

**MINUTES OF THE MEETING
PLANNING BOARD
January 22, 2015
7:00 PM**

MEMBERS PRESENT: Robert Smith, Chairman; Lou Ann Griswold; Mark Beliveau; Robert Moynihan; John LaCourse, Alternate & David Cedarholm, Selectmen's Rep.

OTHERS PRESENT: Dale Rasmussen; Darcy Scott; Peter MacDonald; Laura Spector-Morgan; & Caren Rossi, Planning & Zoning Administrator

Robert Smith, Chairman opened up the meeting at 7PM.

- Review and Approval of Draft 01/08/2015 Meeting Minutes
David Cedarholm made a motion to accept.
Lou Ann Griswold second.
Vote: all, motion carried, minutes approved
- Review and Approval of Draft 1/08/15 Meeting Minutes
- Report of officers and committees
- Review any correspondence
- New Business
 - **A Site Review Application presented by Peter MacDonald, representing the Veteran Resort-Chapel. The property is located on 101 Stepping Stones Rd, and is known as Lee Tax Map#12-03-0300. The applicant is proposing to become a Church. This is an application acceptance hearing and a possible final public hearing.**

Attorney Laura Spector-Morgan, explained that she is here tonight working with Mr. Peter MacDonald and the Veteran Resort-Chapel. Mr. MacDonald will explain the project, but as part of the application, three waivers are being requested- Lighting plan, landscaping plan, storm water plan. We don't have a specific waiver standard plan so we use the state standard of a waiver request. Mr. MacDonald will explain the waivers and when the Board hears his explanation she feels the Board will find that they are they are minor and accept the application as complete.

Peter MacDonald read a letter explaining the application (in file). He also provided the Board with a copy of the IRS EIN# of the Veteran Resort Chapel and the 501C3 form. (In file)

Robert Smith, Chairman asked what the check list status is?

Caren Rossi stated that the preliminary checklist outstanding is the survey, the property was surveyed in 2000 and it is referenced on this plan, but it is not shown.

Mark Beliveau asked if there were any other waivers required. He quickly reviewed the plans and discussed the survey requirement.

Caren Rossi stated that she has this survey in the office and will bring it to the next meeting for review.

David Cedarholm asked if this is currently a residential use.

Caren Rossi stated that it is a permitted use subject to site plan review by the planning board.

Mark Beliveau asked if anyone was currently living there.

Caren Rossi explained yes, it is currently a single family home.

Lou Ann Griswold asked where the chapel was. Was it where the house is?

Caren Rossi stated yes.

Caren Rossi continued with the checklist. She stated she has access road circled for the Boards thoughts. She explained this is a very unique application. For preliminary acceptance that is it with the exception of the details of the buildings. They have submitted a sketch but not showing the heights. This is it for preliminary requirements.

Mark Beliveau asked if we required an additional conditions plan.

Caren Rossi stated we require contours.

Lou Ann Griswold stated we usually see them merged.

Robert Smith, Chairman stated we are going to want to get the building heights.

Caren Rossi explained that both the police and fire chiefs have the plans but are waiting for input to see what exactly the Board would like them to address in their review.

Robert Moynihan asked about the drawings of the buildings Peter MacDonald referred to in his opening statement.

Peter MacDonald stated they are on the papers he submitted and they are an 8' x 16' building with a light over the door. They are 8' tall. No water or sewerage, just electricity. Each unit will have a gas heater in it. Put it in by DF Richard.

Robert Moynihan asked what type of foundation, what is the height, he is looking for typical detail of the buildings.

Peter MacDonald stated they are just going to be on a 4' frost wall. No foundation under them with a frost wall and footings. They are just insulated boxes for the veterans to go and get their minds straight. They are religious readings rooms for a place for the veterans to go to bring themselves back. His mission since he began was to help homeless veterans. Practically combat Veterans.

Lou Ann Griswold asked if it is a shared propane tank or one per unit.

Peter MacDonald stated it is up to DF Richard and the fire department. He stated it doesn't require a large propane tank as it is estimated not to cost a lot to heat the units.

Robert Smith, Chairman clarified the number of units that are proposed.

Peter MacDonald stated it will be whatever Adam Fogg put on the plan. (10 plus existing house)

Lou Ann Griswold asked if Peter MacDonald if he anticipated people that will come and stay overnight, for days, for hours.

His goal is to have them come and stay for a day some may stay overnight but there are no bathroom facilities they are no water so they will have to use the chapel. They are not meant to be domiciles, they are not meant to be domiciles. The purpose is to give them warm place to go to try and get their heads straight. This has been the mission of the church since 1980.

Robert Smith, Chairman asked where will these people be living after the 10 pm hour?

Attorney Laura Spector-Morgan replied that they are free to sleep there but the intent is not for them to sleep their long term.

Robert Smith, Chairman stated the handout states that "every guest that is not a US Military Veteran must leave the property at 10PM" this implies that the military veteran can stay overnight. Where will they be staying?

Attorney Laura Spector-Morgan stated that they will be staying in the Reading Rooms.

Robert Smith, Chairman stated with no facilities.

Peter MacDonald and Attorney Laura Spector-Morgan agreed.

Robert Smith, Chairman asked where they would then have access to facilities.

Peter MacDonald stated they can go in the Chapel.

John LaCourse asked about the driveway, will there be a turnaround?

Attorney Laura Spector-Morgan replied that the plan is that people will not be driving past the parking spaces, beyond that will just be a walkway.

Peter MacDonald replied the road goes down to the cabins; it will be just a walking area. It will be gated and then the gate will open if there is an emergency.

The gate needs to be added to the plan, it will not be locked.

Robert Smith, Chairman asked what the surface of the road is.

Peter MacDonald stated it is dirt; he wants to keep it as natural as possible for the Veterans.

Robert Smith, Chairman asked about the existing driveway, is this also dirt?

Robert Moynihan asked where the existing driveway is and the proposed driveway is.

Peter MacDonald showed him on the plan. This needs to be added to the plan.

Lou Ann Griswold asked what will be in the now existing chapel when the reading rooms are occupied.

Attorney Laura Spector-Morgan replied it will remain a chapel there is an apartment upstairs. They provided pictures of the chapel.

Robert Moynihan asked how arrived at the number of parking spaces?

Caren Rossi read the requirement in the regulations. *Parking spaces shall be allocated according to the following schedule:*

Minimum number of spaces by use:

<i>-Apartment</i>	<i>2.5 per dwelling unit</i>
<i>-Hotel/Motel</i>	<i>1 per unit & 1 per employee</i>
<i>-Rest Home/Nursing home</i>	<i>1 per 4 beds & 1 per employee</i>
<i>-Mobile Home Park</i>	<i>2 per unit</i>
<i>-Educational Facility</i>	<i>1 per employee & 1 for each 4 Seats in the auditorium</i>
<i>-Place of Assembly (Church, Theatre, Restaurant)</i>	<i>1 per three seats</i>
<i>-Medical Offices, Retail & & Service Businesses (bank)</i>	<i>1 per 250 square feet + 1 per employee</i>
<i>-Research or Administrative Offices</i>	<i>.5 per employee</i>
<i>-Other</i>	<i>Adequate spaces as determined by the Planning Board</i>

Lou Ann Griswold stated so you are thinking people will either have bicycles or walk, they won't have cars?

Peter MacDonald stated that Easter Seals has brought people up there too. Even though there was nothing on the property. The VA have referred people there too while he was building. He tells them he doesn't have the facilities right now. They can sit on the property and talk to God if they want but there is no place for them to get out of the weather and or to stay warm.

Attorney Laura Spector-Morgan most homeless veterans will not have a vehicle they will either walk or bike there.

Robert Smith, Chairman asked about the dotted lines on the plans and the setback lines. What does the septic setback line mean?

Caren Rossi explained that the plan is his existing septic design plan that she encouraged him to make into a site plan for this hearing. She explained the setback lines to him.

John LaCourse asked about the lighting at the existing house?

Peter MacDonald stated just on the doors.

Robert Smith, Chairman asked if the proposed driveway would be considered a private road? He is thinking of access for the fire department. He is concerned that the buildings are setback from the access. He has concerns of the emergency access because they are so far away. Normally a house would have a driveway.

Caren Rossi stated we could have the fire and police address this in their letter.

Attorney Laura Spector-Morgan stated that next time they could provide some pictures showing that the earth is firm sold grass and not a mud pit or a wetland that they would go thru.

Robert Smith, Chairman just wants to make sure that the fire and police are comfortable with it.

Lou Ann Griswold outside of each of these reading rooms is an outside light.

John LaCourse stated yes, nothing else just a lantern type light.

Robert Moynihan asked what the driveway is made of, is it gravel? How thick is it and what about the parking area?

Peter MacDonald stated gravel 2' thick. The parking area isn't in yet but it is a 2' drop that will be filled up to meet the driveway. After the gate will be gravel road, only 12' wide or

whatever the fire department wants it to be. But it won't have any traffic on it unless it's an emergency vehicle.

Robert Moynihan stated that the road is shown as 30' so it will be revised to show only 12'.

Peter MacDonald stated he will revise it to what the fire and police want.

Lou Ann Griswold asked if there would be any issues with structures being located over the well/waterlines.

David Cedarholm stated that it is currently a residential well. The well is located the proper distance from the septic system.

Mark Beliveau felt Lou Ann was asking if there was an issue structurally because of the location of the buildings near the water lines. He doesn't feel there is as long as the lines were far enough in the ground, below frost.

Attorney Laura Spector-Morgan asked if it would be helpful to show where the pipes are. This will be added to the plan.

John LaCourse asked if there is any specific time the Church will hold services.

Peter MacDonald stated he meets with veterans in their 3 to 5 times a week and what they talk about is between them. Veterans can stop in their anytime, the door on the chapel has never been locked. They go in and out whenever they want. This particular veteran lives in Rochester and likes to stop in once in a while and just sit down there and think.

John LaCourse stated his concern was if you had a specific time that is open to the public to give a talk and then all of sudden people come that are not veterans and there is no place to put them.

Attorney Laura Spector-Morgan replied this has not happened to date.

Peter MacDonald replied it is open to the public but not public services. This is a chapel that caters to homeless Combat Veterans.

Robert Smith, Chairman spoke with concerns of the proximity to the dog house door and the driveway. This will be looked at closely at the site walk.

Attorney Laura Spector-Morgan stated they can put something there if they need to.

John LaCourse asked if there is anything historical on the property.

Peter MacDonald stated that back in the 1800's railroad cars and ties were stored there.

Mark Beliveau stated today it functions as a chapel and a residential apartment. Is it owner occupied?

Peter MacDonald replied that it is occupied but it is owned by the Veterans Resort-Chapel.

Mark Beliveau replied that the applicant is coming in to expand the use and build these 10 small structures.

Caren Rossi stated today, what is permitted there is a single family home.

Mark Beliveau stated a chapel is a permitted use.

Caren Rossi stated he is here tonight so that the town will recognize him as a Church. As part of this he wants to build these buildings.

Mark Beliveau stated that they are in the application acceptance portion of the application. He is uncomfortable with these additional structures that folks are going to be allowed to sleep overnight. He hasn't heard any limitations on time line for sleeping; there is no water and sewer. He is uncomfortable with that use. If they were structures for daytime use and not overnight, that sleeping would not be allowed is different for him. It is different and creates different issues when they are allowed to be residential structures and are being proposed with no facilities. He is not limiting his concerns; it is a functionality of it. It needs to be designed adequately. It doesn't matter who is going there to him that is irrelevant.

Attorney Laura Spector-Morgan stated the idea is not for them to be there long term, there is not going to be a bed there, if they are there and they are reading and they fall asleep they can stay the night and no one will kick them out. The idea is not for them to live there long term.

Robert Smith, Chairman stated that there is nothing to stop them and we have to look at it the worst case condition.

Attorney Laura Spector-Morgan stated she completely understands the concern.

Robert Smith, Chairman commented he too has concerns about the facilities issue.

John LaCourse stated financially the easier way out is to not allowing people to sleep there.

The Board discussed the procedure and they discussed they would not act on the waivers tonight.

Mark Beliveau stated the if they move to accept the plan tonight, that it often means that the plan is substantially complete, it does not, in his mind, mean that to him on this application tonight. He asked if the applicant would like to treat this as a preliminary consultation tonight.

Robert Smith, Chairman stated he is having a hard time with the acceptance of this as a Church and asking for input from the fire department on that. As an example. He feels that unlike a normal site plan. When you think about the existing Church in town there are occupancy loading listed all around. We need to give them input as to where we want them to look.

Caren Rossi stated we can draft that letter when we have public input. It doesn't have to get to them now.

Robert Smith, Chairman asked the applicant how they wish to proceed.

Attorney Laura Spector-Morgan stated she would like the Board to vote tonight on the application acceptance. The concerns she is hearing don't really relate to the plan. Prior to the public hearing they will submit a revised plan for all to review and then work within the public hearing process. She reiterated that Mr. MacDonald is here to work with the Board.

Robert Moynihan asked about the driveway location, has it been approved by the Road Agent?

Caren Rossi explained yes a couple years ago.

David Cedarholm moved to accept the application.

Lou Ann Griswold second.

Discussion:

Mark Beliveau stated that he thinks the plan is minimally adequate and it just squeaks over the adequacy line of being accepted. As the applicant has heard tonight, there are a lot of questions and comments on the merits and the presentation of the plan. He is comfortable that it has the basic information that is needed for acceptance and to start the review clock. He feels there will be substantial comments.

Robert Moynihan stated that he is going to vote against it as it is not substantially complete, it's not an acceptable plan for non-residential site review. There should be a typically road design; there are no contours to show what the grading of the finished road will be; parking is not substantial enough; there isn't detail of what one of the finished buildings will look like, i.e. foundation, walls, roof, siding, this is always required. Storm water drainage calculations are going to need to be done; this is going to increase runoff. It is near a wet land and a pond. Engineering should be done to make sure it is going to work.

Mark Beliveau stated that he agrees with all of the comments, what he was trying to suggest is that all of those things will need to be addressed as part of the plan review if we were to approve this motion.

John LaCourse asked if more of the stuff was on the plan it would be easier to get the correct information to police and fire.

David Cedarholm stated he made the motion to accept the plan because in looking at application acceptance procedure he read the following from the site review regulations.

B. Application

The Planning Board shall begin formal action within thirty days following submission of a completed application. A complete application shall consist of the following:

- 1. Current application on the appropriate Site Plan Review form;*
- 2. List of abutting property owners names and addresses;*
- 3. Fees for posting and hearings shall be listed on the application for Site Review.*
- 4. Proof of ownership or notarized designation of agent from the property owner;*
- 5. One preliminary plan including:
 - a. Owner's names and addresses, book and page of deed reference.*
 - b. Names and addresses of all abutting property owners, book and page deed references;*
 - c. Locus or reference map showing location of the site, within town;*
 - d. Boundary survey of the entire parcel held in a single ownership regardless of whether or not the entire parcel is being developed;**

Mark Beliveau stated we don't have the survey but we have the references

- e. Bearing and distance of all property lines;*
- f. Acreage of the parcel;*
- g. Location of all existing and proposed buildings (including size and height driveways, sidewalks, parking and loading areas, open spaces and landscaping.)*
- h. Soil mapping, test pits, delineation of Wet Soils shall be done by a State of New Hampshire Certified Soil Scientist at the expense of the applicant and/or owner.*
- i. Delineation of Wet Soils and Undevelopable areas (See Section III).*

It was concluded that the regulations and the check list don't match.

It was discussed that it might be best if both the Police Chief and the Fire Chief could come to the next meeting to review the plans and get any information needed for them to provide input to the Board.

Robert Smith, Chairman called for a vote on the application acceptance.

Yes: Majority, application accepted.

Caren Rossi stated that typically she would send the plans to Civil Consultants for their review at this point.

The Board agreed to hold off on sending it to them.

The public hearing will be held on March 5, 2015 at 7:00PM and the site walk will be held on Saturday, February 7, 2015 at 8:30am. We will all meet on site.

- A final public hearing on proposed Zoning Regulations amendments/changes.

The Board reviewed the final changes to the regulations. The only change was to change the wording from Selectman to Select Board.

Mark Beliveau made a motion to accept the proposed zoning changes and put them forth to the ballot as proposed.

John LaCourse second.

Vote: all

MINUTES TRANSCRIBED BY:

Caren Rossi, Secretary

MINUTES APPROVED BY:

Robert Smith, Chairman

Lou Ann Griswold

Mark Beliveau

Robert Moynihan

David Cedarholm, Selectmens Rep.

John LaCourse, Alternate