



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD

DRAFT MEETING MINUTES

Tuesday, August 29, 2017

6:30 PM

PRESENT: Paul Gorman, Bill Dietrich, Janet Kidder, Joseph Kubit, Jeremy Bonin, Tim Paradis, Liz Meller

MEMBERS ABSENT: Michele Holton, Casey Biuso

OTHERS PRESENT:

Adam Ricker
Dave & Karen Demers
Audrey Martel
Piero Canuto
Richard Beffa
Michael Morgan & Laurie Schive
J.M. Lord
Mark Moser
Debra Langner
Linda Messer
Paul Messer
Robert Stahlman
Ellen Winkler
Tracey MacKenna
Stephanie Wheeler
Graham McSiney
Dan O'Halloran

- 1. Call to Order:** Chair Gorman called the meeting to order at 6:30pm.
- 2. Review of minutes:** All members accepted the minutes of the July 25, 2017 meeting as written.
- 3. Public Comments:** None

Chair Gorman introduced Adam Ricker. Adam will be the staff person for the Planning board and works for the Upper Valley Lakes Sunapee Planning Council. He will be here on Tuesday's and Thursday's. Chair Gorman stated he brings a wealth of experience.

- 4. Greenbaum Steven Tree Cutting Application.** Located at 500 Otterville Road. Tax Map 042-005-000. Proposal to cut (1) one tree. Property located in the following overlay districts: Shoreland Overlay District and Stream Overlay District. Town received July 28, 2017.

Adam Ricker stated that Ms. Hallquist did the site visit for this property on July 28, 2017. This is a damaged tree and she had no concerns and it is a good candidate for removal. All members voted to accept this proposal.

- 5. Kenerson Laurey & Anne Tree Cutting Application,** Located at 141 Wilmot Center Road. Tax Map 065-002-000. Proposal to cut (1) one tree. Property located in the following overlay district: Shoreland Overlay District. Town received July 24, 2017.

Adam Ricker did the site visit with Mr. Kenerson. This is a heavily wooded lot. There are looking to remove a single tree. A pine tree came down several years ago and the Hemlock grew from the stump. This is not rooted in the ground and is rooted out of the tree stump. Mr. Ricker stated that leaving it may be worse than removing it as it is not rooted well. All members voted to accept this proposal.

- 6. David and Karen Demers for a Conditional Use Permit – Accessory Dwelling Unit Application.** Located at 586 Bunker Road. Tax Map 076-032-000. 2.88 +/- acres. Zoned Residential (R-2). Applicant is applying to convert basement space into an accessory dwelling unit. Town received application on July 27, 2017.

David and Karen Demers attended the meeting with regards to the request for a conditional use permit. Mr. Demers stated that they have been in New London for 25 years, full time for two years. They have owned the property in various stages of renovations during that period. Two years ago the footprint of the house was expanded and they found that space downstairs was being underutilized. It would be ideal space for one or two people, so they had an architect provide a layout design to see if it was feasible. It is in the 800 square feet range, has a very small kitchen and was designed to meet all the safety standards. The desire is to have a couple to stay there full time. It will get good utilization and be helpful to have someone there through the winter. Photos were provided. The entrance to this space is on the side.

Public Comments: The Demers next door neighbors attended and are in favor of granting this permit.

IT WAS MOVED (Jeremy Bonin) AND SECONDED (Tim Paradis) to accept the proposal of David and Karen Demers for a Conditional Use Permit on 586 Bunker Road. THE MOTION WAS APPROVED UNANIMOUSLY.

- 7. Mountain View Shopping Center – Site Plan Review.** Located at 277 Newport Road. Tax Map 077-041-000. 9.00 +/- acres. Zoned Commercial (COMM). Applicant is applying to add a covered cart corral close to the Hannaford building. Town received application on July 18, 2017.
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Jay Lord, a consultant for Hannaford, attended to request the addition of a covered cart corral. Currently there are a number cart corrals in the front and back of Hannaford but none are

covered. Due to the inclement weather in the area, there is a lot of effort involved to move carts inside and get them dried off.

It is located outside of the drive aisle and carts are stored there now, although uncovered. This saves a lot of time and would be permanent.

Ms. Kidder feels this is a reasonable request.

Mr. Bonin referenced a photo that is taken from the parking lot and feels like from a visual standpoint it may make more sense to have it in the parking lot with the other corrals. Mr. Lord stated that the store sits up 10 or 12 feet up from the road. They'd like it there since the existing cart corrals have no structure above them and are barely noticeable. Visually from Newport road you would almost look at the roofline of it and won't notice it with cars in the lot etc. Ms. Meller was concerned that it might be hazard for people walking. Mr. Lord feels that it is an area that is currently not used and the structure is only six feet. Chair Gorman asked if there was a plan to remove others in the parking lot? Mr. Lord is unsure. He stated the parking lot is steep so at some point they make some changes. He feels if you remove them it may mean people won't return carts and they don't want runaway carts causing damage to vehicles. Chair Gorman asked if there was any thought given to changing the slope of the lot? Mr. Lord thinks the developers may do something in the future.

Public Comments: Stephanie Wheeler asked if the canopy was designed to withstand wind? Mr. Lord replied yes, and that what they use is standard in the industry.

IT WAS MOVED (Elizabeth Meller) AND SECONDED (Janet Kidder) to accept the proposal as presented. THE MOTION WAS APPROVED UNANIMOUSLY.

- 8. Robert L. Stahlman – Site Plan Review.** Located at 74 Pleasant Street. Tax Map 084-079-000. .77 +/- acres. Zoned Commercial (COMM). Applicant is applying to add 8 parking spaces. Town received application on August 4, 2017.

Robert Stahlman attended the meeting to discuss his request to add 8 parking spaces to the present parking lot that is behind the office building. He bought the parking lot a year and a half ago. The front parking had 23 spaces but 2 were used to put the road in. Now there are 21 out front and 20 are needed in the back. 41 spaces long term will handle everyone in the building. Currently there are 12 in the back.

Chair Gorman interrupted the meeting to review a document that was provided from the Public Works Department regarding this proposal.

Mark Moser, civil engineer responded to the concerns in the letter. The existing configuration is that there is a storm water bio retention basin at the end of the existing parking lot. This proposal is to utilize that area for the 8 additional spaces. In order to attenuate the peak discharge from flowing across the property, the only option is to utilize porous pavement. Essentially this infiltrates the storm water. Porous pavement has been around for 15 years. Winter use is not an issue. The concern is the thawing and refreezing. There is enough material built in the gravel base, so it will break the frost penetration in the parking lot so there won't be an issue. Mr. Ricker stated there was also concern that the entire back lot was not constructed of the porous asphalt so the runoff from the existing parking lot might be too much to accommodate in the smaller area that is being added. Mr. Moser did the calculation and it is acceptable for up to twice the impervious area to infiltrate into porous pavement and that's what he's done. Half of the parking lot will be porous pavement. This is an acceptable standard. Mr. Ricker also noted that another concern was maintenance. The sand needs to be swept up with a vacuum with a sweeper so it doesn't get clogged. The recommended vacuuming is 2 times per year. The concern is that areas of the parking lot will wash sand into the impervious lot. The request would be a mechanism to report that this has been done to the town. Ms. Kidder wanted to ensure that the abutters can be assured that there will not be an increase in runoff. Mr. Moser said yes, he has the report that states this.

Mr. Bonin wanted clarification about the failure of the porous asphalt. At a certain point, the sand and pollen will clog it and it won't be able to be cleaned out. He asked if it could be curtain drained and bring it back under in a well system. They tend to be more of a permanent solution. Mr. Moser said there isn't enough vertical elevation differential to do something that stays above the water table. It wouldn't work here.

Snow storage is shown around the perimeter of the parking lot and on the back side of the parking lot. There is 10-12 feet of snow storage.

Public Comments: None

IT WAS MOVED (Elizabeth Meller) AND SECONDED (Jeremy Bonin) to accept the proposal with the condition that the owner of the property agrees to provide the town with proof via invoice or like document, semi- annually that the facility has been swept with a vacuum sweeper. An annual inspection with the Public Works Director is also required. THE MOTION WAS APPROVED UNANIMOUSLY. Janet Kidder was recused.

- 9. Bonin Architects & Ellen Winkler – Site Plan Review.** Located at 12 Lovering Lane. Tax Map 084-059-000. .27 +/- acres. Zoned Commercial (COMM). Applicant is applying to change the use of the property to a restaurant/bakery establishment. Town received the application on August 8, 2017.

A memo from the Public Works Director was submitted to the Board.

Jeremy Bonin is representing Ellen Winkler, the current property owner. This is a longstanding business that is applying to change the use of the building from retail to a restaurant/bakery. Changing the use is contingent upon the sale of the building. The property has come before the board in the past for parking concerns with the preschool and again for fencing of the preschool. The intent of building's new use is to have the back portion (barn) become a bakery. Intent of the bakery is to have small seating areas inside and outside. The front half would be used as office space.

The intent of coming before the Planning board is for a change of use from retail and to ask for a waiver for parking spaces. There is currently an unpaved parking lot. With the amount of seating being asked for, they are still short 5 spaces. Currently there are 13 spaces there and there needs to be 18. On street parking cannot be used in the calculation.

The memo that Mr. Lee submitted addressed concerns including a grease trap. Applying for a building permit will address this

Lovering Lane is a dead end. Traffic can turn around in the parking lot. The previous business had trucks made deliveries and they don't anticipate any larger trucks with the bakery business.

Tim Paradis asked why the restaurant was in the back? In theory, he would think you'd want the restaurant on the street side for the street life? Mr. Bonin answered that the barn has aesthetic value and there will be seasonal outdoor seating close to the street. He understands and has safety concerns as well but he believes the day care staff ensures proper safety with regards to the children. He feels it is a good problem to have for the town. If there is an active street life, people slow down and traffic will police itself. This adds to the character and likeability of the town.

Ms. Muller had concerns about the preschool, with the added traffic; it seems there will be a safety issue for the children? Also, this will be a situation much like Dunkin' Donuts where there are cars

coming in and trying to get out. It will be congested. She wondered if there had been a study done on the traffic flow? Mr. Bonin said this was not an area identified for a traffic study.

Mr. Ricker stated that the parking on this site plan is the primary concern with the department heads. With the preschool, the drop off hours and the prime hours for a coffee/breakfast establishment are going to be competing. Two peak parking needs are happening at the same time in a parking lot that is short on parking. There is also concern about where the dumpsters are located. Parking is in front of the dumpsters so if cars are parked there garbage pick-up could be an issue. Mr. Bonin stated that this is something that needs to be coordinated by the owner. The hours for the bakery will be 7am-4.

Chair Gorman feels that the change of use is significant. This new business will have people coming and going throughout the whole day. He also noted that the entire parking lot is dirt, so there are no markings to show where parking spaces are located. There is also the issue of having a small road, with a daycare center, with a drop off time that is most likely during the busiest time for the restaurant. It seems this would be creating a traffic hazard. In a space that is already very small, there are several surrounding businesses in that area. He doesn't want to be unwelcoming to businesses, but it seems like there are many practical problems that this proposal presents. By changing this use, he feels it is complicating what is already a chaotic situation. Chair Gorman also asked if the accumulation of snow would affect parking. Mr. Bonin stated that the owner's would have to coordinate snow removal if necessary.

Mr. Bonin clarified that it's in the regulations that commercial parking lots that are being adjusted or added are required to be paved and striped, so it is the intention to do this.

Mr. Ricker wanted to clarify the fenced area and note there are no exits to the parking lot. Mr. Bonin stated there is a stairway in the back but the children come in through the side door and when they go outside they are in the fenced in area.

Deborah Langler from the Health Department discussed that the building being set up as a restaurant will be addressed in the building permit phase. The biggest issue when a building becomes a restaurant is that there are rest room considerations that rental spaces can't accommodate. When the building is owned it is a different scenario. Ms. Meller asked if it could sustain the baking that will be done. Ms. Langler stated it could be renovated to do this.

Ms. Kidder feels this will be a substantial change with regard to traffic but there are also residents living on Lovering Lane and this will truly impact them.

Audrey Martel attended the meeting. She is the daughter of Ed Dexter, who is an abutter to the property and lives at the end of the dead end road. She stated that this road was originally a private drive. He has many concerns. The main concern is that when you come down the road, it is only wide enough for one lane. Coming out of the street is a safety hazard to try to get out onto Main Street. You can't see to get out and two cars cannot come in and out at the same time.

The road has manholes at the bottom and there is a lot of dirt and it's not maintained. More traffic could potentially sink the road and increase water flow.

Delivery trucks have to park on the main street since the road isn't big enough for them to get in and out.

Another concern is the dumpsters. Having a food business means more trash and the dumpsters are not enclosed. It's not visually appealing to have this in the open.

They are concerned about lighting and signage.

She mentioned the history of the barn. It is her understanding that the barn is over 200 years old and has housed animals, hay and cars from previous owners. She asked if an environmental inspection would be done to bring it to code for a restaurant.

Ms. Martel wanted to know if the road meets code? Mr. Ricker stated that it wouldn't meet standards now but it pre-existed to when the town had specifications. Expansion of this road wouldn't be possible without major changes structurally.

Ellen Winkler, the current owner wanted to explain the amount of traffic currently coming in. There is very little traffic. They do have delivery trucks and contractors coming (electricians, plumbers). So it isn't just the few clients. In terms of the school, the fence and outdoor space was required by the state. It is not used and was never intended to be used, but because it was required it was done. When the children go in, the door is locked and only unlocked when another parent comes. The children are confined.

With regards to the barn, when she purchased the property, it had already been completely renovated. It is entirely new construction.

Tracey McKenna stated that her main concern about the area and lack of parking is the size of the trucks for delivery to a restaurant. These are large, eighteen wheel vehicles. There is so much traffic and activity and parking lots can be dangerous.

Bill Cluff and his wife are residents of Lovering Lane. He's concerned about the runoff. Currently, snow is pushed onto his neighbor's yard from plowing.

He feels the number of parking spaces has been grossly over figured.

He thinks about half of the children get dropped off behind the building.

Getting out onto the main street is also a concern. This is uphill and can be slippery in the wintertime.

Stephanie Wheeler stated that she loves the idea of a bakery but has concerns about parking and traffic flow. She feels there is an unsafe sight line. As you are taking a left turn off of Lovering Lane getting on to Main Street it has caused collisions. This area of the road is narrow compared to the rest of Main Street. Another concern is that due to the parking, people may not want to park there.

Graham McSwiney is located in the building across the street. His concern is the narrowness of Lovering lane and the problems when you get up to the corner and the line of sight. If you work and live there you are used to it but general traffic may not anticipate it. If there are cars parked on Main Street you don't get a good view to pull out.

Laurie Shive and Michael Morgan are the prospective buyers of the property. They have been property owners in New London for six years. They have live here full time for a year. They moved from Northern Virginia and know what it is like to live in a small town. They have seen how vibrant New London is wanted to be a part of that. They looked at downtown and how could they contribute. One thing was the walkability of Main Street and how you can get from one business to the other. They wanted to find a place that could contribute to the walkability. Wanted to have seating out front and encourage the history of the town. The Lovering property has been there since the 1820's.

There is also a sense of community in New London. The commitment to fostering it and making it grow. They want a place that is accessible to college students and retirees and businesses in town. Their intention is not to have a restaurant but to have more of a micro bakery. It is more to have coffee and a meeting area.

They read the master plan and the survey taken by residents asked what the town needed. 81% felt they needed more places for businesses. The second one (71%) stated they need more restaurants in town. They took into consideration what the town needs and trying to adapt it to that space. Lovering Lane is a small road. They will keep the deliveries small and will try to utilize local sources and small providers. They would like to make it work. They would like to find a way to be more active in the community. They don't want it to have a negative impact on the neighborhood.

Kate Cluff discussed how at the end of Lovering lane there is often a long wait to pull out. Now she has an SUV so is up higher so can see a little better. She has to count cars to figure out when it is safe to exit the road. Many times she just goes right and has to turn around.

Dan O'Halloran noted that this location going in and out of Lovering Lane is just one of the challenges along Main Street. There are many other businesses that have just as bad or worse lines of sight. He feels that this plan is going to have a beneficial and positive impact on our community and on the businesses in town. He is supportive of this.

Mr. Bonin addressed the following concerns:

- Dumpsters – the dumpsters are not on the property line. As they exist right now are along the back of the barn. They are over 20 feet from any property line. They are currently covered and chained closed with a padlock. New London zoning requires new installations of dumpsters to be fenced and screened.
- Dirt from the parking lot being washed down the road – Once the lot is paved there will be no more dirt so will no longer be an issue
- Kids in the parking lot – There are designated spots in the back. The majority of kids are dropped off in the front. If a condition needs to be made to eliminate a spot and make a better entrance with a bigger buffer, than that can be done. Nobody wants to endanger kids.
- Deliveries – The striping that is in place is not controlled by the town. It is not an uncommon thing on Main Street. This is not a big restaurant and large deliveries are not anticipated.
- Snow – there is a snow storage area. Because the lot is not defined the plows are pushing the snow wherever they think the parking is. When the lot is better defined is will be easier for the plow to see where the snow should go. With a dedicated snow space this problem should be resolved.
- Narrow road – no solution unless property owners give up some property to make the road wider. Everything possible will be done to provide a safe area.

Ms. Kidder responded that there could be the possibility to make it a right turn only out of Lovering Lane. She is also thinking a waiver could be done on one parking space in front of the daycare (on Main Street) so people coming out of Lovering Lane could look left and not be obstructed by a truck or big car parked there.

Chair Gorman appreciated all of the public comments. The Planning board will meet again in two weeks. He would like the members to take all of this information into consideration and come back with a proposal that will address the issues raised.

The Planning Board would like any proposals submitted by the Thursday prior to the meeting. The meeting will be held on September 12, 2017 at 6:30pm.

10. WITHDRAWN: Doug Lyon, Trustee Of New London Hospital Conceptual Site Plan Discussion. Located at 273 County Road. Tax Map 072-017-000. Zoned Hospital Institutional

District & Residential District R-1. Discuss the development of a senior living facility at New London Hospital.

11. Capital Improvement Plan (CIP) Subcommittee- There have been two meetings. The first meeting was an organizational meeting that reviewed previous improvement plans that have been submitted in the last 3-4 years. Some projects have fallen off the list and some projects should be moved up the list. The second meeting reviewed the questionnaire that had been sent to all of the department heads. They were asked about the top 5 things they wanted to do. The next meeting will be on September 6, 2017 at 7:30am.

William Dietrich stated there are no major issues with the Fire Department. Key issues are Whipple Hall and the annex, Police Dispatch and where to put a Recreation center. Kim Hallquist will get in touch with Ed Anderson and Scott Blewitt to see if they could do research and give us information on what would be involved. Hopefully we will be getting information on September 6, 2017. With regards to Public Works, the issue is the recycling center and trash capability. A study is being done.

12. Master Plan Update discussion - A committee of five members will be assembled for this. Mr. Ricker will plan to get everyone together in the next 2-3 weeks.

13. Planning Board Alternative Energy Subcommittee- Tim Paradis stated that they are doing well and they've met a number of times and are making good progress. They've walked through the proposed primary issues, solar and wind. They will meet again on September 7, 2017.

14. Other Business – Peter Christians – Chair Gorman commented that the Planning board went through the process and approved what was presented to them yet the whole front of the building that was supposed to be restored was torn down. This was addressed at the Board of Selectmen meeting. Ms. Kidder stated that Tom Chadwick and Doug Dow attended the Board of Selectmen meeting. They asked about the refurbishing of the front of the building and were told that once they began working on it, it almost collapsed. Jay Lyon, Fire Chief was there repeatedly and found the building was not safe. It was a much more expensive way to do it this way. They hope to finish the construction by January. The state has been there several times to make sure the electrical and plumbing is done according to code.

In the *Intertown Record* this week there was an article about the controversy regarding the Guitar shop and signage. Chair Gorman thought the ordinance was clear. Ms. Kidder provided additional information regarding this issue. The question was do you count the size of the billboard in addition to all the signs that are on the billboard? The Selectmen felt they didn't have to factor in the size of the billboard, they would take the square footage of all the signs on the billboard and that came in under 25 square feet.

Ms. Kidder also discussed working with Sunapee to hire a new Zoning administrator. This person will be in New London three days a week and in Sunapee 2 days a week. There is a 3 month opt out period. This person will need to know the ordinances for both towns.

An access agreement was signed with New London Hospital to have an engineering study performed on a 6.5 acre parcel of land that abuts Newport Road. This is a commercial piece of property and a possible site for a community building.

Sheds were built at Elkins and Bucklin beaches to house equipment. Residents in Elkins did not want it there so it will be moved.

\$116,000 was received from the State for roads/bridges. It will be used with an additional \$16, 000 to pave more roads.

17. Future Meeting Dates: Refer to the Planning Board Meeting Schedule and the Town's website for updated meeting information. Next meeting scheduled for Tuesday, September 12, 2017.

18. Motion to Adjourn

**IT WAS MOVED (Elizabeth Meller) AND SECONDED (William Dietrich) to adjourn.
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 9:19pm

Respectfully submitted,

Trina Dawson
Recording Secretary
Town of New London