

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **JUNE 1, 2017**

4 **PRESENT:** Peter White, Chair; Donna Davis Larrow, Vice Chair; Joseph Butler; Richard Osborne; Randy
5 Clark; Shane Hastings, ex-officio member Michael Marquise, Planner

6 **ABSENT:** Joseph Furlong

7 **See attached sign in sheet**

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

9 Chairman White asked Mr. Marquise if he has heard anything from Mr. Furlong as he has missed three
10 or four meetings in a row. Mr. Marquise said that he has not heard from him and that it would be
11 appropriate for Chairman White to reach out to Mr. Furlong.

12 **CONSULTATION – LAKE SUNAPEE ROWING CLUB**

13 Mr. Marquise said that the Lake Sunapee Rowing Club will not be meeting with the Board at this
14 meeting.

15 **ZONING ADMINISTRATOR POSITION - DONNA NASHAWATY, TOWN MANAGER**

16 Mrs. Nashawaty explained that Roger Landry, the Zoning Administrator, has given his notice and his last
17 day will be July 6th. The Zoning Administrator and the Planner report to her as the Town Manager as
18 they are agents of the Board of Selectmen. She thinks that it is prudent to figure out the needs of both
19 the Planning and Zoning Boards as they move forward. To fill the gap, she has asked Mr. Marquise for a
20 few more hours and to be able to electronically send him Certificates of Zoning Compliance and to
21 receive phone calls from people who may have questions for Planning or Zoning. Mrs. Nashawaty
22 continued to describe the position and the decisions that have been made for Mr. Marquise to fill in for
23 the interim.

24 Mrs. Nashawaty asked the Board for their input regarding what they believe is needed for the Zoning
25 Administrator position, what can be done better, and what is working for them.

26 Mr. Butler asked and Mrs. Nashawaty said that the interim period will be approximately four months.
27 Mr. Marquise said that Mrs. Nashawaty said that it would be up to six months. Mrs. Nashawaty said
28 that the process might take a little while as the hours might not be as many as they currently are and it
29 can be difficult to find people who want to work part time. She had a conversation with New London
30 about their needs and possibly sharing a full time person who would get benefits so the costs would be
31 split. She does not know if this would work as both Towns have different Zoning Ordinances. There was
32 further discussion regarding this issue and Lake Sunapee Protective Association wanting someone to do
33 enforcement in all three towns.

34 Chairman White said that he does not think that Mr. Marquise has ever waived in his duties to the
35 Board and he has always been very supportive. He understands Mr. Marquise is doing the Town a favor

36 to step in but he hopes that the Town does not lose him if he has to give too much of his time. He hopes
37 the process goes quickly so the Town does not get too comfortable with Mr. Marquise doing both
38 positions. Mrs. Nashawaty said that Mr. Marquise may recommend that part of what he does for the
39 Board is administrative rather than what he should do as the Planner and it might get delegated to the
40 office staff.

41 Chairman White asked and Mrs. Nashawaty confirmed that there is an existing job description but it is
42 not quite as relevant as it needs to be and she wants to start with a clean slate.

43 Chairman White said that he does not think that it is a requirement to hire someone who is already
44 familiar with the Zoning Ordinances; it is more important to hire someone who is honest, has integrity,
45 and knows how to be discrete. He thinks that it is important to have someone who is willing and able to
46 meet with people, but there should be a level of integrity, fairness, and consistency so when rules are
47 not followed there are consequences but that they are distributed fairly across the spectrum. Mrs.
48 Nashawaty said that personality is one of the hardest things to determine during a job interview to
49 know if someone is going to fit. Chairman White said that communication skills are important and the
50 person will need to deal with the public as well as the Zoning Board effectively.

51 Mr. Clark said that he is the newest person on the Board and he thinks that communication is important.
52 He has had questions for the Zoning Administrator before and he thinks not having an ability to send an
53 email, not knowing if someone is available for a meeting, and not getting an answer quickly have been
54 challenges; to not be able to do things remotely can be a source of frustration.

55 Mr. Marquise said that as communication is one of the most important things and believes that being
56 tech savvy is important. He has not done this job full time in 14 years and at the time he does not think
57 that there was a website or any electronic communication. He thinks that in this electronic era 60 – 70%
58 of what he used to do can be done electronically.

59 Chairman White said that he thinks that New London's applications are submitted in pdf format and
60 then emailed out to the Boards. The presentations are then done on a computer with a screen. There
61 was further discussion regarding this matter.

62 Mrs. Nashawaty explained that she and Mr. Marquise have discussed changes to the fees to make them
63 a little easier to calculate for the applicant and the office staff. Chairman White asked and Mrs.
64 Nashawaty explained that the Zoning Administrator currently calculates fees based on the square
65 footage for applications. Currently, applicants leave blank checks or take up the time of office staff to
66 figure out the fees and she wants to streamline the process.

67 Mrs. Nashawaty said that the Board of Selectmen have been very supportive of purchasing the software
68 needed such as Office 365, the Online GIS, and the ability to sign in remotely to the desktops.

69 Mr. Butler asked if Mrs. Nashawaty feels as though the job description should include the Zoning
70 Administrator to get more involved with the Boards and attend the meetings. Mrs. Nashawaty said that
71 is part of the input she is trying to get from the Boards. She understands that Mr. Marquise is involved
72 in the meetings and asked if he did not attend if the Board would hold the meeting. Vice Chair Larrow
73 said that they would not.

74 Mr. Butler said that the Board has had cases thrown back at them that have already been approved that
75 should not be thrown back at them if they were handled properly in the field. Mr. Clark said that the
76 Board has had people come before them who are bitter because they were told to attend a meeting and
77 the Board has no information. Chairman White said that it would be nice to have the Zoning
78 Administrator at the meeting to tell the Board the issues; that is an efficiency issue with the Board too.
79 Mr. Marquise said that he thinks that this has been taken care of because at the beginning of the year
80 he took over the agenda for the Planning Board. There was further discussion regarding this issue as
81 well as the Peer Review Meeting.

82 Mr. Osborne said it would be nice to have something in the packets to explain why an applicant is before
83 the Board. Vice Chair Larrow said that it would be nice to have input regarding the thought process to
84 explain why the Board is seeing a case. Mr. Marquise said that one thing that was discussed is during
85 the interim period he is not going to the Zoning Board meetings so he is going to write something for the
86 Zoning Board explaining why something was denied and the case needs to be heard. If that was
87 continued as a practice it could be shared with the Boards and why the Planning Board could see why a
88 case needed to go before the Zoning Board.

89 Vice Chair Larrow said that it is important to her to have Mr. Marquise at the meetings to explain the
90 little nuisances that they need his assistance with.

91 Mrs. Nashawaty said that she will share with the Board the job description when she is done with it. She
92 will advertise the position before the end of the time frame Mr. Marquise has given her but she wants
93 to make sure it is the right fit. Chairman White said that last time the Zoning Administrator was hired
94 there was a committee formed. Mrs. Nashawaty said that this time she will do the interviewing and the
95 hiring as it is not a Board of Selectmen appointment. There was further discussion regarding this
96 matter.

97 Mr. Butler asked how many permits are processed per month on average. Mrs. Nashawaty said that she
98 thinks about ten per meeting so about twenty per month. Mr. Marquise said that there are about 150
99 to 200 permits, all different kinds, per year.

100 Mr. Osborne said that the Board has discussed changing the order of the Planning and Zoning meetings
101 because often an applicant needs Zoning approval before Planning approval and it would streamline the
102 application process. There was further discussion regarding this issue and the Board members said that
103 they could attend a meeting on the 2nd Thursday of the month as long as Mr. Marquise could attend.

104 Mrs. Nashawaty thanked the Board for their input.

105 **CONTINUATION: PARCEL ID: 0235-0092-0000: SUBDIVISION / LOT LINE ADJUSTMENT NINE (9) LOTS**
106 **IN FIRST PHASE. EDGEMONT RD, LYNNE BELL.**

107 Mr. Marquise read the correspondence from Lynne Bell to the Board. "At this time, I, Lynne Bell, would
108 like to ask for an extension of sixty days for the approval of the proposed project on our property
109 located off of 103B. We have received the DOT access permits but are waiting on certain agencies to
110 sign off on the wetlands crossing permits that will be necessary for approval of the project. We don't
111 want to waste the Board's time by appearing before you without these in hand. Thank you for
112 consideration of this requested extension. Lynne M. Bell."

113 Mr. Marquise said that in eight or nine days the 65 day period will be over and that period is always for
114 the benefit of the applicant so the Board does not sit on a case for years. The Board can agree to this
115 extension, he feels as though the 60 days is reasonable but the August meeting might be more than 60
116 days out so the Board may want to go 65 days. There was further discussion regarding the need for the
117 extension and the length of the extension.

118 The Board agreed to the continuation of the case.

119 **PARCEL ID: 0129-0031-0000: SITE PLAN REVIEW: PROPOSED 42' X 24' OFFICE BUILDING WITH CPA**
120 **OFFICE ON LOWER FLOOR AND RENTAL OFFICE ON UPPER FLOOR. PLEASANT PLACE, TOWNE OFFICE**
121 **COMPLEX, LLC.**

122 Mr. Marquise said that the application was filed in advance, fees were paid, abutters were notified, and
123 notices were posted. The application falls under Article V of the Site Plan Review Regulations. He has
124 reviewed the application and with some additions he believes all the items are in place. The only two
125 things that are left outstanding are toxic waste and hazardous materials storage, which he does not
126 believe will be a problem. In terms of State permitting, the only one required is a Shoreland Permit from
127 DES. Mr. Marquise said that he believes that the application is complete.

128 Vice Chair Larrow made a motion to accept the application as complete for Parcel ID: 0129-0031-0000
129 for Site Plan Review for the CPA office on lower floor and rental office on the upper floor, Pleasant
130 Place, Towne Office Complex, LLC. Mr. Butler seconded the motion. The motion passed unanimously.

131 Bernard Towne and Clayton Platt presented the merits of the case.

132 Mr. Towne said that he owns Champion Accounting Solutions, PLLC. It is a fairly new business; he
133 purchased the CPA business from Marie Flint in Newport. He is from Sunapee and his wife and he just
134 moved back to Sunapee two years ago from Colorado. He has been picking up a lot of business from
135 New London and has some Sunapee clients. To be closer to the New London clients and to not alienate
136 the Newport clients he wants to relocate to a place in between the two. There is not a lot of
137 commercial real estate in Sunapee and though he looked at the Abbott Library property he decided not
138 to pursue it in order to not step on too many toes. The property seems well located for what he is trying
139 to do and to have a little visibility. Mr. Towne continued that he has a small office, it is just himself and
140 an office manager. He also hired a sub-contractor this year to help with the busy tax season. The plan is
141 to occupy the office on the first floor of the building. He is a board member of The Foundation for
142 Catholic Education, which is primarily a fundraising organization. It supports private Catholic education
143 and they will occupy two of the offices on the second floor. Mr. Towne continued that there is one
144 office that will be available for rent but hopefully it will be occupied soon after the complete the project.

145 Mr. Platt explained the submitted plans to the Board, including the drainage plans.

146 Chairman White asked and Mr. Towne confirmed that they plan to have an upper and a lower parking
147 lot. Mr. Towne explained that the upper parking lot is to provide handicap access to the second floor so
148 he does not foresee that parking lot being used very much. Mr. Platt said that the main entrance on the
149 south side of the building with a staircase going up to the second floor.

150 Mr. Platt said that they are asking for a waiver for the number of parking spaces needed. Mr. Towne
151 said that he did write a letter requesting the waiver. Mr. Platt said that there are ten spaces and based
152 on the number of employees and square footage the requirement would be fourteen spaces. Mr.
153 Towne said that the large office space that is not rented could be two office spaces, which would be a
154 maximum occupancy of seven people. He believes that the regulations require one parking space per
155 employee and one every 300 sq ft, which puts them at 13.5 parking spaces. Mr. Platt said that they
156 have 10 spaces; part of the reason is to keep the parking lot from taking over the property and being an
157 eyesore; right now, they are at 31-32% impervious surface. Mr. Towne said that the building he
158 currently rents is about the same size with the same number of offices and has 10 parking spaces and in
159 the 2 years he's been there he does not know if they've had more than 8 cars at one time. Mr. Marquise
160 said that the Board does have the ability to waive the parking requirement but if they have full build out,
161 it would leave only one car for each number of businesses for customers. Mr. Towne said that he did
162 speak about that in his letter. Mr. Marquise asked and Mr. Platt said that they submitted the letter with
163 the original application. Mr. Marquise apologized and said that he did not see the letter. Mr. Towne
164 said that he typically does not have more than one client at a time. Mr. Towne continued that the
165 foundation that will occupy two of the offices on the second floor does not have clients, they are mainly
166 a fundraising organization and are just looking for office space. Mr. Marquise said that if the Board
167 approves the use, they must be aware that in the future that the use will need to be similar for the
168 parking.

169 Chairman White asked and Mr. Platt explained about the drainage, the parking lots, the grade of the lot,
170 and the retaining walls up around the building. Mr. Towne said that the lot is flatter than you'd think.
171 They will take advantage of the rise to create the walkout area but the parking area is fairly flat.

172 Mr. Clarke asked and Mr. Towne showed the Board where the sign will be located on the lot. If the sign
173 is lit is will be with downward lighting.

174 Mr. Platt said that they will be making some minor improvements to Pleasant Place, which is a Town
175 road. Currently, the road is 22 ft wide at the intersection of Lower Main St. When it gets to his property
176 it widens to 32 ft. The proposal is to widen the existing right of way an extra 6 ft and the existing road to
177 18 ft up to the first (main) driveway. Mr. Marquise said that at the Peer Review the Highway Director
178 indicated to him that he'd like the widening to go to the second parking lot and he thinks that needs to
179 be hashed out.

180 Mr. Butler asked and Mr. Marquise confirmed that there are no Zoning issues with this proposal. The
181 property is zoned for the use and all the setbacks are met.

182 Mr. Towne said that he met with all the Department Heads after the consultation meeting and one of
183 the conversations was with Mr. Hazelton and they discussed putting the site together and asked if there
184 were any changes that he would want them to make to Pleasant Place. At the time, he said that he
185 could not require them to do anything to Pleasant Place as it is a Town maintained road. They
186 submitted the first application and were told that Mr. Hazelton wanted the bottom piece to be widened
187 by 6 ft. Mr. Platt said that the Balch's were concerned that because the road is so narrow someone
188 might go close to their property. He had thought that they could widen the road 4 ft to allow more
189 room on their side. Mr. Towne said that he just does not want the costs to widen the road and add
190 additional pavement to get out of control. When they submitted the final application they were told

191 they needed to make the road wider than what was proposed and now there is additional feedback that
192 they will have to bring it up to the second parking lot rather than just the first. He understands the flow
193 of traffic to the first parking lot, they just want to keep their costs under control. Mr. Platt said that
194 there will only be two trees left on the property and he thinks that if they widen the road 6 ft they will
195 not be able to be saved. Chairman White asked and Mr. Marquise said this information was Mr.
196 Hazelton's final input from the Peer Review meeting. As he understands, regarding requirements for
197 offsite improvements, the Board can require them if it affects safety, however, they always try to get
198 input from the Highway Director. He thinks from a safety standpoint getting the widening to the first lot
199 is critical, though he is not sure that widening to the second lot is critical. Mr. Marquise asked if Mr.
200 Towne would like to have another discussion with Mr. Hazelton. They have also discussed bonding for
201 the project as the Town is not doing the work. Mr. Marquise asked if Mr. Towne wants to hash things
202 out with Mr. Hazelton and then come back before the Board. Mr. Towne said that they would like to get
203 the building done before the next tax season and his builder thinks it can get done in the next four to
204 five months. He'd prefer not to push the decision out to another meeting.

205 Mr. Butler asked and Mr. Towne explained that he is going to hook into the existing water and sewer
206 lines.

207 Mr. Towne said that the project will not be bank financed, if someone from the Town wants to instruct
208 him how to put money into a trust account for a bond he would be happy to do that to satisfy that
209 requirement. There was further discussion about the bond.

210 Mr. Towne said that he would like conditional approval and then he would get things worked out with
211 Mr. Hazelton.

212 Chairman White said that he is amazed at how much of the property is within 250 ft of the Sugar River.

213 Chairman White said that he would like something in the file that states that if the non-profit doesn't
214 stay in the office and someone comes in with more employees or customers then the Site Plan says that
215 they will need to be revisited. However, he does not see the problem with a waiver for the parking now.

216 Chairman White asked if the only lighting will be the light for the upper parking lot and the light for the
217 lower parking lot. Mr. Towne confirmed this and said that they will be motion activated lights. Mr.
218 Osborne said that there are side lights on the entrance way. Chairman White asked and Mr. Towne
219 confirmed that the lights will be on the building. They will be down lighting and will not be shining into
220 any other areas.

221 Mr. Butler asked and Mr. Towne said that the hours of operation are written in the letter he sent. There
222 are busier times of years than others but they only have consultations during the normal hours of
223 operation. Chairman White asked and Mr. Towne confirmed that the customer hours are 9:00 – 5:00
224 during tax season and 10:00 – 5:00 during the rest of the year. Chairman White said that Mr. Towne's
225 letter said that employees will typically come earlier and leave later than the customer hours. During
226 the height of the season, employees may arrive up to three hours earlier and leave up to five hours
227 later, that would put employees there at 6:00 in the morning until 10:00 at night during the height of
228 the season. Mr. Osborne asked if these hours should be the ones Mr. Towne is asking for. Mr. Butler
229 asked and Mr. Towne said that the tax season is January 15th to April 15th. Chairman White said that the

230 hours of operation implies when a business is open for business. Mr. Towne said that his office manager
231 is in from 9:00 am to 5:00 pm and she handles all of the traffic. Chairman White said that he does not
232 think that Mr. Towne should differentiate hours of operation between the different seasons. There was
233 further discussion regarding the hours of operation.

234 Mr. Towne asked and Vice Chair Larrow explained that if he wanted to do anything outside of what is
235 approved he would have to come back before the Board. Chairman White explained that, therefore,
236 they recommend that applicants ask for a little wiggle room in case they think that there is anything in
237 the future they may want to do other than what they got approval for. Mr. Towne said that he would
238 like to have the hours of operation to be 8:00 am to 6:00 pm, Monday through Friday.

239 There was a brief discussion regarding the location of the lot.

240 There was another discussion regarding widening the road. Mr. Towne said that he does not have a
241 problem widening the first part but he does not want to do the additional part, though he will if he has
242 to; the lot does not have much vegetation on it and Mr. Towne would rather not lose the trees. Mr.
243 Towne said that he has not talked to the Highway Director since they submitted the final plans. Mr.
244 Marquise said that he believes that Mr. Hazelton wants the road widened to the second parking lot. Mr.
245 Platt said that they will talk to Mr. Hazelton about it.

246 Chairman White said that he was pleased to see a planting plan and the plantings that will be along the
247 building, along the retaining wall, and along the road. There was further discussion regarding the
248 planting plan.

249 Chairman White said that the widening of the road will have to be left open so that Mr. Towne can talk
250 to Mr. Hazelton. Chairman White asked how the Board can make this a condition of approval. Mr.
251 Marquise said that if the Board is going to go back to Mr. Hazelton's word it can be made a condition, or
252 they can go to Mr. Hazelton and then come back to the Board for a decision.

253 Linda Schultz, 15 Pleasant Place, asked if the dumpster on the site is next to their fire pit. She
254 understands that there will be a fence around it but asked if it can be moved. Ms. Schultz said she also
255 has concerns about the lights being on motion sensors and shining into their yard at night. Mr. Towne
256 said that it is a professional office and most of what will go into the dumpster will be paper. Ms. Schultz
257 said that she understands but she would be looking at the fence. Chairman White said that they could
258 probably add plantings around the fence.

259 Ms. Schultz said that she understands that they have to go with what the Highway Director says,
260 however, the trees will provide a bit of screening from the new building. Chairman White said that
261 should be part of the discussion with the Highway Director.

262 Chairman White asked if they can reposition the dumpster in another direction. Mr. Marquise said that
263 they are only allowed a fence 5 ft high within the setback and any higher it will need to be rotated so it
264 is out of the setback. There was further discussion regarding the dumpster.

265 Chairman White said that he is impressed with the plan and it was very well done.

266 Chairman White asked and no one else had any questions for the applicant so he closed the public input
267 part of the meeting.

268 There was a brief discussion regarding the wooden guardrails on the property.

269 Mr. Clarke said that his only concern is regarding Mr. Hazelton's recommendation. Chairman White said
270 that he thinks that they can work out a reasonable solution with Mr. Hazelton. Mr. Osborne said that
271 you can look at it two ways, one is that it would be nice to have two vehicles be able to pass there, but it
272 is only 80 ft from the upper driveway to the lower driveway so the sight line is acceptable. Mr. Towne
273 said that the widening of the road was Mr. Platt's idea and he thought it would make sense to add it to
274 the plan and do the bottom. Chairman White said that he thinks that it is good to revisit the issue with
275 Mr. Hazelton. Mr. Clarke said that they should be sure to mention the trees as it would be a shame for
276 them to be removed.

277 Mr. Butler asked and Mr. Platt said that they could get the DES Permit in 2 to 3 weeks. Mr. Butler said
278 that he thinks that the plan is great and it is good to see a business go in there.

279 Vice Chair Larrow asked how to word waiving the parking requirement so that it is contingent on the
280 number of occupants. Mr. Butler said that they should make it contingent on the total number of
281 employees. Mr. Osborne said that it should be contingent on having the businesses be the same type of
282 use. Mr. Marquise said that it should be contingent on the number of employees and that the upper
283 businesses not have walk in traffic. Mr. Towne said that the regulation is one parking spot per employee
284 and then an additional parking spot for every 300 sq ft. That only requires 13 spots and they are only 3
285 spots short of that, which he does not think should mean that they are only allowed to have businesses
286 upstairs that do not have clients. Chairman White said that it is difficult limiting the parking to the
287 number of employees because the upper businesses might change and have the same number of
288 employees but more drop-in traffic. They need to plan for what might happen down the road. Mr. Platt
289 asked if a change of use would have to be completed. Mr. Marquise explained that if there is a
290 condition then a Statement of Property Usage would need to be looked at more carefully. Mr. Towne
291 said that he knows that he can account for one of the parking spots but there should be two parking
292 spots available for the upper offices and it will limit who he can rent to if the Board says that none of the
293 upper offices can have clients. Mr. Marquise asked and Mr. Towne said that he is in the downstairs and
294 he has one employee, who will occupy the reception area. He will occupy one of the downstairs offices
295 and a sub-contractor during the tax season could occupy the other. The upstairs could be up to four
296 offices, but will most likely be three. Mr. Marquise asked and Mr. Towne confirmed that the non-profit
297 business will occupy two of the upper offices. Mr. Platt said that the Town owns the parking lot below
298 this lot and it is not used very much during weekday days. If there was an overflow issue the employees
299 could park in the Town parking lot and walk around. Mr. Clarke asked and Mr. Towne confirmed that
300 this would only happen during tax season. Mr. Marquise suggested limiting part of the upstairs to
301 having no walk-in traffic. There was further discussion regarding this matter.

302 There was a discussion regarding giving conditional approval on Mr. Towne meeting with Mr. Hazelton
303 as well as about the bond and other conditions of approval.

304 Vice Chair Larrow made a motion to approve the Site Plan for Parcel ID: 0129-0031-0000 for office
305 space and rental office at Pleasant Place, Towne Office Complex, LLC with the following conditions: a

306 maximum number of seven employees on-site; the upper floor businesses are not to have more than
307 two offices without foot traffic and two offices with foot traffic; the Shoreland Permit needs to be in
308 place; the hours of operation are 8:00 am to 6:00 pm, Monday through Friday; the dumpster will be
309 repositioned to improve the sight line; and conditioned upon Scott Hazelton's sign off to include an
310 agreement on the bond amount for erosion control, drainage, and road improvements. Mr. Osborne
311 seconded the motion. Mr. Marquise said that the dumpster should meet any Zoning Requirements.
312 Vice Chair Larrow amended the motion to include meeting Zoning Requirements on the repositioning of
313 the dumpster. Mr. Osborne seconded the amendment. Mr. Marquise asked if the Board should put a
314 time limit on the project. Vice Chair Larrow amended the motion to include that completion of the
315 project will be within 12 months. Mr. Osborne seconded the amendment. The motion passed
316 unanimously.

317 **OTHER BUSINESS – LAKE SUNAPEE YACHT CLUB**

318 Mr. Marquise said that the Lake Sunapee Yacht Club, whom has never had a formal Site Plan Review,
319 came to the Town to request a liquor permit for a wedding they are holding outside; it also needs an
320 event permit. The liquor permit requires a sign off that it meets Zoning and he believes that they have
321 never had an outdoor wedding. It sounds as though they will be bringing in a paneled building, not just
322 a tent, to have the wedding outside. He had some concerns as being outside seems to be an increase in
323 use.

324 Mr. Butler asked and Mr. Marquise confirmed that the Yacht Club serves liquor inside but to serve it
325 outside requires a different license. Chairman White asked what is typically done for places like Dexter's
326 Inn. Mr. Marquise said that he believes that those uses are all approved. Chairman White asked and
327 Mr. Marquise said that it sounds as though they are bringing in a hard-sided panel building for the
328 event.

329 Mr. Butler asked if they need a permit for each event. Mr. Marquise said that if someone has a private
330 event on their property where they bring in a tent it is not questioned as it is not a commercial event. If
331 they allow this event, however, he wonders if they will keep doing them and if they are disregarding
332 neighbor's concerns about noise, or if there be parking issues, etc. This event will use the parking and
333 then the inside could still be available to members for their use. Not ever having a Site Plan makes it a
334 little more difficult because they do not know everything that happens.

335 Chairman White asked and Mr. Marquise said that this is the first time the Town has received a request
336 for a license for outside events from the Yacht Club

337 Mr. Butler said that he thinks the Yacht Club should come before the Board. Chairman White said that if
338 this is the first time they are asking, now is the time for them to come in. Mr. Butler said that he is
339 concerned about the abutters. Mr. Osborne said that if they don't deal with it before, they could get
340 complaints from abutters and then have to deal with them after the fact.

341 The Board determined that they would like the Yacht Club to come in for a Site Plan Review.

342 Changes to the Planning Board minutes from April 6, 2017: Change Line 48 to read "...approval from the
343 Zoning Board..." Change Line 70 to read "...soil mapping units, soil test information..." Change Line 112

344 to read "...holding them up. Mr. Bell continued that they are hoping for a conditional approval..."
345 Change Line 242 to read "...knows what needs to be..."

346 Mr. Hastings made a motion to approve the minutes from April 6th. Mr. Osborne seconded the motion.
347 The motion passed unanimously.

348 Changes to the Planning Board minutes from May 4, 2017: There were no changes to the minutes.

349 Mr. Clarke made a motion to accept the minutes from May 4th. Mr. Butler seconded the motion. The
350 motion passed unanimously.

351 Mr. Osborne made a motion to adjourn the meeting at 9:12 pm. Mr. Butler seconded the motion. The
352 motion passed unanimously.

353 Respectfully submitted,

354 Melissa Pollari

355

356

357

358 Planning Board

359 _____

360 Peter White, Chairman

Donna Davis Larrow, Vice Chair

361 _____

362 Richard Osborne

Joseph Butler

363 _____

364 Joseph Furlong

Randy Clark

365 _____

366 Shane Hastings, ex-officio member

Suzanne Gottling, ex-officio alternate member