

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

Regular Meeting

July 9, 2014

Minutes

Present: Members: Josh Bartlett, Scott Bartlett, Rich Kumpf, Kevin Quinlan,
Ed Charest; Russ Wakefield (Selectmen's Representative)
Excused: Member: Joanne Farnham
Alternate: Tom Howard
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. Mr. Bartlett noted the passing of Herb Farnham last evening, noting that Herb was a valuable member and dedicated volunteer for a number of organizations in the town.

Mr. J. Bartlett stated that at this time as Mr. Howard was excused this evening there was no alternate member to be seated. He then noted that the Board was in receipt of one letter of interest from Kathi Margeson expressing her interest to serve as Alternate Member of the Planning Board. Ms. Margeson was present this evening and spoke briefly with the board giving her background and qualifications she felt that would qualify her to serve on the board.

Motion: Mr. Wakefield moved to appoint Kathi Margeson as an Alternate Member of the Planning Board with a term that will be staggered in accordance with State Statute, seconded by Mr. Charest, carried unanimously.

II. Approval of Minutes

Motion: Mr. S. Bartlett moved to approve the Planning Board Minutes of June 25, 2014, as written, seconded by Mr. Charest, carried unanimously.

III. New Submissions

1. CruCon Real Estate Holdings, LLC (141-10)(67 Whittier Highway)
Site Plan Revision

This was a request for a Site Plan Revision for the proposed additional use for the existing building, employee-only child daycare. The remainder of the building will continue to be used as office space for the CruCon cruise outlet business. Some minor changes to the site are proposed to accommodate the proposed additional use: i. The parking striping in front of the building main entrance will be reconfigured to allow for convenient circulation as parents arrive to drop off or pick up children. ii. A total of ten parking spaces near the main entrance will be designated for daycare use only to allow for parent parking while dropping off or picking up children. iii. An area of paved parking at the rear of the building will be removed, loamed and seeded and a fenced-in play yard will be installed (2,150± square feet). The removal of pavement for the play yard will reduce the impervious surface area to below the original (pre-service road) level. iv. Four above-ground propane tanks have been removed and one underground propane tank will be installed as a heating system fuel source. v. The dumpster will be

relocated to the rear of the lot and an enclosure constructed to screen it from view. The Chair noted the request for waiver from the requirement to not prepare an amended traffic impact analysis. The Planner recommended that the Board accept the Site Plan Revision application as complete (with waivers) and hold the Public Hearing.

Motion: Mr. S. Bartlett moved to accept the application for Site Plan Revision for CruCon Real Estate Holdings, LLC (141-10), acknowledge the receipt of the waiver for the purposes of acceptance only, and to schedule a hearing for this evening to be Hearing #1, seconded by Mr. Wakefield, carried unanimously.

IV. Boundary Line Adjustments

V. Hearings

1. CruCon Real Estate Holdings, LLC (141-10)(67 Whittier Highway) Site Plan Revision

Dan Ellis from Ames Associates presented the application for Site Plan Revision. Mr. Ellis commented that the Planner had given a project description in his staff memo dated July 2, 2014. He briefly gave an overview of the property. The property was the former office of Meredith Village Savings Bank, now owned by CruCon. He noted that in May the Board had approved a site plan revision for the construction of the access road connecting Lots 10 & 11. At that time they didn't know what the use would be for on Lot 10. The access road has been constructed and they have connected to the Bay Sewer District. They were granted an approval for an employee-only daycare on Lot 12. The proposal is to relocate the daycare to Lot 10. They met with the Technical Review Committee (TRC) on June 10th and based on that meeting he has made the suggested changes to the plan. Half of the second floor will be used for the daycare and the remainder will be office space for CruCon. There are other minor changes proposed to the site that include the reconfiguration and striping of the parking lot, addition of an outdoor play area to the rear of the building, replacement of all outdoor lighting, landscaping (plan provided), relocation of the propane tank and the dumpster. Mr. Ellis noted the request for waiver for the requirement to provide a Traffic Impact Analysis. They have received the necessary NH DOT driveway permit for the proposed added use. Mr. Ellis answered any questions from the board.

Mr. Kumpf asked if the play area is to be fenced in and what other information could Mr. Ellis provide. Mr. Ellis stated that it would be fenced in and will be grass and wood chips. They will need to meet state requirements for the necessary depth of wood chips based on the fall height for the type of play equipment.

Mr. Woodruff referred to his staff memo, noting a few errors in dates contained in the memo, none the less the content of his memo was accurate. He noted the five issues under Site Review Regulation Issues and one Misc. Issue. He stated that he sent an email to the members today with regard to the photometric plan and the landscaping plan which were submitted late this afternoon. He suggested that some of the notes in the landscaping plan be revised and suggested they add some more screening vegetation along the road frontage. He commented that the applicants engineer has indicated that the retrofitted pole lights will be full cutoff technology. Jason Drouin, General Contractor stated that the lights will match the lights on Lot 11 and will be compliant with the MZO. Mr. Woodruff went on to note that he recommends approval of the site plan with the waiver requested and several conditions.

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

Motion: Mr. Kumpf moved to approve the site plan for CruCon Real Estate Holding, LLC (141-10) and to grant the waiver requested to not prepare an amended traffic impact

analysis with conditions 1, 2 & 3 contained in the Planners email of July 9, 2014:

1. revising note #1. in this manner: Some deviation from this plan is allowable providing that the same number, *caliper and height* of trees and shrubs or more are planted in a similar density and location as shown.... 2. Revising note #2. in this manner: Delete first sentence. 3. Requiring additional “infill” shrubs/lower evergreen between the frontage ‘ crab apple trees. And further revisions to the site plan prior to the Chair signing the plan: 1. a. Add the surveyor’s stamp with signature. b. Add the owner’s signature. c. Submit a detail of the sign face design. d. Add a note stating that the site is located in the Groundwater Protection Overlay District. e. Add a note that states that all notes and requirements of the previous revision still apply. f. Add Fire Lane Signage to the plan (one area). 2. 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., seconded by Mr. Wakefield, carried unanimously.

VI. Informal Discussions

VII. Unfinished Business

1. Update on Invitations and Focus Groups – The Chair noted that they have gotten feedback from quite a few individuals who have said that they were delighted to have been invited and will try to be here. Mr. Woodruff commented that he has received feedback from people who are not delighted and think that this is a threat to the land use they have now. He stated that he has explained that this is a forward looking into the future, a planning effort for the Master Plan for both Land Use and Development and for Transportation issues in the town and it is not a way to shut down anybody or any type of use or use section in town. He feels he got the message across pretty well. He noted that these types of comments are the kind of input that they want to see and hear and that is good. The Chair stated the first meeting will be next Wednesday, July 16th at 5 PM. Mr. S. Bartlett has prepared the media ad which was sent out under New and Announcements, posted on the website, the Planning Board page, the calendar and it will be in the paper. Unfortunately we have missed the deadline for the edition of the 10th, but it will appear in the Meredith News July 17th edition. Mr. Woodruff noted that Mr. Howard has requested that the board consider that he be the facilitator for the Land Use and Development sessions. Mr. Woodruff added that he would like to be the facilitator for the Transportation sessions. Members were in agreement with Mr. Howard and Mr. Woodruff facilitating these sessions.

VIII. Other Business/Correspondence

1. Voluntary Merger –Roger & Denise Ackerman (120-80 & 130-1)(81 Castle Shore Road)

The Chair asked if there were any questions.

Mr. Woodruff stated that he’d like to report that the information on the form is correct and what the board would be approving is to authorize the Chairman to sign the application for merger.

Hearing no questions the chair called for a motion.

Motion: Mr. Wakefield moved to acknowledge the voluntary merger application for Roger & Denise Ackerman (120-80 & 130-1), authorize the Chair to sign the voluntary merger document for recording in the Carroll County Registry of Deeds and to forward it onto the Assessor and Tax Collector, seconded by Mr. Charest, carried unanimously.

IX. Committee Reports

1. Broadband – Mr. Kumpf briefly updated the Board stating that things are underway with a few businesses that still need to be contacted. He stated that the Town Administrator had a meeting with the Krainewood Development in which there was more discussion about non broadband items than broadband. It appears that there were no controversial topics brought up.

2. Village Vision – The Chair stated that the committee meeting of July 15th has been postponed to 29th of July. They are making progress. One thing that should be discussed further at that meeting is the fact that the Heritage Commission has decided to withdraw from the Village Vision Committee, yet by the charter of the committee they are supposed to have a representative on the committee. There was a suggestion that they go back to the Selectmen and ask them if they could suggest allowing a substitution from the Moultonborough Historical Society in place of the Heritage Commission. Although it is not a municipal board or organization it does have a long history and association with the town. They feel that it is very important to have someone on the Village Vision Committee that has a focus on the historical aspects of the buildings.

3. The Chair stated at the last meeting he referred to a piece of correspondence that was the nature of a complaint that was addressed to the Planning Board. Apparently there some people that were upset that it was a complaint and he had mentioned the name of the folks who had made the complaint and felt that it should remain anonymous. He stated statutorily they do not have the option. If it a letter written to the Planning Board they have to acknowledge who sent it and the general gist of it and it must be available for public review. Mr. Woodruff added further that the Planning Board does its business in public and if people write a letter to the Planning Board, that letter becomes public.

4. The Chair stated that the LRPC has two representatives from Moultonborough. He added that LRPC is a regional organization and the representatives from the Town are representing Moultonborough and its interests. The Planning Board nominates those members who are confirmed and appointed by the BoS. He had a brief discussion with the BoS Chair, and they were in agreement that these representatives have been left at sea without a rudder. It has been suggested and will be proposed to the BoS, with the Planning Boards approval, that they have meetings that include the LRPC reps once or twice a year to find out what their thoughts are and let them know what our thoughts are as far as the representation for the citizens of Moultonborough in this organization.

X. Adjournment: Mr. S. Bartlett made the motion to adjourn at 8:10 PM, seconded by Mr. Charest, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant