

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **MARCH 8, 2018**

4 **PRESENT:** Peter White, Chair; Donna Davis Larrow, Vice Chair; Joseph Butler; Randy Clark; Richard
5 Osborne; Michael Jewczyn, Alternate; Michael Marquise, Planner

6 **ABSENT:** Joseph Furlong; Shane Hastings, Ex-Officio Member; Suzanne Gottling, Alternative Ex-Officio
7 Member

8 **See attached sign in sheet**

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

10 **SITE PLAN REGULATION CHANGES**

11 Chairman White asked and Mr. Marquise explained that the Site Plan Regulations are changes that can
12 be done by the Planning Board during a public hearing. Mr. Marquise said that he would like to have the
13 hearings for both the Site Plan and Subdivision changes together. The goal is to do the Site Plan
14 Regulation changes this month, the Subdivision changes next month, and then the public hearing the
15 following month. The proposed changes are ones that he's been marking in his book over time; the last
16 changes were done in 2006.

17 **Article III: Section A - Change Preliminary Review to Design Review**

18 Mr. Marquise explained that he'd like to change where it says "Preliminary Review" to "Design Review"
19 anywhere in this section.

20 **Article III: Section C - Change all instances of Preliminary Review to Design Review. Change notification**
21 requirements to state that the board will advise applicant that design review phase is complete within
22 10 days of such determination. The board may or may not include findings with this determination but
23 in no case will these findings be binding on the applicant or board.

24 Mr. Marquise explained that they would change "Preliminary Review" to Design Review to keep the
25 changes consistent.

26 Mr. Marquise said that notification requirements will change from 90 days to 10 days.

27 **Article III: Section G - Indicate that notification includes the applicant, all abutters, holders of**
28 conservation, preservation, or agricultural preservation restrictions, engineer, surveyor, architect,
29 and/or land surveyor. Also require that if project has a proposed structure within 500' of the bank of a
30 lake, pond, river, or stream, then a notice by first class mail will be sent to NHDES for dam hazard
31 classification purposes only.

32 Mr. Marquise explained that this change is to require notification of all necessary parties by certified
33 mail and to include that NHDES must be notified if a proposed project is within 500 ft of a lake, pond,
34 river, or stream.

35 **Article III: Section I** - Change approval time frame to 65 days after acceptance rather than submission.

36 Mr. Marquise explained that this will change the clock from the day that the application is accepted, not
37 submitted, which is consistent to how things are currently done.

38 **Article III: Section I** - Change timing of request for Selectmen to order board to act from 15 days to 30
39 days and specify other remedies according to RSA 676:4.

40 Mr. Marquise explained that this changes the time of the Board to act on the formal decision.

41 **Article III: Section K** - Change notice timing from 72 hours to 5 days (check on this).

42 Mr. Marquise thinks that the Notice of Decision is 5 days, the same as the minutes, however, he is going
43 to check the RSA.

44 **Article V: Section A - 9)** - Change 5 feet to 2 feet

45 Mr. Marquise explained that this changes the requirements of the existing and proposed contours to an
46 interval of no more than 2 ft, which is standard with most topographical surveys on site plans.

47 **Article V: Section A - 12)** - Change WSPCD to DES

48 Mr. Marquise explained that the WSPCD is now DES.

49 **Article V: Section A - 23)**- Add subsection #23: Items noted in D2 Below

50 Mr. Marquise said that the Board likes the bigger plans to have the information required for a home
51 business such as the description of the business activity; number of employees; estimated number of
52 customers or other measure of increased traffic flow or increase in required parking such as truck
53 deliveries; days and hours of operation; changes in water usage or sewage flow; and provisions for fire
54 protection. The Board already asks for these items, but this change clarifies it.

55 **Article V: Section B** - Delete subsection #2

56 Mr. Marquise explained that this will be required under Section A #23 so it can be removed from this
57 section.

58 **Article V: Section B -3) a)** Subsurface Sewage Disposal Approval

59 **b)** Alteration of Terrain Approval

60 **c)** Water Supply Approval

61 **d)** Wetlands Approval

62 **e)** Shoreland Approval

63 Mr. Marquise explained that these changes just shorten the wording for the required approvals and
64 adds in the Shoreland approval.

65 **Article VI – IV:** Mr. Marquise recommended that the Board review these Articles to see if they feel that
66 there is anything missing.

67 **Article X** - Change the word “loss” to “less”

68 **Article XI** - Check RSA reference

69 Mr. Marquise said that he is not sure that this RSA is correct.

70 **Article XII**

71 Mr. Marquise said that it came up at Peer Review that though the Town seems to be opposed to
72 Occupancy Permits, because there are bonds and permits for the Site Plans there should be a walk
73 through before a business is opened. This would allow the Department Heads to sign off on the
74 completion of the project and that it is what they were expecting.

75 **Article XIII**

76 Mr. Marquise said that the Town does not hold many Compliance Hearings, however, the way that it is
77 written requires that if there are any conditions precedent then the Board has to hold one. When there
78 is only a condition for a State Permit then they don't hold them, therefore, he has changed the wording
79 to include that. They will continue to hold bond compliance hearings.

80 **Appendix: Section A** - Change parking space size to 10' x 20'; Change all space width references from 9'
81 to 10'

82 Mr. Marquise said that he thinks that the bigger parking spaces are more consistent with today's vehicle
83 sizes. Mr. Marquise said that the parallel parking should also be changed to 10' x 24'.

84 **Appendix: Section C** - Guidelines for Minimum Number of Parking Spaces Required (applicant may
85 show that Section C specific proposal may require more or less spaces based on planning standards
86 specific to project).

87 Mr. Marquise said that he thinks that they should allow applicants to be able to make a case that fewer
88 parking spaces than required may be acceptable for some cases. In some instances, parking spaces
89 become maximums rather than minimums because they don't want the greenspace taken. There was a
90 discussion regarding spaces for compact cars and about charging stations.

91 **Appendix: Section E - (3)** All driveways shall meet town road intersection requirements as found in
92 Section 5.09 of the Subdivision Regulations.

93 Mr. Marquise explained that the minimum and maximum slope will remain the same. The change will
94 be that instead of saying what the slope needs to be from an intersection, they will need to comply with
95 the Subdivision Regulations.

96 **Appendix: Section F (1) - Fee Schedule:** Base Fee = \$150.00

97 **(2)** Additional Fees (Home Business and Agricultural Uses Exempt)

98 (a) Non-Residential: \$75.00 per 1,000 sf of Building Footprint over 2,000 sf plus; \$75.00 per 5,000 sf of
99 Additional Land Disturbed beyond Building Footprint

100 (b) Residential: \$100.00 per unit after the first two units

101 Mr. Marquise said that he bumped up all the fees by 50% as it has been eleven years since they were
102 changed. Mr. Clarke asked if the fees are in line with other communities. Mr. Marquise explained that
103 each town is different. He thinks that these fees will cover the basic expenses but he will look at these
104 fees and the Subdivision Fees to see if they cover all of them. There was further discussion regarding
105 this matter.

106 MISCELLANEOUS

107 There was a brief discussion regarding the property at the intersection of Route 11 and Route 103.

108 Mr. Butler asked about signoffs on residential structures. Mr. Marquise explained that there used to be
109 a sign off for building permits but now the Assessor's will look at new buildings and if they feel there is
110 anything that needs to be addressed they will bring it to the Zoning Administrator's attention for
111 enforcement. Mr. Butler said that he'd be concerned about the drainage around the lake. Mr. Marquise
112 said that the Zoning Administrator looks at that before the bond is released.

113 Mr. Osborne arrived for the meeting.

114 Chairman White asked if there is an issue with the term "building permit" as they are not technically
115 building permits. Mr. Marquise confirmed that they should be called Certificates of Zoning Compliance
116 (CZCs). Chairman White said that the Town does not have a Building Inspector, so they do not issue
117 building permits. Mr. Marquise said that building permits come with building codes and the Town does
118 not have building codes. There was further discussion regarding this matter and inspections.

119 There was a discussion regarding landscaping buffers and screening and adding requirements to the
120 Zoning Ordinance, especially in Mixed Use Districts.

121 There was a discussion regarding the Dunkin Donuts building and some of the compliance issues such as
122 the raised curb between the Abbott Library building and about the lighted sidewalk, both of which have
123 not been completed. Mr. Butler asked and Mr. Marquise said that they did not require a bond for the
124 project because the improvements were so minimal. There was a discussion regarding the traffic
125 pattern from Lower Main St to Route 11 as well about the bridge work.

126 There was a brief discussion regarding the Old Abbott Library and the handicap ramp.

127 There was a discussion regarding contour maps for projects with large land disturbances and that many
128 times they do not require contour maps when the site remains the same.

129 There was a discussion about the Gallup property on Youngs Hill Rd because there is an appeal to the
130 Zoning Board on the Zoning Administrator's decision regarding the cut. There was also a discussion
131 about the difference between clear cutting and selective cutting and the possibility about needing
132 definitions in the Zoning Ordinance.

133 MINUTES

134 Changes to the Planning Board minutes from February 8, 2018: Change Line 122 to read "...the State has
135 created these new parcels..." Change Line 258 to read "...any of the Board members think that..."

136 Mr. Clark made a motion to approve the minutes as amended. Mr. Butler seconded the motion. The
137 motion passed unanimously.

138 **MISCELLANEOUS**

139 There was a discussion regarding residential housing, senior housing, and multifamily housing that has
140 been built in Town and that the majority of building is single family homes.

141 There was a discussion regarding the buildings in the Harbor and the Sunapee Harbor Riverway and
142 about the traffic flow in that area.

143 Mr. Clark made a motion to adjourn the meeting at 8:17 pm. Mr. Butler seconded the motion. The
144 motion passed unanimously.

145 Respectfully submitted,

146 Melissa Pollari

147

148

149

150

151

152 Planning Board

153 _____

154 Peter White, Chairman

155 _____

156 Richard Osborne

157 _____

158 Joseph Furlong

159 _____

160 Shane Hastings, ex-officio member

161

Donna Davis Larrow, Vice Chair

Joseph Butler

Randy Clark

Suzanne Gottling, ex-officio alternate member