

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **APRIL 19, 2012**

4
5 **PRESENT:** Bruce Jennings; Donna Davis Larrow; Peter White; Erin Andersen; Kurt Markarian; Shane
6 Hastings, ex-officio member; Michael Marquise, Planner

7 **ABSENT:** Robert Stanley, Roger Landry, Zoning Administrator

8 **ALSO PRESENT:** See attached Sign-in Sheet.

9 Bruce Jennings called the meeting to order at 7:00 PM.

10 Bruce Jennings went over some processes that happen during a Planning Board meeting for the new
11 Board members. Mr. Jennings told the Board members that training seminars are available and the
12 Board may decide to have Mr. Marquise do one as well. Mr. White said that one of the things that was
13 helpful to him was the way that the Boards all work together in the Town government. Mr. White also
14 said that Mr. Marquise is a tremendous resource for the Planning Board members. Mr. Marquise said
15 that he will try and help any way he can and the Board can email or call him as necessary. Mr. Jennings
16 and Mr. White discussed that Board members should not be talking about cases outside of a meeting
17 and nor should they email about cases other than minutes and agendas and materials. However, Board
18 members can always talk to staff.

19 Changes to the Minutes for the March 15, 2012 Planning Board Meeting: Change line 63 to read
20 "...confirmed that the dumpster...". On line 66 change "St." to "Rd." Donna Davis Larrow made a
21 motion to approve the minutes as amended. The motion was seconded by Peter White. The motion
22 passed unanimously.

23 **ELECTION OF OFFICERS**

24 Donna Davis Larrow nominated Bruce Jennings as Chairman. Peter White seconded the nomination. 5
25 in favor, 1 abstained. Donna Davis Larrow nominated Peter White for Vice-Chairman. Kurt Markarian
26 seconded the nomination. 5 in favor, 1 abstained.

27 **CONTINUATION - MAP 133 LOT 93, SITE PLAN REVIEW, SOONUPI REALTY TRUST, SEEKING APPROVAL**
28 **FOR TAKE OUT FOOD SERVICE, 36 RIVER ROAD**

29 This hearing is a continuance of the case heard at the February 2, 2012 Planning Board meeting.

30 Michael Marquise explained why there is another continuation of the case. The original hearing was
31 continued from the February 2nd meeting to the March 1st meeting and the March 1st meeting was
32 cancelled; the case was then heard March 15th. At the bottom of the agenda that says if the meeting is
33 cancelled it will be held at the next scheduled Board meeting. Donna Nashawaty, the Town Manager,

34 talked with Mr. Marquise that the March 15th meeting was not a “scheduled” Board meeting and it
35 didn’t give the abutters an opportunity to give comment. Therefore, abutters have been noticed to
36 discuss the case.

37 There were no abutters present for comment. Chairman Jennings closed the meeting to public
38 comment. Peter White made a motion to affirm the prior approval of the case. Donna Davis Larrow
39 seconded the motion. The motion passed unanimously.

40 **MAP 129 LOT 43, OAKWOOD PARK, FINAL SIGN-OFF, LIBRARY SUB-DIVISION AT SUNAPEE CENTER,**
41 **DRAWINGS & MYLAR**

42 Peter White recused himself from the case.

43 Michael Marquise asked Peter Urbach from the Vice-Chair of the Trustees of the Library to review the
44 drawings and Mylar for the changes that were supposed to be made. Mr. Urbach said the parking space
45 change does not seem to have been completed.

46 Mr. Marquise said that the subdivision was approved by the Board at the December 2011 meeting. The
47 subdivision drawings and Mylar are there to be signed.

48 Mr. Marquise invited Mr. Urbach to speak about the Mylar that was submitted. Mr. Marquise did note
49 that the library is not directly part of the subdivision itself as this request is coming from Claremont
50 Savings Bank which currently owns all of the property. Mr. Urbach said that library lot is the lot on the
51 right side of the plan which is the 2.78 acres lot. The most significant thing is the seven easements on
52 the upper left hand corner of the plan. One gives the Town the easement for the Water and Sewer lines
53 that go through the Sunapee Center property. There is one, labeled “Easement 5, Emergency Access,”
54 that gives passage for Emergency vehicles this is a roadway that wouldn’t normally be used except in
55 Emergency situations. The Stormwater Drainage, Easement 6, permits the water runoff from the
56 Sunapee Center area to the drainage areas marked “6” on the plan. There was further discussion
57 regarding the drainage easements.

58 Mr. Marquise reiterated that, except for two minor changes, the plan is effectively what the Board
59 approved in December. Mrs. Larrow asked about the changes that need to be made. Mr. Urbach said
60 that one of the changes is in reference to the four parking spaces on the Plan that are on one lot and
61 needed for parking at the other lot, this is Easement 4, “Access to 4 Parking Spaces” on the plan. Mr.
62 Urbach said that Roger Landry didn’t feel like it was clear enough as there are six spaces and he asked
63 for an asterisk to be put in each one of the spaces that would be for the building and a note for the
64 asterisk with a note. The other change was the Easement for one of the sewer lines, specifically the
65 sewer line for the library, as it should have had a line with the “3” added to more clearly indicate which
66 easement it is.

67 Donna Davis Larrow made a motion to sign-off on the Mylar after the two changes as noted have been
68 completed. Kurt Markarian seconded the motion. The motion passed unanimously.

69 Mr. Marquise advised that the Board that the Mylar cannot be signed until after it has been corrected
70 and new drawings and a new Mylar brought in to the Town.

71 **MAP 131 LOT 27 & MAP 131 LOT 20, FLOYD & ALONA DREW, LOT MERGER, 50 WEST COURT ROAD &**
72 **WEST COURT ROAD**

73 Donna Davis Larrow recused herself from the case. Bruce Jennings recused himself from the case.

74 Michael Marquise gave information regarding the two lots. The owners would like to merge two lots
75 that are across the road from each other. Mr. Marquise reminded the Board that unless the road is a
76 State Highway or a fee simple owned road, it does not recreate a subdivision in and of itself; West Court
77 is a Town road. Mr. Marquise said that the merger is fairly straightforward. Mr. Marquise clarified for
78 the Board that voluntary mergers, especially for non-conforming lots, are generally favored as it can
79 make the lots less non-conforming or conforming. Mr. White said that it is typically more of a process of
80 breaking lots apart than merging them together.

81 Kurt Markarian made a motion to accept the merger of Map 131 Lot 27 & Map 131 Lot 20. The motion
82 was seconded by Shane Hastings. The motion passed unanimously.

83 **OTHER BUSINESS**

84 Chairman Jennings asked if the Board felt that another training session is necessary. Chairman Jennings
85 said his concern is that there are not a lot of rules, however, with the rules that they have, it is really
86 important that there is a shared understanding of how they are used. Mrs. Larrow mentioned that on
87 Tuesday, April 10th, there was a Right to Know meeting held by Jae Whitelaw, the Town's attorney for
88 the Zoning Board that the Planning Board and other Board members were invited to attend. Mrs.
89 Larrow recorded the meeting and said if anyone was interested she would email the recording to them.
90 Chairman Jennings suggested that if Mr. Marquise could get the information organized and then, if the
91 case load was light one night they could have the training then. Mr. White said the majority of the cases
92 fall into two categories, either Site Plan Review or Subdivision. There was more discussion about these
93 types of cases.

94 Mr. White also spoke about the Low Impact Development seminar that was put on by the Lake Sunapee
95 Protective Association. Charles Hirshberg was a presenter and he has worked with the Newbury
96 Planning Board on developing regulations for Low Impact Development along their waterfront. Mr.
97 White feels that the Board may want to have Mr. Hirshberg present to them as it might be beneficial.
98 Mr. White spoke more about Low Impact Development, what it is and how it works. Mr. Marquise said
99 that Low Impact Development ties into where the Board is with the Master Plan as last year one of the
100 goals was the Water Quality and he held back as there were so many changes happening in the
101 legislature. Mr. Marquise advised that Board that they might want to consider a sub-committee for the
102 project.

103 Mr. Marquise spoke to the Board about Sunapee 2020 that took place at Pete's Shed that he attended
104 as the Town Planner. The things that Mr. Marquise felt had a lot of attention were the drawings with

105 the proposed changes on Route 11. Mr. Marquise felt that there were about 90% of the people who
106 were positive about the proposals and though there were some negatives, he feels that they could be
107 addressed in terms of engineering. Mr. Marquise feels that it would be good to start talking about the
108 project with the Selectboard and to start discussing funding as the State through there Transportation
109 Enhancement Program will help with much of the funding, however, the Town will have to help as well.
110 There was more discussion about the project.

111 There was a brief discussion regarding past sub-committees.

112 Mr. White and Chairman Jennings briefly defined what Statements of Property Usage are and the
113 changes that were made by the Board last year.

114 The meeting was adjourned at 7:58 PM.

115 Respectfully submitted,

116 Melissa Pollari

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120 Bruce Jennings, Chairman

Peter White

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122 _____

123 Erin Andersen

Donna Davis Larrow

124

125 _____

126 Robert Stanley

Kurt Markarian

127

128 _____

129 Shane Hastings, ex-officio member

Emma Smith, ex-officio alternate member