



TOWN OF NEW LONDON, NEW HAMPSHIRE

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PLANNING BOARD APPROVED MEETING MINUTES October 25, 2011

PRESENT: Tom Cottrill (Chair), Jeff Hollinger (Vice-Chair), Tina Helm (Selectmen's Representative), Paul Gorman (Secretary), Michele Holton, and Peter Stanley (Planning & Zoning Board Administrator)

NOT PRESENT: Emma Crane (Conservation Commission Representative), John Tilley, Deirdre Sheerr-Gross (Alternate), Michael Doheny (Alternate)

Chair Cottrill called the meeting to order at 7:00pm.

Colby-Sawyer College (Map 085, Lot 036-000) SPR for parking lot at London House

Mr. Stanley said that this was coming before the Planning Board after the fact. Mr. Doug Atkins said that each summer the college works on things that need repair. One of the projects this summer was the paved driveway at London House. The residents (students) of the house have parked there along the left-hand edge of the driveway in the past. They have put some gravel down in this area over time to try and hold the soil. When they paved the driveway they increased the paved area to make a more solid area to park on. It was after the paving was done that they were told they needed to come before the Planning Board.

Nate Fogg from Jesseman Associates was there to represent the college. He said that London House was across from the College President's house. The paved driveway had come to disrepair over the last couple of years. Students park along the pavement and along the left edge. There have been issues with mud and cars getting stuck. When they repaved, they paved the strip, which totaled 786 sq. feet of parking area. The starred area on the diagram Mr. Fogg showed represented snow storage. He felt that there would be no increase in runoff from this pavement. The parking area to the road below was about 580 square feet to the edge of the property. An abutter had sent in a letter (attached to these minutes) asking if anything needed to be maintained. Mr. Fogg indicated that there were no catch basins or anything that needed to be maintained. He summarized that it was a minimum increase in parking and should not increase runoff volume.

Mr. Stanley said that there has been a long history of drainage issues on Barrett Road. He believed that this additional pavement had the potential to increase runoff to some degree. He suggested creating a stone diaphragm along the end of the driveway. It would not cost very much, would not be in the way, and would take care of some water. Ms. Holton said that drainage issues have been significant on Squires Road as well.

Ms. Laura James said that when she purchased her home, they were required to put an additional culvert in the back of their home to insure minimal impact from drainage. She wondered how any additional runoff could be minimal. Mr. Stanley said that was why he suggested a stone diaphragm. He thought it should be 18" wide x 2' deep. Mr. Jesseman said he had no problem with installing such a diaphragm.

IT WAS MOVED (Michele Holton) AND SECONDED (Paul Gorman) to approve Colby-Sawyer College's request for a Final Site Plan Review to permit the newly improved parking area, with the condition that a stone diaphragm (infiltration trench) be constructed along the full length of the southwest end of the parking lot/driveway. The infiltration trench will be constructed of 1 ½ inch

stone, with a width of 18” and a depth of 24” and will be lined with filter fabric to prevent the stone from being filled with silt.

Mrs. Chris Work was present at the meeting and said that her back yard never dries out and feels that this additional pavement will add to the problem. She offered that they get an extreme amount of runoff as it is. She indicated that her home is located behind the President’s house. Mr. Jesseman said that if they put stone in, it would absorb and deflect more water than in the past. Mr. Stanley agreed and felt that this system would help with the excess water. Ms. Work thanked Mr. Jesseman for agreeing to put this stone system in place.

Ms. Holton noted that on the President’s property there is an old pond that has grown in. The Works, Elms and Giles did significant drainage work because they were being flooded. It is still happening. It seemed to her that if they do enough work with what Mr. Stanley had suggested, it would help matters. It was noted that the area was always used for parking but is now just paved. Mr. Stanley commented that the trench would only need to be 2’ in depth to be able to provide enough of a reservoir to catch the water and hold it until it could be absorbed. In the winter the ground is frozen and all the water would run off anyway.

With no further discussion, Chair Cottrill called for a vote to the aforementioned motion.

THE MOTION WAS APPROVED UNANIMOUSLY.

Colby-Sawyer College (Map 085, Lot 033-000) SPR Mixed use at Colby Farm

Mr. Stanley showed a map showing the Colby Farm house and garage. It has been used for the storage of lawnmowers most recently. The house is approved as a single-family residence. He noted that any time the College has another use for a piece of property or a building they need to come before the Planning Board for site plan review.

Mr. Stanley said that in 2008 the college was approved to use the house for temporary housing for students. There was some misunderstanding about what that approval meant. The college has had to put some students in there this year because of an all-time high attendance level. It was noted that if more than five unrelated people are living in a single-family residence, it poses an issue.

Mr. Stanley said that the issue at hand was the use of the garage space for grounds-keeping equipment. His assumption was that they have sheet-rocked between the wall and the house. He asked Chief Lyon about this. Mr. Lyon said that the provisions were adequate at the time when he looked at it in 2008. Mr. Stanley suggested approval being contingent upon the space meeting State and local requirements for the space and safety purposes. Mr. Jesseman said that the sheet-rock had not been altered in any way since Chief Lyon saw it in 2008. He noted that it is a 2- Hour wall. Mr. Fogg added that there was also a central fire system in the building.

Mr. Hollinger felt there was no issue as long as the Fire Chief approved.

It was moved (Paul Gorman) AND SECONDED (Tina Helm) to approve the Colby-Sawyer College’s request for a Final Site Plan Review at Colby Farm with the condition that the proposed use of the structure be in compliance with all state and local fire code requirements.

THE MOTION WAS APPROVED UNANIMOUSLY.

Colby-Sawyer College (Map 085, Lot 033-000) SPR for temporary housing in Burpee Hall basement until final construction of approved changes

Mr. Stanley showed a slide of the basement area of Burpee Hall. The College would like to add two triples bedroom (“dorm rooms”) and showers. He noted that it is the same use that they had before, but that it will need to meet all fire regulations.

Chief Lyon noted that Mr. Jesseman had said that this would be temporary construction and that the original plan would still be constructed. His concern was that there was a complicated means of egress. With the original plan that was approved there was a hallway to be constructed that offered a cleaner way out for students in the event of an emergency. Chief Lyon also mentioned that there were some compartmentalization issues on the upper three floors. Because of the high amount of synthetics that can create a tremendous amount of smoke in a fire, to close some sections off so that students to have a cleaner way out is important.

Chief Lyon commented that the entire building is sprinkled and they would need to make sure the system met all state and local fire codes. Even if they didn’t proceed with the remainder of the approved plan, the other code issues on the floors above should be addressed. Mr. Atkins said that this was to house students in the spring semester. They fully intend to implement the full project that has been approved. Mr. Jesseman said what they are doing now will be demolished to allow for the original plans to be constructed.

Chief Lyon said that he was fine with this approval being contingent that the approval expires May 30th, 2012.

IT WAS MOVED (Tina Helm) AND SECONDED (Paul Gorman) to waive full site plan review, subject to the conditions stated (compliance with state and local fire code requirements and the use permitted until 5/30/12). THE MOTION WAS APPROVED UNANIMOUSLY.

Colby-Sawyer College (Map 085, Lot 033-000) SPR Signage Concept

Mr. Stanley said that three years ago New London changed the zoning to treat institutional and hospital uses differently, with regard to signage. Consideration of signage requests is by SPR. Generally business owners are allowed just two signs per property but that doesn’t work with the hospital or college. Mr. Jesseman came up with generalized plan of where signs were likely to be and a schedule of when they should be reviewed. All the signs on halls and buildings would have a similar appearance as would sport event signs. They will come to the Planning Board to show examples of the different types of signs. Mr. Stanley said that he was looking for the Planning Board to buy into the approach. If they are OK with it, he and Mr. Jesseman can work out the details and then come back with the minutia that would go into it. This would be the same method that they would use with hospital signage.

Mr. Atkins said they are trying to have an accurate description of what is there for signs now, as a baseline, so as future plans come forward and changes need to be made, they would be able to come to the Planning Board for consultation. They would come with a revised signage plan as needed.

Mr. Fogg showed a slide with a list of the types of signs and where they appear on campus. The Planning Board thought it was a reasonable way to handle the signs. Chair Cottrill asked that each of the sign’s sizes appear on the first page, along with the campus map.

Chief Lyon said in April of 2003 the Town changed some road names because of there being similar names that, in a panic, can create confusion. The State has since reevaluated the Town and while New London has far fewer issues than other towns, there are still some areas of confusion. The Colby-Sawyer College campus was one confusing area that was brought to their attention. There are no building numbers or streets and when there is an emergency on campus, they are just told to go to "541 Main Street." This can be especially confusing for mutual aid coming in who is not as familiar with the campus as the New London firefighters are. In the future it may behoove them to come up with some street numbering and signage that would make sense for the college. Mr. Atkins said that would be an appropriate component for their Master Plan.

Mr. Stanley explained that no vote was needed; he was only looking for their approval.

Hopwood – Merger of Parcels on Bunker Road (Map 076, Lots 020-000, 046-000 & 047-000)

Mr. Stanley showed a slide that explained where the old and new homes were on the Hopwood property on Bunker Road. The property along the street had been cut into small lots. Some people got one and some got more. Some gave a portion of their land to their neighbor for various reasons. This area is a problem with the maps the Town has currently. Mr. Stanley said that there are three parcels, two of which are on the lake-side of the road. They would like to merge the parcels into one.

IT WAS MOVED (Michele Holton) AND SECONDED (Tina Helm) to approve the request of the Hopwoods to merge Map 076, Lot 020-000 (the lot that includes the house) with Map 076, Lots 046-000 ad 047-000 (the narrow waterfront lots). THE MOTION WAS APPROVED UNANIMOUSLY.

The Planning Board members signed the merger.

Council On Aging ("COA") Zoning Change Request

Mr. Stanley explained that several months ago Ms. Nancy Friese was referred to the ZBA for consideration of the COA request to have a storage container located on their parcel. He explained that it was not permitted at this time and as the zoning ordinance was written. Storage containers were only allowed for six months at a time, during construction. Those at COA reviewed the criteria necessary to gain approval for a zoning variance and felt it would be difficult to do. They asked Ms. Hallquist and Mr. Stanley if a zoning change was possible. Mr. Stanley said that this could be done by petition and that they would ask the Planning Board for guidance. He noted that this ordinance was adopted in 1969 and the intent was not to have tractor-trailer boxes or storage containers everywhere on the landscape. He thought the Planning Board might consider the idea of a zoning change to permit temporary use of storage containers for other purposes. It could be part of the temporary fundraising provision they have for non-profits. If there were to be a zoning change for the allowance of storage containers under the temporary fundraising provision, the next question for the COA is where the container would be placed on the lot. It can't go, for example, in a parking area. Mr. Stanley said that the Planning Board would have oversight on this part. He offered that COA didn't have enough parking spaces to begin with. Ms. Friese disagreed about the parking issue. Mr. Stanley said that if COA was able to demonstrate that there is no parking issue, the Planning Board could possibly approve the storage container if the zoning is changed. He wondered if the Planning Board would entertain the idea of them or him making a provision for this type of change in the ordinance.

Mr. Hollinger said that every spring his church has a large rummage sale. They go looking for members who have barns, etc., to store things in until the sale. He could see that other churches who do similar things would want to put this sort of thing on their property temporarily. He suggested they write the provision to tie in to non-profits.

Mr. Stanley said that if the Planning Board would like him to move forward with creating a change in the ordinance, he would come up with a basic approach that accomplished it without placing a threat to the rest of the community that would result in a storage container in every driveway.

Ms. Friese explained that they are raising money for their organization for the operating funds each year. A few years ago the New London Budget Committee was reviewing COA's funding request and asked them to beef up their fundraising efforts, which they have done. They have a book sale and yard sale each year, which raises about \$25,000 for them. Naturally they need a place to keep the great amount of items they get. She noted that they are processing about 15,000 books during their book sale. Ms. Friese explained that all their volunteers are quite elderly and can't load things on a truck and bring to a barn, etc. When she met with Mr. Stanley and Ms. Hallquist it seemed to her that Mr. Stanley was much more optimistic about the idea than he was presenting it that night. He had sounded like he thought it was a good idea. She thought Mr. Stanley said that they would not need to make a zoning change. Mr. Stanley said that they would have to amend the temporary ancillary sales provision. This would definitely require a zoning change but said he thought it was a good idea. He felt that a lot of non-profits could benefit from this. The containers just can't be placed in a manner that would impede the regular use of the area.

Chair Cottrill asked how long the storage trailer would be needed at COA. Ms. Friese said about 6-8 weeks for the yard sale and didn't think they would use it for the book sale.

The Planning Board was in favor of Mr. Stanley coming up with a draft for a zoning change to the Temporary Ancillary Sales portion of the zoning ordinance.

Tree-Cutting Requests

MAP 091, LOT 011-000 - 177 Poor Road

Mr. Bo Quackenbos wishes to remove some trees within the 50' buffer that are dead and/or dying. Once removed, they will still have over 90 points per segment which far exceeds the 50 points required. Mr. Stanley showed photos of the trees that are dying. He had no issue with the request.

**IT WAS MOVED (Jeff Hollinger) AND SECONDED (Michele Holton) to approve the tree-cutting request by Bo Quackenbos at 177 Poor Road.
THE MOTION WAS APPROVED UNANIMOUSLY.**

MAP 103, LOT 022-000 - 756 Route 103A

Mary Kay Wyand Trust

Mr. Stanley explained that the property was unusual in that there is a lot of wetland in the front yard and they only have a few trees. If they take the two trees out, they will be left with 40 points. He noted that the trees are already dead. He wouldn't suggest replanting as it is wet and they shouldn't disturb that area. He suggested flagging some of the saplings that are there and letting them grow. Mr. Stanley said that the shorefront is nicely shrubbed and is densely vegetated. His inclination was to approve the request without any conditions for re-planting, but for letting the things that are growing there continue to do so.

IT WAS MOVED (Jeff Hollinger) AND SECONDED (Michele Holton) to approve the tree-cutting request at 756 Route 103A and request that any saplings which have managed to take root in the soil be left to grow. THE MOTION WAS APPROVED UNANIMOUSLY.

MAP 118, LOT 015-000 – 295 Forest Acres Road

Todd and Ingrid Quillen

Mr. Stanley explained that there is a tree on the Quillen property that is not dead, but its trunk is touching the deck. There is also a dead tree they'd like to remove. After the removal of the live tree, they would

still have 52 points in that one segment. They have 168 points in another nearby segment. Mr. Stanley opined that the area was a densely vegetated shorefront. He had no re-planting suggestions.

IT WAS MOVED (Jeff Hollinger) AND SECONDED (Paul Gorman) to approve the tree-cutting request for 295 Forest Acres Road. THE MOTION WAS APPROVED UNANIMOUSLY.

Zoning Changes for 2012

Manmade Wetlands Crossings

Mr. Stanley said that wetland crossings were allowed through the State without permit when the wetlands were man-made. He wondered if the Planning Board would like him to continue with changes to New London's zoning to follow the State's regulations. Otherwise, people would need to gain a special exception through the Zoning Board to cross such wetlands.

The Planning Board agreed that Mr. Stanley should continue with this change.

Impervious Limits

Mr. Stanley said that he would like to clarify the language regarding the shoreland ordinance which sets forth a 30% impervious limit. He felt that the language was a little unclear and thought it should be clarified. As it is written, it sounds like people can go over the 30% limit, but it needs to be clear that they can only go up to 30%. He said it was a very simple fix.

The Planning Board agreed that Mr. Stanley should continue with this change.

Livestock

Mr. Stanley explained that the ordinance allows livestock on lots that are two acres or more. Then, it suggests that they can't locate the components to have livestock that are within 100' of the property boundary. This was confusing and limiting. He would like to go down to the Department of Agriculture, Markets and Foods and review this ordinance with someone there who may be able to explain further. Mr. Stanley said that they confront this more and more and he needs clarity to be able to answer questions from those who want animals as well as those neighbors who have questions about regulations. He would ask what the reasonable amount of space was to have for an animal. He wants some realistic numbers going forward.

The Planning Board agreed that Mr. Stanley should meet with someone from the Department of Agriculture to get answers to his questions regarding livestock.

Wetlands Committee Status – Wetlands Mapping

Mr. Stanley said that this committee never got far due to lack of money. They had, however, engaged Michael Simpson from Antioch who had some great ideas. Their maps work OK for the time being. The problem is that the wetlands they map can sometimes be contiguous almost all the way into town. They decided to mark the end of the wetland on the map once they encountered a structure. The New Hampshire Method, which is a method of evaluating individual wetlands on the basis of a scoring system, has been re-written. It includes buffer requirements that are related to the scoring methodology. In the New Hampshire Method there is specific language of when a wetland begins and ends. Any narrowing of a channel is where it ends. He has done the research but has to re-write a portion of the wetland ordinance.

The Planning Board agreed that Mr. Stanley should continue with this change.

Sign Regulations

Mr. Stanley said that he is getting more and more people who wanted signs in various places. They want to put a sign on another businesses sign. The New London Inn and Rockwell's have done this to promote their micro galleries. He said that the ordinance says that they don't permit off-premises signs but there is no distinction of who can have these signs.

Mr. Ross Gott said that the Center for the Arts is looking at being able to specify on signs that certain businesses are hosting a micro gallery. They are looking for a way for people who are meandering up and down the street to find where these galleries are. In his building, The Center for the Arts pays for a space to be micro gallery. It is different, however, when considering the New London Inn, as the gallery there isn't a dedicated space but rather, the front lobby area. They want signage somewhere else other than on the building or on the window. Mr. Stanley suggested that they tag the existing sign with a micro gallery sign. Mr. Gott said that no one from the Center for the Arts would be manning a micro gallery in a place like the New London Inn, but that it would be tended by the business owner.

Mr. Stanley said that there was no issue with putting a micro gallery sign on the businesses main sign. Designated areas would go through the permitting process, but there is no provision, other than adding a sign to an existing sign, for signs within a shared space.

The Planning Board agreed that Mr. Stanley should continue to make appropriate changes to incorporate signs for shared spaces.

Bunk Rooms

Mr. Stanley indicated that there were an increasing number of garages being built with bunk rooms over them. If the owners have a septic system that was designed in the last 20 years, the State doesn't want to know about it. Unless it is called a bedroom they don't see any impact on the septic system. He and Don Bent (Health Officer) would like to come together to come up with a regulation for bunk rooms and the effect upon the septic system with increased load.

Mr. Stanley explained that currently there is no requirement or consideration for increased load of septic systems in these types of additions. DES doesn't care unless it says "bedroom" on the plan. Without the term "bedroom" a homeowner can increase sleeping capacity without any consideration for the increased load on the septic system.

Mr. Stanley said that if someone was to propose a 5th bedroom to a 4 bedroom, 4 septic home, they must design a septic system for the property that will provide for full septic capacity for the house. They don't have to build that new septic system unless the current system fails. Mr. Stanley said there should be some design/load provision when adding sleeping quarters with a bathroom.

The Planning Board approved Mr. Stanley working on this issue with Don Bent.

Short-Term Vending Licenses

Mr. Stanley said currently people need to have a SPR and they have to sell within a commercial zone. There is no provision for these types of sales. There have been requests for this in the past, for people selling ice cream to knick-knacks. He wanted to know if this was something they wanted to consider for the future. Mr. Stanley indicated that he talked to Bart Mayer (Town Counsel) briefly about the issue, who thought they should leave well enough alone.

Mr. Stanley said that on the green on Town land, there is no provision for licensing sales. Market on the Green functions in this way also.

The Planning Board decided that they would not ask Mr. Stanley to pursue this issue at this time.

Budget

Mr. Stanley indicated that the Board of Selectmen has requested the Planning Board's budget by October 31st. After reading through some line items, it was determined that the following areas could be reduced for the next year:

Circuit rider/planner – This could be reduced to \$5,000.

Recording secretary – This could be reduced to \$4,000.

Advertising – This could be reduced to \$500.

Minutes of 9/13 and 9/27

Michele Holton noted that she wasn't listed as present on the minutes but she was there for both meetings. This would be amended in both sets of minutes.

**IT WAS MOVED (Tina Helm) AND SECONDED (Michele Holton) to approve the minutes of September 13 and September 27, as amended.
THE MOTION WAS APPROVED UNANIMOUSLY.**

With no further discussion, Chair Cottrill called for a motion to adjourn.

**IT WAS MOVED (Paul Gorman) AND SECONDED (Tina Helm) to adjourn the meeting.
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 8:58pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London