

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **DECEMBER 6, 2012**

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

6 **ABSENT:** Bruce Jennings, Chair

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

8 Peter White, Vice-Chair, called the meeting to order at 7:00 PM.

9 Changes to the Minutes for the November 1, 2012 Planning Board Meeting: Change line 62 to read "...in
10 front of the garage...". Change line 67 from "Mr. Larrow asked" to "Mr. Landry asked". On line 163
11 change "abouth" to "about".

12 Donna Davis Larrow made a motion to accept the minutes as corrected. Robert Stanley seconded the
13 motion. The motion passed unanimously.

14 **TOWN PLANNER**

15 Michael Marquise gave the Board copies of the proposed Zoning Amendments including the full text of
16 how they would appear in the Ordinance. Mr. Marquise reminded the Board that they will have a
17 meeting in two weeks for public input on the proposals and the Board will decide whether to forward
18 them to the Town to be voted on. There was further discussion regarding the public hearing.

19 **PARCEL ID: 0109-0001-0000 & 0109-0002-0000: SUBDIVISION/ANNEXATION: 3 & 7 WESTWOOD**
20 **ROAD, JOHN & DOREEN BRANDOLINI AND MICHAEL FLIER**

21 Mr. Marquise stated that the application was filed in advance, fees were paid, and notices were sent
22 and posted. The case falls under 6.04 of the Subdivision Regulations and is eligible for the waivers under
23 Minor Subdivision 6.05 (b). Mr. Marquise said that he did not see the Subdivision Statement though he
24 does not think that it affects the case moving forward, however, it should be on the final Plan. The
25 waivers under 6.05 (b) are: contours, the utility lines, and storm water drainage; none of which Mr.
26 Marquise feels has any impact on this case.

27 Kurt Markarian made a motion to accept the application as complete with the caveat that it is missing
28 the Subdivision Statement and with the waivers for the contours, utility lines, and storm water drainage.
29 Donna Davis Larrow seconded the motion. The motion passed unanimously.

30 Pierre Bedard presented the case on behalf of the applicants. Mr. Bedard explained that the Plan is to
31 pivot the property line to keep with the current usage that is on the land. The proposal does not change
32 the size of either of the lots. The land exchanged is .03 acres from and to each lot.

33 There was a question regarding Westwood Road as it is a private road and Mr. Bedard explained that
34 the Flier deed includes the land on the other side of Westwood Rd as well as across Jobs Creek Road and
35 all are considered separate parcels according to the Town Tax Map.

36 There were no abutters present nor were there any further questions from the Board, therefore, Mr.
37 White closed the hearing to public comments.

38 Robert Stanley made a motion to accept the application as presented to move the property line as
39 shown on the drawing. Kurt Markarian seconded the motion. The motion passed unanimously.

40 **PARCEL ID: 0132-0035-0002: SITE PLAN CONCEPTUAL REVIEW: DEMO EXISTING BUILDING,**
41 **CONSTRUCT NEW BUILDING TO HOUSE BOAT REPAIR BUSINESS: 479 ROUTE 11, BURKEHAVEN**
42 **MARINE**

43 Brendan White presented the case on behalf of Lois Gould / Sunhaven Properties. Mr. Brendan White
44 explained that they would like to demo the house and move the footprint of the new building forward
45 to stay within the setbacks off of Mill Court. The shop would be basically the same footprint. There will
46 be three bays on one side and on the right hand side there will be a small retail area and bathroom.

47 Mr. Brendan White said he has spoken with the owners regarding the trees and the possibility of
48 planting more in order to better hide the boats being stored on the property.

49 Mr. Peter White asked if the proposal is an allowed use. Mr. Landry explained that when the owners
50 bought the property they wanted to be able to store boats on the property. They purchased a point on
51 the river as waterfront ownership is required in order to store boats, which means that this is an
52 allowed use.

53 Mr. Peter White asked if Mill Court is still a Town road and it was explained that it is and it has limited
54 access but there are still setbacks imposed from it as a road.

55 Mr. Landry said that he questions the proximity to the Sugar River and wonders if there will be fuels or
56 oils used. Mr. Landry also said that approvals would have to be obtained from the Department of
57 Environmental Services (DES) which Mr. Brendan White said were being worked on.

58 There was a discussion regarding the plan presented and Mr. Brendan White explained that they took an
59 old plan and used it to show the proposed changes in order to get input from the Board. There are
60 things on the plan that are not part of the proposal as they were just part of the previous plan.

61 Mr. Peter White said that the Board is sensitive to screening for certain elements and, while they don't
62 want a business to be hidden, screening the blue wrapped boats from the public would be appreciated.
63 Mr. Landry explained that this is a tough lot to hide coming down the hill, even with much higher trees,
64 and the boats will more than likely still be able to be seen but they could be screened better. Mr. Peter
65 White told the applicant that when they come in for a Site Plan Review this is something that the Board
66 will be looking for.

67 Mr. Peter White told the applicant that another issue the Board will want to review is the parking layout
68 and if there will be enough room for cars and trucks to go in and out of the lot. Mr. Peter White
69 explained that by having a retail business, there will have to be a plan for delivery vehicles entering and
70 exiting the lot. Mr. Brendan White asked how many parking spots would be required and it was
71 explained that the retail component requires one space for every 200 square feet and then the other
72 component is the employees and there is one space per employee required. There was a brief
73 discussion regarding the layout of parking. Mr. Landry said that State approval will be needed for this
74 type of business on the State highway.

75 Mr. Stanley asked if where the plan shows "Sales and Services" is a new building and Mr. Brendan White
76 replied that it is not a building, it was originally an area set aside for show casing boats and now it is just
77 boat storage. Where the plan shows "New Shop" is an existing apartment building which will be torn
78 down and the shop will be built. The current footprint is roughly 30' x 90' and what is going in has a
79 footprint of 40' x 80'.

80 Mr. Peter White said that the Board will be looking for where the trash container will go on the lot and
81 how will the garbage truck get to it easily.

82 Mr. Peter White explained that the Board will also look at lighting on the building and any signage.
83 There was further discussion regarding lighting and the Board's preference for down-lighting.

84 Mr. Brendan White asked about the trees and how to best hide the boats. Mr. Peter White asked about
85 the possibility of pulling the building closer to the road and having the boats and parking behind the
86 building more which would help to screen everything. Mr. Brendan White explained that the building
87 will be a single story building with no storage overhead but it will be fairly tall. There was further
88 discussion regarding moving the building forward on the lots.

89 Mr. Stanley asked if there was more boat storage that goes off the map and it was explained that there
90 is storage on the side. Mr. Peter White asked how many boats are planned on being stored on the lot
91 and Mr. Brendan White said that though he does not know how many boats are currently stored, there
92 would not be more than that number. Mr. Peter White asked if there is a limitation to the number of
93 boats that are allowed to be stored on a lot and Mr. Marquise said he believes there are just limits to
94 the area not to the numbers. Mr. Stanley suggested the approximate number of boats being stored on
95 the lot be on the final Plan.

96 Mrs. Larrow asked for a description of the business and it was explained that it is boat storage and boat
97 repair including mechanical repairs. People would be coming to the property though more often than
98 not the owner goes and gets the boats and then delivers them. However, the owner would like to have
99 a small retail area with an office and restroom so there could be more traffic than just the boat repairs.

100 Mr. Peter White said that any hazardous waste and toxic storage will need to be identified and
101 explained as well. Mr. Brendan White explained that generally everything is contained and the waste oil
102 is usually burned by people who use those kinds of furnaces, which may be something the owner
103 decides to install. There was further discussion regarding this issue including washing the boats.

104 Mr. Markarian said that he wanted to know what would happen in the winter and if there was a plan to
105 work on snowmobiles. Mr. Brendan White said that he is not going to say that there is never going to be
106 a snowmobile but generally there is enough boat work to last through the winter. Mr. Landry cautioned
107 the Board to make sure that they know what they are approving because there is a business that was
108 approved for boat repairs and winterization and now they are also doing snowmobiles. Mr. Peter White
109 explained that it is best to include anything that the owners might want to do as opposed to not putting
110 something and then having to come back to the Board. For instance, go over the hours of operation so
111 that there is leeway if needed; or go over the number of employees that might be needed at first so that
112 if the business expands more employees can be hired.

113 **PARCEL ID: 0106-0021-0000: SITE PLAN CONCEPTUAL REVIEW: TO ADD 5-7 MORE BEDROOMS AT**
114 **THE ASSISTED LIVING CENTER (SUNAPEE COVE), 1250 ROUTE 11**

115 Andy Barnes, the President of HallKeen and one of the owners of Sunapee Cove, Charlie Hirschberg of
116 CLD Engineers, and Eric Yarzarsky the Project Manager for HallKeen presented the case. Mr. Barnes
117 explained to the Board that HallKeen purchased the property last spring and they are working on a plan
118 to reopen as an assisted living facility.

119 Mr. Yarzarsky explained that the State of NH has two different levels of licensure and they are working
120 to license the first two floors under a different license than it was previously. This change requires some
121 improvements such as fire protection and life safety. The plans are with the State for review and they
122 hope to hear back in January. The building has a lot more public space than is needed and they are
123 looking to convert the public space into more bedrooms. They are looking to convert spaces that were
124 formally country type kitchen areas into three studios, one per floor. They are also looking at taking
125 three existing two bedroom units and converting them into a studio unit and a one bedroom unit.
126 Finally, they are converting some office space on the ground level into a studio. They are adding seven
127 units all together; however, on a capacity standpoint, they are only adding four beds.

128 Mr. White asked what defines a studio and it was explained that there is no separate bedroom; it has
129 the kitchen, bedroom, and living space all in one room. Mr. Stanley asked and it was confirmed that
130 they are not changing the size of the building.

131 Mr. White asked if the change in licensing from the State is due to the different level of care. Mr. Barnes
132 explained that the State has broken licensing into two categories which is essentially frail and non-frail
133 elderly and the requirements for frail elderly are more stringent in terms of coverage. Mr. Barnes said
134 that for the first two floors they would like to have frail elderly care and the upper two floors they want
135 to have non-frail elderly care. They have had to create substantial fireproofing between the two spaces.
136 Mr. Barnes explained that they are looking to use the facility more efficiently and in the long term they
137 would like to look at expansion and the possibility of adding a dementia / memory care unit onto the
138 facility. This facility would share common areas but provides a completely different level of care.

139 Mr. Yarzarsky explained that when he spoke with Mr. Landry one of the issues discussed was the
140 parking. Mr. Hirshberg explained the overlay over the original site plan which shows that they are
141 adding four parking spaces which covers the additional beds and additional staffing that would be

142 needed. In an area that had five 90 degree spaces, they have redone them to include four angled spaces
143 and five parallel parking spaces. They are changing the Cooper St exit to one way and he has already
144 spoken to the State regarding the main entrance that is off of Route 11 and this change is not an issue
145 for them. Mr. White asked if they are increasing lot coverage and Mr. Hirshberg explained that they
146 overhang slightly on one space which makes the lot coverage on that parcel 12%. The calculation is one
147 parking space for three beds yet very few of the residents will have cars. Mr. White asked if the creation
148 of the new parking does anything to the snow storage. Mr. Hirshberg replied that in the past the snow
149 was typically pushed onto the grass areas and there is a detention basin area and the snow was stored
150 on the edge of that. Mr. Marquise asked if the second lot with the parking area is owned by the same
151 party and Mr. Barnes explained that it is still owned by Mr. Hayes. Mr. Marquise said that if the spaces
152 are changed they would need to get the Easement updated to include the change. Mr. Barnes said that
153 there is flexibility in the Easement to expand the parking and allows them to use the land for the success
154 of the building. It does not restrict the expansion of the number of beds in the building which is what
155 they are doing which they believe will be allowed under the existing relationship.

156 Mr. White asked if the Lot Line is what is called the "Proposed Property Line" on the Plan and it was
157 confirmed that it is the correct property line.

158 Mr. Hirshberg asked as it is the same use of the property, they are not changing the footprint of the
159 building, and are just making some changes inside the building and increasing the number of beds, if
160 they still fall under the current approval. Mr. Landry said that the original approval was for a 40 bed unit
161 so adding 4 additional beds falls within the non-conforming use being able to expand up to 50%. Mr.
162 Marquise said that he feels as though any expansion needs to have the Site Plan Review revisited to
163 make sure that all the questions are answered as far as parking and such but as far as Zoning it falls
164 under the 50% expansion and does not need to go back to the Zoning Board for approval first. Mr.
165 Marquise explained that coming back to look at the Site Plan Review does not mean that they will only
166 look at the parking, they will look at the entire plan, including lighting, signage, etc., though he feels that
167 something like a statement saying that because the impervious coverage hasn't changed the drainage is
168 adequate.

169 Mr. Marquise explained that back in the late 90s when the assisted facility was first proposed there was
170 an issue regarding dwelling units and the differences from an apartment building. It was determined
171 that the rooms are not considered full dwelling units because the kitchens are minor with a refrigerator,
172 and a hotplate and/or microwave. This is something that should be continued with the new facility and
173 people should tend to go to a common dining area instead of using individual kitchens. Mr. Barnes and
174 Mr. Yarzarky agreed that this is fully consistent with the plan is and they are all kitchenettes with dorm
175 refrigerators and microwaves.

176 Mr. White explained that the Site Plan Review process should be fairly straight forward because it is
177 really about looking at the proposed changes and to make sure that exactly what is going to happen is
178 on file.

179 **PARCEL ID: 0129-0043-0000: SCHEMATIC DESIGN REVIEW: ABBOTT LIBRARY, SARGENT ROAD**

180 Mr. White recused himself from the case and asked Mr. Stanley to act in his place.

181 Peter Urbach, a Library Trustee, Tim Higginson from the Louis Berger Group, and Peter Tennant from
182 Tennant / Wallace Architects, presented the case. Mr. Urbach also introduced Mary Danko, the new
183 library director to the Board.

184 Mr. Tennant explained that he and the Louis Berger Group, which is acting as a consulting civil engineer,
185 are doing design development for the new Abbott Library. They have made some changes to what was
186 presented last year and they wanted the Board to be able to review the plan.

187 Mr. Higginson explained that the new layout of the building makes it more parallel to Route 11 to help
188 reduce the grade coming into the parking area. They are attempting to situate the building to try and
189 minimize the effects of the ledge that is on the site. Mr. Higginson explained the proposed drainage for
190 the site and said that they are still in developmental stages for some of the issues.

191 Regarding utilities to the building, the sewage line has already been stubbed out to the location of the
192 building; the water line is stubbed out just outside the existing parking area on the adjacent lot and will
193 need to be brought to the building; the power will be coming from the pole on Sargent Rd to the pole on
194 the site and then underground into the building. They are proposing 30 parking spaces with two of
195 them being handicap spaces and the future parking that is shown on the plan would go along with any
196 future expansion to the north side of the building. The slopes on the site are 3 to 1 or less. Grades
197 across the parking lot they are at a 1% slope and fully ADA accessible.

198 Mr. Urbach said that when they first proposed the Plan, the driveway was very steep. The Fire Chief felt
199 that the fire engines could not go that way which resulted in the need for an emergency road to permit
200 access. The lowering of the building on the lot has negated the need of the emergency road. Mr.
201 Urbach said that the new plan is also more aesthetically pleasing as it opens up the view to Mt. Sunapee.

202 Mr. Tennant went over the exterior plan for the Board and each outward facing side of the building. The
203 building is a single story with a hip roof. Mr. Tennant then went over the interior floor plan of the
204 building. It was explained that currently they don't show everything on the Plans, such as the fully
205 enclosed dumpster enclosures. The applicants said that they would appreciate the Board's input and
206 would like to make any changes the Board would like made early on in the process.

207 Mr. Marquise asked about the wetlands that are on the site and it was explained that there will not be
208 any impact on the wetlands. There was a discussion regarding how the drainage would help with the
209 increase in storm water as well as other drainage issues.

210 Mr. Marquise suggested the applicants look at the Site Plan Regulations regarding buffering and
211 landscaping around large parking areas. Once you get over 10 parking spaces you have to provide some
212 type of break instead of just solid pavement.

213 Mr. Stanley asked if the audience had any comments or questions and there were none.

214 Mr. Stanley asked where books will be stored as there is no basement. It was explained that the layout
215 allows the library to expand up to approximately 45,000 volumes and presently the library has less than
216 35,000. They have therefore built in about 20 years of storage.

217 Mrs. Larrow asked that they have talked about expanding the building and wanted to know if that
218 meant expanding up or out. Mr. Higginson explained that they have a designated area on the site for
219 future expansion and the site can also easily accommodate 40 future parking spaces though more could
220 be added if necessary.

221 **SUNAPEE CENTER**

222 Charlie Hirshberg from CLD Engineers presented the case. Mr. Hirshberg explained that the three lot
223 subdivision of the Sunapee Center complex allowed the Sunapee Center building to be on its own lot.
224 The units were commercial and residential condominiums but the Condominium Documents need to be
225 changed and re-recorded at the Registry of Deeds. Mr. Hirshberg has the Plot Plan of just that parcel
226 that needs to be signed in order for the Condo docs to be recorded.

227 **PIZZA MARKET – PARCEL 0132-0017-0000: SITE PLAN REVIEW: EXPAND EXISTING VACANT SPACE** 228 **INTO A CONVENIENCE STORE; SYLVIA KATSENES, 474 ROUTE 11.**

229 Mr. Landry informed the Board that the Pizza Market owners have applied for a Variance as the retail
230 space will be more than 1000 square feet. The case will be held next Thursday and if they are approved
231 they will be in for a Site Plan Review. Mrs. Larrow asked about the parking lot improvements that have
232 been done and Mr. Landry explained that the parking lot was part of the originally approved Site Plan
233 Review. There was further discussion regarding the parking area.

234 Mr. Marquise said that he suggests denying the application that came to the Board at the September
235 20th meeting as the applicants had 65 days to reply and they have not. Mr. White asked why the
236 application does not just expire as they did not follow up on it and Mr. Marquise recommended denying
237 it to show that the Board has acted. This would then ensure that they would need to come to the Board
238 with a new application.

239 Kurt Markarian made a motion on Parcel 0132-0017-0000 that the application for the Site Plan Review
240 be denied due to the fact that it is more than 65 days since the hearing was originally scheduled and no
241 further information has been received from the applicant. Robert Stanley seconded the motion. The
242 motion passed unanimously.

243 Mr. Marquise reminded the Board that the next meeting is in two weeks on December 20th.

244 **PRESERVE AT MT. SUNAPEE**

245 Charlie Hirshberg of CLD Engineers gave an update on the Preserve at Mt. Sunapee as the Board had
246 extended a ruling on the property. The Wetlands Bureau has finally issued a permit regarding the
247 drainage and the work will probably not be completed until next year.

248 Kurt Markarian made a motion to adjourn. The motion was seconded by Donna Davis Larrow. The
249 motion passed unanimously. The meeting adjourned at 8:40 pm.

250 Respectfully submitted,

251 Melissa Pollari

252

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254 _____

255 Bruce Jennings, Chairman

Peter White

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257 _____

258 Erin Andersen

Donna Davis Larrow

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260 _____

261 Robert Stanley

Kurt Markarian

262

263 _____

264 Shane Hastings, ex-officio member

Emma Smith, ex-officio alternate member