

**Moultonborough Planning Board**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

**Regular Meeting**

**April 23, 2014**

**Minutes**

Present: Members: Josh Bartlett, Scott Bartlett, Rich Kumpf, Kevin Quinlan,  
Ed Charest; Russ Wakefield (Selectmen's Representative)  
Alternate: Tom Howard  
Excused: Member: Joanne Farnham  
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

**I. Pledge of Allegiance**

Mr. J. Bartlett opened the regular meeting at 7:00 PM and led the Pledge of Allegiance. He then appointed Tom Howard to sit on the board with full voting privileges in place of Joanne Farnham.

**II. Approval of Minutes**

**Motion:** Mr. Howard moved to approve the Planning Board Minutes of April 9, 2014, as amended, seconded by Mr. Charest, carried unanimously.

**III. New Submissions**

1. CruCon Real Estate Holdings, LLC (141-12)(87 Whittier Highway)  
Site Plan Revision and Conditional Use Permit

This was a request for a site plan review for a change of use from a business office to a day care facility (exclusively for CruCon employees). Mr. Woodruff noted the Request for Waiver and Conditional Use Permit dated April 4, 2014 from Ames Associates. The waiver requested is to not provide a traffic impact analysis memo as they submitted one for the CruCon development for the adjacent lot that uses the same driveway and that since only CruCon employees may use the day care facility, the added vehicle trips will not appreciably be increased from their original analysis. They have requested that the Board grant the 5% lot coverage incentive for the elimination of a driveway with this proposal. The applicant is requesting a Conditional Use Permit (CUP) be granted that allows the 25 ft. wide vegetated buffer along the frontage to be essentially at 0 ft. because of the requirements of the power company to have no growing vegetation within the 50 ft. easement that runs along the lot frontage.

**Motion:** Mr. S. Bartlett moved to accept the application of CruCon Real Estate Holdings, LLC (141-12), grant the waiver for the purposes of acceptance only, and to schedule a hearing for this evening to be Hearing #1, seconded by Mr. Charest, carried unanimously.

**IV. Boundary Line Adjustments**

**V. Hearings**

1. CruCon Real Estate Holdings, LLC (141-12)(87 Whittier Highway)  
Site Plan Revision and Conditional Use Permit

Dan Ellis from Ames Associates presented the application for a site plan revision. Mr. Ellis commented that the Planner had given a project description in his staff memo dated April 18, 2014. He briefly gave an overview of the property. The property was the former office of David M. Dolan Associates, now owned by CruCon. The proposal is to provide some daycare for their employees. The daycare would serve only CruCon employees. They are anticipating four employees, which is based on the size of the building, which then allows a daycare for up to a maximum of 25 children. They have provided four parking spaces for employees on the site. The remainder of the existing parking on the site will be removed or exchanged to be a drop off, pickup zone and turn around for CruCon employees. There are several designated parking spaces on the abutting Lot 11 for those employees who have children at the daycare center. There will be pedestrian traffic from that parking area on Lot 11 to the daycare center. There will be a concrete sidewalk, crosswalk, and sidewalk to the building. Mr. Ellis went on to describe other improvements to the site that included a fenced in play yard, areas of gravel to be revegetated, a landscaped island and possible future dumpster location. Mr. Ellis explained the net change in coverage. They are going from 7,805 sq. ft. of driveway and parking down to 4,520 sq. ft. or a decrease in coverage of about 5% of the lot area. They are eliminating the existing curb cut and driveway in from Route 25 leading to the edge of the proposed drive. That will be removed and revegetated. Mr. Ellis stated that there will be lighting added for safety. They have submitted a CUP application as the Zoning Ordinance requires a 25 ft. buffer in the zone along the frontage of the lot. It is intended to be a buffer area that is to remain natural or landscaped as a form of screening for commercial uses. The lot was developed before that section of the ordinance came into effect. The lot is also encumbered by a PSNH easement that is 100 ft. in width. PSNH doesn't want any tall plantings in the easement. They are requesting a waiver of the 25 ft. buffer requirement, allowing the lot to remain as it now, a manicured lawn with some shrubs. Mr. Ellis stated that they were asked to extend the sewer main. The applicant is willing to extend the sewer main across the driveway and just beyond the concrete sidewalk area. Mr. Ellis noted the request for waiver from providing an additional traffic study. They had provided an analysis for the abutting CruCon site. The increase in trips is only four, noting they are eliminating the number of trips for the former surveyor's office that were calculated at that time. They feel the change is minor and is an improvement to the Route 25 corridor by eliminating the existing curb cut. Mr. Ellis stated that the site plan review regulations encourage reductions in the number of access points. And the way they encourage that is to offer an incentive benefit. If you reduce the number of curb cuts such that two different lots are sharing a driveway where they weren't before, one benefit offered is an additional 5% lot coverage. The maximum lot coverage in this zone is 50%. They have requested the board consider granting the 5% increase to Lot 11 (the abutting lot). Mr. Ellis commented that the Conservation Commission had questioned if their original drainage analysis for Lot 11 had taken into account sheet flow off of the Lot 12 access drive. He stated yes it did. Mr. Ellis answered questions from the board.

Mr. S. Bartlett asked if the asphalt on Lot 12 was to be impervious. Mr. Ellis stated yes. He then asked what happens if either Lot 11 or Lot 12 is spun off and sold separately at a later date. Mr. Ellis stated that Notes 5 and 6 on the plan address that.

Mr. Kumpf questioned the width of the driveway and does it support parents or guardians parking to take children into the daycare, while still supporting two way traffic. Mr. Ellis stated the total width is 22 ft., and the width minus the drop off zone is 14 ft. His intention was to provide for someone being able to squeeze by. Members discussed this with some feeling that it should be widened. Mr. Woodruff commented that he had discussed this with Mr. Ellis while working on the proposed plan and their intention was to keep it narrow to keep traffic speeds down at 4-5 mph. After discussing this it was a consensus of the board that they would like to have the driveway area in the drop off and pickup zone widened by two feet.

Mr. S. Bartlett commented that the applicant is requesting the 5% incentive for lot coverage being added to Lot 11 and questioned why Lot 11 if the application is for Lot 12. Mr. Woodruff stated that more than half of the curb cut being removed is on Lot 11.

Mr. J. Bartlett opened the hearing for public input, noting there was none he closed the public input portion of the hearing.

Mr. Woodruff referred to his staff memo in which he had recommend approval of the site plan with the waiver requested and several conditions. He suggested that they amend his suggested conditions to expand number 3 to include language that they construct the sewer main past the driveway and the concrete sidewalk, add notation regarding the sewer easement and add two additional conditions requiring that the driveway be widened by 2 ft. in the area of the drop off and pick up zone and that the Notice of Decision be recorded at the Carroll County Registry of Deeds.

**Motion:** Mr. Kumpf moved to grant the waiver as requested for **CruCon Real Estate Holding, LLC (141-12)** Staff recommend approval of the site plan with the waiver requested, conditional use permit and approval of the 5% lot coverage incentive (to Lot 11) with the following conditions: 1. The amended NH DOT Driveway permit be submitted prior to plan signing. 2. Add the property address (number) to the title on the plan. 3. Add extending the sewer main across the front of the lot with a shorter service connection to the plan. Construction to occur after coordination and approval with the Bay Sewer District and prior to the granting of a Certificate of Occupancy. This is a usual requirement from Bay Sewer District. 4. The final plan be submitted to the Development Services Office in electronic format to include both a pdf and a cadd file format such as .dwg or .dxf. 5. Widening the road 2' in the area of the drop off and pickup zone. 6. The Notice of Decision to be recorded at the Carroll County Registry of Deeds, seconded by Mr. S. Bartlett, carried unanimously.

## **VI. Informal Discussions**

## **VII. Unfinished Business**

1. Mr. Woodruff stated one of the items on the Board's Work Plan for 2014 was to review the Telecom Law changes to determine if there are zoning changes required. Mr. Woodruff provided members with a brief synopsis of what the new Telecommunications Law (RSA Chapter 267) of 2013 means, along with a copy of the final version of SB101 Chapter 267. Mr. Woodruff stated that he had further research that he would like to complete. He asked that members review the handout and be prepared to discuss it as time is available at a future meeting.

2. Mr. J. Bartlett briefly updated the board regarding the Village Vision Sub-Committee. He noted that they had met on Monday evening and after a lengthy discussion seemed to come to an agreement of an area that will be the focus of a Village Vision. Mr. J. Bartlett stated that it is critical that all board members be aware of what is going on with this committee. He asked that members talk up this process, making the public aware of this process. Getting them involved as this goes forward, making certain that they are well informed and heard. The next meeting is scheduled for Tuesday, May 6<sup>th</sup> at 7 PM.

## **VIII. Other Business/Correspondence**

1. Training: Master Planning - The Planner played a brief training module that was prepared by June Hammond Rowan, Plymouth State University, with the assistance of Charlie French, UNH Cooperative Extension. The module provided an overview of the role of the master plan, steps in developing the master plan and description of chapters.

2. Training: Low Impact Development – Mr. Woodruff requested that this be taken up at a future work session as time becomes available.

3. Mr. S. Bartlett stated that he would be attending the training sessions on Thursday, May 1<sup>st</sup> in Littleton and on Saturday, May 3<sup>rd</sup> in Whitefield. If anyone is interested in carpooling, please contact him.

**IX. Committee Reports**

**X. Adjournment:** Mr. S. Bartlett made the motion to adjourn at 8:33 PM, seconded by Mr. Charest, carried unanimously.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant