



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD
MEETING MINUTES
Tuesday, February 23, 2016

Sydney Crook Conference Room
Town Offices, 2nd floor

PRESENT: Bill Helm (Chair), Paul Gorman (Vice Chair), Bill Dietrich, Tim Paradis, Liz Meller (Alt.), Marianne McEnrue (Alt) and Janet Kidder (Selectmen's Representative)

ABSENT: Michelle Holton and Jeremy Bonin.

OTHERS IN ATTENDANCE: Paul & Linda Messer; Todd Emmons (Colby-Sawyer College (CSC)/Vice President for Finance and Treasurer); Bradford Cook (CSC Attorney); Will Davis (CSC Horizons Engineering); Bob Vachon (CSC Senior Director of Facilities; Bob Brown of Forest Acres Road; Len Dorr of Morgan Hill Road; Matt McClay of Barton Row; Tim Condon of Herrick Cove; Matt Conway of Seamans Road; Marilyn Kidder of Knights Hill Road; Pam Perkins of Poor Road and Robert Steward (RCS Designs).

CALL TO ORDER: Chair Helm called the meeting to order at 6:30 pm. Chair Helm appointed Liz Meller to sit in for Jeremy Bonin and Marianne McEnrue was appointed to sit in for Michelle Holton. Marianne McEnrue would recuse herself from the discussion on the Colby-Sawyer Site Plan as she is an abutter.

APPROVAL OF THE MINUTES OF JANUARY 26, 2016

- ✓ **MOTION TO APPROVE THE PLANNING BOARD MEETING MINUTES OF JANUARY 26, 2016. IT WAS MOVED (Bill Dietrich) AND SECONDED (Janet Kidder) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

REVIEW OF THE SITE WALK MEETING NOTES OF FEBRUARY 13, 2016 of the Alepa property at 178 Poor Road. Tax Map 091-004-000.

Chair Helm observed that it was very cold the morning of the site-walk which made the way difficult. As reflected in the minutes Dr. Alepa was informed that he should get the property surveyed and then return to the Planning Board to discuss his Shoreland application, prior to any building permit being issued.

- ✓ **MOTION TO APPROVE THE SITE WALK MEETING NOTES OF FEBRUARY 13, 2016 FOR THE ALEPA PROPERTY AT 178 POOR ROAD Tax Map 091-004-000. IT WAS MOVED (Janet Kidder) AND SECONDED (Marianne McEnrue) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

PUBLIC COMMENT – There was no public comment.

MATT MCCLAY TREE CUTTING APPLICATION – Property located at 63 Barton’s Row (private road). Tax Map 064-005-000. Proposal to remove one hemlock tree.

Ms. St. John noted she conducted a site visit, displaying the photographs on the overhead. She noted that the tree is not dead, and per the plan they have the required 50 points. Matt McClay stated the tree is located on the south side of the house, extends over the cottage which is a safety issue for the structure and for his two small children as it drops braches and tree debris. He also explained that the site is shaded, creating areas with mildew, moss and holds lots of moisture. Mr. McClay conveyed that Dave Carey prepared the application and tree count requirement. Marianne McEnrue asked Mr. McClay why he would want to preserve the root structure and he replied the root system helps to stabilize the embankment down to the water. Chair Helm added that it is also required by ordinance that the root system must remain.

- ✓ **MOTION TO APPROVE THE TREE CUTTING APPLICATION FOR ONE HEMLOCK and THE TREE ROOT IS NOT TO BE REMOVED. IT WAS MOVED (Marianne McEnrue) AND SECONDED (Janet Kidder) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

NEW LONDON BARN PLAYHOUSE (NLBP) – Property located on Williams Road and Main Street. Tax Map 073-042-000. Zoned Residential. Conceptual plan discussed at the Jan 26th meeting. Update on the variance discussion.

Chair Helm explained that following the Jan 26th conceptual discussion, Tom DeMille, President of the NLBP submitted correspondence to staff stating why he believes variances are not required. Input was then sought from Town Counsel. The Board has reviewed the input from Town Counsel which affirmed that the Barn Playhouse would need to seek variances from the Zoning Board of Adjustment (ZBA). Staff will advise Tom Deville.

- ✓ **MOTION TO INFORM THE NEW LONDON BARN PLAYHOUSE TO SEEK VARIANCES FROM THE ZONING BOARD OF ADJUSTMENT ON THE USE OF THIS PROPERTY PRIOR TO SITE PLAN REVIEW. IT WAS MOVED (Bill Dietrich) AND SECONDED (Janet Kidder) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

COLBY-SAWYER COLLEGE FINE AND PERFORMING ART CENTER (F & PAC) SITE PLAN APPLICATION AND PUBLIC HEARING– Tax Map 085-033-000. The proposed project includes the construction of a new 15,000 square foot Fine and Performing Arts Center building on the campus between the Windy Hill School and the Curtis L. Ivey Science Center on the site of the Colby Farm. The proposed building will have art studio space, office space, an art gallery, and a small black-box theater. Proposed site improvements include sidewalks, site lighting, retaining wall, drainage features, landscaping and utility connections. The conceptual plan was discussed at the January 14, 2016 meeting. Zoned Institutional District, Article X.

Marianne McEnrue recused herself since she is an abutter to Colby-Sawyer College and sat in audience for the discussion.

Chair Helm asked the Board if a Site Walk should be scheduled and if the application should be deemed a Project of Regional Impact. The Board agreed that a site walk was not needed and that this is not a project of regional impact. Chair Helm recognized the staff report, noting waivers were requested, comments received from Town Departments and the Water Precinct and that written comments were received from abutters, Tony Wastcoat and Michael and Georgia Fallon.

Chair Helm then opened the Public Hearing.

Will Davis of Horizons Engineering introduced himself, Todd Emmons, Brad Cook and Bob Vachon on behalf of Colby-Sawyer College. He noted he would be the spokes- person for this meeting, would present the plan and address any comments or concerns raised. He explained that during the discussion of the conceptual plan at the January 14th meeting three keys issues emerged- parking, lighting and traffic flow. Mr. Davis went on to talk about the declining enrollment at the College and reduction in college staffing, and how the use of buildings and space is shifting on campus. Enrollment has been declining with 1,200 students in 2015 and anticipate 1,000 students in 2017. Staffing declining as well, down 20 people. The existing Colby Farm building was built in the 1980s. They have solicited input to have the building moved, but if there are no prospective buyers, they will have to demolish it, and salvage what they can. Permits needed include – Water Service connection, sewer connection and Alteration of Terrain (AOT). He reviewed the Campus Parking Summary and plan, showing there are currently 814 parking spaces. He noted that uses are shifting on the campus, and events typically occur in the evenings when there are fewer students and faculty on the campus. He noted that parking is not an issue. He then proceeded to provide an overview of the project noting the following:

Parking & traffic flow:

- ✓ Potential parking areas free up in the evening when events take place.
- ✓ Parking Overview Plan and parking summary discussed in detail including location of ADA spaces, existing spaces which will be reassigned.
- ✓ Tennis court parking spaces, 30 spaces
- ✓ Three will be off-hours deliveries. Large deliveries and heavy equipment will enter via Chargers Road during off-hours.
- ✓ The college will employ traffic control if needed during events.
- ✓ Parking during events will use lot O.
- ✓ Traffic exiting campus will be from Main or one-way to Seamans Road.
- ✓ Traffic can enter campus from Main Street.
- ✓ It is expected that during construction the gravel pathway off Main Street (next to the Wastcoat property) will be used and a temporary parking lot within the staging area will be created for smaller vehicles and deliveries.
- ✓ There are three construction gates proposed on the campus.
- ✓ Current parking requirements state there must be .3 spaces per patron and the proposed seating is for 75 patrons, which equals 23 spaces.

Lighting:

- ✓ Review the lighting plan and noted that waiver to the lighting are being requested.
- ✓ There will be lighting under canopy in three places at the entry.
- ✓ The sculpture will have four (4) bollard lights. There will be two (2) wall-mount lights above the front door.
- ✓ The three existing pole mounted lights for the parking area will be retained (but moved a few feet.)
- ✓ A waiver is being request for four (4) up-lights on the existing trees in the front new building. He explained that the proposed up lighting will have minimal impact on the dark skies, as it is proposed to illuminate the building.

Comments from abutters and others:

Staff acknowledged two abutter letters were submitted by Tony Wastcoat and Michael and Georgiana Fallon. It was noted the letters had been posted to the website and included in the file.

Marianne McEnrue of 27 Seamans Road, an abutter (and recused Planning Board member), asked from her seat in the audience how long construction would be and how much earth-moving will occur. Will Davis stated the construction will likely begin in July 2016 and take about one-year. He explained that the excavation will be for digging the foundation and for creating the pond site.

Matt Conway, of 756 Seamans Road (not an abutter) asked where the construction vehicles would exit the campus, as there is campus traffic on Seamans Road. Will Davis responded they could exit onto Seamans Road near Mercer Field. He also noted that he didn't anticipate there would be more than 40 cars during an event using Seamans Road.

Marilyn Kidder the real estate agent representing the Wastcoat property, direct abutter at 623 Main Street, wanted to know what types of vehicles would be using the existing gravel access way next to the their property. She noted that the house is for- sale and this could affect her ability to sell the property, and construction issues may be a concern for any potential buyer or new resident. She explained that some time ago some pine trees lined the access way, but they were removed. She asked if some additional evergreen or other buffering could be considered to consider to soften the visual impacts and to minimize noise and other potential impacts to the property. She specifically asked if the vehicles using this access way would be the vehicles of the construction workers, vehicles bringing supplies to the site, or other large construction type vehicles. Ms. St. John referred to the comments presented by Richard Lee, regarding this access way. Chair Helm suggested that the College may want to look into the legal implications and history of any access easements/agreements. Will Davis explained that a construction pad (to minimize mud on the road) will be established. He further stated after initial earthwork is done it will be smaller vehicles.

Chair Helm then addressed other comments:

Chair Helm referred to a plan note stating that construction hours would be Monday through Saturday between 7 a.m. to 6 p.m. He suggested the Saturday hours could be excluded at the gravel access way as there is generally less traffic on campus during the weekends, and residents won't want to hear construction equipment/vehicles on the weekend. Will Davis stated these hours were within the current noise ordinance. Chair Helm referred to the staff report and comments offered by the various Town Departments and Water Precinct.

Fire Chief comments regarding access and hydrant location. Will Davis noted there are two fire hydrants and that the Fire Chief didn't comment during the meeting with staff that any new hydrants would be needed. Will Davis commented he didn't see a need for any additional hydrants as the building will have sprinklers. Will Davis will follow up with the Fire Chief.

Police Chief comments. Chair Helm commented that he didn't think several of the comments applied as the construction is internal to campus, not near Seamans Road, but pedestrian safety continues to be an overall campus related issue. Janet Kidder referenced an additional crosswalk that was installed by the Town in response to previous requests and suggested waiting on any additional crosswalks. Comments about pedestrian safety, sidewalk connections and overall campus safety issues were also outlined in the staff report.

Public Works comments. The Board reviewed the details of Richard Lee's comments per his memo of Feb 12th. Will Davis stated very little additional drainage would be going into this swale. Will Davis showed a map of existing conditions of Colby Farm including the existing house, driveway and parking area. He explained he didn't know the details of the construction of the driveway (with glass under it, as noted in Richard's email). He explained that they will be reducing the runoff to the discharge point, as they are removing the Colby Farm roof. Will Davis explained there is an increase of impervious surface but there is a decrease in the peak run-off and the volume of run-off leaving the site, noting the Alternation of Terrain (AOT) standards are being met. Currently there is not much in the way of storm water control and treatment so that by adding the pond and water infiltration features there is a reduction of run-off compared to the pre-development position. He explained that the roof runoff, will be captured via the stone drip edge. He noted there will be a total reduction of run-off since the Colby Farm building and the existing driveway will be removed.

Ms. St. John conveyed Richard Lee's comments that the parking lot on the left side of Peterson Path was never designed to be used as a permanent parking lot. Chair Helm noted this parking lot was shown on a previous Site Plan for the Lethbridge Lodge, and it was not challenged at that time, so it should not be a point of contention at this point in time.

Ms. St. John conveyed Richard Lee's question as to who will be responsible for the preparation of the final design and implementation of all the notes under the erosion control general notes. Will Davis conveyed that the contractor will need to prepare a Stormwater Pollution Prevention Plan (SWPPP).

The Board discussed that Richard Lee wants an additional note added to the plan stating New London Wastewater Department requires all connections to be inspected before backfilling. The Board discussed that Richard Lee would like additional information on the planting list. Will Davis noted there is a landscaping plan in the plan set that shows plantings throughout the site and showed where to find the planting plans for the pond which includes various shrubs but there is there is not listing for the shrubs.

The Board discussed Richard Lee's comment regarding the construction entrance, fencing, and the temporary toilet location. It was thought that the Water Precinct uses the entrance off of Main Street (next to the Wastcoat property), as there is an easement to access the water tanks/pump house and that is why this entrance was established, and this is really only an emergency access to be used when needed. Attorney Brad Cook noted that he believes it is an access easement. It was suggested that the location of the Water Precinct access easement be clarified and shown on the plan. Will Davis also noted that there is a gate near the water tank with a double-locking key system.

Lucy St. John noted that the New Hampshire of Transportation (NHDOT) was not included on the abutters list submitted by the College. She asked if the NHDOT might have concerns about an additional construction traffic and access from Main Street. Attorney Brad Cook said there would not be any additional curb cuts so that there is no need to contact NHDOT.

Other general comments:

- ✓ Attorney Brad Cook said there the College had previously completed a master survey for the entire property. The Board agreed that a boundary survey plan is not needed.
- ✓ Attorney Brad Cook also explained that the Colby Farm is not an historic building. It was built in the 1980s by Mike DeLorenzo and Cotton Cleveland. The house and land associated with it (presently site of Windy Hill School) was acquired by the college about 15 years ago.
- ✓ Will Davis stated that construction site fencing is to be done.
- ✓ Board noted that the plan needs to include an Architect's stamp.
- ✓ Will Davis stated there is no knowledge of what will happen to the existing Sawyer Center, but the current space is not suitable for storage and the space needs to be renovated. He stated that no new uses are being created on the campus.
- ✓ The Board asked what the neighbors will see of the "Art Yard". The Board discussed that additional screening maybe needed and asked for further clarification on the plan.
- ✓ Liz Meller asked about the architectural features of the proposed building, and why it didn't include more windows/glass to capture the view of the mountain. Bob Vachon (Facilities Director at Colby-Sawyer) said originally there was a lot of glass for the gallery but this was reduced to provide a large continuous space for art display. There will be more glass used in another area so that Mount Kearsarge is visible in a framed view of glass.
- ✓ The Board reviewed staff's comments about the landscaping requirements for the parking areas as noted in the staff report. Chair Helm noted that the campus parking areas have not been designed in the past to adhere to the parking landscaping requirements. Chair Helm acknowledged this is not a new parking lot so the Board could not require

landscaping that is not already there. Paul Gorman thought this could be a requirement and perhaps this is the time to make the College adhere to a landscaping plan. Chair Helm asked Mr. Davis to have a look and think about possible greening for this area.

- ✓ The Board expressed concern for proximity of Windy Hill School to the pond area and need for fencing. Will Davis said they will install fencing around the play area of the school. He noted the pond area is a micro pool, essentially a dry pond, and the pond stormwater would be gone within 48 hours.
- ✓ The Board asked about any exterior roof mounted equipment such as condensers, air conditioners and etc., with concern for noise and what may be visible to abutters. Will Davis said no roof top mechanicals or new condensers would be installed on the exterior.
- ✓ The Board expressed concern about the granite wall. Mr. Davis stated they would need to deconstruct and then reconstruct a portion of the granite wall in order to pour footings for the foundation for the new building.
- ✓ The Board asked about sidewalks on campus. Will Davis noted that the sidewalk to the Windy Hill School will be changed, but no other sidewalks are planned.
- ✓ The Board asked about the new sign on the building and expressed a desire that it will be in keeping with the character of the other signs on the college campus. Mr. Davis showed where the sign would be in the front of the building under the canopy. Chair Helm stated the need for a sign permit.
- ✓ The Board questioned the location of snow storage and the distance from the parking lots to snow storage areas. Will Davis replied they would use the same areas that they are now using with some additional collection from a few walkways around the buildings. The main lots are O & M.

Marianne McEnrue of 27 Seamans Road, an abutter asked where the lights will be placed. Will Davis restated the need and desire for a waiver for the four (4) upward lights on the small trees as current regulations do not allow for upward lights. Bob Vachon explained where the lights would be located, and noted the reason is that there is a large expanse of solid wall between the windows. The lights will alleviate what is a rather boring length of building wall space. These lights will only be visible to on campus, and they will be left on all night.

- ✓ **MOTION TO GRANT WAIVER FOR FOUR (4) UPWARD LIGHTS BY THE SMALL TREES ON THE NORTH SIDE OF THE BUILDING AT THE FRONT ENTRANCE OF THE ARTS CENTER BUILDING. IT WAS MOVED (Paul Gorman) AND SECONDED (Elizabeth Meller) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Helm identified several conditions and issues for Will Davis to address for the next meeting:

- Need to secure three (3) permits (sewer connects, water connects and Alteration of Terrain), and any conditions connected to securing these permits. Also need to address the concerns identified by the respective departments relative to securing said permits.
- Need to address truck traffic as no information has been submitted about the proposed hours of construction activity. Abutters are concerned about noise including beepers sounds of vehicles backing up, and where construction traffic will enter and exit the

campus. Clarification on the entry and exit of construction vehicles to the property, and provide a plan for the safe use of Charger Road for large construction vehicle and traffic flow on campus during the construction.

- Tennis court parking area, need to address landscaping and make the area more attractive relative to the parking regulations.
 - Address screening with vegetation along the Westcoat property and ways to mitigate noise.
 - Fencing or other mitigation related to the location of the pond and proximity to the Windy Hill School.
 - Details of the Stormwater Pollution Prevention Plan (SWPPP).
 - Clarification on fire and emergency vehicles access to all areas of the campus.
 - Other issues discussed during the meeting, and comments included in the staff report.
- ✓ **MOTION TO CONTINUE THE PUBLIC HEARING TO THE NEXT MEETING ON MARCH 22, 2016. IT WAS MOVED (Janet Kidder) AND SECONDED (Elizabeth Meller) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

CONCEPTUAL DISCUSSIONS- Chair Helm reminded Board and the audience that the discussion of conceptual plans is simply a discussion to solicit input, it is not binding on the part of the applicant or the Board.

BIG HILLTOP CONCEPTUAL SUBDIVISION PLAN – Property located off of Davis Hill Road and Route 103A. Tax Map 068-010-000. Property owned by Big Hilltop, LLC. Proposal to add additional 9.5+/- acres of land to the Clark Lookout property, the new total for Clark Lookout would be 14 +/- acres. The Town of New London owns Clark Lookout. The parcel is in conservation and landlocked. Clark Lookout parcel is Tax Map 068-011-000, 4.47 +/-acres. Zoned Agricultural and Rural Residential (ARR), Article VI, minimum lot size is 4 acres.

Pam Perkins, representing the owners provided a brief overview, and explained the conceptual plan. Ms. Perkins stated the proposal is to annex the road and other land which provides access to the Clark Lookout Conservation parcel.

Bob Brown of the Conservation Commission gave an explanation of the various parcels and how they are related to each other. Parcel 11 is the Clark Lookout parcel owned by town and managed by the Conservation Commission and is about 4.5 acres. The access road leading up is accessible by easement, the Town does not own this land and that is one of the many desirable factors about this proposed acquisition. The road itself is roughly 1.5 acres. The proposal is to take 9.5 acres out of this Big Hilltop land of 40 acres to annex to the Lookout property. He explained a Town Warrant article is proposed for Town Meeting. Warrant Article 17 is for approval for the Town to accept this property. Funding to purchase the property is from the Mary Haddad Trust Fund. If approved at Town Meeting, the owner will submit a subdivision plan for Planning Board review.

Chair Helm stated that legal access should be shown for the remainder of the 30.63 acres. Janet Kidder asked about parking for the Lookout and Bob Brown said parking was available on Davis Hill Road or there is a small gravel area along Rt. 103A. It was also noted that the site is near the Park & Ride lot, and people can park there and walk to the Clark Lookout Conservation parcel. He noted there are no plans to provide parking at the Clark Lookout site.

ROBERT AND SANDRA BROWN TRUST CONCEPTUAL SUBDIVISION PLAN – Property located at 458 Forest Acres Road. Tax Map 119-011-000 and 418 Bog Road Tax Map 119-003-000. Proposal to add 0.51+/- acres from Tax Map 119-003-000 to Tax Map 119-011-000. Property zoned Conservation District, Article XIII, minimum lot size is 10 acres.

Bob Brown discussed his proposal to add an additional half acre to an already non-conforming lot, essentially making it more conforming to provide space for the failing septic system. Ms. St. John noted that the large parcel (119-003-000) was subdivided in May 2012 (Brown and Paquette plan, MCRD plan # 19985). She noted there is a note on this plan stating that the whole parcel was not surveyed, note # 3. The record also reflects that the New Hampshire Department of Transportation (NHDOT) was not included on the abutters list, and the NH Interstate 89 is adjacent to Mr. Brown's parcel. She suggested that the whole parcel be surveyed, if a subdivision plan is presented and that NHDOT be included on the abutter list. She referred to the recent Brian Byrne's property on Little Sunapee which involved a NHDOT Right-of-Way issue. Mr. Brown noted that he knows where the iron pipes and other survey boundaries are located, and that it would be a great expense to survey the larger parcel.

The Board agreed that complete boundary survey is not needed for parcel 119-003-000 due to the size. The owner was advised to submit a waiver request for surveying the whole property.

PAUL AND LINDA MESSER TRUST AND DAVID AND KAREN DEMERS CONCEPTUAL for a lot line relocation plan. Properties located at 600 and 586 Bunker Road, Tax Map 076-031 and 032-000. Zoned R-2 and in the Shoreline Overlay District.

Robert Steward from RCS Designs representing the above property owners explained that the Messer's are looking to construct a bedroom addition to the existing house. NHDES Shoreland permit would be required. The existing driveway (garage area) will be changed to a pervious driveway. He noted that essentially they are proposing an equal land swap that will be beneficial to both the Messer's and the Demers. The Board was advised to review several definitions in the Zoning Ordinance related to lot, setbacks, frontage and front yard.

DORR FAMILY FARM SITE PLAN APPLICATION. Approved with conditions at the January 14, 2016 meeting. Owner request clarification on the maximum number of cattle permitted. Property located on Morgan Hill Road and Little Sunapee Road. Tax Map 047-001-000, 046-004-000 and 060-005-000. Most recently discussed at the January 26, 2016 meeting.

Len Dorr asked for clarification on the maximum number of cattle allowed on the property, and if calves were included in the maximum allowed. Mr. Dorr does not think the calves should be counted in the total number of cattle for his described "cow/calf operation." He explained his operation will be a cow/calf operation, and will not be a feedlot operation where animals reach between 800 to 1200 lbs. before being sold. When a calf is born it is between 50 to 70 lbs. and is weaned at 250 to 300 lbs. His operation will require a maintenance lot of 22 animals of which half will be of a larger weight. He explained that in this cow/calf operation he would keep the calves a minimum of four months and then "cull-out" the calf (if not needed for genetic purposes) or "cull-out) a full-grown cow. This is described in the industry as "a maintenance herd" and will consist of the 20 to 22 cattle on the lot. Mr. Dorr noted that his goal is produce embryos and not calves but it may take several years to achieve this sequence.

Lucy St. John explained that if the conditions of the approval are changed, a public hearing and notification to abutters would be required. She explained the technical definitions of several terms - cow, heifer, calves, cattle, yearling, bull, steer, livestock and so one, which were brought to her attention. She also referred to the provisions of Article II, General Provisions of the Zoning Ordinance, the table which refers to just cows, and the language which refers to cattle, and other agricultural related definitions. The Board agreed that this section of the Zoning Ordinance needs clarification, and should be discussed as possible amendments for next year.

Chair Helm suggested Mr. Dorr come to the Board on an annual basis to update on the population of his herd when he approaches the proposed maximum of 25 animals, which includes any calves born. The Board advised that every February Mr. Dorr should report to the board on the population of herd.

MATT CONWAY, LLC – **CONCEPTUAL SITE PLAN** discussion to reopen CB Colburn Fine Gift and Candy, which operated from 1978-2010. Property located at 374 Main Street. Tax Map 084-003-000. Zoned Commercial. Proposal to utilize 1,400 square feet of Unit 1 (most recently occupied by Colby Real Estate.)

Matt Conway provide a brief history, noting they purchased the business in 2003, and operated the business until they closed in 2010. Mr. Conway went on to explain that in 2007 there was a renovation of \$200,000 in order to meet all codes and to address parking. Mr. Conway stated the site includes three (3) apartments, a hair salon and the Dead River Oil Company. The proposal is to utilize 1,400 square feet which was previously used a real estate office. Mr. Conway determined he needed a total of 16 parking places to accommodate residential and commercial spaces, which are already there.

Chair Helm stated that because the space is more than 1000 square feet it must comply with the Site Plan Regulations. There is also a need to know what is in other parts of the building including residential and commercial. Chair Helm stated there is also a need to show compliance with parking requirements and noted that this is an opportunity to "test"

the new parking regulations. Chair Helm read from the new parking regulations and determined that there is no increase/change in use and this is a preexisting condition and a parking site plan is not required. Ms. St. John explained the process of site plan review and that a Site Plan application will need to be filed.

RULES OF PROCEDURE

An amendment to the Rules of Procedure requires a reading one meeting before an amendment can be approved. The proposed amendment was read, to change the month in which officers are elected from June to April (as the Town Meeting has changed from May to March). The proposed amendment will be voted on by the Planning Board at the March 22nd meeting, per the Rules of Procedure.

ELECTION OF A NEW CHAIR IN ACCORDANCE WITH THE RULES OF PROCEDURE

Chair Helm resigned as Chair of Planning Board effective immediately, as he is running for a position on the Board of Selectmen, and Town Election will take place on March 8, 2016, and the next Planning Board meeting is March 22nd. If elected there can only be one representative from the Board of Selectmen on the Planning Board. Currently, Janet Kidder is the Selectmen's representative. Bill Helm resigned as chair but is still a member of the Planning Board until replaced.

ELECTION OF OFFICERS

With the resignation of former Chair Helm, the Board elected a new chair and vice-chair, accepting nominations from the Board.

- ✓ **MOTION BY JANET KIDDER TO ELLECT PAUL GORMAN AS CHAIRMAN OF THE PLANNING BOARD. THE MOTION WAS SECONDED (Elizabeth Meller) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

PAUL GORMAN ACCEPTED THE APPOINTMENT AS CHAIRMAN FOR THE PLANNING BOARD FOR ONE YEAR.

- ✓ **MOTION BY JANET KIDDER TO ELECT BILL DIETRICH AS VICE-CHAIRMAN OF THE PLANNING BOARD. THE MOTION WAS SECONDED (Marianne McEnrue) AND THE MOTION WAS APPROVED UNANIMOUSLY.**

BILL DIETRICH ACCEPTED THE APPOINTMENT AS VICE- CHAIRMAN FOR THE PLANNING BOARD FOR ONE YEAR.

Chair Gorman then proceeded to conduct the remaining part of the meeting.

CONFERENCE AND TRAINING OPPORTUNITIES

Several members of the Planning Board and staff will attend the session on accessory dwelling units. Bill Dietrich commented he knows one of the speakers and anticipates this to be a good learning opportunity. Staff will also be attending the NH Water and Watersheds Conference.

OTHER BUSINESS

- Pine Brook Road has submitted their AOT (Alteration of Terrain) permit which has been posted and comments due March 23, 2016 to NHDES.
- Janet Kidder inquired as to the status of permits by residents concerning proposed dock permits to which Ms. St. John replied these are applications available for all to view and to provide comments on to NHDES. Mr. Helm referred to the items listed on the agenda attachment list, and referred to the Town's Shoreland provisions, which are permitted subject to required state permits, standards and regulations.
- Mr. Helm noted for the record staff's ongoing efforts related to code enforcement, noting that staff has been in the field to verify permit application data.
- Ms. St. John stated she had received a written complaint regarding the firewood storage area in front of the Flying Goose. She has talked with Tom Mills and he noted that wood had always been stored in the front. She noted this is another issues the board should discussion, relative to what is a structure and setbacks.
- Recognition and gratitude extended to former Chair Bill Helm for his service to the Town and Planning Board. All the members expressed thanks for his leadership, direction and running good meetings.

FUTURE MEETING DATES –March 22, April 12, April 26, May 10 and May 24. Refer to the Planning Board meeting schedule and the Town's website for updated meeting information.

MOTION TO ADJOURN

- ✓ **CHAIR GORMAN REQUESTED A MOTION TO ADJOURN THE MEETING AT 9:30 P.M. IT WAS MOVED (Tim Paradis) AND SECONDED (Marianne McEnrue) TO ADJOURN. THE MOTION WAS APPROVED UNANIMOUSLY.**

Respectfully submitted,

Jennifer Vitiello,
Recording Secretary
Town of New London, NH