

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **JANUARY 14, 2020**

4 Chairman White called the meeting to order at 7:00 pm.

5 Chairman White read the Governor's Emergency Order #12 that authorizes the Planning Board to meet  
6 electronically: "As Chair of the Planning Board, I find that due to the State of Emergency declared by the  
7 Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency  
8 Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.  
9 Please note that there is a physical location at 23 Edgemont Rd in the Meeting Room to observe and  
10 listen contemporaneously to this meeting, which was authorized pursuant to the Governors Emergency  
11 Order. Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's  
12 start the meeting by taking a roll call attendance. When each member states their presence, please also  
13 state whether there is anyone in the room with you during this meeting, which is required under the  
14 Right-to-Know law."

15 A roll call was taken:

16 **MEMBERS PRESENT BY VIDEO:** Peter White, Chair; Michael Jewczyn, Vice Chair (signed in after roll call  
17 was taken); Jeffrey Claus; Randy Clark; Joe Butler; Sue Gottling, Ex-Officio Member

18 **MEMBERS PRESENT IN THE MEETING ROOM:** Richard Osborne; Michael Marquise, Planner

19 **ALSO PRESENT BY VIDEO:** Peter Hoekstra; Donna Gazelle; Barbara Sullivan; Deb Pasculano

20 **ALSO PRESENT IN THE MEETING ROOM:** John Augustine; Neill Cobb; Daniel Bonin; Kathleen Cook;  
21 Tanner Royce; Kelly Webb

22 Chairman White appointed Mrs. Larrow as a voting member for the meeting in place of Mr. Butler.

23 **PARCEL ID: 0133-0087-0001 & PARCEL ID: 0133-0087-0000: SITE PLAN REVIEW; STATEMENT OF**  
24 **PROPERTY USAGE; PROPOSED FARMER'S MARKET; 68 & 72 MAIN ST; SUNAPEE HARBOR RIVERWAY**

25 Chairman White asked and Mr. Marquise said that the Statement of Property Usage was submitted first  
26 and the Site Plan Review overrides it, however, there is information on the Statement of Property Usage  
27 that will help to supplement the case.

28 Mr. Marquise said that the application was filed in advance, fees were paid, notices were posted, and  
29 abutters were notified. The application falls under the Site Plan Review Regulations and the Board  
30 usually goes through the Article V requirements, however, there will not be anything permanent for the  
31 Farmer's Market so the requirements are not all applicable. He thinks that the drawings submitted are  
32 enough to satisfy the requirements and if the Board agrees, he believes that the application is complete.

33 **Mr. Clark made a motion to accept the application as complete. Mr. Claus seconded the motion. A**  
34 **roll call vote was taken: Mr. Clark voted yes; Mr. Butler voted yes; Mr. Claus voted yes; Mr. Osborne**  
35 **voted yes; Mrs. Gottling voted yes; and Chairman White voted yes. The motion passed unanimously.**

36 Deb Pasculano, Chair of the Project Sunapee Farmer's Market Committee, presented the merits of the  
37 case to the Board.

38 Ms. Pasculano said that Project Sunapee will be sponsoring a Farmer's Market as there needs to be a  
39 non-profit organization to run the event. The Farmer's Market will be held on Sunapee Harbor  
40 Riverway's land in the Harbor on Saturday mornings from Memorial Day to Labor Day.

41 Vice Chair Jewczyn signed into the meeting.

42 **Mr. Osborne made a motion to approve the Site Plan Review for Parcel ID: 0133-0087-0001 and Parcel**  
43 **ID: 0133-0087-0000 for a Farmer's Market and parking on those locations. Mrs. Gottling seconded the**  
44 **motion.** Chairman White asked if anyone has any questions regarding the proposal. Vice Chair Jewczyn  
45 asked and Chairman White said that the proposed hours of operation are in their application. Ms.  
46 Pasculano said that she believes they put the hours as 8:30 am to 11:30 am in order to be done by noon.  
47 Vice Chair Jewczyn asked and Chairman White said that the Farmer's Market will be run from Memorial  
48 Day to Labor Day weekend. Vice Chair Jewczyn asked if there has been a discussion regarding the traffic  
49 flow. Mr. Osborne said that the Harbor has the same traffic flow for every other event that the Board  
50 has discussed so he thinks that it is what it is. Ms. Pasculano said that she discussed the traffic flow with  
51 Police Chief Cahill because she proposed some other sites and this was the site that was agreed on to  
52 have the least amount of impact for travel. The location is the grass area behind Fenton's and the  
53 Quack Shack and on the lot between Fenton's and the Livery. They will advertise for people to park in  
54 the Riverway parking lot and have the vendors park in the space owned by the Riverway on the corner  
55 across from Stacy's Smoothies. Vice Chair Jewczyn said that he is in favor of the initiative but he is  
56 concerned with the pedestrians who walk without looking to where they are going. Ms. Pasculano  
57 explained how they will be encouraging people to enter and leave the Farmer's Market. Kathleen Cook  
58 said that they were talking about the parking being on River Rd and people coming over the bridge. Mr.  
59 Butler asked and Ms. Pasculano said that the vendors will be asked to bring their own tents. Mr. Clark  
60 asked and Ms. Pasculano confirmed that they will be running four or five Farmer's Markets as Chief  
61 Cahill wanted them to see how they go and make adjustments as needed. Mr. Marquise said that there  
62 were some comments from the Peer Review Meeting. He believes that Chief Cahill's comments have  
63 been addressed, however, the Highway Director had questioned the trash disposal to ensure that it will  
64 be handled on site. Ms. Pasculano said that they will handle trash disposal on site. Mr. Marquise said  
65 that the Highway Director also asked about the traffic into and off the site and sight distance. Mr.  
66 Marquise asked if the area by the river is gravel or grass and if it will be re-graded as there is a concern  
67 about disturbance near the river. Ms. Pasculano said that as far as she knows there are no plans to re-  
68 grade; the grass area was used by a preschool for the children to play so it is fairly flat. Their goal is to  
69 have the tents on the perimeter so that people cannot access the water. Mr. Marquise said that the  
70 Sugar River has the same protections as the Lake so they will need to make sure there is no disturbance.  
71 Vice Chair Jewczyn asked if any consideration has been given to having porta potties; there are  
72 restrooms available in the Harbor but with the influx of people he questions if there will be enough time  
73 spaced out to allow people to use them and if it will tax the Town's facilities. Ms. Cook asked if this is  
74 something that can be revisited. She goes to Farmer's Markets all the time and has never needed to use  
75 a restroom as people are not there for a day; she thinks that it will need to be tested to see how it  
76 works. Mr. Clark said that there are many times that there more people in the Harbor such as the  
77 Chowder Challenge, Fireworks and when the boats come in, and it has not been a big concern; he thinks

that it is premature to talk about this now. Mr. Claus said that the Mount Royal Farmer's Market had porta potties and the Board agreed that it was something they offered; it was not something the Board asked for. Ms. Pasculano said that she is the owner of Stacy's Smoothies and she has also talked to the owners of Fenton's about opening bathrooms if needed but if they need a porta potty in the future they can add it. Mrs. Gottling asked if there is any information as to how the Mount Royal Farmer's Market went and if Mount Royal will be doing it again. Ms. Pasculano said that she attended the Mount Royal Farmer's Market once as a vendor and she does not think it was that successful as there were not many vendors and there were mostly craft items. Mrs. Gottling asked and Ms. Pasculano explained their market rules and their balance between art vendors (10%) and farming vendors (65%) and prepared food vendors (35%). Mr. Butler asked and Ms. Pasculano said that this is a trial for the first year and they will continue if it is successful. Mr. Butler asked and Mr. Marquise said that there has not been any commentary from any of the Department Heads about the time frame so if the Board approves it then it can continue essentially forever. **A roll call vote was taken: Mr. Clark voted yes; Mr. Butler voted yes; Mr. Claus voted yes; Mr. Osborne voted yes; Mrs. Gottling voted yes; Vice Chair Jewczyn voted yes; and Chairman White voted yes. The motion passed unanimously.**

#### **CONSULTATION – PETER HOEKSTRA; FOOD CART BUSINESS**

Peter Hoekstra said that he has not completed a Site Plan but wanted to consult with the Board about his proposal. About two months ago, he approached the Sunapee Harbor Riverway about an idea to have a food cart but through a series of conversations found out that a mobile food cart is not allowed by Zoning. He reconsidered his options and thought about having a seasonal hot dog stand on a piece of property and he would like to have it on the same piece of property as the Farmer's Market. The proposed hot dog stand will be almost directly across from where the dumpster is located at 68 Main St. He would like to have a 10 ft by 16 ft structure; the water would be portable and he would get electricity from the pole that is on the site. He would like to be open three days per week.

Vice Chair Jewczyn said that in CT there was a similar situation where a food cart was not allowed so the person put a hot dog stand on a boat and it was very successful. There was further discussion regarding this matter.

Mr. Hoekstra said that he understands that this is a consultation, however, he would like to get some feedback from the Board before returning in February with an application.

Mr. Butler asked if the hot dog stand will be seasonal and removed in the winter. Mr. Hoekstra said that the Riverway will let him leave the stand there year-round and it will not have wheels. The stand will only be used May through October. Chairman White said that if the stand is not mobile then Mr. Hoekstra will need to consider the Zoning Ordinance such as the setbacks because it will fall into the definition of a structure.

Mrs. Gottling asked and Mr. Hoekstra said that the stand will be open Fridays, Saturdays, and Sundays. Mrs. Gottling asked and Mr. Hoekstra said that he would overlap with the Farmer's Market on Saturdays but the proposed hours are 11:00 am to 6:00 pm on Saturdays; the other days the hours will be 11:00 am to 3:00 pm. Mr. Clark asked and Mr. Hoekstra confirmed that he would stay open on holidays and such.

116 Mr. Hoekstra said that he is talking to a hot dog manufacturer that supplies Fenway Park so he is hoping  
117 that will be a hit with people in this area. The menu will be very basic with hotdogs and a chicken  
118 sausage. Everything will be pre-cooked and steamed so it will not require an open grill. The water is  
119 portable and he looked up the regulations for the State and he will need four sinks and someone makes a  
120 portable unit with four sinks.

121 Vice Chair Jewczyn asked if Mr. Hoekstra has approached anyone in the Harbor where he could rent out  
122 of someone else's structure. Mr. Hoekstra said that he has not but he is sure that the Anchorage,  
123 Fentons, and the stores would not be interested. He was initially going to have a hot dog cart but that  
124 does not work.

125 Chairman White said that it is interesting that the Zoning Ordinance does not allow food carts, especially  
126 in the Village District where the Harbor is located. Mr. Hoekstra said that he was told if the Town allowed  
127 a food cart, they would be inundated with food trucks. Chairman White said that could be handled  
128 through permitting and he would like the Board to explore that type of use in the Harbor. Mr. Hoekstra  
129 said that he would prefer to have a food cart over a stand. Vice Chair Jewczyn said that someone should  
130 talk to the Town Office about allowing a limited number of food cart / food truck permits per year. Mr.  
131 Hoekstra said that thinking of it from a business model standpoint, his proposal makes sense to him.

132 Mr. Clark asked and Mr. Hoekstra said that he will have two trash bins by the structure and he will  
133 remove his own trash. There is also a dumpster next door that the tenants of the Riverway have access  
134 to.

135 Mr. Butler asked and Mr. Hoekstra further explained his menu as he will have hotdogs, sausage, soda,  
136 chips, and dessert. Mr. Hoekstra continued that he wants to limit the space that he needs and the best  
137 way to serve the hot dogs is to steam them.

138 Mr. Hoekstra asked and Chairman White confirmed that even though the Riverway owns contiguous lots,  
139 if they are separate lot the setbacks are imposed on each lot. Chairman White said that he recommends  
140 Mr. Hoekstra talk to the Zoning Administrator to explain what he is doing as a structure is something that  
141 is affixed to the ground; if Mr. Hoekstra wants to put a structure within the setback then he would need  
142 to go before the Zoning Board.

143 There was further discussion regarding the proposal and having mobile permits in Town.

144 Chairman White said that the Board cannot imply anything in a consultation but if Mr. Hoekstra gets all  
145 the information on the application and come before the Board they can see how it goes. Mr. Marquise  
146 said that Mr. Hoekstra should speak to Barb at the Town Office to get the documentation for February's  
147 meeting in as the deadline was today. Mr. Hoekstra said that he may need to wait until the March  
148 meeting.

#### 149 **MISCELLANEOUS**

150 Mr. Marquise said that he has a set of plans for the Trenholm subdivision that has been finalized with a  
151 slight change in one of the lines that he thinks he sent to the board. Mr. Marquise asked the Board to go  
152 to the Town Office to sign the Mylar.

Mr. Marquise said that he is trying to work on a schedule to work on the Master Plan; it is easier for him to work on it through Zoom meetings remotely. He would like to find times that are good for everyone; it would be nice to spend a couple of hours per month talking about the Master Plan. Mr. Butler asked and Mr. Marquise said that the first one he worked on took about four years and the last one was about two years, which he thinks might be the timeline for this one. The Board agreed that Thursdays work best for them and they are amenable to meet via Zoom.

Mr. Marquise said that the Zoning Administrator has given her notice. Chairman White asked and Mr. Marquise confirmed that he will be both the Planner and Zoning Administrator for a while. Chairman White asked and Mr. Marquise said that the plan is being discussed as to if Sunapee and New London do a joint Zoning Administrator or what will happen. There was further discussion regarding this matter and the possibility to have a full time Zoning Administrator and / or a Building Inspector.

#### **MINUTES**

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

Changes to the Planning Board minutes from March 12, 2020: The minutes were continued until the next meeting.

Changes to the Planning Board minutes from June 11, 2020: The minutes were continued until the next meeting.

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

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

Changes to the Planning Board minutes from September 10, 2020: The minutes were continued until the next meeting.

Changes to the Planning Board minutes from October 8, 2020: The minutes were continued until the next meeting.

Changes to the Planning Board minutes from November 12, 2020: The minutes were continued until the next meeting.

Changes to the Planning Board minutes from December 11, 2020: The minutes were continued until the next meeting.

Mr. Clark made a motion to adjourn at 8:00 pm. Vice Chair Jewczyn seconded the motion seconded the motion. The motion passed unanimously.

Respectfully submitted,

Melissa Pollari

187	Planning Board	
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189	Peter White, Chairman	Michael Jewczyn
190	<hr/>	<hr/>
191	Joseph Butler	Randy Clark
192	<hr/>	<hr/>
193	Jeffrey Claus	Richard Osborne
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195	Donna Davis Larrow, Alternate	Suzanne Gottling, ex-officio member