

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **AUGUST 3, 2017**

4 **PRESENT:** Donna Davis Larrow, Vice Chair; Joseph Furlong; Richard Osborne; Randy Clark; Suzanne
5 Gottling, Alternative Ex-Officio Member; Michael Marquise, Planner

6 **ABSENT:** Peter White, Chair; Joseph Butler; Shane Hastings, Ex-Officio Member

7 **See attached sign in sheet**

8 Vice Chair Larrow called the meeting to order at 7:00 pm.

9 **PARCEL ID: 0218-0082-0001: SITE PLAN REVIEW: SINGLE 14 X 24 HISTORIC COLONIAL STYLE SHED SET**
10 **ON A LARGER 24 X 24 CONCRETE SLAB TO ACCOMMODATE COLD STORAGE ITEMS AT THE REAR OF**
11 **THE BUILDING. BUILDING WILL BE UTILIZED BY THE SUNAPEE SCHOOL DISTRICT'S TRANSPORTATION**
12 **DEPARTMENT (10 EMPLOYEES) AS A MEETING ROOM AND FOR STORAGE OF EQUIPMENT AND**
13 **SUPPLIES. 621 ROUTE 11 (HIGHWAY GARAGE), TOWN OF SUNAPEE.**

14 Mr. Marquise stated that the application was filed in advance, the fees were waived since it is a Town
15 project, the notices were posted, and abutters were notified. The application is for a Site Plan under
16 Article V of the Site Plan Review Regulations and is an amendment to a Site Plan from approximately 16
17 years ago so he will not go through all the Article V requirements. Mr. Marquise continued that the
18 information that has been submitted, along with the prior information, is adequate so he believes that
19 the application is complete.

20 Mrs. Gottling made a motion to accept the application as complete. Mr. Osborne seconded the motion.
21 The motion passed unanimously.

22 Scott Hazelton, the Town of Sunapee Highway Director, explained that the SAU is looking to put in a 14
23 ft x 24 ft Colonial style shed on a 24 ft x 24 ft concrete pad. It will accommodate breakroom space,
24 office space, and storage of miscellaneous items. Water and sewer will be stubbed out underneath the
25 slab; however, the site does not currently have water or sewer. The building will be located off the
26 northeast corner of the garage on an existing gravel area. It will not prevent parking for any of the
27 buses or the Highway Department's vehicles or equipment. The building will give the SAU a way to
28 accommodate their staff prior to and / or after the bus routes.

29 Vice Chair Larrow asked and Mr. Hazelton explained that the storage will be for miscellaneous items that
30 are used on the buses such as windshield wiper fluid, coolant, and some other items that are currently
31 stored in the Highway Garage. Vice Chair Larrow asked about hazardous waste. Mr. Hazelton explained
32 that if there is any hazardous waste it must be stored in a cabinet. They have one in the Highway
33 Garage and the bus drivers have access it. Mrs. Gottling asked and Mr. Hazelton explained their
34 procedure for spills, which will be able to be contained on the slab. Typically, maintenance is done in
35 the Highway Garage.

36 Vice Chair Larrow asked and Mr. Hazelton confirmed that the building will be heated but will not have
37 water or sewer because they do not have it on site. Mr. Hazelton said that the building will have
38 electricity and explained where the power lines will be located.

39 Mrs. Gottling asked and Mr. Hazelton confirmed that the shed will be insulated.

40 Mr. Marquise said that at the Peer Review Meeting none of the other Department Heads expressed any
41 concerns.

42 Vice Chair Larrow asked and no one in the audience had any comments regarding the proposal.

43 Mr. Osborne made a motion to close the case to public discussion and discuss it amongst the Board. Mr.
44 Clarke seconded the motion. The motion passed unanimously.

45 The Board did not have any questions or comments.

46 Mr. Osborne made a motion to approve the Site Plan Review for the single 14 ft x 24 ft historic Colonial
47 style shed on Parcel ID: 0218-0082-0001 and allow progress with the construction. Mr. Furlong
48 seconded the motion. The motion passed unanimously.

49 **OTHER BUSINESS – HP SUNAPEE, LLC**

50 Mr. Marquise explained that representatives of HP Sunapee, LLC, the subdivision on Brook Rd that has
51 been approved, has had a bond hearing, etc., would like to present their Mylar for signature and would
52 like to discuss their letter of credit.

53 Brian Vincent of CLD Engineers and Erik Newman of Gallagher, Callahan and Gartrell, PC, spoke to the
54 Board on behalf of HP Sunapee, LLC.

55 Mr. Vincent explained that this project was approved by the Board about a year and a half ago and they
56 are looking for an approval of the Mylar for Phase One of the project. Phase One is for one more two
57 unit building to be constructed, a driveway to the building, and some drainage features including a
58 detention basin.

59 Mr. Newman explained that the project has been conceived as a phased development and they are
60 asking for the Board to sign off on Phase One, which is just the four units / two duplexes; one of the
61 duplexes has been built.

62 Mrs. Gottling asked about the houses indicated on the plan. Mr. Vincent explained that the houses
63 belong to abutters and he is not sure if they are occupied.

64 There was a brief discussion regarding the next phases of the project.

65 Mr. Marquise asked for an update regarding the letter of credit. Mr. Newman explained that there is a
66 small pool of companies that are offering subdivision bonds and since this property was purchased out
67 of foreclosure it makes it something that many of the companies don't want to touch. The road and unit
68 that have already been constructed make it more difficult as most companies deal with bonds for raw
69 land. Mr. Newman continued that his client has applied for an irrevocable letter of credit. They are
70 asking that the Board sign the Mylar and hold it subject to the condition that the Town Council finds the

71 letter of credit satisfactory. Mr. Marquise recommended that to ensure there is not a signed Mylar
72 floating around they can ask that the Board members go in to the Town Office and sign the Mylar once
73 the letter of credit has been approved. Mr. Newman said that they would like to submit an application
74 to the Consumer Protection Bureau following the decision.

75 Vice Chair Larrow asked and the Board discussed which building on the plan is existing and which one is
76 to be built.

77 Mr. Marquise said that there is approximately \$104,000 in improvements and that is what they will be
78 bonding.

79 Mr. Newman asked that the Board extend the original approval for the project as it is going to expire in
80 October 2017. This is a phased development and it would be helpful to have an approval in place so
81 they do not have to go through another hearing. Mr. Newman was asked and said that they'd
82 appreciate as much time as the Board would allow, however, at a minimum they would like a two-year
83 extension. Mr. Marquise said that the concern regarding a two-year extension would be if there are
84 Zoning changes so the Board typically grants one-year extensions, which he thinks would be
85 appropriate. Mr. Newman said that they would have to modify the plan if there was a Zoning change.
86 Mr. Marquise asked how long the State approvals are good. Mr. Vincent said that they are good for five
87 years; they got the first in March 2016 and the last about a year ago and they can get one extension per
88 permit. The Board discussed that if they grant an approval for one year the applicants can come back
89 next year and ask for another extension. The applicant can make an appointment with the Board to ask
90 for the extension. There was further discussion regarding the extension.

91 Mr. Clarke made a motion to approve signature of the Mylar pending approval of the letter of credit by
92 Town Council for Parcel ID: 0209-0001-0000. Mr. Osborne seconded the motion. The motion passed
93 unanimously.

94 Mr. Clarke made a motion to allow an extension of this project for one year for the Brook Road
95 Subdivision, Parcel ID: 0209-0001-0000. Mr. Osborne seconded the motion. The motion passed
96 unanimously.

97 **OTHER BUSINESS: ZONING AMENDMENTS / ZBA JOINT MEETING IN SEPTEMBER**

98 Mr. Marquise said that the Zoning Board would like to have a joint meeting with the Planning Board to
99 discuss Zoning Amendments. He thinks that it would be appropriate to have a meeting sooner rather
100 than later. If none of the Board members object, he would like to invite the Zoning Board to the
101 September 7th meeting. There was further discussion regarding this matter and that the discussion can
102 go on to the September 21st meeting if needed.

103 **MISCELLANEOUS**

104 Mr. Marquise said that in two weeks the Boards of Selectmen for New London and Sunapee will be
105 meeting to discuss hiring a shared full time Zoning Administrator. Mrs. Gottling said that the meeting
106 will be August 14th. There was further discussion regarding this matter.

107 Mr. Clarke made a motion to adjourn the meeting at 7:32 pm. Mr. Furlong seconded the motion. The
108 motion passed unanimously.

109 Respectfully submitted,

110 Melissa Pollari

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114 Planning Board

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116 Peter White, Chairman

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118 Richard Osborne

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120 Joseph Furlong

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122 Shane Hastings, ex-officio member

Donna Davis Larrow, Vice Chair

Joseph Butler

Randy Clark

Suzanne Gottling, ex-officio alternate member