



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD
MEETING MINUTES
Tuesday, May 24, 2016

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: Donald J. Griffin, CFO New London Hospital; Scott Ireland, New London Hospital; Bill Berger, Camp Sunapee Road; Clayton Platt, surveyor; Bob Stahlman and Fire Chief, Jay Lyon.

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

APPROVAL OF THE MINUTES:

- ✓ MOTION TO APPROVE THE PLANNING BOARD MEETING MINUTES OF MAY 10, 2016 WITH CORRECTIONS to page 4 (see below). IT WAS MOVED (Marianne McEnrue) AND SECONDED (Liz Meller) AND THE MOTION WAS APPROVED UNANIMOUSLY.

CORRECTIONS:

- Page 4, the 4th bullet point should read minimum requirement of 22 feet and not requirement of 22 feet.
- Page 4, the 4th bullet point should read there is a septic tank in the ground and not an oil tank in the ground.

PUBLIC COMMENT: There were no comments from the public.

Introduction

Chair Gorman appointed Marianne McEnrue to act in place of Selectman Kidder as she has recused herself from the discussion since she is an abutter.

Welcome of new Alternates- He also welcomed new alternate board members Joseph Kubit and Casey Biuso.

Robert Stahlman Site Plan Application and Public Hearing. Property located at 74 Pleasant Street. Tax Map 084-079-000. Property zoned Commercial. Public Hearing continued from the May 10th meeting.

Chair Gorman noted for the record that additional information that was received today, including a memo from Richard Lee dated May 24 (which was read into the record), the waiver request letter submitted by surveyor Clayton Platt on behalf of Mr. Stahlman and a report prepared by Bob Stahlman titled, "Detailed Comments for New Parking Lot at 74 Pleasant Street." Chair Gorman said there was not enough time to review these materials and suggested this should be continued until the next meeting. He asked Ms. St. John of other outstanding issues, which she explained were the issues discussed at the last meeting and other specific provisions of the Site Plan Regulations, which were not addressed in the waiver request. A brief summary of outstanding issues were outlined including drainage, landscape requirements, access to the rear, parking turnaround and parking aisle width, percent open space, easement issue with Canary System, no utilities shown on the plan, adequate area for snow storage, and drainage details as more than 2,500 square feet of additional impervious area is proposed. Ms. St. John also stated that Mr. Stahlman has informed her that his professional engineer (PE) stamp is no longer current (expired 12/31/2012).

Robert Stahlman (applicant) stated that further delay would be a hardship to him, and he needs to get this plan approved. The Board then agreed to allow Mr. Stahlman to present the new information and discuss the plan.

Robert Stahlman comments:

Mr. Stahlman introduced Clayton Platt, surveyor and Bill Berger who he said was there to support him. He said has been designing sites since 1975 and feels he has addressed all the issues. Mr. Stahlman then proceeded to review his "Detailed Comments" report noting:

- Direction of the driveway will be in one direction only and there is no need for more than a 12 foot width
- Drainage is not an issue because the site includes some wetlands and much of the water will drain here. Since it is going to be paved they will be able to control where it will drain. The proposed parking lot in back will be the same as the parking lot in front. The current parking lot in the front does not have drainage issues and since it will be replicated in the back, there should not be any issues.
- Has an agreement to purchase the property next door so that an easement is not necessary
- Snow removal will not be a problem either and gave the example of how it has been done in the past.
- Remove one additional parking space to increase the approach to the driveway to 20 feet. This will enable a car to stop and look for other cars before entering the access way to the rear parking area.

Clayton Platt, surveyor comments:

- Drainage could be a problem and this plan will require input from a professional engineer. There is a low-lying area (but not marshy) that brings all the water to the

parking lot. There is a drainage swale along the parking lot but water leaving the site will not be increasing.

- Did not think there would be more property available for sale in order to meet the 22 ft. width requirement.

Comments from the Board and Staff:

- Board's responsibility to follow the Zoning Ordinance and Site Plan Regulations.
- Driveway width and parking aisle dimensions are not acceptable as presented, referring to the Site Plan requirements (C) - Parking lot and Aisle Dimensions & Parking Angle.
- Engineer stamp required for drainage and stormwater.
- Fire Department and Public Works comments and concerns need to be addressed.
- Need details of the purchase/sales agreement and show the specific area on the plan, regarding the abutting property (Alex Neuwirt, Canary Systems).
- Waivers request need to be reviewed and need to address all provisions of the Site Plan Regulations, including but not limited to landscaping, drainage, setbacks, perimeter landscaped open space standards, stormwater, drainage and etc.
- The notion of one-way traffic is not acceptable.
- The Site Plan Regulations allow the Planning Board to review each site and strive to promote public safety by reviewing traffic, site circulation issues and other elements of the Site Plan process. These regulations serve a purpose.
- The board could not make assumptions as to what will or will not happen in the future as stated by Mr. Stahlman.
- The Board needs additional information to make an informed decision.

Jay Lyon, Fire Chief Comments:

Chief Lyon was in attendance and addressed his previous comments per his email of May 13, 2016 including stating that currently there is no access to the rear of the building so any access would further facilitate emergency response situations.

- Stated the requirement to have a 16 foot wide access way is so that there is enough room to stabilization the emergency response vehicles.
- Gave an example of a car parked on the driveway, and the need for another car get by, this is the space needed even though 12 feet may be adequate for one-way passage. He stated that the 12 ft. wide driveway proposed by Mr. Stahlman will not be a barrier to passage but more of an inconvenience.
- Referred to the Dunkin Donuts site rear parking area and Tucker's truck circulation concerns. He stated the Dunkin Donuts site should never had been permitted, as there is not sufficient turn-around space. A recent fire near this site clearly illustrated the concerns about having sufficient access and turn around space.
- Reiterated that considering this discussion, the concerns at the Dunkin Donuts site and other locations, that he concurs with the Planning Board of the need to comply with the Site Plan Regulations for proper site layout, and thusly is modifying his email comments of May 13, 2016.

The Chair asked for a motion, noting that clearly more information is needed to make an informed decision. The applicant was advised to submit any new information by Tuesday, June 7th.

MOTION TO CONTINUE THE PUBLIC HEARING FOR ROBERT STAHLMAN SITE PLAN APPLICATION to the June 14th meeting to be held at Whipple Hall. IT WAS MOVED (Liz Meller) AND SECONDED (Jeremy Bonin) AND THE MOTION WAS APPROVED UNANIMOUSLY.

New London Hospital Conceptual Discussion. Tax Map 072-016-000, 072-017-000 and 059-004-000. Conceptual discussion on modifying the Main Entrance parking to accommodate additional handicapped parking spaces, signs for the Medical Office Building (TM 059-004-000) and zoning district boundary map changes.

Donald Griffin, CFO and Scott Ireland for New London Hospital Comments:

Mr. Griffin referred to the diagram showing the existing parking spaces outside the Main Entrance of the hospital, explaining some of the closest spaces are not designated as handicapped spaces. Additional handicapped spaces are needed to accommodate the patients and others visiting the hospital, and thusly they would like to convert five existing regular parking spaces into handicapped spaces. This will put the handicapped parking area within the view of the reception area and when needed, a volunteer can come out to meet the patient with a wheel chair. When asked about employee parking, Mr. Griffin stated the hospital has prohibited employees from parking in the front and employees are aware they may be given tickets. The hospital volunteers have requested the Hospital Board on numerous occasions to create more handicap spaces. Scott Ireland stated the lack of adequate handicap parking in the front creates a problem because cars park along the front of the building causing access problems for emergency vehicles.

Ms. St. John said that she had visited the site, and Fire Chief Jay Lyon is ok with the proposed changed. Ms. St. John noted that the Site Plan Regulations discuss when a change in parking is proposed, Site Plan Review is required. In her professional opinion she thought this was a very reasonable request from the Hospital, and wanted input from the Board. She didn't think notification to abutters, and the full Site Plan was really warranted for this minor change. The Board asked if there are parking issues at the hospital and location of other spaces for visitors and staff, noting some parking is located in the back of the hospital. The Board discussed the spaces requirements for ADA compliance handicapped parking spaces. The Board concurred that no notification to abutters is warranted and Site Plan Review is not needed for this minor change to address immediate safety issues.

Mr. Griffin replied after a snowfall it could be difficult to get close to the front entrance but there is plenty of space further back. This is temporary and before the facilities crew can get to it and move the snow. Mr. Griffin said in this case people might have to walk a little bit.

MOTION TO MODIFY THE NEW LONDON HOSPITAL MAIN ENTRANCE PARKING TO ACCOMMODATE ADDITIONAL HANDICAPPED PARKING SPACES. IT WAS MOVED (Liz Meller) AND SECONDED (Janet Kidder) AND THE MOTION WAS APPROVED UNANIMOUSLY.

Hospital Signage Discussion:

Ms. St. John provided a brief overview noting that the New London Hospital property is located in three different zoning districts, referring to the GIS map showing these properties. The properties are located in the R1, Commercial and Hospital Institutional Districts. The Board reviewed the Signs provisions of the Zoning Ordinance for each of these zoning districts. It was noted the Hospital had discussed signs with the Planning Board in the last couple of years, including approval of the Emergency Entrance signage off of County Road.

Mr. Griffin explained that the current signage requirements do not meet the needs of the Hospital as better signage is needed to inform people trying to find respective buildings and uses in said building, signage needs to be larger so it can be clearly read by persons of all ages, and the location of signage on buildings would improve overall visibility for people trying to locate where they need to be. Mr. Griffin explained after consulting with a professional sign company that the 15 square foot maximum will not be large enough to be seen at 65 feet away from street and would like a waiver to have larger signage. He explained that people get confused between the Medical Office Building which include New London Pediatric, and other professional practices including Dr. Gregory Barban, ophthalmologist and the Main Hospital Building. It was noted that of the 8 offices in the building, Dr. Barban is the sole commercial unit. The Medical Office Building would like to have the building labeled "New London Pediatrics" and the other tenants in the building are in agreement with. Mr. Griffin expressed the additional desire to put signage at the 2 walkways and 2 freestanding signs at both the entrances.

The Board reviewed the various provisions in the Zoning Ordinance relative to the R1, Hospital Institutional and Commercial zoning district requirements. It was agreed that reading a sign from 65 feet away is somewhat of a problem, and the Board recognized the need for changes to the sign provisions. Casey Biuso stated the need for clarification as to where the New London Pediatrics was actually located. She gave an example of not being able to find the office herself, and opined that if the sign just said "Pediatrics" one would assume that it was part of the hospital. When a parent is new to the area and trying to locate a building with a sick child it can be daunting. The Board agreed that better and more informative signage is needed.

Several scenarios were discussed, including two free-standing on islands (one in Institutional District, one in Commercial District); two signs that say "Pediatrics" under the building canopy (in Commercial District); and one main sign under the New London Hospital sign (in Institutional District).

The Board agreed that any signage must meet the current Zoning Ordinance requirements unless a variance were approved by the Zoning Board of Adjustment (ZBA). For the Hospital Medical Office building which is located in the Commercial district, the Board concurred that Section (g)

(1) (b), would allow two building mounted signs “Pediatrics” not to exceed 15 square feet are permitted per the existing Zoning Ordinance. The Board agreed that one freestanding sign in the Hospital Institutional District was permitted per the existing Zoning Ordinance. If the Medical Office building wanted to place additional signage on the façade on the building or near the roof, as previously discussed, and other freestanding signs, this would need approval from the ZBA. The Board also explained that the propose backlit sign is not permitted, noting the Hospital Main Entrance sign was permitted a lighted sign as this is really safety issue, and people need to readily recognize where the hospital is located. The Hospital was advised to apply for sign permits, seek variances from the ZBA and or suggest language for possible amendments to the Zoning Ordinance.

Hospital Zoning District Discussion:

Mr. Griffin explained the desire to discussion the zoning districts boundaries, as the hospital property is located in three different zoning districts. He noted that the Medical Office Building is for medical uses only and will never be used for a commercial purpose.

The Board briefly discussed and review the zoning map, recognizing changes zoning district boundaries will warrant further review and discussion. The Board noted that any questions regarding tax exempt status for hospital property should be directed to the Town Assessor. The Board thanked the hospital for their input. This discussion clearly illustrates the need for some more review and discussion of changing zoning district boundaries.

Electric Car Charging Stations. General discussion only.

Ms. St. John gave a brief overview, as Jamie Hess of the New London Energy Committee had contacted her about discussing provisions for electric cars at business locations in Town. The Board had been provided some information on electric cars. Ms. St. John noted that the Zoning Ordinance does not specifically address the specific use. She referred to provisions in the Commercial District, regarding filling stations, auto repair garages and etc. She asked if a commercial business wanted to include an energy charging station at their site, what provisions (including if this an accessory use), or would Site Plan review be required (also depending on the site and location of the charging station).

Jamie Hess gave a brief over view stating there are not many electric cars in New London yet but there certainly will be more in the coming years. Electric cars are growing in number and there are currently 2 options for charging: home-charging and public access. A public access point could be a restaurant, a shopping center or an institution such as Colby-Sawyer College or New London Hospital. Mr. Hess asked which of these two charging options would be subject to Planning Board approval. Since it would be free to the public it would not be considered a commercial enterprise. There are four (4) others in the Hanover/Lebanon area and they are free (some specific to Tesla vehicles).

The Board discussed several issues regarding electric cars:

- Need to research on what other towns are doing in terms of regulations, such as those along the Merritt Parkway,
- That it is similar to charging of a phone. This is an ancillary convenience for customers; it is not a commercial enterprise. Mr. Bonin currently has customers who charge their cars while they are meeting with him.
- Who paid for the electricity cost considering the high cost of electricity in NH?
- The Board agreed is not necessary to make a formal application for Site Plan at this time.
- Signage for an electric car parking spot would be similar to someone posting a handicapped parking sign, really not an issue.
- Safety concerns when installing a 220-volt electric line. It was noted that most of the current stations are 110-volt given the expense to install a 220-volt electric line.
- There will be an electric car event in September at Historical Society and the Energy Commission would like to have a charging station in place for the public to view.
- The Town does not require inspections for electrical improvements.

Work Session- Discussion on scheduling a work session to discuss potential zoning amendments, subcommittees on accessory dwelling units (ADU), signs and other topics. The Board changed the meeting schedule to have the June 28, 2016 meeting date a Work Session, not a Regular meeting. Public invited to all meetings including Work Session. Planning Board meeting calendar to be updated with the change.

Tree Cutting Application for Michael Craven. Located at 81 Lighthouse View Road. Tax Map 126-009-000. Application received May 17, 2016. Staff recommended a site walk be scheduled. A site walk was scheduled for Monday, June 6, 2016 at 4 PM.

Capital Improvements Program (CIP) Subcommittee meeting. Chair Gorman noted he will be contacting the CIP subcommittee members from last year to convene a meeting. The Board agreed that many issues were identified in the CIP document, but the current document needs to be expanded to address more specific issues and identified the potential cost for projects, such as sidewalk improvements, bridges, culverts, roads and other infrastructure. Ms. St. John noted the Richard Lee will be discussing infrastructure issues with the Board of Selectmen at the July 6th meeting.

Other Business

Alepa Property. Located at 178 Poor Road. Tax Map 091-004-000. Ms. St. John noted that the Alepa property was discussed at several meetings – the September 15, 2015 (tree cutting); January 26, 2016 and February 13, 2016 site walk conducted. The property is located in the Shoreland Overlay District. This is the site where they want to increase the amount of impervious area, and make major improvements to the house, including connecting it to the garage. She presented two sketches received May 17, 2016 submitted by their architect labelled as Diagram A and Diagram B, relative to expanding the existing nonconforming structures. In Diagram A – the structure would align with the existing garage; and Diagram B- the structure would align with the existing house. The Board discussed both diagrams noting that the language in the Zoning Ordinance regarding non-conforming structures needs clarification. Chair

Gorman asked the Board for a show of hands to reach a conclusion so that applicants can finalize a design for their house. It was agreed that either line could be used.

Messer Pond Protective Association. Ms. St. John included on the website information on the recent study they completed. The Association and their consultant would like to give a brief presentation to the Board at an upcoming meeting. The Board agreed to allow a brief 10 minute presentation. Included in this presentation will be recommendations regarding streams and wetlands mapping, impervious area, CIP infrastructure issues and other information from the study.

Report of Planning Board Representatives

At future meetings Chair Gorman will ask for report from Planning Board Representatives of following Committees/Boards: Conservation Commission/Tim Paradis, Energy Committee/Tim Paradis, Board of Selectmen/Janet Kidder and Upper Valley Lake Sunapee Regional Planning Commission/Liz Meller.

OEP meeting is on Saturday, June 4, 2016 and currently will be attended by Paul Gorman, Liz Meller, and Marianne McEnrue.

Future Meeting Dates–June 14, 2016 at Whipple Memorial Hall, June 28, 2016 at Tracy Memorial Library, and July 12, 2016 at Tracy Memorial Library. Refer to the Planning Board Meeting Schedule and the Town’s website for updated meeting information. The meeting room is being changed as the Sydney Crook conference room will be the depository for assembly the plans for the GIS mapping for the GIS consultant as they begin the Tax Map Correction mapping project.

MOTION TO ADJOURN

- ✓ MOTION TO ADJOURN THE MEETING AT 8:50 PM. IT WAS MOVED (JEREMY BONIN) AND SECONDED (BILL DIETRICH) AND THE MOTION WAS APPROVED UNANIMOUSLY.

Respectfully submitted,

Jennifer Vitiello,
Recording Secretary
Town of New London, NH