

1 **TOWN OF SUNNAPEE**

2 **PLANNING BOARD**

3 **SEPTEMBER 8, 2022**

4 **Joseph Butler called the meeting to order at 7:05 PM.**

5 **MEMBERS PRESENT BY VIDEO:** None

6 **MEMBERS PRESENT IN THE MEETING ROOM:** Suzanne Gottling, Richard Osborne, Joseph Butler, Jeff
7 Claus, Randy Clark, Gregory Swick.

8 **MEMBERS ABSENT:** Chairman Peter White.

9 **ALSO PRESENT IN THE MEETING ROOM:** Michael Marquise - Town Planner.

10 **ALSO PRESENT BY VIDEO:** None

11 **PARCEL ID: 0130-0005-0000 SITE PLAN REVIEW. TO OPEN AND OPERATE A HOME BUSINESS (BEAUTY**
12 **SALON). 33 WEST COURT; SHAUN CARROLL JR.**

13 Mr. Butler said the first order of business is completeness of the application.

14 Mr. Marquise reported that this application was filed in advance, notices were posted, certified mails
15 were sent to the abutters, and fees were paid. It falls under Item 5d of the Site Plan Regulations for
16 completeness. There was no info about lighting, but the application is complete.

17 Shaun Carroll explained that the lighting info is under number 1c label d and is motion activated.

18 **Mr. Clark made a motion to accept the application as complete. Seconded by Mr. Claus. The motion**
19 **passed unanimously.**

20 Mr. Carroll presented that there are going to be two floodlights that will light up the whole area. He
21 further described the business as a 2-chair salon in the garage and explained the parking lot, the
22 property line, and the surroundings of the business. He said that the doors to the business will be
23 fireproof and fire detectors will be installed. Petition wall between the house and the salon is fireproof
24 as well with a hard-wired smoke detector.

25 Mr. Butler asked about the hours of operation, the number of expected clients to which the answer was
26 5-20 customers per day, and the hours of operation were submitted on the application. He also asked
27 about the water and sewer to which Mr. Carroll answered that they are connected already.

28 Mr. Marquise wanted to confirm that the fire code would be regulated and recommended reorientation
29 of the parking spots to parallel space.

30 **Mr. Claus made a motion to approve Parcel ID: 0130-0005-0000 site plan review to open and operate**
31 **a home business (Beauty salon). 33 West Court; Shaun Carrol Jr. Mr. Osborne seconded the motion.**
32 **All voted in favor.**

33 Mr. Butler moved to the next case.

PARCEL ID: 0132-0037-0000 SITE PLAN REVIEW. CONVERT EXISTING 5-BEDROOM RESIDENCE TO (3) 2-BEDROOM APARTMENT UNITS AND A 1280 SQ DELI IN A SEPARATE STRUCTURE. 73 LOWER MAIN STREET; SR LOWER VILLAGE, LLC.

Mr. Marquise reported that this application was filed in advance, fees were paid notices were posted and certified mails were sent to the abutters. This regular site plan review falls under Article 5. There were a couple of things that he did not see at the application such as: site location map and utility lines including water, sewer and electric. There will be a need for an escape permit, state permit for DES shore land setback, which will be a condition of approval.

Mr. Clark made a motion to accept the application as complete. Seconded by Mr. Claus. The motion passed unanimously.

Peter Blakeman represented the owner Annie Montgomery and said that Clayton Platt was a surveyor on the project and that the map of the site location is usually included on the survey plan, which in this case was not submitted. The property is a 5 bedrooms old farmhouse roughly from 1890 and not in a good shape. They plan to tear it down and put in some apartment units and a small deli. The property is on village commercial district shaped almost like a peninsula and had been retained on the river with a stone wall. The rest of the property is mostly lawn, garden, and some trees. When they were planning the parking lot and the circulation through the site it had become apparent that due to the configuration of the property and because of the 50-foot setback of the reference line of the river, they could not have planned a standard parking lot and have the building to the side because the 50-foot setback takes up most of the lot probably half of the building area or more. Therefore, the area between the 50-foot setback and the road setback was left for building space and they went beyond the 50-foot setback into the footprint of the existing house a little bit. The apartments would be set up to be attached separate units with no interior connection between them. There are going to be 2-stories with 2-bedroom units. The deli building would be 32x40 ft in size footprint separate standing structure with its own entrances. There would be at least 5-6 parking spaces or two per unit for the apartment building and seven spaces for the deli with three additional spaces for the employees. Total number of parking spaces would be 16. Impervious area of the lot is not going over 30% and to meet that number they need to show some areas of parking lot as pervious. They had planned an adequate sidewalk and pedestrian access to the property and a crosswalk to the main street. There are not going to be sitting places inside the facility, only some chairs outside at the patio area. The other buildings will be sprinkled so they need to find out where the water and sewer mains are and will relate to 6-inch waterline. The drainage will be contained in the parking lot into a catch basin or into the pervious areas. Most of the parking area will drain to a rain garden area to get some filtering before it goes to the river.

Mr. Butler asked where the snowing is going to be pushed and will there be a raised bump or curbing on the street. He also asked about the lighting of the property.

Mr. Blakeman responded that most of the snow will have to be taken care with a snow blower, moved, and piled either towards the rain garden area or to the east side of the parking. The area right now is all grass, but they will propose to be graded and the landscaping will be done as well. The lighting will be placed around the building, two on the backside and one at the entrance, pointed downwards. They are planning some 10-12 ft polls with downward pointed lights to be placed at the entrance and at the exit and then two along the sidewalk.

75 Ms. Gottling asked if this is a 2-bedroom or a 3- bedroom unit because the drawings are showing one
76 bedroom on the main floor and two bedrooms on the second floor.

77 Mr. Blakeman explained that one of the bedrooms will be utilized as an office.

78 Mr. Butler asked for a clarification on the number of bedrooms on the units and it was established that
79 there are three bedrooms planned on each unit but that is not something that is going to get in the way
80 or be a concern for them as a Board, since there are enough parking spots for each bedroom.

81 Mr. Blakeman mentioned other utilities such as the location for the screened in dumpster, which would
82 be to the northeast end of Lower Main Street right at the 50-ft setback.

83 Mr. Claus pointed out that if the footprint is not grandfathered and once the building is torn down and a
84 new one is rebuilt, that means it is a whole new building and everything over 50-feet setback is not
85 allowed.

86 Mr. Butler said that he was under the impression that you could build new to the limits of what the
87 existing was but not go beyond that.

88 There was a discussion about this matter between the members of the Board and the applicants and
89 they came into conclusion that there is a need of consultation with the council since both parties had
90 different understanding and interpretation of the Ordinance.

91 Mr. Blakeman continued with the patio of the deli on the river side and then said that there are no
92 basements, there is a floodplain along the river and elevation attached to that, needed to stay above
93 with the living space of the buildings. The basement is above the elevation, which is 998.0 Stormwater
94 for majority of the parking will either go to pervious locations and will be treated there or to the main
95 parking into a catch basin and then to a bio retention rain garden area. The area between the deli and
96 the unit 3 will be a footpath with landscaping and sidewalks will go from the corner of unit 3 to the
97 corner of the deli.

98 Mr. Marquise pointed out that the basements are shown on the profile and the elevation view and then
99 asked for clarification about the discussed issue with the Board about the part of the property that is on
100 wetlands overlay district, according to their mapping.

101 Mr. Blakeman said that they will adjust that, and the elevation will be shown on the plans themselves to
102 make sure that the lowest level is above the 998.0 as Mr. Marquise had mentioned. He said that the
103 wetlands have not been located yet but they will have a wetlands scientist to sign off if there are
104 wetlands located in that area.

105 Mr. Marquise asked about the site distance and the turning radius for the fire trucks and Mr. Blakeman
106 responded that he had widened the turning radius a little bit more since their last meeting.

107 Nikki Jackson asked if the units are going to be used as long-term or short-term rentals.

108 Ms. Montgomery said that they were designed to be a workforce housing and from the meetings with
109 Mr. Marquise it seemed that that was something that the town really needs and embraces.

110 Melanie Janas said that she had received a certified letter for this meeting as an abutter. She believed
111 that there are environmental reasons for this project not to go forward. Lower Main Street is a small

112 street with a lot of traffic at times and sometimes fast a lot of foot traffic as well from the school and if
113 this project goes on there will be a lot more traffic. She expressed concerns about the afterhours
114 trespassers and the noise. She said that she is strongly oppose to the project and asked about the hours
115 of operation and the lighting around the deli because the neighborhood is quiet and hoped that the
116 Board will consider her concerns.

117 Mr. Claus pointed out that this area is village commercial and that this is allowed use according to the
118 Ordinance. He said that they have noise ordinance in place and that they did not discuss about the hours
119 of operation yet but that they do take into consideration all these things.

120 On the question of Mr. Butler about the hours of operation of the deli Ms. Montgomery answered that
121 they have not planned that yet but guessed that it will be no more than 6PM and assured them that it is
122 going to be very peaceful, well-done operation and the commercial ordinance will be respected.

123 Lisa Hoekstra asked about the local rate of the workforce housing rent and the answer was
124 approximately from \$1550-2300 per month.

125 Mr. Marquise summarized that the applicants would need the utility plans, landscape plans,
126 confirmation on the zoning compliance, wetland locations, updated plans on the basements, more
127 information on the deli concerning the hours of operation and lighting, snow storage, correction on the
128 3-bedroom units to be consistent and the site map location. He will send an email with the scenario
129 from the proposed project to the council for a purpose of consultation.

130 Mr. Claus said that one key line that no one was reading is that the reconstruction of any other
131 nonconforming structure requires a variance or special exception of the zoning ordinance and that they
132 would have to consult the council on that.

133 **Mr. Butler announced that this case is going to be continued for the next meeting on October 13 at**
134 **7:00PM.**

135 Mr. Claus recused himself from the next case.

136 Mr. Butler moved to the next case.

137 **PARCEL ID: 0112-0005-0000 TREE CUTTING AND VEGETATION CLEARING. 39 TILSON ROAD; JAMES &**
138 **SUSAN CAMPBELL.**

139 Mr. Claus represented the Campbells and presented the property which has several nonconforming
140 structures, all to be removed, and then the showed the new structure that had a 20-ft offset from the
141 house and said that any trees that were there are allowed legally to be removed to allow the
142 construction. To the north, the disturbed area with wetlands is going to be used for the machinery for
143 construction. On the plans, he showed the existing and the new house planned for construction and
144 explained the process of demolition and removing some of the existing objects in the area. He said that
145 they have met with the Conservation Commission and had their approval. He presented the tree grades
146 and said that they meet the minimum of 25 points per grid and they are going to put plantings in the
147 area, to meet the requirements. Some of the trees need to be cut for the proposed patio and they have
148 determined that some were not healthy trees or already dead and some were marked unsafe or
149 unstable.

150 The Board came in conclusion that applicants are asking for permission to cut five additional healthy
151 trees.

152 Ms. Gottling asked if any of the proposed structure is going over the 50-ft setback because that was
153 shown on the plans and Mr. Claus explained that only the patio, the stonewall and stone steps are
154 crossing the line but not any structure.

155 **Mr. Clark made a motion to approve Parcel ID: 0112-0005-0000 tree cutting and vegetation clearing as**
156 **presented. 39 Tilson Road; James & Susan Campbell. Seconded by Mr. Osborne. The motion passed**
157 **unanimously.**

158 Revisions to Agenda:

159 Other Business:

160 Review of Minutes: Minutes of Meeting were not reviewed. Few more were assigned for review
161 amongst members.

162 Lisa Hoekstra said that she had emailed Mr. Marquise about things that she had noticed are not correct
163 in the Minutes of Meeting specifically about the persons from the audience that had commented and
164 were not identified accurately.

165 Mr. Butler explained that they assign the Minutes to each member for review and make any changes of
166 their recollection or verify using the videos of the meetings.

167 Mr. Clark said that the minutes meet the legal requirements and in conjunction with that, there are
168 videos available to go and check word for word, they are much more condensed that they use to be, but
169 they meet the minimum that is required.

170 Mr. Marquise answered to Ms. Hoekstra that he has her comments on the minutes that were behind
171 and will bring them up when those minutes will be reviewed.

172 Mr. Claus said that they have had a conversation with the council on that subject and the minutes used
173 to be almost verbatim and then the town had hired third party and change things and now they are just
174 catching the essence and emphasized that they have been told that their minutes are better than other
175 towns.

176 ? said that they have had wrong names on some comments or just put member of the audience instead
177 of the name to which Mr. Osborne responded that it is important to state the name when comments are
178 made. It was decided that the corrections would be send to the Board so the minutes would be
179 corrected.

180 Mr. Swick asked for clarification on the initiative from the Town Manager about the zoning ordinance
181 amendments.

182 Mr. Marquise said that the intent is to build a foundation of how everything is going to fit into the
183 ordinance. They will discuss the ideas from the groups and try to blend them with the Board of
184 Selectmen and the Zoning Board and bring them as close together as they can for the scheduled
185 meeting.

186 The Board discussed some ideas about the short-term rentals with the audience and Ms. Hoekstra
187 suggested having few options and a visual concept of different components.

188 Signing of Mylar's

189 **Mr. Swick made a motion to adjourn at 9:22 PM. Seconded by Mr. Clark. The motion passed**
190 **unanimously.**

191 Respectfully submitted: Rajmonda Selimi

192 Panning Board

193 _____

194 Suzanne Gottling Richard Osborne

195 _____

196 Joseph Butler Jeff Claus

197 _____

198 Gregory Swick Randy Clark