

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

Regular Meeting

December 9, 2015

Minutes

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

I. Pledge of Allegiance

The Chairman opened the regular meeting at 7:05 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. Charest moved to approve the Planning Board Minutes of November 18, 2015, as amended, seconded by Mr. Kumpf, carried unanimously.

III. Citizen's Forum

IV. Hearings

1. Continuation of Public Hearing Zaremba Program Development, LLC on behalf of Dollar General (52-18.1)(929 Whittier Hwy)
Site Plan Review and 2 Conditional Use Permits

The Chair stated that this was a continued hearing for a proposed 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 Chair noted the hearing had been continued as they had asked the developer to return with concept renderings for dormers verses cupolas, as well as a design rendering for a monument style sign as opposed to a "pole" sign.

Mrs. Farnham made a motion to take the application off the table. Seconded by Mr. Quinlan, passed.

Naomi Praul from Nobis Engineering was present this evening. Also present was Matt Casey, from the Zaremba Group. Ms. Praul explained that they were here this evening to follow up items that were outstanding from the last meeting. She started with distributing a sign rendering which was an image of a two pole sign with a height of fifteen (15) feet. Members were surprised by the image as it clearly was not a ground sign or monument sign as the board had requested. Mr. Casey stated the sign brought before the board was a sign they've used elsewhere. Basically it is a double post sign made of either PVC or metal. You are able to see through the base of it as discussed with traffic entering or exiting. There will be low level landscaping planted underneath it. It will be lit with gooseneck lighting similar to the building lighting. Members discussed the type of signage stating that the pole sign is not what they had requested. Mr. Casey stated in reviewing his notes they discussed this type of sign which is why he brought this back. If not, they can go with the ground sign, that's not a problem. The sign company would bring that back before the board. It was the board's preference to have a planter style, ground based monument sign with lighting in the planter illuminating only the signage. Planner Woodruff stated so

long as the developer met the conditions of the ground sign, they would apply for their sign permit with the Code Enforcement Officer (CEO). Once the CEO signed off on the application, that is when the permit goes to the Board of Selectmen. It does not come back to the Planning Board.

Ms. Praul next distributed a rendering of the building illustrating dormers verses cupolas. Members viewed the sketches of both questioning if the cupolas were lower than the previous sketches. Ms. Praul replied that they were lower and narrower than the original at the last meeting. After a brief discussion it was noted that a majority of the members preferred the cupolas over the dormers.

The last handout Ms. Praul provided the board was material regarding the oil/water separators for the catch basins. Ms. Praul briefly explained how they worked and stated that they would be installed in the two catch basins in the parking lot which drain into the detention pond.

Mr. Kumpf asked that the board would entertain a motion to open up public comment for review of the three items presented this evening. He noted that the public hearing was closed at the last hearing, and the board has the option to reopen public input.

Mr. Wakefield noted that there was one other outstanding item relating to the Rectangular Rapid Flashing Beacon (RRFB), whether it was going to be activated by a key fob or a web based activation. The Planner stated that he had a discussion with the Police Chief, who has indicated that he would prefer the key fob if available. This could be added as a condition of approval as well.

Motion: Mr. Kumpf moved to reopen the public input portion of the hearing at this time for the purposed of discussing only the three items presented this evening. Seconded by Mrs. Farnham, carried unanimously.

The Chair opened the hearing for Public input at this time, noting there was no input from the public at this time, Mr. Bartlett closed the public input portion of the public hearing at this time, turning it back to the board for deliberation. There being no further questions or comments from the board, the Chair called for a motion to approve the site plan application and request for Conditional Use Permits with the conditions as suggested, discussed and amended by the board.

Motion: Mr. Quinlan moved to approve the site plan application with one waiver for a reduction in parking spaces and a Conditional Use Permit reduction of the required front vegetated buffer and a Conditional Use Permit required by the Groundwater Protection Overlay district regulations for Map 52, Lot 18-1 at 929 Whittier highway – Dollar General to construct an approximately 9100 sq. ft. retail building with parking, lighting, drainage improvements, and off-site improvements as per the plan prepared by Nobis Engineering, latest revision, subject to the following conditions; 1)The owner sign the plan set after PB approval; 2)The plan adds two cupolas to more closely look like the form and massing of village buildings to more closely identify with the vision expressed in the Master Plan and Village Vision Report; 3)The SWPPP be submitted to the Development Services Office prior to issuance of the building permit; 4) Add permit numbers to final site plan notes 5, 10 & 11 prior to the Chair signing the plans; 5) The developer install a pair of push button activated Rectangular Rapid Flashing Beacon, with double beacons, with the minimum of a key fob activation device, and with web-based remote activation as a safety device for the proposed crosswalk, and designed lighting per FHWA guidelines for midblock crosswalks in accordance with the directive from NHDOT. (The Board should also know that the Town would also have to sign a Maintenance Agreement with the NHDOT and recommends this be done;) 6) The Road Agent inspect the condition of the road surface on Moulton Drive from NH Rte. 25 to the culvert area prior to culvert installation and after installation to determine if the road condition has deteriorated or not as a condition of issuance of the required Certificate of Occupancy for

the retail operation. Should there be a deficiency report, the applicant shall repair the road to its pre-construction condition; 7) In order to move the access stub to the adjacent parcel away from the driveway intersection with NH Rte. 25 for safety reasons, revise the plan to relocate all elements of the plan 25-ft. farther away from the front property line with NH Rte. 25; 8) A requirement for an annual inspection report on device maintenance as per best management practices (July 1st) to the Development Services Offices shall be added to the storm water management plan. Additionally, a testing report on the amount of chlorides shall also be submitted to the Development Services Office where the test is taken annually at the outfall to the detention basin. Said requirements shall become part of this approval; 9) Winter maintenance salt and deicer application rates shall be reduced to 50% of the traditional average application rates for the area. An annual certification of compliance shall be documented by the contractor and owner and submitted to the Development Services Office no later than April 30th; 10) There shall be no exterior parking lot lighting between the hours of 10:30PM and 7:30AM daily; 11) There shall be no outside display of goods; 12) The following are restrictions for delivery trucks: a) no idling for longer than 5 minutes; b) no overnight truck parking; c) trucks shall not make deliveries between the hours of 7 – 8:30 AM and 2 – 3:30 PM when school is in session 13) The Notice of Decision and Stormwater Management Plan be recorded in the CCRD; 14) The Board reserves the right to modify or amend this approval on application of the owner, lessee, or mortgagee of the premises, or upon its own motion, as permitted by the Town of Moultonborough Site Plan Regulations, Section 6, and RSA 676:4; 15) The final plans be submitted to the Development Services Office in electronic format to include both a pdf and an approved cadd file format; 16) The entrance signage shall be a planter style ground base monument sign with external lighting similar or equal to the rendering submitted to the Planning Board on December 9, 2015, and made part of the record for this application; 17) The developer shall install and annually inspect/maintain oil/grit separators (“The SNOOT” or approved equal) into the sumps for the two (2) parking lot catch basins; 18) Septic system vents/pipes shall be concealed by either being placed in a wooded area, painted green or run up the corner of the building, matching the color of said building, seconded by Mr. Wakefield, carried unanimously.

V. Master Plan

VI. Other Business/Correspondence

1. The Chair noted that the Board was in receipt of a letter of interest from Richard Thorman expressing his interest to serve as an Alternate Member of the Planning Board. Mr. Thorman was present this evening and spoke briefly with the board giving his background and qualifications he felt that would qualify him to serve on the board.

Motion: Mr. Quinlan moved to appoint Richard Thorman as an Alternate Member of the Planning Board with a term ending in March 2017, seconded by Mr. Charest, carried unanimously.

2. Planner Woodruff noted that there were several site plan review approvals granted by the board in the past for multi-use building that had a specific condition of approval that the owner of the property needs to come back before the board whenever they change tenants. The last time an owner came before the board they gave him some instruction to deal with this type of change through ministerial actions. He updated the board in regards to a couple of the multi-use buildings in town. The first building is Roundabout Now, located at 512 Whittier Highway, Tax Map 103, Lot 7. The owner Mr. Nelson will be leasing a portion of the building to a retail consignment shop, which is an allowed use by right in the Commercial A zoning district. Mr. Nelson was told they will need a Certificate of Occupancy from the Code Enforcement Officer. The septic loading was verified for the proposed

additional use, and was found to be adequate. It was noted that he Board did not have any questions/concerns regarding this new tenant.

The second building is Nica-Lee Realty Trust located at 1070 Whittier Highway, Tax Map 44, Lot 33. The owner Deb Morgan will be leasing one unit of the building for a hair salon, which is an allowed use by right in the Village C zoning district. Ms. Morgan was told they will need a Certificate of Occupancy from the Code Enforcement Officer. Ms. Morgan must check with her septic designer and NH DES for any requirements for potential chemical discharges. Prior to obtaining a Certificate of Occupancy the Code Enforcement Officer will need copies of permits from the hair salon (which they may already have) about proper disposal of chemicals. It was noted that he Board did not have any questions/concerns regarding this new tenant.

Last Mr. Woodruff stated that he had been contacted by Chuck DaSilva regarding his property located at 1306 Whittier Highway, Tax Map 18, Lot 31. They would like to add a small addition to a development site that already has a site plan approval. There is a provision in the ordinance that allows the Planner to bless additions of 500 sq. ft. or less. There is another sentence giving him a little more leeway. The proposal is for an 800 sq. ft. two-sided structure on top of existing impervious surface at the end of one building for open storage of crated merchandise. The Planner responded to Mr. DaSilva that no additional site plan approval would be needed as the 800 sq. ft. area covered outside storage structure and find that because there will be no additional impervious area, no additional paving for travel ways or parking, and the structure will be open on one side (not an increase in business area) that the proposal does not need a formal site plan revision submittal. This is conditioned on three things: 1) apply for and obtain a building permit; 2) that the two sided roof structure only be used for the type of storage of crated merchandise and not be enclosed in the future unless you obtain site plan approval from the Planning Board; 3) the Planner informs the board of this decision. It was noted that he Board did not have any questions/concerns as presented.

3. Rich Kumpf noted that he had heard that the Food Pantry is planning on moving into the Grange building and possibly restoring it. He asked the Planner if he was involved in that at this time. Mr. Woodruff commented that he was not involved at this time. He was involved at the very beginning of the Grange effort, but it became apparent that at that time many of the parties were not ready or willing to take action on it. Members expressed their concerns with the condition and safety of the building. It was noted the lot is small, the lack of parking and there is no septic onsite. They would like to be involved in the development of the property. Chairman Bartlett suggested that this be left in the hands of the Office of Development Services and the Code Enforcement Officer to make certain that things are done in accordance with the prevailing rules and regulations.

4. Chairman Bartlett asked for an update on the Master Plan, questioning if there were any materials for review? Planner Woodruff commented that back in July the Board had developed a list of folks who could be stakeholders to weigh in on the development of master plan chapters. The steering committee was thinking about holding one or two work sessions with specific invitations to the folks on the list. He suggested that the Master Plan Steering Committee and the Planning Board get together and hold one more session to see if there are ideas that they haven't been heard before or objections to the direction they're going in. This could happen in January. In regards to where they are and when they can start reviewing progress, that would be end of January. They could possibly meet with stakeholders January 27th depending on what regular applications may come before the board, and look at materials at the February meetings.

VI. Adjournment: Mr. Quinlan made the motion to adjourn at 8:06 PM, seconded by Mrs. Farnham, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant