

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **OCTOBER 3, 2013**

4 **PRESENT:** Peter White, Planning Chair; Robert Stanley, Planning Vice-Chair; Donna Davis Larrow; Tanner  
5 Royce; Kurt Markarian; Shane Hastings, ex-officio member; Charlotte Brown, alternate; Michael  
6 Marquise, Planner

7 **ABSENT:** Erin Andersen

8 Changes to the minutes from the September 5, 2013 meeting:

9 Donna Davis Larrow made a motion to approve the minutes as presented. Shane Hastings seconded the  
10 motion. The motion passed unanimously.

11 **DISCUSSION**

12 Mr. Marquise gave an update of the Zoning Amendment review that occurred today with Mr. Landry, Ed  
13 Frothingham, and Aaron Simpson from the ZBA. A total of 13 amendments have been preliminarily  
14 proposed and will be forwarded to the Board next week.

15 Mr. Marquise also reminded the Board that there will be a meeting at the Town Hall with the UVLSRPC  
16 regarding the Regional Plan on Thursday October 17. It will begin at 5:30 pm with refreshments and go  
17 from 6:00 pm to 9:00 pm.

18 Chairman White called the meeting to order at 7:15 pm.

19 **(CONTINUED) PARCEL ID: 0107-0002-0000: SITE PLAN REVIEW: TWO (2) DUPLEX DWELLINGS. 1376**  
20 **ROUTE 11, LEONARD POLLARI.**

21 Mr. Pollari continued presenting the merits of his case.

22 Chairman White noted that there were concerns that the Board had when Mr. Pollari last came before  
23 them. Mr. Pollari said that the contour lines have been added to show the grades on the property. The  
24 scale has also been added to show 1" for 30'. The sign-off block for the Department Heads has been  
25 added as well. Mr. Pollari continued that the Department Heads forms have also been signed.

26 Chairman White said that one of the Board's concerns was the percent of the slope for the driveway.  
27 Mr. Pollari said that they did some calculations and the slope for the first 100' is 12%, the length of the  
28 driveway is 420' and the overall slope is 11.9%. Mr. Marquise said that it appears as though there are a  
29 few areas that are steeper. Mr. Pollari confirmed that there are a couple of areas that are steeper and  
30 there is one section that is 15%. Mr. Marquise asked if the driveway dips at all at the end or if it is  
31 straight down and Mr. Pollari explained that it is graded exactly as the State required which is 5" on 10'.  
32 A question was asked and Mr. Marquise explained that the Town's guidelines talk about a 10%  
33 maximum for driveways. Therefore, this driveway would require a waiver from the Board. Mr.  
34 Marquise continued that there were no comments from any of the Department Heads in their sign-offs  
35 about the grade and being able to access the property. Mr. Pollari was asked if there have been any

36 problems in regards to deliveries or such with the grade and he stated that he has not. Mr. Pollari was  
37 also asked if he could work on the grade of the driveway to reduce it at all, perhaps by making the  
38 driveway longer and winding it up the property. Mr. Pollari said that there is a possibility to do this but  
39 it wouldn't make a lot of difference and it would still be 12% to 13%. Fire Chief Ruggles was in the  
40 audience and he was asked if he thinks the slope of the driveway is an issue. Chief Ruggles said that he  
41 does not think it is an issue and there are worse driveways in Town.

42 Mr. Marquise asked Mr. Pollari about the landscaping plan. Mr. Pollari explained that near the existing  
43 building they already have three crab-apple or cherry trees planted. The lawn has been put in as well.  
44 There will also be some ground cover planted around the foundations. Finally, there has been some  
45 landscaping done down by the sign.

46 Mr. Marquise asked about the lighting. Mr. Pollari explained that all the lighting will be on the buildings  
47 and there is nothing on the driveway. Chairman White asked and Mr. Pollari confirmed that there are  
48 some down lights on the deck as well as the entrance. Mr. Pollari explained that there is a street light  
49 down by the Georges Mills Cottages, on the other side of the street that lights the entrance.

50 Chairman White asked if there were any further questions for the applicant by the Board of any  
51 members of the audience. As there were none, Chairman White closed the public input portion of the  
52 meeting.

53 Robert Stanley made a motion to approve the Site Plan Review for Parcel ID: 0107-0002-0000 with a  
54 waiver since the driveway does not meet the suggestion of a 10% grade. Shane Hastings seconded the  
55 motion. The motion passed unanimously.

56 **(CONTINUED) PARCEL ID: 0119-0009-0000: SITE PLAN REVIEW: PLEASANT ACRES PROPERTY**  
57 **MAINTENANCE, LLC. 844 ROUTE 11, MATT MCCLAY.**

58 Mr. Marquise presented a letter from Matthew McClay stating that he would like to withdraw the Site  
59 Plan Review at this time as he does not want to cut into the buffer to relocate his sign.

60 Kurt Markarian made a motion to accept the withdrawal of the Site Plan Review on Parcel ID: 0119-  
61 0009-0000 for Pleasant Acres Property Maintenance. Tanner Royce seconded the motion. The motion  
62 passed unanimously.

63 **PARCEL ID: 0225-0036-0000: SITE PLAN REVIEW: AMEND ORIGINAL SITE PLAN, CHANGING SIZE OF**  
64 **BUILDING #4 FROM 20' X 300' TO 25' X 300' NARROWING AISLE TO 25' WIDE. ROUTE 103 & DEPOT RD,**  
65 **MCDONOUGH FAMILY PROPERTIES, LLC.**

66 Mr. Marquise stated that the application was filed in advance, fees were paid, abutters were notified,  
67 and notices were posted. The hearing is for an amendment to the original Site Plan and all of the  
68 documentation is in order for it to be assumed as complete though the Board does not have to vote on  
69 completeness.

70 Peter Blakeman, the engineer for the project, presented the case with Mike McDonough and Mark  
71 McDonough the owners of Sunapee Self-Storage. Mr. Blakeman explained that in 2005 and 2006 the  
72 McDonough's received approval to build the self-storage buildings and built three out of four approved

73 buildings. The fourth building was a 20'x300' structure with two levels. The owners are not asking to  
74 change the building location; they are asking to make the building 5' wider and to reduce the aisle width  
75 from 30' to 25' between the buildings.

76 Mr. Stanley asked if the building is going closer to Depot Rd and it was explained that the building will be  
77 expanded towards the Route 103 side. The distance between the existing building and the building that  
78 will be built will be reduced. The 30' width is a fire code width as FDA-1141 requires 30' between  
79 buildings in a planned building unit. In order to reduce the width to 25' width they need to receive a  
80 waiver from the Fire Marshall's office and they have also discussed this with Chief Ruggles. The Fire  
81 Marshall's office is ready to sign the paperwork issuing the waiver but the owners want to get through  
82 this step first. Mr. Marquise explained that there will have to be a condition on any approval that the  
83 waiver is obtained from the Fire Marshall's office.

84 Mr. Blakeman explained that there is no additional impervious coverage and the drainage system was  
85 constructed when the other buildings were built and should not require any changes to the system.  
86 They have roughed in the grades for the last building and have paved between Building C and D. The  
87 drainage system actually went through the State of NH for a storm water permit.

88 Mr. Blakeman said that the pine trees along Depot Rd have been breaking apart and they have a  
89 landscape plan prepared to replace those trees with twelve evergreen trees. Chairman White asked and  
90 it was explained that the trees that are there currently are being replaced as they are hazardous.

91 Mr. Mark McDonough explained that they want to increase the size of the building because they want  
92 to offer some smaller, climate controlled units. They need a 5' hallway in the middle of the building to  
93 access the units. Mr. Mike McDonough continued that this particular building will be built into the slope  
94 and will be two stories and the upper side only has one access. There was further explanation about the  
95 reason to change the size of the building.

96 Chairman White asked if this building will look like the others and it was explained that this building will  
97 be the same color and such but on the side between Buildings C and D there won't be garage doors,  
98 there will be three standard steel entry doors to enter into the building. The backside will have a series  
99 of garage doors on the lower level and the upper level will be siding. The lighting on this building will be  
100 the same as it is on the other three.

101 Mr. Royce asked and it was confirmed that access to the building will be through the same gated area as  
102 is utilized now.

103 Chairman White asked if there is a fence around the property at all and it was explained that there is  
104 not; it is heavily wooded on the Depot Rd side now. The majority of the area is pretty steep and it would  
105 be difficult to get a vehicle onto the lot though they may want to add fencing on that side after the  
106 building is built.

107 Chairman White asked if there are any abutters who would like to comment or have questions.

108 Robert Gonyo of 22 Depot Rd said that they are concerned that the landscaping that was on the original  
109 proposal has not been completed and they are still looking at black plastic. Tammy Gonyo said that the  
110 silt fence is still there from 2005-2006 and is hidden amongst the weeds. Mr. Gonyo continued that

111 there were supposed to be rhododendrons and other shrubbery planted and now the applicants are  
112 talking about taking down the major trees. Mr. Gonyo asked what the guarantee is that the other trees  
113 will be planted as the other landscaping was never done. Chairman White asked the applicants and they  
114 explained that they remember some specific landscaping that was supposed to be done on the Route  
115 103 side and the entrance and they built a berm to buffer from the highway. Mr. Blakeman said that  
116 there was landscaping planned around the three sides but not the side towards the house the  
117 McDonoughs own. To the south of the pine trees is a very dense area of deciduous trees which was left  
118 in place and the pine trees were left as well. Mr. Blakeman continued that there may have been  
119 plantings planned between the pine trees but he is not 100% sure. It was further explained that the  
120 landscaping on the back may not have been addressed because they did not build the last building and it  
121 was thick and heavily wooded at the time which was a better buffer than what the plantings would have  
122 been. Mr. McDonough told the neighbors they would be happy to provide a letter of guarantee,  
123 enforceable by the Town, that the landscaping will be done. Mr. Blakeman said that when the pine  
124 trees come down it will remove the buffer but they are planning to plant 8-12' evergreens.

125 Chairman White noted that as the building is situated the neighbors will be looking up at the building.  
126 Mr. Blakeman said that the height of the building is not changing from the original approved height and  
127 that it is the same height on this level as the other buildings. Mrs. Gonyo said that the new building will  
128 be 40' closer to her house than the current building and the buffer will only be 8-12' high.

129 Mr. Blakeman noted that the building they are discussing is already approved and all they are asking for  
130 is to extend the building five feet toward the Route 103 side and the size tree the owners are looking to  
131 plant are standard for evergreens. Chairman White asked and it was explained that the pine trees on  
132 the site now are hazardous. Mrs. Gonyo said that she does not disagree that the trees are hazardous  
133 but what she wants to know is how many trees they will be putting in and if there will be enough to not  
134 be able to see the buildings. Chairman White explained that the trees cannot be replaced in-kind in  
135 terms of height. Mrs. Gonyo asked if the existing stumps are being removed and Mr. Blakeman said that  
136 he does not believe they have to. Mr. McDonough said that the plantings will go in between the existing  
137 trees. There are eight trees that will be taken down and twelve trees will be planted. There was further  
138 discussion regarding the landscape plan and Mr. Blakeman confirmed that the rhododendrons and  
139 bushes proposed on the original plan will not be planted because they will have more evergreens to  
140 create a complete buffer.

141 Chairman White asked if there is additional landscaping that has not been completed. Mr. McDonough  
142 explained that there was landscaping planned for the side between the business and the house they  
143 own that they did not do because they were not offended by looking at the buildings. Chairman White  
144 explained that the landscaping was on the Site Plan that was approved.

145 Chairman White asked the abutters if they had any more concerns. Mrs. Gonyo asked how the  
146 applicants can be held accountable to do what they say they are going to do as they did not do it in  
147 2005-2006. Mr. Marquise suggested requiring a bond or a letter of credit for the landscaping. Chairman  
148 White asked if the applicants need to address the portions of the original landscape plan that have not  
149 been done and Mr. Marquise said that they do as it was part of the approval.

150 Mrs. Gonyo asked what is going to keep patrons from thinking they can park on the side of Depot Rd to  
151 access the storage units. Chairman White said that there really isn't anything that can be done as there  
152 is not a fence. There was further discussion regarding this issue.

153 Mr. Blakeman said that there have been changes since the original landscaping plan was approved and it  
154 does not really fit the site. There are proposed plantings on Route 103 that he does not feel as though  
155 are necessary as it is buffered by the berm. Also, as the owners also own the property next door so  
156 there probably does not need the same level of plantings. Chairman White noted that the owners may  
157 not always own the property next door and the Board does not look at land owners, they look at the  
158 properties themselves and how they are being used. Mr. Marquise asked if the owners were proposing  
159 keeping all the landscaping as originally approved, except for the front along Route 103, and then adding  
160 the new landscaping plan for the back and this was confirmed by Mr. Blakeman. There was further  
161 discussion regarding the landscaping plan and the trees.

162 There was a discussion regarding the timing of the Fire Marshall's approval.

163 There was another discussion regarding the landscaping plan and whether the natural landscape, that  
164 has already created a buffer, should be removed to plant smaller plants. There was also a discussion  
165 regarding the trees. Mr. Marquise suggested approving the Site Plan amendment with the full  
166 landscaping plan in order for the applicants to move ahead and then having them come back for an  
167 amendment to their Site Plan with a new landscaping plan.

168 Chairman White closed the public input part of the meeting.

169 Robert Stanley made a motion to approve for Parcel ID: 0225-0036-0000 the Site Plan Review to amend  
170 the original Site Plan, which was approved in 2005, to change Building 4 from 20' x 300' to 25' x 300'  
171 with the proviso that the approval is received from the Fire Marshall and the Fire Chief and with either a  
172 bond, a letter of credit, or a cash deposit posted to guarantee the completion of the original landscaping  
173 plan from 2005 and the present landscaping plan showing the trees on Depot Rd to replace the trees  
174 that will be taken down and that there is a one year limit on the time frame to complete the  
175 landscaping. Kurt Markarian seconded the motion. The motion passed unanimously.

176 **PARCEL ID: 0147-0019-0000: SITE PLAN REVIEW: CHANGE ORIGINAL FOOD SERVICE BUSINESS FROM**  
177 **"EAT-IN" ONLY TO EAT IN AND TAKE OUT SERVICE. HOURS OF OPERATION 7:00AM TO 9:00PM. 563**  
178 **ROUTE 103, MATHEW MITNITSKY (FORMALLY DOUBLE DIAMOND).**

179 There was no one available to present the case.

180 Robert Stanley made a motion to continue the Case for Parcel ID: 0225-0036-0000 since there is no  
181 representative for the applicant. Shane Hastings seconded the motion. The motion passed  
182 unanimously.

183 **PARCEL ID: 0129-0022-0000: CONCEPTUAL REVIEW OF ALTERNATE METHOD OF EGRESS & INGRESS**  
184 **INTO SARGENT RD, SUNAPEE ELEMENTARY SCHOOL.**

185 Russ Holden, the Superintendent of the Sunapee School District, Shaun Carroll, the Chair of the School  
186 Board, and Wayne Palmer, the Facilities Director, presented the Conceptual Review.

187 Mr. Holden explained that last year the School District had a Warrant Article on the ballot to bring an  
188 engineer in to look at extending School St from the back of the parking lot down to the Safety Services  
189 Building. Mr. Holden said that when he started his position in July he spoke with the Police and Fire  
190 Chiefs and both expressed concerns about the access road entering from the school and going behind  
191 the Safety Services Building. The Conceptual is so the Board can see the Plan before hiring an engineer  
192 and spending any of the money; they would like to have some direction from the Board as to what they  
193 would like to see done. Mr. Carroll explained that the Warrant Article was to have an engineer draw a  
194 set of plans for the road and once the plans are drawn it will not be changed but the costs will change  
195 from year to year.

196 Mr. Carroll explained the reasoning for the road including the safety issue. Fire Chief Ruggles said that  
197 the original plan for the road was that it was going to be an emergency exit only and not open for two-  
198 way traffic. Mr. Carroll said that in order to obtain funding from the State they have to have two  
199 accesses and the access from the Sherburne Gym is not acceptable. The School Board is therefore trying  
200 to find another way of getting access in order to get funding. Mr. Carroll gave a description of the use of  
201 the road.

202 Mr. Carroll explained the layout of what they are looking for as some of it would affect land where RP  
203 Johnson's is located as they would be cutting back the bank on the Town owned property up to the  
204 property line and building a retaining wall. They had a verbal agreement with the previous owners of RP  
205 Johnson's; however, it has since sold.

206 Mr. Carroll said that he is sure they could live with some restrictions on the use of the road and he is  
207 happy to hear concerns. Mr. Landry said that he spoke briefly with Chief Cahill who does have some  
208 concerns and asked if it were possible to continue the hearing to allow him to have a say.

209 Mr. Royce said that he is curious about the concerns that Chief Ruggles has regarding the plan. Chief  
210 Ruggles said that one of his concerns is that they park on that side of the building. The original proposed  
211 use would be for emergency use only. He does not want someone to get hurt if there is a tone and  
212 there is constant traffic using the road. Chief Ruggles continued that he has concerns about the shared  
213 entrance with the Safety Services building and the potential conflict between emergency vehicles  
214 rushing to the building while buses and/or children were in the area. Mr. Landry said that he thought  
215 that in the original proposal they discussed a gate that would be placed near the entrance and would  
216 keep buses from entering the Safety Services parking area when a tone sounded. There was further  
217 discussion regarding the gate and other procedures that could be taken to prevent incidents such as  
218 limiting the access to the eight busses in the morning and the afternoon.

219 There was a discussion about the funding that Mr. Carroll mentioned and it was explained that the  
220 purpose is to renovate the school.

221 There was a discussion regarding the parking at the Safety Services building.

222 There was another discussion about using the gate system as well as a brief discussion regarding  
223 children walking to the library.

224 Mr. Marquise explained his concern about the grade of the access drive and adjacent teacher/staff  
225 parking area. There was further discussion regarding this matter.

226 It was decided that the Board members would visit the site to get a better sense of the project. This visit  
227 would be either October 6 at 8:00 am or October 8 at 9:00 am.

228 **OLD BUSINESS**

229 Mr. Landry spoke to the Board in regards to Debbie Samalis' case concerning moving her businesses,  
230 Wildwood Smokehouse and Kitchen & Bath Design, down to the old Deck Dock building on Garnet St.  
231 Mr. Landry explained that he had not heard from Ms. Samalis and he tried to call her before the meeting  
232 to see if she was attending and did not hear back. Mr. Landry questioned whether the case should be  
233 continued though it is not on the agenda. Chairman White noted that Ms. Samalis was supposed to be  
234 at the last meeting and her case has already been continued. Mr. Marquise suggested noting that the  
235 case will be continued again until the time runs out, which he believes is next month.

236 Chairman White closed the meeting at 9:30 pm.

237

238 Respectfully submitted,

239 Melissa Pollari

240

241 Planning Board

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243 Peter White, Planning Chairman

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245 Erin Andersen

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247 Tanner Royce

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249 Shane Hastings, ex-officio member

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Robert Stanley, Planning Vice-Chairman

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Donna Davis Larrow

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Kurt Markarian

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Charlotte Brown, alternate member