax Map 63, Lots 6 & 8) and Ms Dow owned one (Tax Map 63, Lot 7). The proposal was to divide the Dow parcel and annex the resulting pieces to the other two lots. The result would be that the 0.88-acre lot owned by Mr. Lightfoot would be increased to 1.27 acres and the lot owned by Ms Dow would be increased from 1.44 to 1.55 acres.

PB member Andrews asked if there would be enough frontage for the proposed parcels. Mr. Bedard replied that there would be adequate road and water frontage for both properties as proposed. PB member Cottrill asked how the numbers had been derived. Mr. Bedard replied that there had been a 1990 survey done for a prior annexation. He advised that the road frontage was based on Bunker Road and the right-of-way. He said that the frontage would be achieved by dividing the one parcel and annexing the resultant pieces.

Chair Ebel asked if any concerns had been raised at the meeting of municipal department heads. Ken McWilliams replied that the matter had not been discussed. He advised that the minimum lot sizes and frontage requirements would be met. Chair Ebel asked if there were any abutters present. There were none.

Zoning Administrator Peter Stanley asked that approval be contingent upon the receipt of two recorded plans, one for each tax file, at the expense of the applicants.

It was **MOVED** (Cottrill) and **SECONDED** (Conly) **THAT THE FINAL ANNEXATION PROPOSED BY MR. LIGHTFOOT AND MS DOW BE APPROVED AS PRESENTED, SUBJECT TO THE RECEIPT OF TWO COPIES OF THE RECORDED PLANS, ONE FOR EACH TAX FILE, AT THE APPLICANTS' EXPENSE.** The **MOTION** was **APPROVED UNANIMOUSLY.**

The mylar was circulated for PB signatures and forwarding to the Merrimack County Registry of Deeds by the Town of New London.

**IV. BETH PERREGAUX MATHEWSON – Voluntary Merger of Lots of Record
(Tax Map 76, Lots 27 & 40)**

Ken McWilliams presented on behalf of Beth Perregaux Mathewson a request to merge two lots of record located on Bunker Road. PB member Andrews asked if Ms Mathewson owned both parcels. Mr. McWilliams replied that he had checked and she did own both lots.

It was **MOVED** (Hollinger) and **SECONDED** (Conly) **THAT THE REQUEST SUBMITTED BY BETH PERREGAUX MATHEWSON TO MERGE TWO LOTS OF RECORD, TAX MAP 76, LOT 27 AND TAX MAP 76, LOT 40, LOCATED ON BUNKER ROAD BE APPROVED.** The **MOTION** was **APPROVED UNANIMOUSLY.**

The Voluntary Merger of Lots of Record form was presented for PB signatures and for forwarding to the Merrimack County Registry of Deeds by the Town of New London.

**V. LYNN B. ANNICCHIARICO & DAVID A. ANNICCHIARICO – Voluntary Merger of Lots of Record
(Tax Map 76, Lots 25 & 42)**

Ken McWilliams presented on behalf of Lynn B. and David A. Annicchiarico a request to merge two lots of record located on Bunker Road.

It was **MOVED** (Cottrill) and **SECONDED** (Conly) **THAT THE REQUEST SUBMITTED BY LYNN B. ANNICCHIARICO AND DAVID A. ANNICCHIARICO TO MERGE TWO LOTS OF RECORD, TAX MAP 76, LOT 25 AND TAX MAP 76, LOT 42, LOCATED ON BUNKER ROAD BE APPROVED.** The **MOTION** was **APPROVED UNANIMOUSLY.**

The Voluntary Merger of Lots of Record form was presented for PB signatures and for forwarding to the Merrimack County Registry of Deeds by the Town of New London

VI. SCOTT & GEORGIANA GAGNON – Tree Cutting Request (Tax Map 118, Lot 13)

PB member Conly presented a request by Scott and Georgiana Gagnon to cut a dead part of a red maple that has two trunks and that is located within the 50-foot buffer at 273 Forest Acres Road. Mr. Conly explained that one of the trunks was dead and the property owner wished to remove the dead trunk.

PB member Hollinger asked if there was any need for PB approval to remove a dead trunk. Zoning Administrator Stanley replied that, within the 50-foot buffer, any tree, dead or alive, cutting requires PB approval.

It was **MOVED** (Andrews) and **SECONDED** (Hollinger) **THAT THE REQUEST SUBMITTED BY SCOTT & GEORGIANA GAGNON TO CUT A DEAD TRUNK ON A RED MAPLE TREE LOCATED WITHIN THE 50-FOOT BUFFER AT 273 FOREST ACRES ROAD BE APPROVED.** The **MOTION** was **APPROVED UNANIMOUSLY.**

VII. ANNE S. PARKHURST – Tree Cutting Request (Tax Map 43, Lot 14)

PB member Conly presented a request by Anne Parkhurst to cut a dead fir tree located within the 50-foot buffer at 43 Woody Point Road. Mr. Conly advised that the fir is dead and is located within six feet of the house and, in his opinion, presents a threat to the house. He said that the yard slopes and that there is a “bump” between the house and the pond. He advised that there are blueberry bushes along the “bump”.

PB member Cottrill asked about the size of the tree. Mr. Conly demonstrated the circumference with his fingers. Zoning Administrator Stanley commented that all the firs seemed to die at that size for some unknown reason.

It was **MOVED** (Andrews) and **SECONDED** (Cottrill) **THAT THE REQUEST SUBMITTED BY ANNE PARKHURST TO CUT A DEAD FIR LOCATED WITHIN THE 50-FOOT BUFFER AT 43 WOODY POINT ROAD BE APPROVED.** The **MOTION** was **APPROVED UNANIMOUSLY.**

VIII. OTHER BUSINESS

- A. The MINUTES of the FEBRUARY 14, 2006 meeting were APPROVED, as amended.
- B. HARBORVIEW SUBDIVISION UPDATE: Chair Ebel referred the PB members to a photocopied letter attached to the Agenda for that evening's meeting. She wanted to be sure that all members were familiar with her letter to the Sutton PB regarding the NLPB's concerns pertaining to the proposed Harborview subdivision. She said that the Sutton PB was having a work session that night.

Chair Ebel advised that she has asked for copies of the Bisbee and Donovan communications referred to in the Sutton PB Minutes, as well as any homeowner association documents.

PB member Clough asked about the three-quarters of a mile between the intersection and the town line between New London and Sutton. Chair Ebel and Mr. McWilliams replied that the improvements being sought were for Stonehouse Road, which is a town road. Chair Ebel said that she would like to have Town Counsel's opinion on the matter of off-site improvements and who had authority to require what. Mr. McWilliams said that he would look into it and that he would also solicit the comments of NH DOT.

Chair Ebel advised that she had asked the Conservation Commission to evaluate the impact that the proposed subdivision would have on drainage and the watershed. She reported that Ruth White, a member of the Commission, said that there was already a problem off Knights Hill Road beyond Stonehouse Road. Zoning Administrator Stanley said that the New London stretch of the road drains down to Kezar Lake; however, the subdivision property drains down to Lake Sunapee. PB member Cottrill opined that the development drainage would impact on Stony Brook Road, thence to Pike Brook, and thence to Lake Sunapee. Chair Ebel opined that she would like the Conservation Commission to look into the drainage issues related to the waterway and asked Mr. Conly to look into it. He agreed to do so, as did Mr. Stanley. PB member Clough advised that Stony Brook Road has had drainage problems for years and so many washouts that residents petitioned to have the road paved. Consensus of the PB was that the residents along Stony Brook Road should be alerted to the potential impact from the proposed development. Zoning Administrator Peter Stanley said that he planned to print a topographical map so that he would be able to study where the water really goes. Chair Ebel asked if the Sutton PB had received any homeowners' association documents. Ms Clough asked if there were any plans available. Mr. McWilliams replied that complete plans were not yet available. Mr. Cottrill described the surrounding swamplands and opined that drainage creating and augmenting them came off the Feins property. He pointed out the locations on the Streams and Wetlands Protection Map. Mr. Stanley said that he would want to have a map to demonstrate drainage patterns. Ms Clough asked Fire Chief Peter Stanley if he had requested four cisterns. Mr. Stanley stated that all that he had said at the meeting was that if the development were in New London, four cisterns would be required, so that would be his preference. He added, however, that he was not going to tell Sutton's fire department what to do. Ms Clough said that she thought that Mr. Feins was planning on one. Fire Chief Stanley agreed. After briefly checking a topographical map, Zoning Administrator Stanley advised that the majority of the property drained toward Stony Brook Road via five swales and that one additional swale drained toward Blodgett's Landing. Mr. Cottrill recommended involving the Lake Sunapee Protective Association and the Sunapee Area Watershed Coalition in discussions. PB members thought that would be a good idea. Chair Ebel advised that she had already spoken to Terry Dancy and would do so again. Ms Clough noted that the area was actually designated on the Wetlands Protection Map.

- C. SITE PLAN REVIEW AND SUBDIVISION REGULATIONS

Ken McWilliams advised the PB that he has been working with municipal department heads to update the regulations and that he was almost ready to bring a draft to the PB for review. He said that he was currently running it by the Lighting Committee and the town staff. He asked if the PB wanted to have a subcommittee work on the proposed revisions and if such a subcommittee should include citizen representatives.

Chair Ebel asked if there were many changes. Mr. McWilliams replied that there were so many changes in the Site Plan Review (SPR) Regulations that he would recommend adopting an entirely new set of SPR regulations and abandoning those presently in effect.

PB member Cottrill asked about the procedure to be followed. Mr. McWilliams replied that the regulations could be adopted by vote of the PB after at least one public hearing. He stated that the subdivision regulations could be revised by updating the existing regulations, rather than a complete re-write. He advised that Town Road Agent Richard Lee had specific changes that he was recommending regarding drainage and sediment and erosion control. Mr. McWilliams advised that the process could flow through staff review and revision to public hearing to PB for vote or staff review and revision to sub-committee to public hearing to PB for vote.

PB member Clough advised that the Lighting Committee was not focused on commercial lighting.

Mr. McWilliams said that decisions had to be made regarding what issues should be addressed in the Zoning Ordinance and what issues should be addressed in the SPR regulations. He cited the Town of Newmarket as a municipality that had done a good job with its regulations. He projected that there would be a zoning amendment regarding lighting to include residential lighting that is not currently covered by the ordinance. Mr. McWilliams advised that he was proposing changes in the categories used to determine parking requirements. Chair Ebel and PB member Clough both identified the need for standards applicable to major sites not presently clearly covered by the parking regulations, i.e., the proposed community center.

Chair Ebel recommended that Mr. McWilliams solicit staff comments and then forward the proposed regulations to the PB for review. She reminded him to include the earlier policies that had been created regarding building envelopes and cutting restrictions in developments near bodies of water.

Regarding the timetable, Mr. McWilliams advised that he expected to have the subdivision regulations ready for review in approximately two weeks. He advised that the Master Plan Update would be an agenda item for the March 14, 2006 PB meeting. At that time, the PB should draft the scope and estimate for the Master Plan with the intent to begin in April, especially in determining how to approach the public. He reminded the PB that when it originally planned to work with the UVLSRPC on the update, it had planned an early Vision Workshop and survey of the public. He advised that the PB needed to determine how best to elicit public opinion on the front end. Mr. McWilliams stated that he had collected census and most of the trend data. He said that he was still working on the economic trend data. He suggested that the information could be presented to the public in a Power Point format.

Zoning Administrator Peter Stanley opined that the PB needed to determine/define whether New London needed more commercial space and whether New London should be a commercial hub or more residential in nature. He opined that any move toward the former would require additional commercial space. Various members of the PB and Mr. Stanley pointed out that there was space equal to that occupied by the New London Shopping Center located directly behind the NL Shopping Center. Chair Ebel asked where additional commercial space would/should be located. Mr. Stanley stated that whenever commercial property is discussed, folks think of the areas around Exits 11 and 12 off Interstate 89, but he and many others think that is a bad idea as I-89 Exits 11 and 12 are gateways to the community. Chair Ebel and PB Clough advised that the PB should think regionally when updating the Master Plan. Chair Ebel said that another survey would be necessary. Mr. McWilliams advised that the PB must decide how comprehensive the Vision Workshop should be.

Chair Ebel said that she really wanted to complete the revising of the SPR Regulations and Subdivision Regulations before getting into the Master Plan. She asked if any data had been collected in regard to regulations in neighboring towns. Mr. McWilliams replied that he had some data, but more was needed.

The **MEETING** was **ADJOURNED** at **8:56 PM**.

Respectfully submitted,
Judith P. Condict, Recording Secretary
New London Planning Board

DATE APPROVED _____

CHAIRMAN _____