

PLANNING BOARD
September 23, 2015

APPROVED as amended & clarified:

10/14/15__jrl_____

AGENDA: PCC: BEN PERRY
PCC: KENT BROWN
MEET WITH MIKE IZARD, LRPC
CIP PRESENTATION OF 2016-2024 CAPITAL IMPROVEMENTS
PLAN
WORKSHOP: PROPOSED ZONING AMENDMENTS

ATTEND: Denice DeStefano (Chairman), Dan Paradis (Vice Chair), Paul Manganiello (Sel. Rep.), Clay Dingman, Steve Favorite, Betty Seeler

ABSENT: Debbie Denning (work conflict)

OTHER: Michael Capone (Town Administrator), Mike Izard (LRPC), Don Milbrand and Bill Cote (CIP committee), Ben Perry, Kent Brown, Kevin Lacasse

The meeting opened at 7:00 p.m. with a quorum.

PCC: BEN PERRY

Ms. DeStefano explained that a PCC (Preliminary Conceptual Consultation) is not binding on the Board or the applicant and that funds should not be expended based on anything said tonight.

Mr. Perry explained that he has the businesses on Lake Street. He has been trying to find a client for the section that was occupied by Ellie's Gift shop but has had no-one interested. He has had several interested in renting an apartment so he would like to change the area back to the apartment that was there previously. He still has the laundromat and an apartment upstairs. He has 28 parking spaces which is more than enough. The area in question is a total of 850 sq. ft. and Mr. Perry added that he will reinstall the plumbing (the old hookups are still there). Mr. Dingman asked if this is the same floor as the laundromat and was told that it is. Ms. DeStefano directed the Board to page 34 of the Site Plan/Subdivision regulations and went over the requirements for a Minor Site Plan. The Board felt that Mr. Perry's project does not meet any of these and he will only need a building permit. He was thanked for coming in.

PCC: KENT BROWN (Brown Engineering), KEVIN LACASSE (New England Housing)

Mr. Brown introduced Mr. Lacasse and then explained that they are looking to put in a multi-family complex where the fish hatchery used to be. There is 3.3 acres and it is in the Village Commercial district. Ms. DeStefano asked how many units and they answered that it is to be 2 buildings with 30-32 units. It is work force housing and to be 2 to 3 stories. Ms. DeStefano reminded them that we have a height of 35' maximum. Mr. Paradis asked if there is anything

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KENT BROWN PCC continued:

left of the fish hatchery and was told that it is pretty much cleared up. Shoreland was involved in the clean-up. Ms. Seeler asked if there is town water and sewer available and Mr. Brown answered that there is both and that the sewer will be pumped up to the pipes on the street level. Mr. Favorite asked about the potential for flooding. Mr. Brown stated that they cannot build in the flood plain. Kevin French, surveyor, has determined the flood line for them. They have been trying to decide if the units should be by the river with parking to the street side or vice versa. Ms. DeStefano said that it would be cheaper to replace vehicles than flooded buildings. Ms. Seeler asked how many bedrooms are to be for each unit and was told that there will be some 1-bedroom and some 2-bedroom units. Mr. Dingman advised that the Conservation Commission may have some issues to discuss and he added that we now have architectural standards. Mr. Brown stated that they are looking at drainage and also the architectural standards. With no other questions for the Board, they were thanked for coming in.

MIKE IZARD (Lakes Region Planning Commission):

MASTER PLAN:

Mr. Izard had come in to talk to the Board about the Master Plan Land Use section and also about the parking issue (parking in Zoning or in Site Plan). Mr. Izard stated that Dan Callister told him that he had not received any feedback on the portion of the Master Plan that he brought to the Board. Ms. DeStefano thought that she had e-mailed the information to him and will check but, all-in-all, the information looked good to the Board.

Mr. Izard began the conversation of the Downtown and Village Commercial districts that the Board is addressing. He continued by saying that any increase in height may not be something that the Board will want to change. He suggested encouragement of roof top development, such as roof top gardens. The flat roof of the Rollins block being an example. Other things to think about were: The reduction of front set-backs or maximum setback of buildings, the length and width of lots (reduced parking requirements by encouraging sharing is an area to key in on. Mr. Izard will look further at the 5 bullet points and further into how we have addressed the areas mentioned and will come back to us with suggestions. He added that future land use sometimes creates changes to the zoning map. The Board should look at the next best areas to develop and to look at the growth over time. He complimented the Board on their Site Plan/Subdivision checklist, saying that they have good bones. He will send us recommendations. Mr. Dingman questioned the form of the building or the structure and Mr. Izard answered the form is best. He added that the Historic District comes close to that.

PARKING ISSUE:

Ms. DeStefano explained that our parking regulations are in the Zoning Ordinance with the Planning Board being allowed to reduce this by 25%. This has not been working well so the Board is considering moving the regulations to Site Plan/Subdivision Regulations. It seems to be a barrier for some businesses. Mr. Izard mentioned that Tilton and the Loudon Race Track

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PARKING ISSUE continued:

have done this. Planning is a negotiation where Zoning is black and white. Mr. IZARD prefers this to be in Site Plan but, where it is subjective, it should have some standards. Mr. DINGMAN asked about having no parking regulations and Mr. IZARD stated that everyone should care some about this issue. We may want a minimum standard. Considerations might be such as environment, drainage, access/egress, etc. Also pedestrian connectivity.

Ms. DeStefano explained that the Board wants to make the change simultaneously: to prepare it and hold the public hearing for it to be in the Site Plan/Subdivision regulations dependent upon a March town meeting vote in which it would remove it from the Zoning Ordinance. Mr. IZARD felt that we should leave some latitude. Develop Site Plan regulations and then get it out of the ZBA.

It was determined that our next workshop meeting is Oct. 28th. We shall meet again Nov. 18th (the only Nov. meeting due to Veteran's day and Thanksgiving. In Dec., we will meet Dec. 9th and cancel the Dec. 23rd meeting due to Christmas. Mr. IZARD will try for a draft by year end. He was thanked for coming in.

CIP PRESENTATION: DON MILBRAND & BILL COTE

Mr. Milbrand went over the spreadsheet with the Board. Ms. Seeler noted the request for new reserve funds. She explained that, in the past, folks set up Capital Reserve funds and then never put any money in. The State comes in and questions what we have done. She stated that the Highway Dept. already has a Reserve account of \$1600.00 and will not need a new one. Fire Dept. has one for \$26,000.00 and Town Building Maintenance has one for \$20,000.00. She now, as Trustee of Trust Funds, has to list School District Capital Reserve funds as well. She explained that the list of these funds is on the town web site under Trustee of Trust funds and they explain what each is designated for.

Mr. Milbrand explained that the CIP committee did not know of the Highway Reserve fund so the money we recommend here will change to be an addition to it. Mr. Milbrand went on to explain that the goal of the committee is to even out the bottom line year to year for capital expenses. Capital Reserve funds would provide flexibility for the Departments: they could expand the year to purchase if the present vehicle was still useable or they would be allowed to take advantage of a good used vehicle when one comes up.

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CIP PRESENTATION continued:

Mr. Milbrand then pointed out the plusses and minuses on the plan, citing the Police Dept. we ask \$50,000 for a fund, \$12,000 for cameras, and \$44,000 for a cruiser. On the second page of the spreadsheet, line 101 is a credit of \$44,000. What this means is that we ask for money to be placed in the fund for a cruiser and, if the people vote for it, the cruiser cost of \$44,000 will then come out of the fund. If it is not funded in a reserve account, it shall have to be purchased as we have in the past. On line 66, there is the total of capital improvement purchases and on line 67 is the total, less the off-setting revenue. Mr. Milbrand explained the purchases recommended for 2016 (as is in the written portion of the presentation). He commended the committee for getting the CIP to this point as much progress has been done.

Mr. Manganello questioned the tax rate cost as this has not been set yet. Mr. Milbrand explained that it is the committee's nearest estimate at this time and includes the present debt load. Mr. Manganello then asked why there is nothing in the Space Needs line. Mr. Milbrand stated that a concrete plan has not been established as yet and the committee felt that they would just be guessing at this point. The committee approved that something needs to be done though. This is a living document and will see changes as we get substantial figures.

C. Dingman made a MOTION, second by E. Seeler, to APPROVE THE CAPITAL IMPROVEMENTS PLAN FOR 2016-2024 AS PRESENTED. The motion CARRIED. Mr. Milbrand and Mr. Cote were thanked for the committee's efforts and presentation.

PROPOSED ZONING AMENDMENTS:

ABANDONMENT OF NON-CONFORMING STRUCTURES/LOTS/USES:

The Board went over Mr. Dingman's draft. It was left to the secretary to determine the numbering when she fits it into the Ordinance. Mr. Manganello questioned the 1-year time limit. This was discussed. Ms. Seeler questioned the definition of determining abandonment as sometimes it was not abandoned if the owner was still advertising it but had no interested parties. Also, the equipment may be gone as it was part of the lessees' but the owner would have no say about that. Mr. Dingman explained that most of the towns with this restriction had set it at 1-year. The release would always be there by going to the ZBA. It was determined to leave this as written.

C. Dingman made a MOTION, second by P. Manganello, to ACCEPT THE REGULATION OF ABANDONMENT OF NON-CONFORMING STRUCTURES/LOTS/AND USES AND BRING IT TO PUBLIC HEARING DECEMBER 9, 2015. The motion CARRIED.

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SPECIAL USE PERMIT FOR NON-CONFORMING STRUCTURES IN THE LAKE DISTRICT:

Ms. DeStefano went over her draft of this regulation in which the change is to go from “Special Exception” to “Special Use Permit” in two places.

C. Dingman made a MOTION, second by S. Favorite, to ACCEPT THE REGULATION OF SPECIAL USE PERMIT FOR NON-CONFORMING STRUCTURES IN THE LAKE DISTRICT AND BRING IT TO PUBLIC HEARING DECEMBER 9, 2015. The motion CARRIED.

SIGNS AND LIGHTING OF SIGNS:

With much discussion between pages 24, Signs, and 33, External Lighting, it was felt that this regulation needs more thought. Ms. DeStefano will re-do it and send it out via e-mail before our next meeting.

PARKING CHANGE:

Ms. DeStefano feels that we need somebody to do the language of this change. Mr. Dingman feels that town counsel should do this for the correct wording. Ms. DeStefano will send an e-mail to the Town Administrator with that request.

MINUTES OF SEPTEMBER 9, 2015:

The following amendments and clarifications were made:

Page 1 and 2, Minor Site Plan Review, Maryann & Fran Parkhurst, wherever it says “Ms. Parkhurst” replace with “Ms. Maryann Parkhurst” and where it say “Mrs. Parkhurst” replace with “Mrs. Fran Parkhurst”. Page 2, next to last paragraph, 1st line, replace “CONTINUED” with “CONTINUE” and 4th line, change “have a birthday for” to “have a rehearsal dinner and a birthday party for”.

C. Dingman made a motion, second by E. Seeler, to approve the minutes as amended. The motion carried

COMMUNICATIONS:

DES approvals for Bruce Wheeler and for Sharon Lorah were read, as well as a DES Wetlands permit application for Joanne K. Coppinger.

REPORTS:

HDC – didn’t meet.

SELECTMEN – They have been working on no smoking policies and Space Needs.

CIP – Presentation given tonight.

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OTHER:

BUSINESS CHECKLIST: Ms. Seeler stated that she likes the draft sent to the Board. Mr. Capone asked for comments and Ms. DeStefano stated that she received some and will e-mail them to Mr. Capone.

NEXT MEETING: Our next meeting will be held Oct. 14th, 7:00pm. On the agenda is the continued Minor Site Plan for the Parkhursts, Compliance Hearing for the Zaremba Subdivision, Special Use Permit for Zaremba, Site Plan Review for Zaremba, and Minor Site Plan for Aubuchon Hardware.

With no other issues to come before the Board, E. Seeler made a motion, second by P. Manganello, to adjourn at 8:53p.m.

Respectfully submitted,
Jan Laferriere, recording secretary