



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD

Regular Meeting

Tuesday, March 21, 2017

6:30 PM

PRESENT: Bill Dietrich (Chair), Janet Kidder (Selectmen's Representative), Michele Holton, Casey Biuso (Alt), Liz Meller, and Tim Paradis, Marianne McEnrue (Alt), Jeremy Bonin.

ABSENT: Paul Gorman and Joseph Kubit.

Casey Biuso is in place for Paul Gorman.

STAFF: Lucy St. John, Planning and Zoning Administrator

OTHERS IN ATTENDANCE:

1. **CALL TO ORDER:** Chair Dietrich called the meeting to order at 6:30 p.m.
2. **REVIEW OF MINUTES:** Feb 28, 2017 meeting.

The following changes were proposed:

- Page 1, addition of the line "Staff" to designate Lucy St. John's name and position.
 - Page 4, in the Motion to Approve the Proudstone Corporation Site Plan Application, remove number 5, so the Minutes conform with the Notice of Decision (NOD).
 - **Motion to APPROVE the minutes of the regular meeting of the Planning Board of February 28, 2017.** It was MOVED (Michele Holton) and SECONDED (Liz Meller) to approve the minutes, as amended. The motion was APPROVED UNANIMOUSLY.
3. **PUBLIC COMMENT:** The Chair may allow public comment for items not listed on the agenda and may limit the amount of time for public comment.
- None.
4. **John Ryan Tree Cutting Application.** Located at 295 Lamson Lane. Tax Map 062-009-000. Town received Feb 17, 2017.

Applicant requested to attend the April 11th meeting to present the application.

5. **Stevens (Samuel, Amelia and William) Subdivision Plan.** Located at 217 Owls Nest Road (private road). Tax Map 135-001-000. Subdivision plan approved with conditions on Jan 24, 2017. Clarification on condition # 3 regarding the house which straddles the property line, and how if the “cabin” which is attached to the house (labeled on the plan as cabin) is included in what is to be removed.

Ms. St. John explained that clarification was requested regarding condition # 3 of Jan 24, 2017 Notice of Decision. The Board reviewed the plan details. Ms. St. John explained the concern of the Town Health Officer, as noted in a recent email, and that this issue has been resolved, as the septic plans were located, and the septic system would comply with all local and State requirements. The Board clarified that only the house, which is in the setback has to be removed.

6. **Allioops Flowers and Gifts, Allison Coy, Owner.** Property owned by Souliotis. Located at 394 Main Street. Tax Map 084-001-000. Zoned Commercial and Residential. Expansion into the adjoining retail space previously occupied by Little Dolce’s Salon. Discussion of Site Plan Review provisions.

Ms. St. John stated that she had visited Allioops and noticed the expansion taking place, for which she spoke with Allison Coy and requested a diagram of the expansion, which was submitted today by Ms. Coy.

Ms. Coy described the expansion to the Board, indicating its history, which included the subdivision to create a hair salon and gift shop. She stated that once the hair salon was vacant and offered to her, she immediately started the conversion to enable better utilization of her property.

Chair Dietrich stated that since it’s more than 1,000 square feet that's being changed, it prompted the inquiry of a site plan review. Ms. Coy admitted that she didn’t realize that the space, when she took it, would be over 1,000 sf. Chair Dietrich indicated that the Board could choose to waive the requirement for a site plan review.

- **Motion to WAIVE requirement for site plan review.** It was MOVED (Michele Holton) and SECONDED (Marianne McEnrue) to waive the requirement for site plan review. The motion was APPROVED UNANIMOUSLY.

7. **Spring Ledge Farm, Calerin LLC. Owner Greg Berger.** Located at 37 Main Street. Tax Map 073-053-000. Zoned R1 and R2. The owner proposes to add a shed (12 x 8 feet) next to the farm stand greenhouse, and move it out of the way after the plant season. Most recent Site Plan discussion April 21, 2015. Discussion of Site Plan Review provisions.

Greg Berger described his plans to the Board, and mentioned that he had discussed the necessity of approaching the Planning Board regarding a site plan review with Ms. St.

John. Ms. St. John stated she doesn't believe a site plan is needed. Much discussion was had regarding the permanency of the structure, as well as the size.

- **Motion to WAIVE requirement for site plan review, with the following condition:**

1. Submit a Building Permit Application.

It was MOVED (Michele Holton) and SECONDED (Marianne McEnrue) to waive the requirement for site plan review with the condition. The motion was APPROVED UNANIMOUSLY.

8. **Rotary Sign-** Discussion about Rotary signs in the NHDOT Right-of-Way.

Discussion was tabled to the next meeting.

9. **Site Plan Review Regulations, Article I, D- Types of Development Requiring Site Plan Review.** Specific examples to be discussed.

The Board discussed the provisions of the Site Plan Review Regulations, Article 1, D - Types of Development Requiring Site Plan. Ms. St. John explained that there are three (3) new tenants in the space behind Tucker's. The space is now occupied by Jensen's Flowers, Nourish- Holistic Health and Nutrition, and Abby Peel- Social Media.

Essentially the Board conveyed that the site has been retail for years, no changes have really been made to the interior layout of the building, and the current uses are "less" intensive retail uses, thusly Site Plan Review is not required, nor is anything needed for a change of the tenants in the retail spaces. Ms. St. John explained that Faces is moving from the Gallery to a location on Pleasant Street, and a Change of Occupancy form was signed by the various Town Departments.

10. **Update on Zoning Amendments and review draft Conditional Use Permit (CUP) Application for Accessory Dwelling Unit (ADU).**

Ms. St. John provided a draft CUP to each Board Member. She indicated that two residents have already come into her office, interested in applying for an CUP. She described her efforts on the draft CUP.

Much discussion was had regarding any revisions that should take place, including:

- First paragraph, put words "grant permission"
- Second paragraph, put words "owner/agent"
- First page, remove "Applicant" at the top
- Last checkbox, include a list that details the requirements of the ADU that could be graphically shown on a plan, to include:

- Setbacks
 - Kitchen, bedrooms, bathrooms
 - Exterior dimensions and square footage
 - Off-street parking
 - Ingress and/or egress to the ADU
 - Connecting interior door
 - Designate scale of drawing
 - Minimum 11 x 17 piece of paper to be submitted
- If applicable, attach an Authorization for Agency.

Chair Dietrich suggested that Ms. St. John revise the CUP as indicated above and resubmit it to the Board for their approval at the next meeting, April 11th, 2017. In the meantime, Applicants could utilize the revised CUP, being forewarned that it is just a draft, and that further information may be sought from them.

11. Report from Planning Board Representatives of following Committees/Boards:
Conservation Commission (NLCC), Energy Committee, Board of Selectmen, Regional Planning Commission (RPC) and Subcommittees.

- I. Tim Paradis indicated that NLCC canceled due to weather. In terms of the Energy Committee, he stated that it is in the beginning stages of utilizing commercial solar. He described further the steps that the Committee has been taking to move forward on such a venture. Nothing's been decided or formalized, but they are just in the beginning stages of gathering information. Much discussion was had regarding what is currently permitted and the upcoming proposed projects.
- II. Ms. Kidder commented on the Board of Selectman. She stated that Bill Helm was reappointed as Chairman. At the last meeting, they had Trustee and Sandra from Tracy Library attend to discuss repairs on the new addition. Town Hall renovations were also brought up. She went on further to indicate that the Board had received a letter regarding the new sidewalk for the Outing Club, and that the desire was for it to extend down to Lyon Brook. She concluded that it was premature to discuss such a project, as the hospital may have projects lined up regarding their sidewalks.
- III. Liz Meller commented on the Regional Planning Commission and that there was no meeting. There will be a meeting on March 29th, 2017 to discuss the new bus service.

12. Other Business

- I. Janet Kidder stated that people would like "Welcome to New London" signs at Four Corners and at Exit 12 off Route 11. Much discussion was had regarding the steps that would need to be taken to recommend the signs.

- **Motion to RECOMMEND that the Board of Selectman install "Welcome to New London" signs at Four Corners and at Exit 12 off Route 11.** It was MOVED (Marianne McEnrue) and SECONDED (Michele Holton) to make the recommendation to the Board of Selectman. The motion was APPROVED UNANIMOUSLY.

- II. Liz Meller inquired when the Board was going to address commercial solar use. Ms. Kidder responded that there has not yet been a formal request to discuss the subject. Ms. St. John indicated that a Use Variance would be required for such a use, and should the Board want to delve into the subject further, a Special Use Permit is a possibility.
- III. Chair Dietrich suggested that the Board put on agenda for next time to create committee(s) to redo Master Plan and Ordinance; and other committee(s) to do housekeeping changes on the ordinances that need to be done this year. That information can be brought back to the whole Board to be addressed for 2017/2018.

13. Correspondence Received

Ms. St. John remarked that it was National Flood Awareness Week, and that a new issue of Flood Lines was posted online.

14. **Agenda Attachment List:** See list for details including correspondence, State applications, informational items and other items.
15. **Future Meeting Dates:** Next meeting April 11, 2017. Refer to the Planning Board Meeting Schedule (as revised January 24, 2017) and the Town's website for updated meeting information.

16. Motion to Adjourn

MOTION TO ADJOURN the meeting at 7:50 p.m.. It was MOVED (Jeremy Bonin) and SECONDED (Michele Holton) to adjourn. The motion was APPROVED UNANIMOUSLY.

Respectfully submitted,

Victoria O'Connor
Recording Secretary
Town of New London, NH