

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **MARCH 14, 2019**

4 **PRESENT:** Peter White, Chair; Richard Osborne, Vice Chair; Randy Clark; Jeffrey Claus; Michael Jewczyn;
5 Suzanne Gottling, Ex-Officio Member; Michael Marquise, Planner

6 **ABSENT:** Joseph Butler

7 **See attached sign in sheet**

8 Chairman White called the meeting to order at 7:00 pm.

9 **PARCEL ID: 0133-0088-0000: SITE PLAN REVIEW: INTERNAL STAIRWAY AND SITE CHANGES TO**
10 **ACCOMMODATE INCREASED ATTENDANCE AT EVENTS. 58 MAIN ST, SUNAPEE HARBOR HOUSE**
11 **RIVERWAY – HARBOR HOUSE LIVERY**

12 Mr. Claus recused himself from the case.

13 Mr. Marquise said that the application was filed in advance, notices were posted, fees were paid, and
14 abutters were notified. The application is an amendment to a previous Site Plan and he believes all the
15 required site items are on the plan. The only State permit that will be needed is the Shoreland Permit
16 for the stairs and that can be a condition of approval. Mr. Marquise said that he believes that the
17 application is complete.

18 Mr. Clark made a motion to accept the application as complete. Mr. Jewczyn seconded the motion. The
19 motion passed unanimously.

20 Jeff Claus and Michael Durfor presented the merits of the case on behalf of the Sunapee Heritage
21 Alliance (SHA) and the Sunapee Harbor Riverway (the Riverway).

22 Mr. Durfor said that the SHA has provided the Board with a list of activities that have occurred in the
23 building; he briefly talked about the list of events.

24 Mr. Durfor said that his understanding is that the Site Plan Review is to update the old Site Plan that is
25 on file that was for a Farmer's Market what was approved when the building was still owned by the
26 Town. The Farmer's Market use did not materialize as there are other Farmer's Markets in the area and
27 there is a lack of farmers.

28 Mr. Durfor said that due to the limitations created by the layout of the building, the need for the second
29 egress is a top priority for the SHA and they would like to build it this spring before the summer and fall
30 events.

31 Mr. Durfor said that the Planning Board has requested an update to the Site Plan to present a general
32 conceptual plan, that may or may not be the final form, to allow the Board to understand and ratify that
33 the Livery is no longer a Farmer's Market but a more inclusive place of assembly. The Plans being
34 presented to the Board represent an overall concept that the Livery, hopefully, can eventually fulfill

35 given funding. The plan of the Main St section is shown in order to establish a more precise and
36 accurate statement of the current usage and the sketch showing the egress is to identify the change the
37 SHA is requesting in the building permit application they have submitted. The Main St section currently
38 holds the tack room, which holds office space; the carriage shed, which is the old Thrift Shop and is used
39 primarily for art displays and parties; and the Livery Hall, which is the main function room.

40 Mr. Durfor said that the SHA has met with all the Department Heads to discuss the activities that have
41 occurred over the last several years and to their knowledge they all support the activity that has been
42 occurring there and have had no objections to the request, which would allow for additional attendees.

43 Mr. Durfor said that the addition would allow for more attendees in the hall and would also provide a
44 link to the Sugar River Bridge and the River Rd parking. The landscaping is shown as a potential final
45 location but will be determined after the snow is gone.

46 Mr. Durfor said that the SHA understands that establishment of usage does not relieve them from
47 coming before the Board with any additional or more substantial changes that they envision in the
48 future.

49 Mr. Claus explained the proposed site sketch to the Board including the site sketch that will have a
50 walkway that will require a DES Shoreland Permit by Notification as there is less than 1,500 sq ft of
51 impact. They will be connecting to the pathway along the river as well as to the bridge. The final
52 location of the walkway will probably be adjusted in the field to accommodate the trees that are in the
53 area to limit the number of trees that will need to be removed. They are also proposing a light over the
54 exit. Chairman White asked and Mr. Claus explained that the steps will be granite and crushed stone
55 and will follow the grade. Mr. Clark asked if this entrance will be the preferred entrance. Mr. Durfor
56 said that the primary reason is an egress and will give them access to the parking on River Rd; it will be a
57 secondary entrance, not the primary.

58 Mr. Claus said that the floor plan shows that the proposed stairwell will go to the lower level of the
59 building and then there will be a corridor that will lead to the exit. The notes show that there will be a
60 one-hour firewall, panic hardware on the door, and the stairs will be built to code.

61 Mr. Claus said that one of the concerns that was brought forth was the parking situation and how the
62 Livery plans to use parking in the Harbor. They have a plan that shows all the public parking in the area
63 and how many spaces are available in each parking area. The SHA is indicating that they will be using
64 the lots in closer proximity to the Livery. Mr. Claus continued that 214 people are the maximum number
65 of people allowed per the square footage. The parking calculations require 72 spaces for that number of
66 people and the SHA is proposing having access to 92 spaces. They have also shown parking at LSPA
67 though there is not a written agreement at this time. Chairman White asked and Mr. Durfor explained
68 that the agreement is being worked on but they have had a verbal agreement for the past three years
69 that has worked out fine. Mr. Durfor continued that they do not need the LSPA parking in order to meet
70 the parking requirements. Chief Ruggles has calculated the occupancy number for the main area twice
71 based on the square footage and determined it to be 214 people. Mr. Durfor said that they do not
72 anticipate having 214 people in the space any time soon but for that type of event they will have presold
73 tickets and know how many people they will have. Chief Ruggle's concern was that they let him know of
74 events ahead of time so that it is not sprung on him. Mr. Durfor continued that he thinks that the

75 parking is sufficient in the summer and in the winter the plan is to clear the bridge of snow in the winter
76 if they need parking on River Rd. Chairman White asked if they have parking for events in the summer
77 when the Harbor is busy. Mr. Durfor said that typically events do not start until 7:30 at night; the High
78 St lot where all the boat parking is could be reserved after 7:30 if they need more parking. They
79 currently are allowed 65 to 75 people and this renovation will not automatically add an additional 75
80 people to the space. Every season they see more people attend their events, however, it has not
81 jumped significantly. They have had to turn away a couple of events such as the awards banquet for the
82 High School as they needed seating for 100. They have currently booked the prom but have limited it to
83 only 75 people. Mr. Clark said that the concern is the four or five days in the summer where it is really
84 busy in the Harbor and he wants to make sure that they communicate with everyone to let them know
85 about events. Mr. Durfor agreed and said that they do try and plan ahead for different events such as
86 the 4th of July when they do not book anything because they know it will put extra pressure on the
87 parking; it also makes events less attractive if someone cannot find a place to park. Chairman White
88 asked if any of the events would require some type of shuttle service to use parking at the schools. Mr.
89 Durfor said that they have not required a shuttle, but it might be something that they need to consider
90 in the future. The Aerosmith exhibit that they had during the Sestercentennial event they had multiple
91 docents onsite to count the number of people in the building to ensure that they did not go over 75.

92 Mr. Jewczyn asked about the walkway along the river and asked if the SHA has given thought about
93 what kind of barrier they will put between the walkway and river. Mr. Claus said that the trail is existing.
94 Mr. Jewczyn said that they want to increase the traffic on the trail and he is suggesting they create some
95 type of barrier between the walkway and river as it is not lit well. Mrs. Gottling said that there are some
96 brambles along the river. Mr. Claus said that there is a little bit of a vegetation buffer. Mr. Clark asked
97 and Mr. Durfor said that there is lighting on the bridge and the walkway that goes through the building.
98 They are also proposing a new light over the entrance to the building.

99 Mr. Jewczyn said that regarding the parking in the Harbor, when people all over town are leaving at
100 once when it is dark and the areas are not well lit, there are chances of someone getting hit. The
101 parking areas are all spread out and people may be walking around the dark with no sidewalk. There are
102 logistic issues if there are people all spread out and he wonders how they can prevent people from
103 hurting themselves. Mr. Durfor said that he believes that both parking lots on either side of the
104 Livery are lit and have sidewalk access; the High St lot is lit and has sidewalk access from Main St; the
105 bridge is lit all summer long; and the other lots going down into the Harbor are lit. Mr. Osborne said
106 that he thinks that the River Rd parking is also lit. Mr. Jewczyn said that it would be interesting to do a
107 walking tour through the area to see how well lit it is. Mr. Durfor said that they will need to determine if
108 they need more than one light on the egress by the river but he thinks there is already a motion sensor
109 light there.

110 Mr. Jewczyn asked about the fire rating on the walls surrounding the area of the stairway as they are
111 going to put a one hour firewall in the stairway. Mr. Durfor said that he does not believe that it is one
112 hour; he does not know what it is. Mr. Osborne explained that the stairwell needs to have the rating
113 because the integrity of the stairs must be maintained so people can escape if there is a fire. Mr.
114 Jewczyn said that it would be interesting to see how many people can get out that stairway and how
115 long it would take. Chairman White said that it depends on the width and distance. Mr. Durfor said that
116 he thinks that it also relates to the limitation on the number of people you can have in the space. Mr.

117 Jewczyn asked how handicapped people could leave the structure in a fire. Mr. Durfor said that they
118 have made the barn doors swing open and the single door will also be switched to a door that swings
119 open and has a panic alarm. Mr. Jewczyn asked and it was explained that the street traffic will not need
120 to stop if the doors swing open because they open onto the sidewalk. Mr. Jewczyn said that if there is
121 an emergency and people are starting to leave the facility, the traffic will continue even if people are
122 swarming out and off the sidewalk. Mr. Durfor said that people would probably go in either direction
123 and he does not think that they can build a fence to keep them on the sidewalk. Mr. Jewczyn said that
124 he is only trying to look at all the scenarios. There was further discussion regarding this matter.

125 Mr. Clark said that it is difficult to control the parking in the Harbor when a lot of people leave at once.
126 Mr. Claus said that if the SHA gets to the point where they have large events, they could coordinate with
127 the police to see if they wanted to have any additional traffic control.

128 Chairman White asked and Mr. Durfor said that they are not building a deck at this time. If the old Thrift
129 Shop ever becomes a café then they will be back in to discuss that as well as the possibility of building a
130 deck. Mr. Marquise said that they are only looking at the road level of the building being approved for
131 use at this time. Mr. Jewczyn asked and Mr. Durfor said that the full \$3.5 million buildout would include
132 an elevator but they do not know where it would be installed.

133 Mr. Marquise said that there is a Town catch basin that starts off the property but the drain lands on the
134 property line. Mr. Claus said that it is several feet off the ground. Mr. Marquise asked if it will be
135 blocked by anything that they will be doing. Mr. Claus said that they will need to divert the drainage
136 around the walkway.

137 Mr. Marquise asked and Mr. Durfor confirmed that with the current square footage, they can have an
138 assembly event that can hold maximum of 214 people; if they have an event with tables and chairs, they
139 can have a maximum of 100 people.

140 Mr. Marquise said that he would like to have a signature block for the Department Heads added to the
141 Site Plan. Mr. Claus said that they did miss that on the first set of plans, however, it should be on the
142 submitted Site Plan.

143 John Augustine, Stagecoach Rd, asked about the number of bathrooms in the building and if the
144 Planning Board has any input on the number of bathrooms required. Mr. Durfor said that there is
145 currently one bathroom. Chairman White said that the number of bathrooms required is a building
146 code issue and is not relevant to the meeting as it is nothing the Board has any purview over. Mr.
147 Augustine said that the assumption would be if there is one toilet for 200 people then people may start
148 to go outdoors and be a nuisance to the neighbor. Mr. Augustine asked who in Town monitors the
149 building code. Chairman White said that the Town does not have a Building Department, there is a
150 Zoning Department. The State has a Building Code Enforcer and for commercial properties they would
151 probably be more interested than they are for residential properties; any issues would need to go to the
152 State. Mr. Marquise said that the Health Officer may also respond to this issue. Mr. Jewczyn said that
153 there are some trailered rest facilities for big events that can handle a couple of hundred people and can
154 be pulled up into a nearby parking area and serve as an adjunct solution. Chairman White asked if the
155 SHA have ever rented bathroom facilities and Mr. Durfor said that they have not had to yet. If they have
156 214 people, it will require working with the Police and Fire Departments and will be like any other big

157 events that occur in the Harbor. They are still at a maximum capacity of 75 people and have not had any
158 issues yet but they will continue to monitor the situation. Chairman White asked and Mr. Durfor said
159 that they had structural engineers for the egress, which is the only thing being changed. When they do
160 the full buildout, including the elevator, they are looking at having six to eight bathrooms.

161 Mr. Augustine said that he has heard the presenters talk about notifying the Police Chief and other
162 people for events that the SHA sponsors, however, there are times where the Livery will be rented for
163 private parties and private events. Mr. Augustine asked how they will know how many people will show
164 up for the private events and how it will be controlled. Mr. Durfor said that they use a contract that
165 spells out the number of people, how the building is set up, etc. One of the Board members meets the
166 people running the events the day of the event and ensures that everything is the way that they agreed
167 in the contract. Mr. Augustine asked and Mr. Durfor confirmed that the private person renting the
168 Livery signs a contract stating the number of people that they will have for the event and the SHA knows
169 if they will need to contact Police and Fire to let them know about the event. Mr. Augustine asked and
170 Mr. Durfor and Sharon Parsons confirmed that all the private events have abided by the number of
171 people in the contract, including the events that have required tables and chairs.

172 Chairman White asked and Mr. Durfor said that the extra restrooms that may be needed would
173 probably go in the parking lot next to the building as that would be the easiest. Mr. Durfor said that
174 they could move the handicap spaces down if needed. Mr. Marquise said that the parking lot is not on
175 this property. Mr. Durfor said that it owned by the same entity. Mr. Marquise said that could change
176 and another entity could own it in the future.

177 Mr. Clark asked and Mr. Durfor explained that they usually discuss events with the LSPA, either the day
178 of or the day before the event. There has only been a few events that have overlapped and they have
179 told people not to use the LSPA parking lot.

180 Mr. Augustine asked if the Planning Board's decision is separate from the Fire Chief's decision regarding
181 the number of people allowed in the Livery for events. Mr. Marquise said that it is the Board's
182 understanding based on the Department Head review that Fire Chief Ruggles has accepted the
183 submitted numbers. If the Planning Board approves the proposal, it will go back to the Department
184 Heads for a final signoff, which is the acknowledgement that they approve what is on the plan. Mr.
185 Augustine asked and Mr. Marquise said that without tables and chairs they can have 214 people and
186 with tables and chairs they can have 100 people. Mr. Durfor said that they need 15 sq ft per person
187 with tables and chairs. Chairman White said that the codes and Ordinances prescribe how many square
188 feet are needed per person for the different types of activities held in the building. Mr. Augustine said
189 that there is a big jump in the number of people that will be allowed compared to how many are
190 currently allowed. Mr. Osborne explained that it is currently limited is because the length from the back
191 of the building to the front doors is longer than what is acceptable for an emergency exit. Adding the
192 stairway further back into the building gains the second means of egress for those people who would be
193 in the back of the building. There was further discussion regarding this matter.

194 Mr. Augustine asked if the reason for the Site Plan is to do the stairway or to do more events. Chairman
195 White said that the SHA has been before the Board a few times. Mr. Clark said that they have been
196 before the Board quite a few times and have met all the Board's requirements. Mr. Marquise asked and
197 Mr. Durfor confirmed that they have a pending Certificate of Zoning Compliance (CZC) application for

198 the stairs. Mr. Marquise said that the pending CZC prompted the Site Plan Review hearing. Mr. Durfor
199 said that they cannot get a CZC until the Board has approved the Site Plan.

200 Mr. Clark asked about the Shoreland Permit. Mr. Durfor said that they have not filed it yet. Mrs.
201 Gottling asked and Mr. Claus confirmed that they can do a Permit of Notification.

202 Mr. Marquise said that there was some confusion with the Department Heads regarding the parking
203 plan. It should be made clear that some of the spaces that are in pink are public spaces that are
204 privately owned. Mr. Durfor confirmed that they are owned by the Riverway. Mr. Marquise said that
205 there are a certain number of spaces that the Town owns, however, the ones that Riverway currently
206 owns may not be available in the future. He thinks that it would be good if they have a lease from LSPA
207 but if the capacity increases and some of the parking is not available they may see the need to shuttle
208 people to the site. Mr. Durfor said that he does not anticipate the sale of the Riverway parking anytime
209 soon. Mr. Marquise said that Pete's Shed was just sold. Mr. Durfor said that the property does not have
210 any parking. Also, Scott Hazelton, the Highway Director, has plans to create additional parking behind
211 the bandstand, which is not shown. There was further discussion regarding this matter.

212 Mr. Jewczyn asked if there is a hierarchy to who can use the parking or if it is first come / first served as
213 there will be more people coming into the Harbor with the Anchorage opening year-round and such. He
214 wonders if the new economic developments will constitute a shuttle behind the library or something
215 similar. Sue Mills, Sunapee Harbor Riverway, said that the Anchorage is opening on a year round basis
216 but she does not think that the SHA events are primarily held in the winter and the traffic flow will not
217 change drastically in the summer for the larger events in the Livery.

218 Chairman White asked and Mr. Durfor showed which parking spaces on the plan are privately owned
219 but the public are allowed to use. Mrs. Gottling asked and Mr. Durfor said that they are owned by the
220 Riverway. Mr. Clark asked and Mr. Claus said that they did not show the parking area at the Sherburne
221 because they tried to show ones that were closer to the Harbor. Chairman White asked and Mr. Clark
222 and Mr. Durfor said that 55 of the parking spaces are privately owned. Mr. Durfor said that in 2004
223 there was a summer parking study conducted and they checked the parking at 11:00 am, 3:00 pm, and
224 7:00 pm every day and always found a place to park. Chairman White said that it is all working well now
225 but there are parking spaces that are privately owned and no one knows what the future will hold. If
226 those spaces are sold and the new owners decide to no longer allow public parking it will restrict the
227 availability of parking more. Mr. Clark said that he thinks that everyone recognizes that the Harbor has a
228 limited amount of parking available and in the future it could become limited with development. It will
229 be an issue that will take some creative thinking to solve. Mr. Durfor said that he thinks that they have
230 been increasing the pedestrian activity as well and that speaking with other Town planners,
231 communities want to have pedestrian friendly spaces. It might require more parking above the gazebo
232 and people will know that they might have to walk. There was further discussion regarding the parking
233 available and future planning.

234 Mr. Jewczyn said that he thinks that the SHA needs to give some thought as to where their bus stops
235 could be located in order to plan ahead. Mr. Durfor said that a shuttle spot could be located in the
236 center of the Harbor in order for people to go other places besides the Livery. Mr. Clark said that they
237 also do not want to have a spill over and have people park along the street.

238 Mrs. Gottling asked if there is a method where if there is a problem with an approved Site Plan that the
239 Board can request that they come back to discuss them. Mr. Marquise said that if it is done "as is" then
240 the Board is accepting it as presented and are assuming there will not be a problem. If it is accepted
241 with conditions, for example that they will be sensitive to the parking subject to the Police Chief's
242 comments, it is different. Mrs. Gottling asked if there is a violation where there are more people than
243 on the Plan if there is something that can be done. Mr. Marquise said that if they go over the maximum
244 number of people allowed, they will be in violation. If there are issues with 200 people but the Board
245 has approved that number, then there is not anything that can be done. Mr. Jewczyn asked and Mr.
246 Marquise said that he does not know what the condition should be; however, they are currently allowed
247 to have 75 people and they have not had any problems. They have 20 parking spaces available in the
248 LSPA lot and the lease for the parking should be a condition. Mr. Durfor said that it is not a lease, it is an
249 exchange in use. Mr. Marquise said that it still needs to be documented.

250 Mr. Jewczyn said that there is going to be more economic growth in Town and the Board needs to start
251 looking at the future. Mr. Marquise said that the 75 people is a starting point and they are adding 20
252 more parking spaces, which puts them at 135 people. There could be a condition that at above 135
253 people there are other considerations made such as a shuttle. Mr. Jewczyn asked Mr. Durfor what he
254 thinks a long term solution could be regarding the parking. Mr. Durfor said that they are trying to meet
255 the requirements of the code. The code says that if they have 1,500 sq ft they are allowed 214 or 100
256 people and that is what they are asking for because they have to invest a lot of money to get there.
257 There could be a condition that requests that after an event with 150 people that they submit a report
258 regarding how it went. However, he does not think that there should be a restriction that goes against
259 the code that they have been told that they have to comply with. Mr. Marquise said that he is not
260 suggesting that they need to come back in, a report back to the Board from them and maybe the Police
261 Chief might be enough. Mr. Jewczyn said that he does not think that the Board wants to restrict them,
262 they need to be fair to everyone who would have other economic interests. Mr. Durfor said that they
263 have reported back to the Board every time they have been requested to do so and have no problem
264 doing that. Mr. Jewczyn said that they also have to look at the future. Chairman White said that the
265 discussion about parking in the Harbor has been going on forever and the reality is that there are days
266 that the Harbor is busy. Mr. Durfor said that he hopes that there will be more busy days and the
267 Riverway has put a lot of work into trying to make the area an attractive place to visit. The last thing
268 that they want to do is to mess anything up and they have no problems submitting a report to the
269 Board.

270 Mr. Jewczyn explained the economic theory "The Economics Theory of the Commons" to explain that he
271 does not want to restrict the SHA, he just wants to make sure that it is fair for everyone. Chairman
272 White said that the parking is first come / first serve and it is a trickle-down theory in parking, you just
273 keep going until you find one; short of new spaces developing, it is what it is. Mr. Jewczyn said that they
274 are adding a new dynamic with a gathering place that will be bringing more people into the parking
275 spaces. Mr. Marquise said that is to their advantage because, unlike other businesses, they have control
276 over the event

277 Chairman White asked if the SHA contracts mention parking. Mr. Durfor said that when they meet with
278 people who rent the facility they do explain where the parking is located. They are also developing
279 something for the website for people who are coming from out of Town. Mr. Augustine asked if the

280 contract that has been mentioned been included with the application. Chairman White said that it is not
281 something that the Board would ask for. Mr. Augustine said that if the Board is discussing granting
282 approval based on contingencies, if it were up to him, he would say that there would need to be a
283 written contract that states the limitations. Mr. Osborne said that the numbers are controlled by the
284 Fire Chief. Mr. Augustine said that he thinks that it would be wise to for the Board to have a copy of the
285 contract before they make an approval. Chairman White said that it does not sound like there is
286 anything in the contract that is under the Board's purview. The SHA is a private entity and the Board
287 cannot force them to put any kind of stipulations in their contracts. The Board can, via the Site Plan
288 process, restrict the number of people allowed. Mr. Augustine said that the Board could ensure that the
289 contract will state the limitations on attendees. Chairman White said that is up to the SHA to determine
290 if they want to include that or not. There was further discussion regarding this matter.

291 Mr. Jewczyn asked and Mr. Osborne said that he does not think that the Board needs a set number of
292 people for the parking as it will be self-controlled. Mr. Clark said that it can take a few times before they
293 determine what does and does not work and they will then make steps to improve things. Mr. Durfor
294 said that it is inherent on them to make sure events are successful to ensure that people want to return
295 for other events. Mr. Marquise said that he thinks it would be good for the Police Chief to comment and
296 for the SHA to submit a report to the Board after an event with 150 people. Mrs. Gottling asked and Mr.
297 Marquise said that the Peer Review meetings are held once per month. Mrs. Gottling asked if the SHA
298 knew of events coming up if they could be reviewed at the meeting. Mr. Marquise said that would be a
299 great way to communicate.

300 Chairman White said that the SHA and the Riverway currently have people who live in Town and care
301 about the Harbor but that might not always be the case. Mr. Durfor said that there are things in the By-
302 laws and Articles of Incorporation for both the SHA and the Riverway that have safe-guards in place.

303 Mr. Marquise said that some of the parking spaces indicated on the SHA's parking plan has been on four
304 other Site Plans in the area. As a Board, they need to look at how many times it has been counted. Mr.
305 Durfor said that he asked Chief Cahill about the parking and they counted and there are 300 spaces
306 within walking distance of the Livery. It goes to the economics that if they start running out of parking
307 spaces, the Town needs to look at how well things are going in the Harbor and create additional parking.
308 There was further discussion regarding the long-term planning for parking.

309 Mr. Clark asked and Mr. Durfor said that the LSPA is talking about the parking at their next meeting. Mr.
310 Durfor said that he does not think that the Board's approval should be conditioned upon the agreement
311 with LSPA. Mr. Clark said that he thought it was something that they were offering as part of the Site
312 Plan. Mr. Durfor said that they were just defining the existing practice. He does not want them not
313 being able to use the parking to be the reason they cannot get the second egress; however, he will try to
314 get it in writing that they can. Mrs. Gottling said that there may be times where it does not work for
315 LSPA for the Livery to use their parking and vice versa. Mr. Clark said that they will go in good faith
316 regarding this issue.

317 Mr. Jewczyn asked if the another condition would be that the SHA let the Department Heads about
318 events that might approach more than 150 people. Mr. Durfor agreed to this condition. Ms. Parsons
319 asked and the Board confirmed that they would not be asking for permission, they will just be notifying
320 the Department Heads of the event as a courtesy.

321 Mr. Osborne made a motion to approve the Site Plan Review conditional upon receipt of the Shoreland
322 Permit from the State for the walkway and the SHA will approach the Department Head meeting for
323 events over 150 people. Mr. Jewczyn seconded the motion. The motion passed unanimously.

324 **OTHER BUSINESS – ALTERNATE MEMBER**

325 Mr. Marquise said that Donna Larrow is interested in being an alternate member and the Board should
326 make a motion to accept her as an alternate if they agree.

327 Mr. Osborne made a motion to approve Donna Larrow as an alternate. Mr. Clark seconded the motion.
328 The motion passed unanimously.

329 **MYLAR – PARCEL ID: 0215-0013-0000: 436 NORTH RD, BETSY J. WIGGINS REVOCABLE TRUST OF 1997**

330 Mr. Marquise said that the Mylar did not have the correct information and will need to be resubmitted
331 but the land owner would appreciate if the Board would go in to the office and sign it so it can be
332 recorded.

333 **OTHER BUSINESS – SITE PLAN REGULATION AMENDMENTS**

334 Mr. Marquise said that he emailed the Board his recommended Site Plan Regulation Amendments.
335 There is one change that was recommended by the Town Office staff regarding Article III, Section K. It
336 currently says: "The decision of the Board (approval or denial) shall be mailed to the applicant and be
337 available at the Town Clerk's Office for public inspection within 72 hours after the decision is made." He
338 was recommending it say: "The decision of the Board (approval or denial) shall be mailed to the
339 applicant and be available at the Town Clerk's Office for public inspection within 5 days after the
340 decision is made." However, there was some concern regarding the timing on getting a signature and
341 the notice not getting mailed in five days. He has changed it so that it will now read: "The decision of
342 the Board (approval or denial) shall be available at the Town Clerk's Office for public inspection within
343 72 hours 5 days after the decision is made and will be mailed to the applicant after signature from the
344 Board Chair."

345 Mr. Marquise said that the changes to the Site Plan Regulations do not have to go to the voters. The
346 Board holds a public hearing and then they vote on the amendments. Chairman White asked and Mr.
347 Marquise said that he sent the Amendments to the Board for their review and then thought that they
348 would go through them one by one at the hearing unless anyone has any comments.

349 There were a few Board members who said that they did not receive an email from Mr. Marquise. He
350 said that he would check and resend them.

351 **MISCELLANEOUS**

352 Mr. Marquise had the Board sign two additional paper copies of the Woodley subdivision on Sunny
353 Lane.

354 Chairman White said that the property coming from Georges Mills where they are extracting minerals
355 looks as though they are doing additional clearing. It was something that was granted by Zoning for
356 limited use and space and he wondered if there has been an additional approval. Mr. Marquise said

357 that the area that they have cleared was on the plans and is something that was presented to the
358 Planning Board for boat storage. It was also presented that he could not sell any of the minerals and the
359 land is supposed to be leveled out. As far as he understands, there is no approval from the Zoning Board
360 for the commercial sale of the minerals so if the owner sells them he is in violation of Zoning. Chairman
361 White said that they were selling off the property. Mr. Marquise said that he does not believe that he is
362 selling any longer, he is now grading the lot. He has spoken with Ms. Gage but it is a Zoning issue if he is
363 selling the minerals. There was further discussion regarding this matter.

364 Chairman White asked about the Dunkin Donuts crosswalk. Mr. Marquise said that they will be doing it
365 in the spring when they redo the berm. Mr. Clark said that there is a mini lake that forms on the side of
366 the property with the berm and he is hoping that it will be addressed. Mr. Marquise asked and Mr. Clark
367 said that the drain may have been clogged. Mr. Marquise said that there is a State storm drain that the
368 water is supposed to filter into. Mr. Marquise asked if it was the berm that was holding the water back
369 and Mr. Clark said that he has a couple of pictures that he can show him.

370 Chairman White asked about people parking in the Dunkin Donuts parking lot where they are not
371 supposed to. Mr. Osborne said that they do have no parking signs up but people ignore them. Mr. Clark
372 said that he got blocked in once and spoke to the cashier and was told that it happens often; there is a
373 sign on the door. Chairman White said that a sign on the door is kind of too late. Mr. Marquise said that
374 he does not think that there is anything the Board can do if they have complied with the Site Plan and
375 people are just doing whatever they want.

376 **MINUTES**

377 Changes to the Planning Board minutes from February 14, 2019: Change Line 40 to read "...are all the
378 same size..." Change Line 72 to read "Mr. Bedard explained that the lot..." Change Line 216 to read "...
379 the Planning Board meeting is..." Change Line 236 to read "Mr. Butler seconded..."

380 Mr. Jewczyn made a motion to approve the minutes as amended. Mrs. Gottling seconded the motion.
381 The motion passed with four in favor and two abstentions.

382 **MISCELLANEOUS**

383 Chairman White asked and Mr. Marquise said that the election of officers is typically done in April.

384 Mr. Clark made a motion to adjourn the meeting at 8:44 pm. Mr. Osborne seconded the motion. The
385 motion passed unanimously.

386 Respectfully submitted,

387 Melissa Pollari

388

389

390

391

392 Planning Board

393 _____

394 Peter White, Chairman

Richard Osborne

395 _____

396 Joseph Butler

Randy Clark

397 _____

398 Jeffrey Claus

Michael Jewczyn

399 _____

400 Donna Davis Larrow, Alternate

Suzanne Gottling, ex-officio member