



# TOWN OF NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

## PLANNING BOARD APPROVED MEETING MINUTES May 14, 2013

**MEMBERS PRESENT:** Jeff Hollinger (Vice-Chair), Paul Gorman (Secretary), Emma Crane (Conservation Commission Representative), Tina Helm (Board of Selectmen's Representative), John Tilley

**MEMBERS ABSENT:** Tom Cottrill (Chair), Michele Holton, Deirdre Sheerr-Gross (Alternate), Michael Doheny (Alternate)

**STAFF:** Lucy St. John (Planning and Zoning Administrator), Kristy Heath (Recording Secretary)

**In the absence of Chairman, Tom Cottrill, Vice-Chair Hollinger called the meeting to order at 7:00pm.**

### Old Business

#### Colby-Sawyer College – Final Site Plan Review - Improvements of Kelsey Athletic Field (Tax Map 086-001)

Doug Atkins provided a brief overview of the preliminary site plan discussion from the last meeting and the need and desire to begin the construction process as soon as possible, and to have the field available for the fall season. Mr. Arsen Hambarzumian of Nesra Engineering, the engineer for the College explained that they have submitted an Alteration of Terrain ("AoT") application into the State, and noted based on their discussions with the State they expect a quick review and approval by Friday. The State Wetlands application was submitted to the Town, but has not been sent to the State. They don't anticipate any issues with the wetland permit as this is an already disturbed site. Arsen discussed the surveying details to be shown on the plan and notes will be added regarding the press box, speakers and lighting are not part of this approval.

Mr. Hambarzumian said that the soils were mapped, which showed C-soils, consistent with their previous study of the area. He explained that their intent is to request working in areas outside of what still remains to be decided by the State, which is a wetland area. One of the wetlands was actually created when the field was created initially.

Ms. St. John referred to her staff report dated May 9<sup>th</sup>. She provided an explanation of the Intent to Excavate. She commented that notes should be included on the final plan that the press box, bleachers and lighting would not be part of this approval. She also concurred with the engineer's approach to allow the College to begin site work in the areas outside the jurisdictional limits of the State AoT and wetland permitting process. She had recently learned that the Town received the wetlands application on April 30<sup>th</sup>. It should have been submitted to the State but it had not been done. The application will be reviewed by the Conservation Commission on Wednesday, May 15<sup>th</sup>.

A considerable amount of discussion was focused on drafting language for the motion regarding the staff comments of the safety improvements along Seamans Road.

Chair Hollinger opened the floor up to public comment, of which there were none.

**IT WAS MOVED (John Tilley) AND SECONDED (Paul Gorman) to approve the final site plan subject to the following conditions:**

- 1. Receipt of all State permits: Alternation of Terrain (AoT), NHDES Wetlands Permit and Department of Revenue Intent to Excavate.**

2. **Permission to commence work in areas outside the jurisdictional limits of the AoT and Wetlands permitting process prior to receipt of the State permits.**
3. **Review by the Conservation Commission on May 15, 2013.**
4. **The College will facilitate a collaborative dialogue with the Town before Sept. 30, 2013 about sidewalks/crosswalks along Seamans Road. By April 1, 2014 the College and the Town will collaboratively present a joint implementation plan to the Planning Board.**
5. **Cones or other traffic control devices, signage and crossing guards will be used during events at the field until such a plan is implemented.**
6. **A note shall be included on the plan clearly stating that the lighting, press box and bleachers are not part of the approval and will require future review by the Planning Board and or the Zoning Board of Adjustment per the applicable local regulations in effect at that time.**

**THE MOTION WAS APPROVED UNANIMOUSLY.**

### **New Business**

Colby Sawyer College – 541 Main Street. Tax Map 085-033. Exterior Lighting improvements, upgrades to fixtures.

Mr. Jesseman referenced the Town's Site Plan Regulations, as noted on the agenda ( H. 11. - lamp and fixture substitutions and H. 4. - parking area lighting and requested clarification of this language. The College is implementing sustainable lighting and LED fixtures around campus and has contracted with Honeywell to upgrade their fixtures. The College had started to upgrade the lights, and discovered that they were too bright, and that this needed to be reviewed by the Town.

Ms. St. John reiterated that the language in the Site Plan Regulations is not clear and asked the College to present their revised lighting plan to the Planning Board.

Ms. St. John asked for clarification of the note on the materials submitted- foot-candles calculated using predicted lumen values after 50K hours of operation. Steve Jesseman referred to Greg Young, engineer from Honeywell who explained their usage of 50,000 hours with regards to calculating the average measure of lumens from a LED bulb. Mr. Young explained that LED bulbs last longer and are brighter than traditional bulbs and it isn't until they have burned for 50,000 hours that they can find an average.

Mr. Jesseman showed the Planning Board a map of the campus, illustrating where the lots to have lighting changes were located.

**IT WAS MOVED (John Tilley) AND SECONDED (Paul Gorman) to approve the new lighting plan for the Colby-Sawyer College parking lots, as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

Fast Track Application – Colby-Sawyer College Arbor – 541 Main Street. Tax Map 085-033. Proposal to include an arbor at the entrance of the College Garden and Main Street.

Doug Atkins explained that the College has a perma-culture garden just beyond the Colby Homestead and Apple Tree Cottage. They have met with the neighbors and talked about erecting an arbor on the Main Street entrance to call attention to the garden feature, and would welcome visitors. The design and construction materials were discussed. Staff was asked why the Planning Board was reviewing this, and explained the College is subject to Site Plan Regulations, and since this is a rather minor improvement the Fast Track option was considered.

**IT WAS MOVED (Emma Crane) AND SECONDED (Paul Gorman) to approve the fast track application to erect a wooden arbor at the entrance of the college garden and Main Street. THE MOTION WAS APPROVED UNANIMOUSLY.**

Fast Track Application - Tatewell Gallery – 277 Newport Road – Don Boxwell. Tax Map 059-008-000. Don Boxwell and Jack Tate, applicants.

Mr. Boxwell explained that he would like permission to move his gallery from one side of the hallway (within the Colonial Pharmacy building) to the other, where Allison Vernon's gallery had been. They will transition into the new space across the hall. They would keep items in both spaces between their last month in their present space, and their first month in the new space to make a smooth transition.

Mr. Boxwell provided a drawing of the layout they had in mind for the new space. He has requested from the landlord that they remove the gate and add a double French door. Some interior improvements to the space will include removing a wall, adding a wall to display frames, and having the space visually appealing from the store front. He would like to have a 4' wall there to display art work and to hide other work that is being done. There would be no alterations to the electrical systems in the space.

Ms. St. John reported that the Fire Chief had no problem with the move. He only wanted it known that exit signs and emergency lighting may need to be checked.

**IT WAS MOVED (Paul Gorman) AND SECONDED (Tina Helm) to approve the Fast Track Building Permit for Don Boxwell of Tatewell Gallery. THE MOTION WAS APPROVED UNANIMOUSLY.**

Tree-Cutting Request – 544 Lakeshore Drive – Lindsay Collins (Tax Map 050-010-000)

Ms. St. John said she took the application to the Collins residence because the couple is elderly and Mr. Collins was not well. She took pictures of the birch tree they would like to cut, which she confirmed as dead. Ms. St. John noted that the Collins' came in for a tree-cutting request in 2004. She thought the request met the regulations of the ordinance. She noted this hasn't been reviewed by the Conservation Commission, but it would be discussed at the Conservation Commission meeting tomorrow.

**IT WAS MOVED (Emma Crane) AND SECONDED (John Tilley) to approve the tree cutting for Lindsay Collins at 544 Lakeshore Drive. THE MOTION WAS APPROVED UNANIMOUSLY.**

Other Tree Cutting:

Chair Hollinger remarked that on Bunker Road there had been some trees cut that looked like they were within the 50' zone at the Bedard property. Ms. St. John explained that they have a State Shoreland permit and was recently granted a building permit. Staff was asked to look into this, and report back to the Planning Board. She will contact Pierre Bedard.

Conceptual Discussion – Minor Subdivision, Lot Line/Annexation – Carolyn J. Reynolds Trust (Tax Map 085-024-000 and 085-025-000)

Mr. Douglas Sweet, of Bristol, Sweet & Associates was representing the Reynolds, who were present at the meeting. Mr. Sweet explained the current configuration of the two lots and showed a map of the proposed configuration with a lot line changes. The site is 12.7 acres (both lots). The property has frontage on Seamans Road, a private right of way, driveway, and one of the lots includes the "The Barn" where the owners are currently living.

Mr. Tilley noticed that access on Seamans Road was from a private road and he saw that there was a road easement. Mr. Sweet confirmed that the lot line is in the private road, which is allowed. Mr. Tilley wondered if they could get the road easement all the way on the property so the front house doesn't own the road easement for the back house. While moving the other lines around, why not move this one as well. The discussion then focused on how this current private road easement and configuration should be corrected.

Ms. St. John explained that this is only a conceptual discussion and is not binding on the applicant or the Board, and the purpose was to solicit ideas and comments before a subdivision plan is submitted. Mr. Sweet said that putting the road easement where it is was as suggestion of the Planning Board in 1995. Mr. Tilley said that as a Planning Board they have seen shared roads cause problems in the past. The value of the 8.1 acres could be increased by making sure they have their own right of way.

Ms. St. John referred to the Planning Board meeting schedule and application due dates. The applicant noted they anticipate they will likely submit for the June 11<sup>th</sup> meeting.

### **Other Business**

#### **Alioops Request**

Ms. St. John noted that at the April 23<sup>rd</sup> meeting the Board received a copy of a Fast Track application from Allison Coy to move her business- Alioops Flowers & Gifts from the Colonial Shopping Plaza to the 394 Main Street address. The Board agreed this was an ok move. Since then Ms. St. John visited with Allison Coy at her current location. Allison Coy will be moving her store to 394 Main Street at the beginning of June. Ms. John referred to an email from Allison dated May 13th. The old space will be empty until December 2013. She would like permission to sublease her old space to other businesses who may want to "try out" having their own business. She envisioned opening the space up to those wanting to host "Trunk Shows" or other local entrepreneurs. She didn't want the space to remain empty and wanted to begin advertising for this available space.

Ms. Helm said she would like the owner of the Colonial Plaza building to come to the Board of Selectmen or the Planning Board to explain his plans for the building in Town.

Mr. Tilley wasn't sure about this idea for Alioops' old space. Mr. Gorman didn't understand why the Planning Board needed to oversee this change in space. Ms. St. John explained the provisions of the Site Plan Regulations pertaining to change of use/change of occupancy, and the Fast Track application process. She has been bringing each of these Fast Track applications to the Planning Board's attention for several reasons. She is new to the area and may not be aware of some long-standing issues, there are some uncertainties in the ordinance language, and it is the function of the Planning Board per Site Plan Regulations. Ms. Helm said there is potential for change of use, which is another reason they like to review changes in occupancy.

Mr. Tilley said by State regulations they are required to make a determination on whether a business going into a building complies with all regulations. They have chosen to allow the Fast Track option for businesses that are not changing. If parking requirements, fire exits, etc. are the same, they don't have to submit a full plan. This is their attempt at easing a State regulation that would otherwise be even more burdensome.

Ms. St. John noted that towns adopted Site Plan Regulations, and there are RSAs which address the site plan process. Ms. St. John said she that prior to her working for the Town, some of Fast Track applications were not reviewed by other department heads but were signed off by the Zoning Administrator. She didn't feel the language of the application was that cut and dry and believes that review by the Planning Board was necessary.

Mr. Gorman asked why the College needed a permit to put up an arbor. Mr. Tilley said that anything that happens in an Institutional District needs permission from the Planning Board.

Mr. Gorman thought the gas station (Jakes) was an atrocity and the lighting was severe. He wondered how that was OK. Ms. St. John said she wasn't here when Jakes was approved and would need to review the files to learn more. She noted that if Jakes were going to make improvements to their site, this would require review by the Planning Board and at that time, the lighting could be discussed. She noted that when a business proposes changes to a site, it is also an opportunity to discuss and to bring things into compliance. Ms. St. John noted that the Planning Board has a very important role and function, in defining what the community is going to look like, based on the regulations. Ms. Helm said if Jakes had been required to come to the Planning Board and if the lighting was questioned, it may have made them question what they really needed for lighting and it may have not been so severe.

Ms. Helm said they could approve the request from Alioops with the understanding that those who want to sublease would need to come in for a Fast Track Application. It was unclear how many people would be attracted to the space, as they don't know what or who would be in there. The Fire Chief may not like this. It was suggested to have the owner of Alioops come to the Planning Board to discuss the issue further.

#### Request from Bittersweet

Ms. St. John explained that Dave Marceau of Marceau & Sons Asphalt Paving stopped in to see her on Monday, May 13<sup>th</sup>. He had explained they want to redo the drainage on the site, around the building and in the parking area. He noted there are some real drainage issues on the property, especially in the back. He explained that over the years since it was initially developed the drainage has gotten worst. He said the drainage has failed. He wanted to know where the property lines were and what the process is.

Staff noted she explained the site plan process and that she would bring this to the attention of the Planning Board at the next meeting. She also noted that several months ago she had spoken with Bittersweet, and had some discussion with other Departments regarding this property.

It was the consensus of the Planning Board that this would need to be discussed through a traditional Site Plan Review and would not be suitable for a Fast Track Application. Ms. Helm said she agreed that the drainage at Bittersweet was not good.

#### New London Hospital – Signage Updates

Ms. St. John said she had a meeting with Alan Owens, Director of Facilities for the hospital this afternoon. He explained that back in 2009 when the addition was put on the hospital, the signage issue was not resolved and there continues to be confusion about the location of the emergency entrance and the new main entrance. She circulated a rendering of some draft signage changes. The hospital would like to come before the Planning Board on May 28<sup>th</sup> to discuss changes in signage, and submit a site plan for the June 11<sup>th</sup> meeting. Ms. Helm said this concern has come from a number of people about confusion and lack of effective signage after the addition was built. Ms. St. John agreed and said they want to improve the visibility of the hospital. Mr. Tilley thought they should try to comply with the size regulations in the ordinance as it would set precedent for other businesses in Town. Ms. St. John said she hasn't reviewed the draft signage information they submitted this afternoon, or the history of the discussion per the Planning Board meetings when the new addition was approved years ago. She would be circulating the draft to the Fire/Police and others for input. She will be reviewing the materials for compliance with the Sign Regulations, and noted that it is a hospital, where signage and awareness are important. This may or may not need a variance. It is different than signage needed at the grocery store.

#### Response to Mark Vernon's Letter

Ms. Helm's letter to the Vernon's was distributed. This letter was in response to Mr. Vernon's letter to the Selectmen and Planning Board regarding their recent subdivision.

Regional Planning Commission Update – Bob Crane, New London Representative

Mr. Crane announced that the RPC is going to conduct a phone survey around the 20+ towns in the commission. They will call people at random in New London about what the future of the Granite State should look like. They also have a regional forum for the future that can be accessed through the RPC website. Anyone can make comments on current ideas, or suggest new ones. Chair Hollinger suggested that this information should go on the Town's website so people would be expecting the phone calls and would know what the RPC is doing.

Mr. Crane said he wanted to do a survey about internet/broadband access in Town with the help of Ms. Hallquist. He noted that UNH is also planning to conduct a similar survey. Mr. Crane said that one of the State's broadband terminals is in New London.

The next Planning Board meeting is scheduled for May 28<sup>th</sup>. Ms. St. John noted she had previously talked with the Robert Wood of the Lake Sunapee Protective Association and for them to attend this meeting. She will contact them to see if they want to still be on this agenda, after determining if Planning Board members will be available for May 28<sup>th</sup>. Ms. St. John will contact the Planning Board members to determine who is available to attend on Tuesday, May 28<sup>th</sup> considering May 27<sup>th</sup> is the Memorial Day Holiday.

Review of Minutes

**IT WAS MOVED (Paul Gorman) AND SECONDED (Tina Helm) to approve the minutes of February 26, 2013, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Emma Crane) AND SECONDED (John Tilley) to approve the minutes of April 23, 2013, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Emma Crane) AND SECONDED (John Tilley) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 9:02pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London