



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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TO: Kim Hallquist, Town Administrator
Board of Selectmen (BOS)
FROM: Lucy A. St. John, AICP *Lucy A. St. John*
Planning and Zoning Administrator
FOR: Tuesday, September 8, 2015
RE: New London Outing Club Building Permit Application
Snack Shack (new) and moving existing snack shack on the site
Tax Map 083-010-000
191 Parkside Road

The New London Outing Club submitted a building permit on Friday, August 14th. I learned today when I called Brian Carey that the structure is almost completed and old snack shack was moved to other location on the Outing Club property. No plan has been submitted showing the location of the existing snack shack or the location of the relocated snack shack.

I visited the site today with Kim Hallquist and observed that the new snack shack is almost completed and that the old snack shack was moved to another location on the site. During the site visit today, we explained to the contractors that the building permit has not been approved yet for this project. The contractors stated that they have been working on this project for the last couple of weeks.

I talked with Jay Lyon last week and he doesn't have any issues with this project. Also Deb Langner, Health Officer is ok with the permit, see attached email from Deb Sept 8th.

Per the property account file there is a conservation easement on the property. I was not able to locate any files showing the layout of the site or other site details. A brief history of the Outing Club is included on page 75 of the 2015 Annual Town Report, noting it has been operating for 67+ years.

The property is located in the R1 and R2 zoning districts, this private recreational facility is essentially an existing nonconforming use on the site. Refer to the following provisions of the Zoning Ordinance:

- Article XX, Legal Nonconforming Use, Legal Non-Conforming Buildings and Structures, and Legal Non-Conforming Lots (A) (2): Change or Expansion: Any Legal Nonconforming Use shall not be changed to another conforming Use. Any Legal Nonconforming use shall not be expanded.
- Article V, Residential Districts permitted uses includes # 8, Accessory Building with or without the main building on the lot and # 9 Accessory Uses.
- Article III, Definitions, including several relevant definitions:
 - ✓ # 2 Accessory Building

- ✓ # 4 Accessory Use
- ✓ # 5 Accessory Use of Structure
- ✓ # 79 Legal Nonconforming Use
- ✓ # 103 Nonconforming Use
- ✓ #108 Outdoor, Active Recreation Uses
- ✓ #124 Recreational Facilities (b) which specifically mentions the New London Outing Club
- ✓ # 160 Use

Key points to consider as part of this discussion:

- ✓ After the fact building permit fee.
- ✓ Is this an expansion of the Use, the moving of the snack shack?
- ✓ Per the amended Site Plan Regulations (amended March 3, 2015), this project would not require Site Plan Review by the Planning Board.

Recommendation:

- That the After-the Fact fee be applied, fee \$100.
- A plan be submitted showing the location of all structures on the site.
- The Board of Selectmen discuss if this is an expansion of the use, as staff does not have any plans or other historical information to make an assessment on the use of the property.

Lucy St. John

From: Deb Langner
Sent: Tuesday, September 08, 2015 10:45 AM
To: Lucy St. John
Subject: outing club snack shack

Hi Lucy,

I just spoke with Jim Tucker, and he said there will be no cooking, cleaning or food prep going on in the snack shack. It will be used for selling gatorade and the like, so I am good with this permit.

Deb

Town of New London Site Plan Review Regulations
As Amended March 3, 2015

- D. Types of Development Requiring Site Plan Review: The owner or designee shall meet with the Zoning Administrator or other designee of the Planning Board to review any proposed change of Use or occupancy of non-residential property or any change of Use of Multi-Family Residential property. Based on that review, the owner/designee will be given guidance as to whether it is advisable that he/she meet with the department heads and/or the Planning Board to discuss the proposal in further detail.
The following types of Development, Use or change of Use of a site require Site Plan Review approval from the Planning Board: *(item 4 amended March 2015)*
1. For Multi-Family Dwellings and non-residential Use, all new principal Buildings, Accessory Buildings and additions;
 2. Home businesses (See ARTICLE III of these regulations for submittal requirements and ARTICLE II, Paragraph 15, b., 2) of the Zoning Ordinance for the provisions pertaining to a Home Business).
 3. A change in Use or layout of Multi-Family Dwellings, including changes to the exterior site layout and/or changes to the interior floor plan layout; and
 4. A change in Use or layout of non-residential property or Building(s) including changes to the exterior site layout and/or changes to the interior floor plan layout, except Site Plan Review will not be required if:
 - a) a change of Use and/or changes to the interior floor plan layout occur in a single-leasable space of less than 1,000 square feet; and
 - b) the owner of the property obtains written approval of the Fire Chief as to the adherence of the space to all state and local fire and safety regulations; and
 - c) no additional off-street parking would be required in accordance with the standards set forth in the Site Plan Review Regulations.