

**TOWN OF SUNAPEE
PLANNING BOARD MINUTES
MARCH 14, 2024, 7:00 p.m.
TOWN MEETING ROOM, 23 EDMONT ROAD**

Members present in the meeting room: Peter White, Joe Butler, ~~Richard Osborne~~, Randy Clark, Suzanne Gottling, Ann Bordeianu, Dave Andrews

Also present in the meeting room: Craig Heino, Code Compliance; Michael Marquise, Town Planner; Allyson Traeger, Land Use and Assessing Coordinator

CALL TO ORDER / ROLL CALL

Chair White called the meeting to order and conducted a roll call at 7:00 p.m. He thanked Randy Clark for running for reelection. He welcomed former alternate members Dave Andrews and Ann Bordeianu as full members.

The Board discussed the results of the recent election and the zoning amendments that passed.

NEW CASES

Case #SPR 24-03, Parcel ID 0123-0024-0000, on behalf of Town of Sunapee, Steve Bourque, Representative, 706 Route 11, Rural Residential District, to erect a new digital scoreboard at the baseball field at Dewey Park.

DECISION: The application was approved.

DISCUSSION:

Mr. Marquis informed the Board that the application was complete.

Mr. Clark made a motion, seconded by Mr. Butler, to accept the application as complete. A vote was taken, all were in favor. The motion passed unanimously.

Steve Bourque appeared before the Board to review this request to erect a new digital scoreboard at the baseball field at Dewey Park. They have decided not to relocate the sign, but to use the existing poles from the manual sign. He presented a mockup of the proposed sign, which will be 9' x 10'; the electronic scoreboard portion is 5' x 10'. He described the features and operation of the sign. It will be maintained by the Town. They will also be installing protective netting. J&S Auto is sponsoring the sign and Sunapee Electrical is sponsoring the electrical work.

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Mr. Clark made a motion, seconded by Mr. Andrews, to approve Case #SPR 24-03, Parcel ID 0123-0024-0000, to erect a digital scoreboard at the baseball field at Dewey Park. A vote was taken, all were in favor. The motion passed unanimously.

CONTINUED CASES

Mr. Clark recused himself from the meeting.

Case #SPR 24-02, Parcel ID 0232-0023-0000, on behalf of Jared and Laura Raymond, 60 Route 103, a Mixed-Use District, to erect a shop building onsite for storage of project-related materials.

DECISION: Continued until April 11, 2024

DISCUSSION:

Ms. Traeger explained this case was continued as the Agent, Jim Bruss, was unable to attend the last meeting. She noted the previous application for this site was withdrawn. Mr. Marquis informed the Board that the application was complete.

Mr. Butler made a motion, seconded by Mr. Andrews, to approve the application of Case #SPR 24-02, Parcel ID 0232-0023-0000 to erect a shop building onsite for storage of project-related materials.

Mr. Marquis noted the motion would be to accept the application as complete.

Mr. Butler amended his motion, seconded by Mr. Andrews, to accept the application in Case #SPR 24-02, Parcel ID 0232-0023-0000 to erect a shop building onsite for storage of project-related materials as complete. A vote was taken, all were in favor. The motion passed unanimously.

Jared and Laura Raymond appeared before the Board. Mr. Raymond noted there will be no more than 15 staff members onsite at any given time, using the existing offices. The second structure they will construct will be used for storage. They discussed parking and vehicle access. Mr. Marquis said the Fire Department had no issues with the access, though they had an interest in what is being stored in the building in relation to toxic waste. Mr. Raymond clarified that tools and equipment will be stored in the building, and some excess construction materials.

They discussed the stormwater management system, and clarified that they will be accessing the Town sewer. They also discussed the topography of the property. The Board requested information on proposed contours, more defined buffering along Route 103, and lighting specifications.

Chair White asked for public comment.

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A resident asked about the location of the aquifer. Ms. Traeger clarified the property is outside the wetlands and aquifer. He asked whether forklifts would be used and was told they would not be. He encouraged them to add motion detectors to the exterior lighting to reduce light pollution.

A resident asked about a vegetative buffer. Mr. Marquis said this requirement does not apply to this project.

This case was continued until April 11, 2024, to allow the applicant time to obtain the requested information.

CONSULTATION

Mr. Clark returned to the meeting.

Parcel ID 0207-0004-0000, on behalf of Peter and Susan Maurer, Maurer Lane, a Rural Land District, for review of a subdivision proposal.

DISCUSSION:

Peter and Susan Maurer appeared before the Board. Mr. Maurer explained his sister resides on part of the property and they reside on the rest. The land is currently in a trust; they would like to divide it so that they can own their existing homes. They discussed the frontage on the private road and how it could be extended. They discussed the lot size as it relates to current use.

Mr. Marquis noted the required 50' setback from the existing buildings. Chair White said if the proposed property line cannot be moved, they will have to ask for a variance from the ZBA. If the new property line affects the driveway, an easement would be required.

Parcel ID 0231-0048-0000, on behalf of FHS Associates, LLC, Aaron Simpson, 15 Sugarhouse Lane, a Rural Residential District, for review of a subdivision proposal.

DISCUSSION:

Aaron Simpson appeared before the Board and presented a proposal for a 52-unit subdivision. This project was originally approved in 1973, but never completed. He described the current state of the property, the existing structures, and the infrastructure. Mr. Simpson said he and his family are undecided whether they want to complete the project or sell the property. Mr. Marquis said the act of creating the utilities and the subdivision improvements vests enough into the property that any buildings can be completed. The infrastructure is complete. They reviewed the need for building permits.

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Mr. Simpson presented alternate plans for the property, which would involve swapping land and creating a PUD.

Mr. Marquis will discuss these proposals with Town counsel.

OTHER BUSINESS

Mr. Clark recused himself from the meeting.

Lot Merger

Parcel ID

0126-0016-0000 – 10 Stone End Road

0126-0015-0000 – 14 Stone End Road

0126-0014-0000 – 16 Stone End Road

Stone End Owner, LLC, Davis Companies

There was no one present to speak to this application.

Mr. Marquis has discussed options about these properties in the past. He explained by merging the lots, taxes would be reduced, as they would be paying on a single underlying lot value. The Board reviewed the structures on the lots. If the lots are merged, there would be too many dwelling units for the amount of square footage, and three units on one lot. All three lots are non-conforming, so combining them would create a conforming lot; however, the density would be non-conforming.

Mr. Marquis will speak with the owners to obtain more information.

Mr. Clark returned to the meeting.

MISCELLANEOUS

Recreation Survey

Ms. Traeger reported the results from the Recreation Survey have been released and posted to the website. Approximately 400 people responded. She will share them with the members, so they have the information when the Master Plan is discussed.

Master Plan

A Master Plan workshop is scheduled for March 21, 2024. The Board discussed the schedule moving forward.

Site Plan Review Regulations and Subdivision Regulations

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Mr. Marquis has drafted amendments to the Site Plan Review and Subdivision regulations. Ms. Traeger suggested the Board review this information before the next meeting.

Board Policies and Procedures

Ms. Traeger noted the Board's policies and procedures have not been updated since 1995. She recommended these be reviewed and updated this year.

Calendar

Mr. Marquis noted in 2024, the Board will be meeting on the second and third Thursday of each month. The third Thursday will be more of a workshop meeting.

Board Member Training

The New Hampshire Municipal Association is offering a free hybrid training session on April 3, 2024, for acting local officials, including Board members and/or employees. She has information that new Planning Board members might benefit from and will provide it to all members.

Plan NH Charrette

Plan NH will be conducting a charrette in Sunapee on April 12 and 13, 2024. Information about this will be shared via the website. The location of the meeting is still being discussed. They will gather information and then present their recommendations.

Board Officers

A motion was made and seconded to retain Peter White as Chair of the Planning Board. A vote was taken, all were in favor. The motion passed unanimously.

A motion was made and seconded to appoint Joe Butler as Vice Chair of the Planning Board. A vote was taken, all were in favor. The motion passed unanimously.

ADJOURNMENT

A motion was made and seconded to adjourn. There was no vote.

Meeting adjourned at 10:00 p.m.

Respectfully submitted,

Beth Haggeli
Recording Secretary

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Planning Board


Peter White, Chairman


Suzanne Gottling

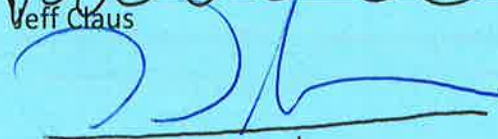
Gregory Swick

Joe Butler


Randy Clark


Jeff Claus

Ann Bordeianu


David Andrews

**TOWN OF SUNAPEE
PLANNING BOARD WORKSHOP MINUTES
MARCH 21, 2024, 7:00 p.m.
TOWN MEETING ROOM, 23 EDMONT ROAD**

Members present in the meeting room: Peter White, Suzanne Gottling, Dave Andrews, Greg Swick

Members present online: Ann Bordeianu

Also present in the meeting room: Craig Heino, Code Compliance; Michael Marquise, Town Planner; Allyson Traeger, Land Use and Assessing Coordinator

CALL TO ORDER / ROLL CALL

Chair White conducted roll call at 7:17 p.m.

REVIEW OF MINUTES

The Board volunteered to review Planning Board draft minutes by April 11, 2024:

September 14: Greg Swick

September 21: Sue Gottling

October 12: Ann Bordeianu

October 19: Randy Clark

November 9: Greg Swick

November 16: Joe Butler

REVIEW OF PLANNING BOARD REGULATIONS

Site Plan Review

The Board reviewed and discussed proposed amendments to the Site Plan Review regulations. Mr. Marquise clarified this is a first draft of the proposed amendments. He noted these amendments are to bring the regulations in line with the RSAs.

Article III(C) – Phase II: Design Review: There are no time limits for this phase, unless the provisions of RSA 676:12(IV) apply.

Article III(I): Formal Consideration: Time Limits: The Planning Board can no longer go to the Selectboard to request an extension; however, the Board and the applicant can come to a mutual agreement to extend as long as they want.

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Regarding RSA 676.4(b), engaging third-party review and inspection experts, Mr. Swick said this is something the Town is lacking and should consider. The applicant would pay for the cost of this. Mr. Marquise said this has been done in the past, but there had been State oversight. Ms. Traeger said an RFP is being drafted to see what this would look like Town-wide.

Article IV: Procedure When Special Exception, Variance, or Subdivision Approval Is Required:

The applicant can have a Phase I consultation/conceptual review without the exception or variance in place. Also, noted the ability for site plan review and subdivision at the same time.

Article V: Application Requirements: Instead of four copies, two copies of site plan-relative documents shall be submitted and a PDF.

Article V.A.16: Drainage design: Change holding basins to retention basins. Change flood design frequency from 10 year to 25 year.

Article X: Bonding: Security should be provided before improvements are completed. Bonding and letters of credit are being requested, rather than a cash bond. This will also be done with land disturbance bonds.

Appendix A: Parking Space Size: There has been a conflict between the site plan and zoning regulations regarding parking space size. In the past, the Board agreed to use 9 x 18 as a standard; after discussion, they decided to continue to use this size. One handicapped-accessible space for every 25 parking spaces was added, 1.5 times the normal size for car-accessible and two times for van-accessible spaces.

Appendix F: Fee Schedule: This will be removed from the ordinance and added to the fee schedule that the Selectboard establishes. Ms. Traeger noted Planning and Zoning fees for the application were adopted in August by the Selectboard and implemented as of January 1, 2024. Newspaper notice and abutter fees have also been implemented. Ms. Gottling asked how the Town's fees compare to other towns. Ms. Traeger said other towns have abutter fees and the newspaper notice is a newer endeavor.

Subdivision

Section 2: Definitions: Recommended removing definitions of **Approval, Conceptual; Approval, Preliminary; and Approval, Final** as they are confusing. Update definition of **Wetlands** to be consistent with the zoning ordinance.

Section 3.02: Design Review Phase: Fee recommendation goes to the Selectboard. Recommend going to final plat, not preliminary, once it is out of design review. Removed conceptual approval. Time limit is the same as in site plan 676:12, 12 months.

Section 3.04: Final Plat Submission: Fee recommendation goes to the Selectboard.

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Section 3.06: Action of the Board: Rather than 90 days, extension requests go to the Selectboard.

Section 3.08: Failure to Act: Similar to site plan. Requirements of RSA 676:4.

Section 4.08(f): Lots: Remove radical to street lines.

Section 5.07(o): Road Design: Drainage: Recommend change from 25 year to 50 year.

Section 5.07(x): Road Design: Roadside Items: Recommend change from two year to ten year.

Section 5.08: Road Improvements: All roads need to be constructed to Appendix A, regardless of where they are. In village areas, the Board may require that all be paved, and there may be curbs and sidewalks. In any case, there may be a greater width of right-of-way, if there are slopes or other site constraints that require it. Sometimes, a 50-foot right-of-way is not enough.

Section 5.11: Utilities and Drainage: “Storm drainage shall be carried to existing watercourses or connect to existing storm drains” is incorrect. Should be treated, sent to detention areas, and then send to watercourses and storm drains.

Section 6.04: Final Plat Documents: Alter submission requirements: require two paper copies, a PDF, and mylar to file.

Section 7.03: Performance Assurance: Remove cash bonds.

Section 7.09: Penalties: RSAs now allow \$1,000 penalty.

Driveway Regulations

Mr. Marquise said when issuing driveway permits, the Board has never regulated driveways beyond the first 30 feet regarding drainage, which is causing safety issues. Highway Director Mike Martell said a steep driveway should have mechanisms that the Highway Department reviews to ensure there is adequate drainage, such as culverts and stone rip rap in ditches. Mr. Marquise cited homes in Granite Ridge as an example. The Board agreed this should be added to the driveway regulations. This will be discussed at the next meeting and then taken to public hearing.

REVIEW OF PLANNING BOARD RULES OF PROCEDURE

The Board reviewed the Rules of Procedure and proposed changes.

B. Members: Member does not necessarily change yearly. Remove unexcused absences and note all members are urged to attend on a regular basis. In case of absence, a member should notify the Chair and the Planning and Zoning Administrative Office.

C. Officers of the Planning Board: Officers are elected at the first meeting following the election.

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Add a category for **Planning and Zoning Administrative Office**.

D. Alternate Members Appointment to the Board: Add that alternate members can discuss all matters before the Board, but cannot vote. The Board decided alternate positions do not need to be noticed and reviewed the process to become an alternate.

E. Meetings: The Board agreed to hold meetings on the second and third Thursday of each month at 6:30 p.m., but hearings will not start until 7:00. The third Thursday meeting will be a workshop. They discussed the length of the meetings and the ability to continue cases, if a meeting is running long. They also discussed arranging cases to hear the expeditious ones first and hearing public comment. Change executive to non-public sessions.

4: Quorum: Four members attending in person are required for a quorum, including alternates serving in place of regular members. Any members attending via Zoom would not be considered part of the quorum, but can vote on a hearing if a quorum is present in the room.

5: Motions: The Board discussed how to make, remove, and amend a motion.

6: Joint Meetings: Joint meetings between the Planning Board and ZBA were discussed, as well as the possibility of adding the Selectboard.

F. Disqualification/Conflict of Interest: The Board can only advise a member to recuse themselves and vote for them to do so; they cannot force them to recuse themselves.

G. Who May Address the Board: A person may address the Board during public comment only after being recognized by the Chair. The time limit is at the discretion of the Chair.

I. Application for Subdivision/Site Plan Review: The Board questioned this being included and that it was redundant. They discussed the deadline for information being submitted.

Ms. Traeger will send the Board an updated version of this document and the discussion will continue.

ADJOURNMENT

A motion was made to adjourn by Mr. Andrews and seconded by Ms. Gottling. A vote was taken, all were in favor. The motion passed unanimously.


Meeting was adjourned at 10:16 p.m.

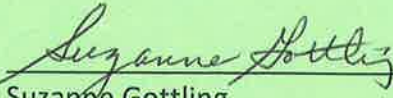
Respectfully submitted,

Beth Hanggeli
Recording Secretary

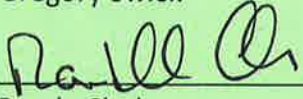
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Planning Board


Peter White, Chairman


Suzanne Gottling


Gregory Swick


Randy Clark

Joe Butler


Jeff Claus

Ann Bordeianu


David Andrews

