

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **JULY 19, 2012**

4 **PRESENT:** Robert Stanley; Erin Andersen; Kurt Markarian; Donna Davis Larrow; Shane Hastings, ex-  
5 officio member, Michael Marquise, Planner

6 **ABSENT:** Bruce Jennings, Chair, Peter White, Vice-Chair, Roger Landry, Zoning Administrator

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

8 The Chairman and Vice-Chairman are absent for the meeting. According to Robert's Rules of Order,  
9 Robert Stanley called the meeting to order at 7:05 PM. The Board voted Mr. Stanley as Chairman for  
10 tonight's meeting.

11 Changes to the Minutes for the June 7, 2012 Planning Board Meeting:

12 Donna Davis Larrow made a motion to approve the minutes as presented. Kurt Markarian seconded the  
13 motion. The motion passed unanimously.

14 **SELECTMAN'S MEETING**

15 Michael Marquise spoke to the Board regarding the Selectman's meeting on July 16, 2012 where he  
16 spoke to the Selectboard about the Master Plan and Route 11. Mr. Marquise explained that he spoke  
17 about the desire to get Transportation Enhancement funds for upgrading Route 11. Mr. Marquise said  
18 that he feels that the meeting went very well but there may be reservations regarding the costs  
19 involved; the Town's responsibility would be for the design and planning and the State would cover of  
20 the costs of the work. Mr. Marquise said that he has made a call to Clough Harbor & Associates who did  
21 the work in New London and he will try to schedule a meeting with them. Mr. Marquise would like to  
22 have something pulled together by October.

23 Mr. Stanley asked with the bridge and river if there is enough room. Mr. Marquise explained that the  
24 topic was discussed. The Town does not have the broad expanse or radius that they have in New  
25 London but there are smaller circles that bring along their own issues such as speed and trucks. Mr.  
26 Marquise said that it was a focus at the Selectman's meeting and he is hoping that it will not be the only  
27 focus. The goal should be the whole area from Pizza Market to the Safety Services building to make it  
28 more of a village setting and if the intersection gets solved at the same time it is a bonus.

29 **PARCEL ID: 0215-0006-0000 & 0215-0005-0000; SUBDIVISION / LOT LINE ADJUSTMENT - ANNEXATION,**  
30 **325 NORTH ROAD AND 40 PERKINS POND ROAD, ROBERT & DEBORAH DELLINGER**

31 Mr. Marquise stated that the application was filed in advance, fees were paid, abutters were notified,  
32 and notices were posted. The application falls under Section 6.04 of the Subdivision Regulations and is a  
33 Minor Subdivision and Annexation. It qualifies for the 6.05b waivers and the only item he could see

34 waiving is the storm water drainage as there would be no impact as it is just a transfer of land and does  
35 not involve building at this time. Mr. Marquise said that he has a few technical questions but otherwise  
36 the application is complete with the waiver of the storm water drainage.

37 Donna Davis Larrow made a motion to accept the application as complete with the waiver of the storm-  
38 water drainage. Kurt Markarian seconded the motion. The motion passed unanimously.

39 David Burnham, from Pierre J Bedard & Association PC, presented the case. Mr. Burnham explained  
40 that the same people own both parcels and they want to annex all they land that they can to the older  
41 farm lot. Mr. Burnham said that they do have State Subdivision Approval. The smaller lot had to go  
42 through State Subdivision because it is going from over 5 acres to under 5 acres. The lot already has its  
43 own septic approval and the owners are re-submitting for a new Septic Approval because the old one  
44 was from 1994. Mr. Marquise said that Mr. Burnham had answered one of his questions as he noticed  
45 that the well radius went off of the new lot but it seems as though the State accepted that. Mr.  
46 Burnham explained that you are allowed to go up to 10' across a property line because you cannot put a  
47 septic leach field within 10' of a property line and this radius goes off about 8 or 9 feet.

48 Mr. Stanley asked if there were any abutters present. There were no abutters in attendance.

49 Shane Hastings made a motion to approve the Plan as presented. Kurt Markarian seconded the motion.  
50 The motion passed unanimously.

51 **PARCEL ID: 0237-0029-0000; MINOR SUBDIVISION, SUBDIVIDE 49.2 ACRE PARCEL INTO 36 ACRE AND**  
52 **13.2 ACRE LOTS. 110 BROOK ROAD, MICHAEL MAYO, BROOK ROAD FARM, LLC.**

53 Mr. Marquise stated that the application was submitted in advance, fees were paid, abutters were  
54 notified, and notices were posted. The application falls under Section 6.04 of the Subdivision  
55 Regulations and is a Minor Subdivision which gives the Board the ability to waive items under Section  
56 6.05b. The items include: contours no more than 5', utility lines, and storm water drainage. Mr.  
57 Marquise said that he had a question regarding the sewage disposal facilities as he did not see it on the  
58 Plan but he thinks it shouldn't prevent the Board from accepting the application as complete.

59 Donna Davis Larrow made a motion to accept the application as complete subject to the missing items.  
60 Shane Hastings seconded the motion. The motion passed unanimously.

61 Michael Mayo presented the merits of the case. Mr. Marquise explained to the Board that the case is a  
62 subdivision of an undeveloped lot from an existing house lot. Mr. Marquise question is related to the  
63 existing septic system as he wanted to make sure it isn't being divided onto the new lot and is going with  
64 the house. Mr. Mayo explained that the house is very old and is not being used and his intensions are to  
65 eventually remove the house and anything connected to it.

66 Mr. Mayo explained that he bought the Hamel Farm and they were recently approved by the Zoning  
67 Board to have a Contractor's Yard. There is an existing house, two outbuildings and a barn and it is his  
68 intention to move his shop to the Barn and the subdivision is relative to where he wants to put his  
69 house. The house will go on the bigger, 36 acre lot and the smaller lot will be for the business. Mrs.

70 Larrow asked if both lots will be accessed from one lot and Mr. Mayo said that they will not and  
71 presented driveway permits for both lots from the State. One driveway is existing and he received  
72 permission for his trucks to go in and out and the second is an approval to add a gravel driveway for the  
73 second lot.

74 Mr. Stanley asked if the acreage meets the Zoning requirements and Mr. Marquise said that it more  
75 than meets it as there is a 1.5 acre requirement for that Zone.

76 Mr. Stanley asked if there were any abutters present. Robert Dietel, an attorney representing HP  
77 Sunapee, LLC stated that they have been working with Mr. Mayo they support the project.

78 Kurt Markarian made a motion to accept the application as presented for Parcel 0237-0029-0000, Minor  
79 Subdivision of the 49.2 acre parcel into a 36 acre and a 13.2 acre lot, two separate lots. Donna Davis  
80 Larrow seconded the motion. The motion passed unanimously.

81 **PARCEL ID: 0237-0029-0000; SITE PLAN REVIEW, SET-UP AND OPERATE AN ESTABLISHED ROOFING**  
82 **COMPANY, WEATHERCHECK, LLC, AS APPROVED BY THE ZONING BOARD. 110 BROOK ROAD,**  
83 **MICHAEL MAYO, BROOK ROAD FARM, LLC.**

84 Mr. Marquise stated that the application was filed in advance, fees were paid, abutters were notified,  
85 and notices were posted. This application falls under Article V of the Site Plan Review Regulations.  
86 There were a few items that he did not see on the Plan which the Board could decide to discuss after  
87 accepting the application as complete as they might not be applicable. Mr. Marquise explained that the  
88 items missing from the Plan are: sewage disposal facility; landscaping plan; utility lines; lighting plan;  
89 signs; retaining walls; storage areas; fire alarms; toxic waste storage and; hazardous materials storage.

90 Donna Davis Larrow made a motion to accept the Site Plan Review application as complete with the  
91 following exceptions: sewage disposal facilities, water supply to the property, proposed landscaping  
92 plan, existing and proposed electric lines, existing and proposed telephone lines, exterior lighting plan,  
93 proposed signs, location of retaining walls, fences and outside storage areas, and the plans for toxic  
94 waste storage and the location of hazardous materials storage. Kurt Markarian seconded the motion.  
95 The motion passed unanimously.

96 Michael Mayo presented the case. Mr. Stanley asked if the property was on Town sewer and Mr. Mayo  
97 explained that there is an existing septic system to the house and the barn will not have any plumbing.  
98 Mr. Stanley asked if there was a well for the house and Mr. Mayo explained that there are two wells,  
99 one for the house and another artisanal well farther back that went to a former slaughterhouse. Mr.  
100 Marquise asked if people will be working at the facility and what they would do about restrooms. Mr.  
101 Mayo said that the bathroom in the house would be used for now as people would only be working  
102 there around 10 hours a week. Mr. Mayo explained that the barn will be used for materials storage and  
103 sheet metal folding.

104 Mrs. Larrow asked if they are doing a Site Plan Review for the existing buildings that are on the property  
105 and Mr. Mayo confirmed this and clarified that this will be on the smaller lot that will be for the business

106 only. Mr. Mayo said that the barn and one outbuilding will be used for the business. Mr. Stanley asked  
107 and Mr. Mayo confirmed that if the house is removed then there will be no bathroom facilities but the  
108 house will not be removed for quite some time. Mr. Markarian asked and Mr. Mayo confirmed that at  
109 that time he would be applying for a new septic system for the barn.

110 Mr. Stanley asked about the landscaping. It was asked and Mr. Mayo confirmed that it is mowed and  
111 landscaped now and nothing will change to the landscaping except that they are going to add some  
112 shrubs and flowers and eventually they will have a pond management clean up the pond. They are  
113 going to bluestone the part of the existing driveway that goes around the barn. Mr. Stanley asked if  
114 there are going to be vehicles parked at the property and Mr. Mayo confirmed that they will be behind  
115 the barn, not visible from the road. Mr. Mayo continued that they are almost done restoring the barn  
116 and then they are going to add a blind-rail fence off both back corners to ensure that no one will see the  
117 vehicles. Mr. Marquise asked about the number of employees will be coming to the site and how many  
118 will be working at the site. Mr. Mayo said only one will be working at the site and he has asked for  
119 seven parking spaces as he has eight employees and half of them carpool and two take company trucks.

120 Mr. Marquise asked if there are customers who come to the site and Mr. Mayo confirmed that there are  
121 not as he has an office in Georges Mills. Mrs. Larrow asked if Mr. Mayo's vehicles would be stored on  
122 the site. Mr. Mayo said he has asked for one company vehicle and then three work trailers.

123 Mr. Stanley asked if there was a plan for any exterior lighting. Mr. Mayo explained that there are  
124 existing flood lights over the barn doors and he was going to replace them with new ones that will be  
125 motion activated. Mr. Mayo said that the lights are on the gable ends of the barn.

126 Mr. Stanley asked if the sign would be on the barn. Mr. Mayo explained that the sign will be on the  
127 northern side, between the lower and upper doors. Mr. Mayo said he asked for 5' x 2' but after meeting  
128 with the person who will make the sign they are now discussing a 4' x 16" hand carved wooden sign.

129 Mr. Stanley asked if there will be any outside storage areas. Mr. Mayo said there will not be other than  
130 the one outbuilding. Mr. Mayo confirmed that there will not be a dumpster on the site. Mr. Marquise  
131 confirmed that they don't need to cover the retaining wall requirement and the fences are on the Plan.

132 Mr. Stanley asked if Mr. Mayo had checked with the Fire Marshall regarding the fire alarm and sprinklers  
133 and if they were required. Mr. Mayo said he had checked with the Town and was told they are not  
134 required. Mr. Marquise reminded the Board that for a Site Plan Review sign-offs from Fire, Police and  
135 Conservation are required. As it is a State Highway, the Highway Department is not needed nor is Water  
136 & Sewer as it is not on Town facilities. Mr. Marquise said that the Board might want to reserve in the  
137 motion comments from the Fire Department to make sure that there is no issue.

138 Mr. Marquise asked about the toxic waste and hazardous materials storage. Mr. Mayo confirmed that  
139 the business does not produce toxic waste nor does it use or store hazardous materials.

140 Mr. Mayo said that at the Zoning Board he presented a list of abutters, except for one who is present,  
141 who signed that they did not have a problem with the proposal. Mr. Stanley asked if the abutter wished

142 to comment. Attorney Dietel said that he wanted to say that he thinks that Mr. Mayo has done a good  
143 job of containing the visual impact and that it will be an improvement so they support the Site Plan.

144 Mr. Marquise asked if the sheet metal work will be only for Mr. Mayo's business. Mr. Mayo confirmed  
145 that they do not fabricate or manufacture for other businesses.

146 Mrs. Larrow asked Mr. Mayo about the proposed parking for 6 to 8 vehicles and asked where the  
147 number came from as he has 7 parking spaces shown on the Plan. Mr. Mayo said it is for employees in  
148 case they all need their own vehicles one day and he wasn't sure about the requirement for width for  
149 parking spaces. Mr. Markarian asked and Mr. Mayo confirmed that two of the spots would be used only  
150 temporarily each day as the employees drive company vehicles which would be going to sites each day.  
151 Mrs. Larrow said that her concern is regarding the growth of the business and if there would be  
152 adequate parking. Mr. Mayo said it is adequate for now but asked and received confirmation that if his  
153 business grew and he needed more parking he could return for another Site Plan Review. Mr. Marquise  
154 explained that the Site Plan Review is very specific and if anything grows beyond what is asked for and  
155 approved would require Mr. May to return to the Board.

156 Mr. Stanley asked about hours of operation and Mr. Marquise said that the Plan says from 7:00 am to  
157 6:00 pm. Anything done on weekends is done at the property they are working on.

158 Donna Davis Larrow made a motion to approve the Site Plan for Parcel ID 0237-0029-0000 as presented  
159 subject to the approval from the Fire Department. Shane Hastings seconded the motion. The motion  
160 passed unanimously.

161 **PARCEL ID: 0234-0024-0000 & 0234-0025-0000; SUBDIVISION / LOT LINE ADJUSTMENT –**  
162 **ANNEXATION, SUBDIVIDE 1.29 ACRES FROM BOUWKAMP AND ANNEX TO NOYES PROPERTY. NEW**  
163 **PROVINCE ROAD.**

164 Mr. Marquise stated that the application was filed in advance, abutters were notified, fees were paid,  
165 and notices were posted. The application falls under the Subdivision Regulations, Section 6.04 and is a  
166 Minor Subdivision. The waivers that are applicable are the boundary surveys of the entire parcels, 5'  
167 contours, utility lines and storm water drainage. There are two things missing from the Plan, the first is  
168 the building setback lines are not shown and the second is sewage disposal facilities. Mr. Marquise said  
169 that he does not see any of these items as enough to not proceed with the completeness of the  
170 application and with the waivers and discussion regarding building setback lines and sewage disposal  
171 facilities he believes the application is complete.

172 Kurt Markarian made a motion to accept the application as complete for the Subdivision / Lot line for  
173 Parcel 0234-0024-0000 and 0234-0025-0000 subject to the waivers of boundary survey of entire parcel,  
174 existing and proposed contours no more than 5', existing and proposed electric lines, existing and  
175 proposed telephone line, and plans for storm water drainage. Donna Davis Larrow seconded the  
176 motion. The motion passed unanimously.

177 Sherry Noyes presented the case. Ms. Noyes stated that both lots are built on and her house has been  
178 there for about 20 years and the Bouwkamp's has been there for around six or seven. Septic systems  
179 and water lines are all in place as well as the electric. There are no plans to change any of that. Mr.  
180 Marquise asked Ms. Noyes where her septic is in relation to the parcel she is selling to the Bouwkamp's.  
181 Ms. Noyes confirmed that she is not selling her septic system and the system to the new lot line is  
182 between 50' to 100' away. Ms. Noyes indicated on the Plan where her septic system is located,  
183 between the house and what is shown on the Plan as the tree line. Mrs. Larrow stated that she thinks  
184 that the septic system should be noted on the Plan.

185 Mr. Marquise said that he has one technical point to raise that he thinks the Board should address. In  
186 the Zoning there is a lot width to depth ratio and lots have to be better than 4 to 1 depth to width. Mr.  
187 Marquise explained that Ms. Noyes' existing lot meets that requirement but the proposal does not meet  
188 the requirement. Mr. Marquise said that the Planning Board can waive the requirement without Zoning  
189 Board approval and in this case, because the lot is already built out and is going to be wider at the  
190 building line than anywhere else, he is not as concerned about the 4 to 1 depth to width ratio. The lot  
191 will be going from conforming to non-conforming. Mr. Stanley asked if this vote should be a separate  
192 vote or in the motion and Mr. Marquise explained it can be done either way.

193 Mr. Stanley said that there are no abutters present.

194 Kurt Markarian made a motion to accept the Subdivision / Lot Line application with the waiver of the 4  
195 to 1 ratio of width versus depth and that the final plan should have the septic system for the existing  
196 house on the Noyes property. Erin Andersen seconded the motion. The motion passed unanimously.

197 **PARCEL ID: 0106-0037-0000 & 0106-0038-0000; SUBDIVISION / LOT LINE ADJUSTMENT –**  
198 **ANNEXATION, SUBDIVIDE .19 ACRE FROM LOT 37 AND ANNEX TO LOT 38. WALTER & KAREN**  
199 **DYKEMAN, SUNNY KNOLL, GEORGES MILLS.**

200 Mr. Marquise stated that the application was filed in advance, fees were paid, abutters were notified,  
201 and notices were posted. The application falls under the Subdivision Regulations, Section 6.04 and is a  
202 Minor Subdivision. The items that can be waived are the existing and proposed contours at no more  
203 than 5', the existing and proposed electric and telephone lines and storm water drainage. The one item  
204 missing from the Plan is the building setback line though it appears as though the purpose of this plan is  
205 to give some setback to the building on Lot 38 as it is over the property line in some areas.

206 Donna Davis Larrow made a motion to accept the application as complete with the following exceptions:  
207 the 5' contours, the telephone and electric lines, and storm drainage on Parcel ID 0106-0037-0000 and  
208 0106-0038-0000. Kurt Markarian seconded the motion. The motion passed unanimously.

209 Wanye McCutcheon, the surveyor for the Dykeman's, presented the case. Mr. McCutcheon explained  
210 that the Dykeman's first purchased Map 0106-0038-0000 and their lot line is the dashed line that goes  
211 through the steps of the house. They then purchased 0106-0037-0000 and want to do a boundary line  
212 adjustment. As shown, Parcel A will become part of 0106-0037-0000 and in doing that the boundary  
213 line becomes the solid line on the West side of Parcel A.

214 Mr. Marquise said that in Village Residential you need a half acre and both lots would be conforming.  
215 Mr. Marquise asked if there were plans to give Easements to the Lake. Mr. McCutcheon explained that  
216 there are Easements already in existence but there will be no additional ones added. Mr. McCutcheon  
217 explained that the access to the properties is a common access and is just South of Sunny Knoll and  
218 there is access for Steam Boat Landing over Lot 38.

219 Mr. Stanley stated that there are no abutters present.

220 Kurt Markarian made a motion to accept the Subdivision / Lot Line Annexation for Parcels 0106-0037-  
221 0000 and 0106-0038-0000 as presented. Shane Hastings seconded the motion. The motion passed  
222 unanimously.

223 Mrs. Larrow said that the September meeting is the week of Labor Day and asked if the Board usually  
224 meets during that week. Mr. Marquise confirmed that they have. Mrs. Larrow and Mr. Stanley both  
225 said that they will not be able to attend that day and suggested moving the meeting September 20<sup>th</sup>.

226 Kurt Markarian made a motion to adjourn the meeting at 8:15 PM. Shane Hastings seconded the  
227 motion. The motion passed unanimously and the meeting was adjourned.

228 Respectfully submitted,

229 Melissa Pollari

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Bruce Jennings, Chairman

\_\_\_\_\_ Peter White

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235 \_\_\_\_\_  
Erin Andersen

\_\_\_\_\_ Donna Davis Larrow

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238 \_\_\_\_\_  
Robert Stanley

\_\_\_\_\_ Kurt Markarian

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241 \_\_\_\_\_  
Shane Hastings, ex-officio member

\_\_\_\_\_ Emma Smith, ex-officio alternate member