

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

Regular Meeting

October 28, 2015

Minutes

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

I. Pledge of Allegiance

The Chairman opened the regular meeting at 7:00 PM and led the Pledge of Allegiance. He then appointed Allen Hoch to sit on the board with full voting privileges.

II. Approval of Minutes

Motion: Mr. Quinlan moved to approve the Planning Board Minutes of October 14, 2015, as written, seconded by Mrs. Farnham, carried unanimously.

III. Citizen's Forum

IV. Other Business

1. States Landing Beach Area Improvement Project

Bruce Woodruff, Town Planner, Scott Kinmond, DPW Director, Donna Kuethe, Recreation Director, Ray Korber of KV Partners, LLC in the capacity of Town Engineer, gave an in-depth presentation on the States Landing Park Project Concept.

Ms. Kuethe gave a history of the States Landing Beach area and the project describing what the States Landing Beach Area once was in the 1980's and what it has become today. A strategic plan was completed in 2008. Since then there have been several neighborhood clean-up/green-up work party events that have been held at the beach area with many attendees at the events. At these public meetings, attendees were asked what they envisioned for the beach area. A conceptual plan was drawn and then has been tweaked reflecting input from area residents and property owners. The most important area of concern was the swimming area which would include dredging.

Mr. Kinmond briefly commented on the beach area noting that between 2009 and 2012 there was severe beach erosion and since then there has been minimal use of the beach area due to that erosion. He described the current conditions of the area as well as the "stop gap" measures that had taken place to help control further erosion. In 2012, both Mr. Kinmond and the Town Planner started looking at stormwater mitigation and erosion control with NH Lakes. This has led to the development of a conceptual plan for the improvement of the beach area. KV Partners has been working on the project as the Town's engineer.

Ray Korber, P.E. gave an overview of the concept plan. Mr. Korber noted that the conceptual plan has included the input and ideas gathered from those that participated in the work parties. These ideas were

added as a layer to the survey plan which was prepared by Dave Dolan. The improvements include restoring the swimming area, create a community park, addressing stormwater issues, improving pedestrian safety, and a boat dock that is ADA assessable. New items to be added include a shelter, playground, horseshoe pits, picnic areas, volleyball court and walking trails. They have shown parking for 10 vehicles with an additional 12 spaces for vehicles with trailers. Mr. Korber noted the areas in which they are proposing stormwater management to address runoff issues. The wetlands were delineated and shown on the plan as hatched areas. Stormwater management includes rain gardens along the beach area and several along States Landing Road to address runoff prior to entering the lake. Mr. Korber stated that the conceptual plan was drafted and then overlaid on the site plan noting that there were areas that were within the wetlands, as well as in the required 50' buffer of the wetlands.

Board members raised questions and concerns regarding the number of parking spaces, location of spaces, location of the proposed boat dock, the boat launch itself and other concerns.

The Town Planner noted that the purpose of this presentation was to give a brief history of the project. He stated that it was important to note that there was an extensive outreach from residents in that area, but there has been no input yet from the Planning Board or other public members. What was presented this evening was a concept plan and there are still many questions. There should be a CIP discussion to include costs and possible phasing of the project. There needs to be final design advice for the town engineer to move forward with final site plans. How will the Planning Board look at the plan; will it need to come before the board like any other developer, or would the Board accept it as a municipal project only and giving non-binding recommendations with a required public hearing component? Is it important to follow the letter of the 50' setback from the wetlands, or is this going to be a municipal project? The Planner asked if the Board wanted to host one or two workshops for stakeholders and anyone interested to weigh in and move the concept toward a more final design that could then be developed and sent to a public hearing.

Selectmen Wakefield and Selectmen Punturieri both noted that the Board of Selectmen have not had any discussion regarding waiving the setback requirements or a request for waiver. They would expect that they would be held to the same standards as all developers.

Mr. Kumpf questioned the timing for the project. Planner Woodruff stated the project is included in the CIP six (6) year plan. Last year \$50,000 was spent for soils borings and investigations. This coming year \$75,000 is for the preparation of a conceptual plan which leads to final plan work. Years 3-6 of the CIP recommend a couple of hundred thousand dollars each year, which is not set in stone. Mr. Woodruff commented that this is something that could be determined in the work sessions. Whether or not this could be done all at once, paid for all at once or whether it could be done in phases. This is the type of information that is needed for the town engineer to do the plan so he could show things done in phases.

Motion: Mr. Quinlan moved that the Planning Board hold workshops inviting stakeholders and anyone interested to weigh in and move the concept toward a more final design that could then be developed and sent to a public hearing. Seconded by Mrs. Farnham, carried unanimously.

Motion: Mr. Wakefield moved that the Planning Board forward the meeting minutes onto the Board of Selectmen highlighting that the Board would like to participate in the planning and discussion forums for this project. Seconded by Mr. Hoch, carried unanimously.

V. New Submissions

1. Tevis Kraft (52-18)(929 Whittier Highway)
Minor Two Lot Subdivision

The Chair stated that this was a request for a proposed Minor Two Lot Subdivision of an 8.01-acre lot creating one new lot of 1.97 acres, with a residual lot of 6.04 acres.

The Planner stated that the Technical Review Committee (TRC) met on October 13th and as a result had nine (9) comments regarding the subdivision. All but one or two have been addressed by the plan developer. The Planner recommended that the board accept the application for the scheduling of a public hearing by the board for this evening.

Motion: Mr. Wakefield moved to accept the application for Tevis Kraft (52-18) and to schedule a hearing for this evening to be Hearing #1, seconded by Mrs. Farnham, carried unanimously.

2. Zaremba Program Development, LLC on behalf of Dollar General (52-18.1)
(929 Whittier Highway) Site Plan Review and Two (2) Conditional Use Permits

The Chair stated that this was a request for a site plan review for Zaremba Program Development, LLC on behalf of Dollar General for a parcel located at 929 Whittier Highway, for new lot, Tax Map 52, Lot 18.1.

The Planner stated again that the TRC met on October 13th and that he and the applicant have worked a long time getting the plan ready to present to the board. They are requesting a waiver for parking requirements. He noted that there were still many questions regarding safety. The Planner recommended that the board accept the application for the scheduling of a public hearing by the board for this evening, keeping in mind that the plan is not ready for approval this evening and the board may decide to schedule an on-site visit. The Planner has recommended that the Board accept the Site Plan application as complete (with waiver) and hold the Public Hearing.

Motion: Mrs. Farnham moved to accept the application for Site Plan Review for Zaremba Program Development, LLC on behalf of Dollar General (52-18.1), acknowledge the receipt of the waiver for the purposes of acceptance only, and to schedule a hearing for this evening to be Hearing #2, seconded by Mr. Wakefield, carried unanimously.

VI. Boundary Line Adjustments

VII. Hearings

1. Tevis Kraft (52-18)(929 Whittier Highway)
Minor Two Lot Subdivision

The Chair stated that this was a request for a proposed Minor Two Lot Subdivision creating one new lot of 1.97 acres, with a residual lot of 6.04 acres.

Scott Holman, from the Zaremba Group was present this evening. Also present was Naomi Praul, Project Engineer, from Nobis Engineering. Mr. Holman gave a quick overview of the property stating that it is a vacant lot, 8.01-acres, located across from Blake Road. The property is located in three zones. Proposed lot 18.1 is to be 1.97-acres and will be located in Commercial Zones A & C. Mr. Holman will focus on proposed lot 18.1 during their site plan review presentation scheduled for hearing #2.

Naomi Praul of Nobis Engineering reiterated that they are proposing two lots. Proposed lot 18.1 will have 206-feet of frontage and the residual lot will have 203-feet of frontage. She explained that the site was located in the Ground Water Protection District which means that they are required to file a conditional use permit for commercial use which will be included with the site plan review.

The Chair asked the Planner for his input on the proposed subdivision. Mr. Woodruff stated that there were only two comments from the TRC that had not been met. The first was that the owner signs the plat and second he has requested a note being added to the plan reserving for a future access ROW across the residual Kraft lot from the Dollar General lot boundary to the boundary with the parcel to the northeast for access to future village development of the back land. (as shown on the Village Vision Report and Master Plan).

The request for a future ROW access was discussed at length between Ms. Kraft, the applicant, Board and Town Planner. Many members, the owner and applicant were confused as to what the Planner was requesting. He explained as best he could what it was that was being requested. Mr. Woodruff commented that he was requesting a cross easement be reserved for potential future development and could be only a note on the plan. He stated that this could be a cross easement noted on the plan now or at a future time of development. This would be advanced planning for both the village vision and for other property owners in the back and for Ms. Kraft. The Planner stated that this could be done at this time or if and when a site plan development application for the residual lot is submitted, he will ask for it then as well. He stated that the Board may choose no now and no then. It is up to board, not him.

It was clarified that the easement was not the easement that has been shown along the frontage of proposed Lot 18.1 for access the residual Lot 18.

The Chairman asked if there were any questions from the public at this time. There were none.

There still was confusion as to the request for a future access ROW. Mr. Wakefield asked if the DOT permit has been issued at this time. Mr. Holman replied that DOT has reviewed the permit application and the plan and are waiting for the site to go through the site plan review process, making certain that is the plan which is approved. A separate issue is the crosswalk. If the board approves the plan, a DOT permit will be issued.

Additional discussion ensued regarding the request for language on the plan for any future access ROW. The Planner stated a note stating future cross access easement was all that would be necessary. As a developer, Mr. Holman offered the following language “a cross access easement mutually agreed upon between the two properties” is acceptable and defensible to a retailer as there could be one person that has zero assets and the other who has extensive assets and if you can’t agree or you’re not on the same level then that’s not possible.

Motion: Mr. Wakefield moved to approve the Minor Two Lot Subdivision for Tevis Kraft, Tax Map 52, Lot 18 with the condition of a note being added to the plat reserving the right for future cross access from the 1.97-acre lot to the 6.04-acre residual lot.

There was no second to the motion with further discussion and suggested language from Mr. Holman. Ms. Kraft requested that the condition be put off until such time that someone comes back for development of the residual property as she doesn’t understand this and from the comments doesn’t think everyone else understands what is being requested.

Members asked what the motion was on the floor. Ms. Whitney read the motion, including the language “for a future cross access easement across the residual Kraft lot that will be mutually agreeable upon between the two properties”. The Planner made the comment that the last sentence was not part of the motion but language provided by the developer. There still was considerable confusion at this time with Ms. Kraft requesting the hearing to be continued.

Mr. Wakefield withdrew his motion at this time.

Motion: Mr. Quinlan moved to table the application for a Minor Two Lot Subdivision for Tevis Kraft, Tax 52, Lot 18 to November 18, 2105, seconded by Mrs. Farnham, carried unanimously.

The Board took a five-minute break at this time.

2. Zaremba Program Development, LLC on behalf of Dollar General (52-18.1)
(929 Whittier Highway) Site Plan Review and Two (2) Conditional Use Permits

The Chair stated that this was a request for a site plan review for Zaremba Program Development, LLC on behalf of Dollar General for a parcel located at 929 Whittier Highway, for new lot, Tax Map 52, Lot 18.1.

Scott Holman, from the Zaremba Group was present this evening. Also present was Naomi Praul from Nobis Engineering and the property owner Tevis Kraft. Mr. Holman stated they are proposing a subdivision of an 8.01-acre parcel into a 1.97-acre and a 6.04-acre parcel. The 1.97-acre lot (proposed Lot 18.1) is located in both Commercial Zones A and C. The residual lot is in three zones, Residential / Agricultural, A and C. They are proposing a 9,100 sq. ft. Dollar General on the proposed 1.97-acre lot. Mr. Holman gave a quick history and summary of what Dollar General was. They are not a “typical” dollar store. They carry name brand items. They do have house name products also. They are a convenience store and have been around since 1939. Mr. Holman provided members with a copy of a Dollar General weekly ad for their Ashland, NH store.

The proposal is for a 9,100 sq. ft. store with 30 parking spaces. The TRC requested a bike rack, which is shown on the plan. Four (4) light poles twenty-five feet in height. The Planner has requested reducing the poles to fourteen feet. Mr. Holman stated if the height is reduced to fourteen feet that they would need to double the number of light poles from four to eight. He is willing to look into reducing the poles to eighteen to twenty-feet in height. This is something that can be discussed further. The lighting on the poles, building lights and sign lighting will be full cut-off technology meeting the requirements of the Moultonborough Zoning Ordinance.

They have met with NH DOT, who dictated the location of the driveway cut for the future two parcels. DOT has stated if the site plan as shown to the Board is approved, then they will issue the permit. In addition, per the village vision and master plan they have looked at and discussed a crosswalk. VHB (traffic engineer company) has proposed a crosswalk and signage. After further discussion with the Town Planner, they have submitted it to the traffic bureau who is reviewing their proposal to see if they need additional signalization. DOT will dictate what is needed, if they say more is needed, they are willing to look at that and review it and see if the project is still viable with their recommendations.

The property will be served by well, septic and propane. All impervious stormwater runoff will go into a pond located on the site and released at its current rate. The pond will be fenced in and also serve as a fire pond as approved by the Fire Chief.

Mr. Holman went on to say that in the Village Vision Report and the Master Plan there is discussion of future sidewalks along Route 25. They are proposing a sidewalk from property line to property line. The sidewalk is also before NH DOT. The proposed crosswalk across Route 25 goes around and to the school parking lot off Blake Road for safe passage.

The Town has requested as part of the review, proposed drainage improvements down gradient on Moulton Drive. They have agreed to replace the two crushed culverts on the Chase property. They have applied to NH DES for a wetlands permit to replace the culverts. The Planner had requested additional 3” of crushed stone being added to Moulton Drive. Mr. Holman has requested they don’t add the additional stone, only replacing the culverts, bringing Moulton Drive back to up to its existing condition.

Mr. Holman presented an architectural design of the building that has gone through several iterations. The typical design of Dollar General is not acceptable to the Town. Given feedback they went back with a few suggestions which included a barn looking appearance with a cupola. Based on the comments from the Planner and the TRC they have proposed a building with a pitched roof, two cupolas, white clapboard siding, shutters for the windows (faux windows). The external lighting and building lighting will not be internally lit, they will have gooseneck lighting. Signage was discussed at length at the TRC. Photos of existing Dollar General stores were viewed with the committee agreeing upon external lighting to match the North Berwick, Maine store. The building signage is individual letters. The road sign will be a 32 sq. ft. pylon sign with gooseneck lighting.

During the TRC discussion was had about cupolas and dormers, and Mr. Holman chose cupolas. This is something that can be discussed further. Chairman Bartlett asked if Mr. Holman had just chosen the cupola approach or if he had a rendering of what the requested approach of the TRC was which was to utilize faux dormers. Mr. Holman replied that he had gone to their architect who had done some hand sketches and they were not preferred by the architect. Noting that this was only an opinion. He felt that the building looked lop sided with only a dormer up front. With the cupolas you can accomplish some symmetry to entire building.

The Chair opened the hearing for Public input.

Celeste Burns questioned the location of the crosswalk going to the school property as she was unable to see it during the presentation. Mr. Holman pointed to the location of the crosswalk.

Tara Shaw noted that previously she had started a petition last year to prohibit all “dollar stores” in Moultonborough. She noted Mr. Holman stated in his presentation that all of the items they carry are available in other stores. There are four convenience stores in town, why have another one? There is a Dollar General in Ashland and Ossipee and a dollar store in Meredith.

Abutter William Gordon questioned the appearance of the side of the store facing the Lacy property. Will the building be finished all around? Mr. Holman stated yes. The HVAC units will be on the ground, fenced in with the duct work painted white.

Eric Bernow, Sheridan Road, stated that there were prior comments regarding adding value commercially to the residual Kraft lot. He questioned what the commercial development would do to the abutting properties, noting HVAC noise, etc. Mr. Holman stated that the site is located in the commercial zone and the Lacey property has received site plan approval for their site. The Town Planner commented the properties to the west are located in the Residential/Agricultural zone. The land to the rear is zone Residential/Agricultural. They are already zoned commercial and that will be the use. It is allowed by right. The HVAC units are 200-300 feet from the back property line. Mr. Holman commented they are often asked questions regarding property values. They have had an appraiser, William McLean look at their properties and his response is that he feels that there is no degradation of values.

Abutter Lisa Randall noted her concerns regarding deliveries, trucks, idling of trucks and if there will be any overnight truck parking. Mr. Holman stated that Dollar General receives their deliveries once a week. Perishable items such as milk and bread by smaller delivery trucks will be as needed. The Planning Board can add conditions of approval for things such as the time of deliveries, length of time for the idling of trucks and no overnight parking. The hours of operation are 8 am- 9 or 10 pm. Lights are turned off ½ hour after closing and ½ hour before opening. Members questioned if the board could restrict deliveries between peak hours of school arrivals and departures. The Police Department had previously noted peak hours were from 7 – 8:30 am and 2 – 3:30 pm.

Naomi Praul of Nobis Engineering explained the details of the site as it related to the development and details of the storm water. She briefly described the location of the site, pointing out that the driveway

will align with Blake Road, which is a requirement of the NH DOT driveway permit. It will be a shared common access drive for the remainder of the parcel. The proposal as shown has 30 parking spaces. They have worked to reduce the impervious area and will be asking the Planning Board for a waiver as 36 spaces are required. The site is located in both Commercial Zone A and C. The building will meet all necessary setbacks. They are complying with the maximum lot coverage allowed in each of the zones. In commercial zone A, a maximum of 50% and in commercial zone C, a maximum of 65% is allowed. Their proposed lot coverage is 41.8% and 38% respectively.

They have shown 30 parking spaces. Per the ordinance calculations 35 are required, and they have requested a waiver for 30 spaces. Of the 30 spaces, two are ADA assessable. They have filed a Conditional Use permit as allowed for the reduction in the number of parking spaces. This would reduce the impervious surface of the site by 900 sq. ft. The Planner noted to Article VI. Commercial Uses, Section F. (6) h. Parking and Loading Areas which states: *In Commercial Zone C, in any new construction all parking shall be in the rear or on the side of a new or redeveloped building, with parking no farther forward than the front line of the building and all loading shall be in the rear. Additionally, in Commercial Zone C, where general parking is nearby and sidewalks or public pathways are available, requirements for onsite parking for commercial uses may apply for a conditional use permit to reduce them. For mixed residential and commercial uses, only the commercial use shall be eligible for this permit. All residential uses must have onsite parking.* The Planner noted that this too would be another justification for the Board for approving this Conditional Use Permit. Mr. Holman commented that they do have the area for the 35 spaces. They feel that is impervious surface that they don't need. They do not need the 35 spaces, and this is an attempt to reduce the impervious surface.

Ms. Praul stated that the proposed site is located in the Groundwater Protection Overlay District and requires a Conditional Use Permit to allow a commercial use (otherwise permitted within the underlying district) which renders the impervious more than 15% or 2,500 sq. ft. of the lot. Ms. Praul stated that this would apply to any commercial use that came into this overlay district. The CUP is for a reduction of the 25-foot buffer that is required in front of the building. This was filed at the request of the Town Planner. The leach field is proposed between the building and the road and the sidewalk is proposed in that area. The remaining surface in that setback area will be vegetated. Members questioned if they would be removing the stonewall. Ms. Praul replied that this was discussed at the TRC. Due to the grading for the driveway entrance they will need to remove a portion of the stonewall for the driveway. There is some grading that extends beyond that in order to tie down to the contours in the road. They will need to remove sections of the stonewall. Additionally, where the sidewalk and crosswalk are proposed, they will need to remove the stonewall back to a certain point to allow for the necessary grading.

Ms. Praul explained the details of the stormwater management on and off the site. Their proposal includes a swale on the upper side of the development to collect the water that currently comes across the site in a pipe under the parking. The hydrology that currently exists will continue in that same direction and bypass the development. All the stormwater runoff from the new impervious surfaces, including the building roof, will be collected in a series of catch basins and directed into the pond where it will receive treatment before it is allowed to discharge. The pond has been designed to accommodate a 50-year storm event, and they have coordinated the design with the Fire Chief as well to provide enough water to serve as fire protection. Additionally, there are three depressions on the rear of the site. They are shallow and the intent was to meet the Town's groundwater recharge volume ordinance. Because the soils on the site are (Hydrologic Soil Group D) not a rapidly infiltrating soil the three areas will probably turn back into a wetland condition. The plan is to try and mimic some of the wetlands that currently exist in the area that they are developing. Any of the water in the depressions is not from their development, it is either ground water or water that is coming across the site from up gradient areas. Mr. Bartlett requested confirmation that the soil types are not absorbing much now. Which Ms. Praul replied correct.

Mr. Kumpf asked how much water will be in the pond. Ms. Praul stated the total capacity at the pond outlet is 203,000 gallons, and it will hold 248,000 gallons. It will fluctuate depending on the time of the year because of the seasonal high water. There will be water in the pond year round.

The Chair asked if the Planner would care to weigh in on this at this time. Planner Woodruff replied that he did not recommend trying to craft a decision tonight as there are a number of open questions and items that the board may get a clearer picture on if they were to look at the site. This would allow a couple of more weeks to tidy up where they are with regards to safety issues, with regards to the crosswalk and some other items such as aesthetics. He pointed the members to the site review regulations where they will find the architectural guidelines.

The Chair opened the hearing to the public once again for comment.

Abutter Jim Randall commented that there will be contaminants and pollutants from oil etcetera from vehicles in the parking lot. He asked if there is an oil separator proposed. Ms. Praul replied that each of the catch basins have a standard three-foot sump which will serve as a sediment catch before anything gets into the pond. The Chair asked if the maintenance plan will treat any ccontaminants that get into the catch basins and then into the pond? Ms. Praul responded they have provided a maintenance plan with the application that does talk about maintenance of the catch basins, cleaning them out, and cleaning out the pond as well. Mr. Randall asked specifically if there was an oil water separator installed in the catch basins. Ms. Praul replied that that currently is not part of the proposal.

Celeste Burns stated that she was on the school board and that they specifically do not have an opinion on the proposal as it would be premature for them to discuss it when they didn't have information to discuss. She pointed out what she believed to be obvious safety issues that they would want to have addressed. She noted that three times a day the police are there to stop traffic at the end of Blake Road. There is no other exit for the buses besides Blake Road. Traffic is stopped in the morning, 2:20 and again at 3:15. If there is a delay on the buses getting out with the academy students, then they will be late getting back to get the elementary students home. This is a potential for the children not getting home on time. A second issue is with the proposed crosswalk coming into the parking lot. They have limited parking for the elementary school parents. The parents park at the school and in the lot off Blake Road. The crosswalk will be going into an area where vehicles are constantly backing up and coming out. She does not believe that this makes sense for the school district. Last she commented that the daycare (Imaginations) would not be using the crosswalk. They cross the children at the far side (west) of the school parking lot. She would like to see the safety issues addressed.

Marie Samaha, Chair of the Conservation Commission noted the concerns previously brought up by the ConCom. She stated the property an area of wetlands and there is a section of the wetlands which are proposed to be covered with pavement. She questioned if there was any mitigation on the property or any area that has been set aside to make up for the disturbance of the wetlands? The project has proposed an 18" pipe under the lot, exiting onto the Lacey property. This will be channeling it and asked if the pipe will be delivering more water than can be absorbed? Mr. Holman stated that there will be riprap stone. Ms. Samaha had a question regarding the sizing of the pond, and asked if there will be plantings in the pond. The ConCom also had a question regarding the three depressions on the rear, asking if they will deal with the high volume of water during the wet season. Next she noted the culverts to be replaced under Moulton Drive, questioning if there is any plan for the runoff on the down side as it all goes into Garland Pond.

Mr. Kumpf stated that there were 10-15 points that have been made this evening, asking if the members could get a list of these points so that they may be addressed at the next meeting.

The Chair stated that the board will be continuing the public hearing to the 18th of November.

Mr. Holman asked for a few minutes to address some of the questions/concerns raised by the school board. He stated the driveway is dictated by DOT, and he has no control of it what so ever. Whether it is Dollar General or any other commercial entity, the driveway is going in the same location. Regarding the crosswalk, that was a combination of discussion with the Planner, through TRC, and a little bit of DOT. As far as where the sidewalk goes, he is open to discussion. His comment regarding the daycare and if they would use the crosswalk, that would be only in the future, should the sidewalk to nowhere eventually be connected.

Mr. Holman recapped the items to be discussed/addressed at the meeting on the 18th. There will be the site walk. They will be looking at the comments from the Conservation Commission as well as the architecture. He asked if there was any non-binding direction he could get based on the plan that he presented and some of the architecture. He would like to be prepared for the meeting on the 18th, stressing they would be non-binding and only an opinion. Some of the responses were that the cupolas are too high, the height of the lights (suggesting 20-feet instead of the 25-foot shown), black faux windows with a white mullion, black shutters, image of building mounted down lighting, capacity of bike rack, and revisit the stonewall issue taking down as little as need be. Suggested conditions of approval no display of outdoor merchandise or display racks, limiting length of time for idling trucks, no overnight truck parking, no deliveries between the hours of 7-8:30 am and 2-3:30 pm.

The board discussed the date for the scheduling of an on-site visit. They requested the staking of the building, the location of the pond and the driveway. Mr. Holman stated he had time restraints with his surveyor regarding staking of the building etc. It was the decision of the board that the on-site visit will be held at 2 pm on Friday, November 13th, and the hearing will be continued to November 18th.

Motion: Mr. Hoch moved to table the application for Site Plan Review for Zaremba Program Development, LLC, Tax 52, Lot 18.1 and to continue the public hearing until November 18, 2105 and further schedule an on-site visit for Friday, November 13, 2015 at 2 p.m., seconded by Mrs. Farnham, carried unanimously.

VIII. Master Plan Discussion

1. Planner Woodruff briefly commented that he was currently working on the written text of the two chapters and is making slow progress.

2. Chairman Bartlett noted that he had attended the TAC meeting on Monday for the Lakes Region Planning Commission. The agenda focused on an overview of the regional Transportation Advisory Committee's (TAC) process for making recommendations into the State of New Hampshire's 2017-2026 Ten Year Transportation Improvement Plan.

IX. Unfinished Business

X. Correspondence

The Chair noted for the record that the board was in receipt of a letter dated October 28, 2015, from Eric Taussig regarding Zaremba Program Development, LLC. For the record, all members of the board and the applicant (Zaremba Program Development, LLC) were provided with copies of the letter in which Mr. Taussig opposed the application.

XI. Committee Reports

XII. Adjournment: Mrs. Farnham made the motion to adjourn at 10:24 PM, seconded by Mr. Hoch, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant