

**NEW LONDON PLANNING BOARD  
REGULAR MEETING & PUBLIC HEARING  
JULY 22, 2008**

MEMBERS PRESENT: Tom Cottrill (Vice Chairman), Dale Conly, Jeff Hollinger, Ken McWilliams (Planner), Larry Ballin (Selectmen's Representative), Michele Holton (Alternate), Deirdre Sheerr-Gross (Alternate).

MEMBERS ABSENT: Celeste Cook, Michael Doheny, Karen Ebel (Chairman)

Vice-Chairman Tom Cottrill called the **MEETING TO ORDER** at 7:30 PM. He asked Alternate PB Member Michele Holton to sit in as replacement for Karen Ebel and indicated that he would ask Alternate PB Member Deirdre Sheerr-Gross when she arrived to sit in as replacement for Celeste Cook.

**I. NEW LONDON BARN PLAYHOUSE – Concept Site Plan Review: Need for Site Plan?  
(Tax Map 73, Lots 41 & 42)**

Don Boxwell and Tom DeMille appeared on behalf of the New London Barn Playhouse. Mr. Boxwell presented a proposed change to the parking provided for patrons of the New London Barn Playhouse.

Vice-Chairman Cottrill asked Ken McWilliams to briefly describe the proposal before the PB and the issues to be considered. Mr. McWilliams advised that the revised parking plan that had just been distributed was a modification of the proposed plan mailed to PB members earlier, and had resulted from discussion at the meeting with municipal department heads.

Mr. McWilliams pointed out that the revised parking plan included a one-way traffic pattern. He advised that two-way traffic required 24-foot aisles, as shown on the earlier plan; however, one-way traffic only required a 12-foot aisle. He reported that the Fire Department wanted a wider aisle behind the buildings; therefore, the revised plan included 20-foot wide aisles behind and along the east side of the buildings, and a 16-foot exit aisle along the west section. He said that both entry and exit to the parking area would continue to be via Williams Street. Mr. McWilliams said that the revised plan would yield 70 parking spaces without having to park cars "three-deep". He also said that the proposal was a re-configuration of the area currently used for patron parking. He added that the applicant proposed putting barriers of some kind to define the sections labeled "East" and "West" on the plan. Mr. McWilliams advised that the exit onto Williams Street would be re-located slightly. He said that Director of Public Works Richard Lee had indicated that he had no problem with the change; however, he said that a driveway permit would be required.

Mr. McWilliams told the PB that abutters had complained in the past about issues related to the placement of the dumpster compound, as well as cars parking along the streets adjacent to the Barn Playhouse during performances. He pointed out that the plan proposed to move the dumpster compound from its current location at the south side of the parking area to the east side.

PB Member Ballin asked how many parking spaces the area currently had. Mr. Boxwell replied that there were 72 spaces when cars were parked "three-deep". PB Member Ballin asked about the dumpster placement and the concerns of abutters. Mr. Boxwell said that they had talked with the abutters about the location of the dumpster compound and the plan to situate it on a gravel base. Mr. McWilliams added that the Barn Playhouse planned to retain the area as gravel parking.

Alternate Sheerr-Gross arrived at 7:35 PM. Vice-Chair Cottrill asked her to sit on the PB as replacement for PB Member Celeste Cook.

Mr. Boxwell said that he would like to mount a "blow-up" of the parking layout in a visible location to advise patrons about parking. PB Member Ballin cautioned Mr. Boxwell regarding the impact and use of a posted parking plan layout. He suggested that it might cause a traffic backup while patrons studied the plan trying to find out where to go. He recommended hiring someone to assist in the parking area until patrons became

familiar with the new layout.. PB Member Hollinger said that he saw no reason to require a Site Plan Review for the proposed change in parking.

It was **MOVED** (Holton) and **SECONDED** (Ballin) **THAT NO SITE PLAN REVIEW BE REQUIRED FOR PROPOSED CHANGES IN PARKING AT 84 MAIN STREET (TAX MAP 73, LOTS 41 & 42), AS PRESENTED BY THE NEW LONDON BARN PLAYHOUSE. THE MOTION WAS APPROVED UNANIMOUSLY.**

**II. SAGE SCOTT/14 CARROTS FOOD CO-OP – Concept Site Plan Review: Need for Site Plan?**  
**(Tax Map 59, Lot 33)**

Deirdre Sheerr-Gross recused herself from the PB.

Sage Scott, President of the Board of Directors of 14 Carrots Food Co-op, told the PB that 14 Carrots Food Coop planned to move from the New London Shopping Center to 52 Newport Road (Tax Map 59, Lot 33), formerly the location of Oliver Wight. She said that the building had previously been used for retail and cited Central Supply Appliances.

Ken McWilliams advised that 14 Carrots proposed to take over the first floor, approximately 2000 square feet, for retail purposes which would require eight parking spaces. He advised that there were currently 16 parking spaces on the site and the second floor, most recently used as office space, was vacant. He reported that at the meeting with municipal department heads, 14 Carrots was advised that it would need a building permit to enlarge the kitchen, sign permits, a grease trap for the kitchen, and a letter from the New London Fire Department certifying that it was in compliance with all state and local fire codes.

It was **MOVED** (Ballin) and **SECONDED** (Holton) **THAT NO SITE PLAN REVIEW BE REQUIRED FOR 14 CARROTS' RELOCATION TO 52 NEWPORT ROAD (TAX MAP 59, LOT 33), SUBJECT TO (1) OBTAINING A BUILDING PERMIT FOR PROPOSED KITCHEN IMPROVEMENTS, (2) OBTAINING APPROPRIATE SIGN PERMIT(S), (3) INSTALLATION OF A GREASE TRAP IN THE KITCHEN, AND (4) COMPLIANCE WITH ALL LOCAL AND STATE FIRE CODES. THE MOTION WAS APPROVED UNANIMOUSLY.**

Deirdre Sheerr-Gross returned to the PB.

**III. BRIAN JENSEN – Concept Site Plan Review: Need for Site Plan?**  
**(Tax Map 84, Lot 80)**

Brian Jensen appeared before the PB to determine whether a Site Plan Review (SPR) would be required should he move his retail business, Brian's Carpet & Flooring Center, from 374 Main Street to 4 Gould Road, formerly the site of Accu-Mail. He said that the building's 4000 square feet would require 16 spaces for retail use. He advised that the site contained 18 spaces, not counting the two in front of the loading docks.

Ken McWilliams reported that the municipal department heads had discussed several issues: the need for an updated (current) floor plan, the Fire Department wanted a second egress because the proposed plan included changing a door to a window; the kitchenette needed to have an automatic closing door, minimum 20 pound ABC fire extinguishers were needed, exits signs, and emergency lighting were also needed, and the dumpster needed to be located at least 15 feet away from the building.

Mr. Jensen said that he had been trying to get in touch with Erin Hoke, owner of the building, in regard to obtaining an existing floor plan. He said that there were two other exits: one had a ramp and was located right at the back of the building in the area of the kitchen; another was located to the right of the two loading docks. He said that he would look into exits signs and fire extinguishers.

Fire Chief Jay Lyon stated that his recommendations were not related to the existing floor plan. He said that he had not been inside the building. PB Member Ballin pointed out that one of the two exits mentioned went through the kitchen/boiler room. Fire Chief Lyon said that was permitted for the proposed use of the building.

Mr. Jensen said that he couldn't locate the boiler room. PB Member Sheerr-Gross asked how someone could get out if in production. PB Member Ballin said that he would really like to see an updated floor plan. PB Member Sheerr-Gross agreed that an 18-year-old floor plan was probably not the best for review.

PB members advised Mr. Jensen that he needed to present a current floor plan and demonstrate compliance with all local and state fire codes. Zoning Administrator Peter Stanley added that he needed to be in compliance with zoning codes regarding his business activities currently conducted off-site at his home. The PB recommended that Brian's Carpet & Flooring be placed on the August 12, 2008 PB agenda.

Mr. Jensen said that he would contact the Fire Department regarding a "walk-through" and recommendations regarding compliance. He said that he would then be able to determine whether the relocation would be feasible.

#### IV. OTHER BUSINESS

**A. DAVID MACMILLIN – Tree Cutting Request (Tax Map 30, Lot 3)**

PB Member Conly presented a request made by David MacMillin, 1495 Little Sunapee Road, to cut two small, approximately 4.5-inch diameter, poplars growing next to an oak in order to make more space for the oak. PB Member Conly referred the PB the diagram provided that showed that the point values in each section met the requirements. He recommended approval of the request.

Vice-Chair Cottrill asked PB Member Conly if he had visited the site. Mr. Conly replied that he had. PB Member Ballin asked Mr. Conly if his calculation of the points yielded the same results. PB Member Conly replied that the result was within a few points.

It was **MOVED** (Ballin) and **SECONDED** (Holton) **THAT THE REQUEST MADE BY DAVID MACMILLIN TO CUT TWO SMALL POPLARS LOCATED WITHIN THE 50-FOOT BUFFER AT 1495 LITTLE SUNAPEE ROAD (TAX MAP 30, LOT 3) BE GRANTED. THE MOTION WAS APPROVED UNANIMOUSLY.**

**B.** The MINUTES of the JULY 8, 2008 MEETING of the PLANNING BOARD were APPROVED, as amended.

**C.** The MINUTES of the JUNE 23, 2008 MEETING of the PLANNING BOARD were APPROVED, as amended.

The **MEETING** was **ADJOURNED** at **8:17 PM**.

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

DATE APPROVED \_\_\_\_\_

CHAIRMAN \_\_\_\_\_