



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD
DRAFT MINUTES

Tuesday, August 9, 2016
6:30 PM

PRESENT: Paul Gorman (Chair), Bill Dietrich (Vice Chair), Jeremy Bonin, Tim Paradis, Liz Meller, Marianne McEnrue (Alt.) Casey Biuso (Alt.) Joseph Kubit (Alt.) and Janet Kidder (Selectmen's Representative)

ABSENT: Michele Holton.

OTHERS IN ATTENDANCE:

Mark Moser, Moser Engineering; Jim Culhane, Lake Sunapee VNA; Craig Howe, Talbot Builders; Charlie Hirshberg, CLD Engineers; Michael Chiarella, Springfield NH; Robert Stahlman; Will Davis, Horizons Engineering; Glen & Donna Perreault, Colonial Pharmacy; Frank Anzalone, Architect of Frank Anzalone Associates; Ben Cushing, Cushing Real Estate and Lucy St. John, Planning & Zoning Administrator.

CALL TO ORDER: Chair Gorman called the meeting to order at 6:30 PM.

Chair Gorman appointed Alternate Casey Biuso to be a voting member in place of Michele Holton.

APPROVAL OF THE MINUTES:

- ✓ Motion to APPROVE the Accessory Dwelling Unit Subcommittee Meeting Minutes of July 8, 2016. It was MOVED (Jeremy Bonin) and SECONDED (Joseph Kubit) to accept the minutes. The motion was APPROVED UNANIMOUSLY.
- ✓ Motion to APPROVE the Planning Board Meeting Minutes of July 12, 2016. It was MOVED (Tim Paradis) and SECONDED (Liz Meller) to accept the minutes. The motion was APPROVED UNANIMOUSLY.
- ✓ Motion to APPROVE the Capital Improvement Program (CIP) Subcommittee Meeting Minutes of July 22, 2016. It was MOVED (Marianne McEnrue) and SECONDED (Liz Meller) to accept the minutes. The motion was APPROVED UNANIMOUSLY.
- ✓ Motion to APPROVE the Sign Subcommittee Meeting Minutes of July 28, 2016. It was MOVED (Marianne McEnrue) and SECONDED (Joseph Kubit) to accept the minutes. The motion was APPROVED UNANIMOUSLY.

- ✓ Motion to APPROVE the Accessory Dwelling Unit Subcommittee Meeting Minutes of August 4, 2016. It was MOVED (Jeremy Bonin) and SECONDED (Joseph Kubit) to accept the minutes. The motion was APPROVED UNANIMOUSLY.

PUBLIC COMMENT: There was no public comment.

Tree Cuttings – The following 3 tree-cuttings were a result of the recent July storm and were cut for safety reasons. These are essentially “after the fact” applications.

- Pope property located at 98 High Pines Road. Tax Map 044-010-000.
 - Woolson property located at 179 South Cove. Tax Map 045-030-000.
 - McElwee property located at 1026 Lakeshore Drive. Tax Map 064-010-000.
- ✓ Motion to ACCEPT the Tree-cutting Applications for the Pope property, the Woolson property and the McElwee property as presented, and that no further action is needed as the trees were cut due to safety reasons. It was MOVED (Marianne McEnrue) and SECONDED (Joseph Kubit). The motion was APPROVED UNANIMOUSLY.
- Greenawalt property located at 185 Forest Acres Road. Tax Map 105-017-000. Approved July 12, 2016 staff visited the site per the Notice of Decision. This tree-cutting was previously approved and a site visit confirmed the tree was diseased.
 - Schimberg property located 196 Pike Brook Road. Tax Map 135-004-000. Lucy St. John to visit property and report back at a future meeting.
- ✓ Motion to DISCUSS the Tree-cutting Applications on the Greenawalt property and the Schimberg property. It was MOVED (Liz Meller) and SECONDED (Joseph Kubit). The motion was APPROVED UNANIMOUSLY.

Site Plan Application for EPG Colonial c/o Paul Feinberg. Property owned by Mountain View Shopping Center/Crosspoint Associates. Discussion on the Notice of Decision (NOD) of July 12, 2016 regarding the conditions of approval.

There was discussion of the Notice of Decision (NOD) of July 12, 2016 regarding the conditions of approval. It was recognized that the previous approval granted by the Planning Board to give more time was not within the purview of the Planning Board to give. Issues regarding the grease trap are being resolved and the conditions of Richard Lee, Public Works Director are to be followed, and thusly the conditions of July 12 approval are not needed.

Stahlman Office Building Site Plan Application – Property owned by Robert Stahlman located at 74 Pleasant Street. Tax Map 084-079-000. Property zoned Commercial. The application is to extend the driveway located on the side of the office building with an easement over the Canary Systems property (Tax Map 084-080-000) and create a paved parking area to the rear of the building. Plan was prepared by Mark R. Moser, P. E. of Moser Engineering. Waivers requested.

Mark Moser, P.E. presented the plan on behalf of his client, Robert Stahlman. He noted that a site visit by the Planning Board was held in the morning. He provided an overview of the plan details including:

- ✓ Drainage would be sheet flow (from driveway across parking lot) to an existing culvert, a small storm water basin proposed for drainage of back parking lot and will discharge down the road to the current Pleasant Street drainage system which heads northerly down the street and discharges to the wetlands ¼ of a mile down.
- ✓ Easement for the driveway access and slope will need to be secured, signed and recorded. Will be a perpetual right to access the rear area behind the existing building and the slope easement is necessary to cut back the hill for the width of the access way.
- ✓ Lighting, including two lights to be placed on the rear of the building to illuminate the back parking lot
- ✓ Parking spaces (location and size)
- ✓ Waiver requested. He explained each of the waiver requested and reason for requesting each, as included in the application materials.
- ✓ Monitoring wells were placed on the site by NHDES. Anticipates receiving a report from NHDES sometime this week.
- ✓ Trash receptacles previously shown on the side of the building now moved to the rear of the building.

Open Public Hearing: No comments. Public Hearing- Closed.

Board Questions/Comments/Concerns:

- ✓ Clarification on the measurement of the area between the driveway and the building.
- ✓ Concern about traffic traveling over the manholes and monitoring wells.
- ✓ Easement documents- asked about the terms of the access easement and slope easement.
- ✓ Maintenance of the drainage and other stormwater features, what guarantee is there that they will be maintained, constructed and work as designed.
- ✓ Monitoring wells and when the NHDES report would be available.
- ✓ Notes and conditions on the plan, which need to be amended per staff comment.
- ✓ Rear parking, concern about the one parking space that would be difficult to pull directly in to as there is not enough room to make a single turn.
- ✓ Trash receptacles
- ✓ Waiver discussed and granted, agreed all would be granted for the reasons stated.

Motion:

- It was MOVED (Bill Dietrich) and SECONDED (Tim Paradis) to approve the Site Plan with the following conditions.

Site Plan approved and waivers granted with the following conditions:

1. Waiver granted to the required 10' perimeter landscaped open space as a fence was recently installed. The fence must remain in good condition and if the fence (or any part

- of the fence) is removed the owner must come back to the Planning Board with a perimeter landscape screening plan for approval.
2. Waiver granted to allow a portion of the access road within the minimum setback of 10' from all parking to any lot line in the adjacent residential zone, and shall be no closer than seven (7) feet the property line. Waiver granted as this is the only way to access the rear parking area. The seven (7) foot waiver area shall only be for a distance of 28 horizontal feet.
 3. Waiver granted to allow the ingress/egress to be twenty (20') wide as shown on the plan.
 4. Waiver granted to accept that Mark Moser, PE has performed the necessary soil analysis to determine the suitability for stormwater management, instead of the stamp of a soil scientist.
 5. The Access Easement and Slope Easement shown on the plan which will allow for the construction of the twenty (20') required access way must be executed and recorded at the Merrimack County Registry of Deeds (MCRD). A copy of the easement documents shall be provided to the Town.
 6. Corrections and clarification of various notes and comments on the plan as referenced in the staff report shall be address on the final plan.
 7. Stormwater management and maintenance shall be addressed as presented to the Board.
 8. All conditions of approval shall be included on the final plan and a revised plan be submitted reflecting the conditions of approval for the Planning Board's signature.

The motion was APPROVED UNANIMOUSLY.

Lake Sunapee Region Visiting Nurse Association (VNA) Site Plan Application. Property owned by the VNA. Located at 107 Newport Road. Tax Map 072-039-000. Property zoned Commercial. Site consists of an existing office building and a second-hand retail shop. The application is to expand the existing facilities lower level to include additional office space, no change in building footprint. Brian Vincent, P.E. of CLD Engineers and Raymond Critch, Surveyor.

Charlie Hirschberg, P. E. and Craig Howe, Talbot Builders presented the plan on behalf of their client the VNA. Overview provided of the site, including describing the current uses, proposed uses, and other details including:

- ✓ Drainage, no changes proposed.
- ✓ Easement, working with Jeff Owen of New London Cleaners to acquire a legal easement on the area of the site in the back of barn (since it sits on Mr. Owen's property) and an easement on the property line separating the two properties.
- ✓ Elevator used to go from ground floor to lower level, as there are no internal stairs, option is to go outside and walk around the building. No plans to upgrade the elevator.
- ✓ Fire Department comments- Noted they have met with Fire Chief Jay Lyon, the existing sprinkler will be modified to be extended to encompass the proposed new space. It was stated that Fire Chief Jay Lyons has done an inspection and asked for the following: Needs egress signs and they should be illuminated; Need fire separation of all walls

(some existing walls only partial) and egress areas; Emergency egress not to be blocked by storage of materials.

- ✓ Landscaping- Currently there is landscaping along the front of building right up to the sidewalk and there is a planter and greenery around the sign.
- ✓ Lighting- existing lighting highlighted, including the lights on the back of the building.
- ✓ Lower level, a portion is being converted to six (6) offices. Using the existing building footprint, no change in the building footprint proposed. Pointed out that none of the load-bearing walls are being relocated or changed.
- ✓ Monitoring wells on the site have been there for years, ongoing monitoring.
- ✓ NHDOT existing driveway permit- No changes proposed to the access off of Newport Road.
- ✓ Parking spaces- 4 spaces on the New London Cleaners side of building that are encroaching on the VNA property. By including all of the available space on what is certain to be the VNA property, there is enough land to create the 35 spaces needed.
- ✓ Renaissance Shoppe consists of a retail second-hand shop with storage area on the back of the property in another building which is referred to as the barn. It was also noted that the Renaissance Shoppe is closed in the winter from December to April. Renaissance Shoppe will remain where they are.
- ✓ Shared access driveway with Gutgsell/Phipps dentists of 125 Newport Road and access on the other side that abuts New London Cleaners at 93 Newport Road.
- ✓ Snow Storage- will be pushed to the end of the property in the back. There will be little snow storage on the property after maximum utilization of parking space is completed.
- ✓ Survey details- Noted that at some point in the past there was an adjustment to the property line on the back of the property to accommodate the barn that was previously built but not within the property line. Property owners on both sides do not know where the property lines actually are and New London Cleaners is using the driveway.
- ✓ Waivers.

Board Questions/Comments/Concerns:

- Building permit- Board discussed the Site Plan be revised and not hold up the building permit application.
- Department comments of Richard Lee, Director of Public Works comments of Aug 5, 2016 and Fire Chief, Jay Lyon of Aug 4, 2016 read into the record.
- Driveway access point and width. Asked for clarification on the measurement to the driveway from dental office and it was calculated to be 32 feet at the top of the driveway and gets wider as it goes down.
- Easements identified in the plan notes, but not shown on the plan. Plan need to clarify the location of such easements. Easements needed with signed and recorded documents.
- Elevator, if any plans to update the existing elevator.
- Monitoring wells history provided by Selectman Kidder (former owner of the site years ago). Selectman Kidder has documentation that this is a clean sight, there is no problem and wells are to remain for future monitoring.
- NHDOT driveway access. It was agreed no change is proposed to the actual access point on Newport Road, and thusly NHDOT does not need to be notified.

- Safety issues including parking in front of the barn. It was noted in the past that people drop off donations that block the door which creates a hazard.
- Site Visit- Ms. St. John suggested that the Planning Board schedule a site visit of the property and continue the discussion to the September 20, 2016 meeting. Bill Dietrich agreed, but the Board decided not to conduct a site visit.
- Snow Storage, and concern about the steep slope coming into the property on the side next to New London Cleaners.
- Staff noted, that a building permit was not obtained prior to the VNA building the office spaces, most of which is completed. She and Fire Chief Jay Lyon has visited the site, and they were told to stop work and submit a Site Plan application for review.
- Staffing, if any new staff is planned.
- Survey notes need to be clarified, as the plan is stamped by Surveyor Raymond Critch, but the survey plan notes, include language which states, "The property lines, easements and other real property descriptions provided on this plan do not define legal rights of meet legal requirements for a land survey as described in NH Statues, and shall not be used as the basis of any land transfer or establishment of any property rights."
- Traffic and circulation on the site, need to be better defined and signage placed to facilitate safe traffic flow. Concern about the proposed parking in front of the storage barn and traffic flow going through/across the back of the building and in front of the storage barn. The newly created spaces in front of barn may not be clear to customers and people coming in might not see. It was stated that the aisle between these new parking spaces in front of barn and front of building is 24 feet. It was noted that there would be one-way traffic only on the side of the building abutting New London Dry Cleaner and two-way traffic on the Gutsell/Phipps dentist side. Traffic circulation to be marked as one-way at both entry and exit along east side of building (New London Cleaners side).

Open Public Hearing: No comments. Public Hearing- Closed.

Motion:

It was MOVED (Bill Dietrich) and SECONDED (Tim Paradis) to approve the Site Plan with the following conditions.

Site Plan approved and waivers granted with the following conditions:

1. All traffic flow patterns be clearly identified on the site via pavement markings including entrance, exit, parking spaces and traffic flow (one-way, two-way) and signage shall be placed on site showing the entrance and exit to the site to facilitate safe traffic flow into and out of the site. On-site circulation patterns shall be clearly labeled at the entrance, exit and around each building located on the site.
2. All requirements of the Fire Chief, regarding Fire and Life Safety Code must be addressed.
3. A survey of the property be provided, stamped and signed by a NH licensed surveyor, showing all boundaries and easements, and clarify all survey notes on the plan.

4. The four angled parking spaces (east side of the property) be shown within the bounds of the property and these newly aligned parking spaces be clearly identified with pavement markings and direction of traffic flow in the aisles.
5. A revised plan be submitted reflecting the conditions of approval for the Planning Board's signature. **The motion was APPROVED UNANIMOUSLY.**

Conceptual discussion for a retail pharmacy business with a drive-thru. Oberkottter property located at 86 & 98 Newport Road. Tax Map 059-030 & 031-000. Zoned Commercial, Article VII, Commercial District.

Frank Anzalone, Architect and Will Davis, Horizons engineering presented a conceptual plan for a proposed 14,000 square foot, drive-thru retail pharmacy with approximately 60 parking spaces. The site has been surveyed and there are no wetlands. Working with NHDOT for the two new curb-cuts. Have been discussing the drainage system with Richard Lee, Public Works Director.

Comments from the Board, included potential to use pervious pavement, to create a walkable store front, pathways leading to the retail store, crosswalk, shared parking, parking in the rear, landscaping features, and if any waivers would be requested. No action was taken, as this was just a conceptual presentation. Applicant anticipates submitting a Site Plan for review at the September meeting.

Conceptual discussion with John Chiarella. Kidder property located on South Pleasant Street. Tax Map 084-024-000. Approximately 20 acres. Zoned R1 & R 2, split zone.

There was no discussion, as no one was in attendance.

Other Business:

Tom Chadwick and Doug Dowe asked permission to speak to board on conceptual plan for the Peter Christian property on Main Street. Property located at 195 Main Street. Owned by Proudstone Corp. Chair Gorman granted 5 minutes time since this was not an item on the agenda. They explained they plan to convert the previously used rental apartment space to the former Edgewood Inn and Spa. The project would be done in phases. Phase 1 would be to reconfigure of the second floor from apartments to hotel space, along with this a medical spa is proposed for the first floor of the rear of the building, which is called the "annex building." Services performed in this area that will include Botox, laser hair removal and other therapeutic specialties. There will be major upgrades to the interior of the building and the patio will be placed at ground level. The core of the restaurant will not change but it will be expanded to the front of the building which is now occupied by a gift shop. No changes proposed to the parking site layout. It is the hope to recreate the ambiance of the Edgewood Inn from the past. Currently there are no residents in the building so there is not a relocation problem.

Comments from the Board were the apartments provided inexpensive work-force housing and this building fulfilled that need in the community. Lack of workforce housing opportunities in town.

CIP Subcommittee Update- Discussed with tour with Richard Lee, and upcoming meeting scheduled for September 19th.

Messer Pond Protective Association

Chair Gorman noted that the Messer Pond Protective Association recently completed a study and presented the information to the Planning Board, including suggesting ideas for possible zoning amendments, and other changes. Board discussed not enough time this year to propose any zoning amendments on these issues. Board suggested that a subcommittee of Planning Board, Conservation Commission and Lake Associations work on this over the next year.

Future Meeting Dates – Meeting Calendar to be updated per recent legislative changes and posted. Next meetings scheduled for September 20, 2016 at Whipple Memorial Town Hall and September 27, 2016 in the Sydney Crook Conference Room.

Motion to Adjourn

- ✓ MOTION TO ADJOURN the meeting at 8:30 PM. IT WAS MOVED (Liz Meller) AND SECONDED (Janet Kidder) to adjourn. THE MOTION WAS APPROVED UNANIMOUSLY.

Respectfully submitted,

Jennifer Vitiello,
Recording Secretary
Town of New London, NH