

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **MARCH 12, 2020**

4 **PRESENT:** Peter White, Chair; Michael Jewczyn, Vice Chair; Joseph Butler; Jeffrey Claus; Randy Clark;
5 Richard Osborne; Suzanne Gottling, Ex-Officio Member; Michael Marquise, Planner

6 **ABSENT:** Donna Larrow, Alternate Member

7 **See attached sign in sheet**

8 Chairman White called the meeting to order at 7:04 pm.

9 **PARCEL ID: 0128-0003-0000: SITE PLAN REVIEW: CHANGE FROM 2-UNIT MULTI-FAMILY TO 3-UNIT**
10 **MULTI-FAMILY; NO ADDITIONS TO EXISTING FOOTPRINT; 59 CENTRAL ST; 350 ENTERPRISES, LLC**

11 Mr. Marquise said that the application was filed in advance, fees were paid, notices were posted, and
12 abutters were notified. The application falls under Article V of the Site Plan Review Regulations and there
13 are no changes to the footprint of the building. In the past, the Board has waived required items such as
14 the boundary survey, contours, and utilities, and drainage, which he believes is acceptable. However, he
15 thinks that there should be some further discussion for items like parking. Vice Chair Jewczyn said that he
16 is concerned about the topography and ingress and egress for the property. Mr. Marquise said that his
17 understanding is that there will not be any site related changes but the Board should allow themselves
18 the ability to comment on the situation, especially the parking. Mr. Butler asked and Mr. Marquise said
19 that the requirement is two parking spaces per bedroom per unit. Chairman White said that those things
20 can be discussed during the merits.

21 Mr. Clark made the motion to accept the application as complete with the waivers for the boundary
22 survey, contours, utilities, and drainage. Mr. Osborne seconded the motion. Vice Chair Jewczyn asked
23 and Mr. Marquise said that the Board can amend the motion to say that the Board may request
24 additional information. Mr. Clark asked and Mr. Marquise said that the Board can request additional
25 information when they talk about the merits. Mr. Clark said that he does not see the need for an
26 amendment to the motion. The motion passed unanimously.

27 Patrick Clapp, owner of 350 Enterprises LLC, presented the merits of the case.

28 Mr. Clapp said that he recently purchased the property and it is currently in pretty bad shape. The
29 previous owner made an attempt to turn the property into a three unit, however, he does not think that
30 he did anything with the town to make it legal. They need to take the property down to the studs, except
31 for the back apartment, to make it habitable. The property is in the Village Residential District and is on
32 Town Water and Sewer and the lot size is 0.86 acres. There is plenty of parking and they can make more
33 if they need.

34 Mr. Marquise said that regarding the parking, the driveway splits at different grades and he does not see
35 how there is enough parking for two cars along the side of the building as shown. There are eight spaces
36 shown and he does not think that many are needed. Mr. Clapp said that he did measure the spaces, the

37 area just needs to be cleaned out. Mr. Marquise said that the Highway Director was concerned about
38 emergency access going up the driveway. Mr. Clapp said that he did measure 18 ft x 10 ft for both
39 parking spaces in front of the building. Mr. Marquise asked and Mr. Clapp said that he does not know if
40 the two-car garage will be accessible for parking, he plans on using it only for storage right now. There
41 was further discussion regarding the garage.

42 Mr. Marquise said that one of the concerns brought up at the peer review meeting was that a lot of the
43 Town's parking is being taken over by apartments in the area and they want to make sure that all the
44 parking will remain on the property. They only need five parking spaces and counting the garage there
45 are ten spaces but the concern is some of the spaces are not viable. Mr. Clark said that it looks as though
46 there could be an issue with some of the parking if the person has a larger vehicle. Mr. Clark asked how
47 much space is from the end of the parking area to the walkway. Mr. Clapp said that he does not have
48 that measurement. There was further discussion regarding the parking spaces.

49 Mr. Clapp said that he thinks that the previous owner used more of the lot for parking, however, he plans
50 on sprucing the area up and doing some light landscaping. Chairman White asked and Mr. Clapp said that
51 they could dig further into the bank to expand the parking area. There was further discussion regarding
52 this matter and the driveway.

53 Mr. Butler asked and Mr. Clapp said that the current use is a two-family unit, however, the building is
54 currently vacant. Vice Chair Jewczyn asked and Mr. Clapp said that two of the units are metered
55 separately, however, the previous owner tried to set up the third unit and he is unsure if that is
56 separately metered; he may have to put in a third meter. Vice Chair Jewczyn asked and Mr. Clapp said
57 that they will be using propane and there are a couple of tanks on the property, one underground and
58 the other is a 125-gallon tank in the back. Mrs. Gottling asked and Mr. Clapp said that he will need
59 another Town Sewer connection. Vice Chair Jewczyn said that the above ground propane tank is not
60 shown on the plan and Mr. Clapp showed the Board the location but said that the tank may be moved.
61 Vice Chair Jewczyn asked if the tanks will be protected in any way from people driving close to them. Mr.
62 Clapp said that the back tank cannot be hit by a vehicle and the other is underground and surrounded by
63 a retaining wall. Vice Chair Jewczyn asked and Mr. Clapp said that he does not know the size of the
64 underground tank. Vice Chair Jewczyn asked and Mr. Clapp said that he may add an additional tank for
65 the back unit but the front two units will be run from the same heating system.

66 Mr. Marquise asked and Mr. Clapp explained the plan for trash removal for the property, there will not be
67 an actual dumpster on the property.

68 Mr. Marquise said that the Highway Director was concerned about not having two-way traffic on the
69 driveway, which has never been required for a residential property.

70 Chairman White asked and Mr. Clapp confirmed that the parking spots on the side of the building are
71 existing; part of the driveway is paved.

72 Mr. Clapp said that there are some sheds on the property that are being removed, which is why they are
73 not included on the Site Plan.

74 Mr. Butler asked and Mr. Marquise said that regarding the two-way traffic on the driveway, the Board has
75 never required this for residential properties. Chairman White asked and Mr. Marquise said that they

76 have not had any issues regarding two-way traffic that he knows about; the Highway Director felt that
77 there should be two-way traffic but there is no requirement for this.

78 Vice Chair Jewczyn asked and Mr. Marquise said that there is no way for this property to connect to
79 Alpine Court.

80 There was another discussion regarding the parking areas for the property and that the apartments will
81 all have designated parking spaces and about using certain spaces for bigger vehicles.

82 Mr. Clark asked about the requirements for fire escapes for multi-family and apartment buildings. Mr.
83 Marquise said that he did not receive any comments from the Fire Chief regarding the proposal. Mr.
84 Clapp said that the State looks at anything four units and less as residential and anything five units and
85 more is considered to be commercial. Mr. Clapp said that every apartment has to have two means of
86 egress and if the apartment is on the second floor or higher it requires some type of fire escape. There
87 was further discussion regarding this matter.

88 Vice Chair Jewczyn said that if the propane tank is damaged, the propane will flow downhill, which will
89 affect all the people in the area. He thinks that Mr. Clapp should consider protecting the tank with
90 bollards or fencing.

91 Mr. Butler asked and Mr. Marquise said that there are no Zoning issues with this property going from a
92 two-family dwelling unit to a three-family dwelling unit.

93 Chairman White asked and Mr. Clapp showed the Board where they will be putting exterior down
94 lighting.

95 Chairman White asked and the Board was satisfied with the parking. Chairman White asked and Mr.
96 Clapp said that they will not have any signage.

97 Vice Chair Jewczyn asked and Mr. Clapp said that he does not know where the nearest fire hydrant is
98 located.

99 Mr. Clark asked about the conditions for a motion and Chairman White said that he thinks that the
100 parking is fine per the Site Plan as only five spaces are needed. Mr. Clark asked and Chairman White said
101 that there is not going to be any signage and Mr. Clapp has shown on the plan that he will be doing some
102 plantings. Mr. Clark asked and Chairman White said that the motion could contain a condition that they
103 use dark sky compliant lighting as that is not indicated on the plan.

104 Vice Chair Jewczyn made a motion to accept the Site Plan as presented for Parcel ID: 0128-0003-0000
105 with the condition that there is a strong recommendation that they use dark sky lighting. Mr. Clark
106 seconded the motion. The motion passed unanimously.

107 **PARCEL ID: 0131-0037-0000 & PARCEL ID: 0131-0037-0001: LOT MERGER; 10 LOWER WINN HILL RD;**
108 **THE AKERS TRUST**

109 Mr. Clark recused himself in order to present the case to the Board.

110 Mr. Clark said that these two lots are owned by The Akers Trust and he is representing the Trustee of the
111 Trust. The back lot does not have a structure on it and it does not have road access so it is landlocked
112 and the merger will fix that.

113 Chairman White asked and Mr. Marquise said that he does not see any issues with this proposal and that
114 it is a good solution for a lot that is not buildable.

115 Mr. Osborne made a motion to approve the merger for Parcel ID: 0131-0037-0000 and 0131-0037-0001.
116 Vice Chair Jewczyn seconded the motion. The motion passed unanimously.

117 **OTHER BUSINESS**

118 There was a brief discussion regarding reaching out to Shannon Martinez to see if she would like to be an
119 Alternate Member.

120 There was a discussion regarding the Route 11 project and the plan is for the future of the project as the
121 Warrant Article failed. The Board also discussed the Master Plan and how they can get more people to
122 understand the project.

123 There was a discussion regarding the Warrant Article for the Boat Ramp in the Harbor.

124 There was a discussion regarding a Notice of Regional Impact for a project in Claremont and Mr.
125 Marquise recommends that it go to the Board of Selectmen and the Department Heads. The Board does
126 not have to do anything unless they see an impact to the Town.

127 The Board discussed the Keys to the Valley Initiative. Mr. Marquise has done the survey but passed it
128 around to the Board for their review.

129 The Board discussed the Master Plan and some small adjustments that Mr. Marquise would like to make
130 to the Subdivision and Site Plan Regulations. The Board also discussed the Peer Review process and that
131 it is an informal meeting of Department Heads for Planning and Zoning cases.

132 **MINUTES**

133 Changes to the Planning Board minutes from November 14, 2019: The minutes were continued until the
134 next meeting.

135 Changes to the Planning Board minutes from December 12, 2019: The minutes were continued until the
136 next meeting.

137 Changes to the Planning Board minutes from January 9, 2020: The minutes were continued until the
138 next meeting.

139 Changes to the Planning Board minutes from February 13, 2020: The minutes were continued until the
140 next meeting.

141 Mr. Clark made a motion to adjourn at 8:06 pm. Mr. Osborne seconded the motion. The motion passed
142 unanimously.

143

144	Respectfully submitted,	
145	Melissa Pollari	
146	Planning Board	
147	_____	_____
148	Peter White, Chairman	Michael Jewczyn
149	_____	_____
150	Joseph Butler	Randy Clark
151	_____	_____
152	Jeffrey Claus	Richard Osborne
153	_____	_____
154	Donna Davis Larrow, Alternate	Suzanne Gottling, ex-officio member