TILTON PLANNING BOARD
Meeting Minutes – July 12, 2011

6:30 p.m. Call to Order
Minutes of the June 28, 2011
Correspondence, other business

6:35 p.m. PB Case #11-10 Site plan Approval for Laconia Savings Bank to install an ATM in the Shaw's plaza. Property located at 75 Laconia Rd, Tilton, NH in the Regional Commercial District. Tax map R23 Lot 8.

Workshop
Members Present: Deana Cowan – Chair, Jane Alden – Vice Chair, Sarah Paratore, Robert Haberman, Sandy Plessner – Ex Officio, and Rich Benson – Alternate.


Meeting: Called to order at 6:30 p.m.

The Chairman asked Rich Benson to sit as a voting member for the meeting.

Minutes:
The Chairman asked if the members had reviewed the minutes of the June 28, 2011. After a brief discussion, a motion was made by S. Plessner to approve the amended minutes of June 28, 2011. Motion seconded by R. Haberman. Hearing no further discussion, the Chair called for a vote. Motion passed by unanimous vote.

Correspondence:
• Copy of the Police and Fire Impact Fee Methods FY11-501LRPC contract extension to September 30, 2011 was signed by BOS Chairman Patricia Consentino on July 7, 2011.
• DOT driveway permit application for 347 Lancaster Hill Rd.
• Letter from Atty Dyer regarding Phillip House & Cottage PB Case 11-05 addressing the conditions on the Notice of Decision with email from State of NH confirming docks are grandfathered and states that no permits are required, word seasonal has been added before private on #2 Use Regulations, all units with the exception of the main Phillips House are seasonal and will forward Declaration of Condominium & Exhibits once they have been recorded at Registry of Deeds.
• Copy of the updated list of equipment from the Fire Dept in order to update the Master Plan.

6:35 p.m. PB Case #11-10 Site plan Approval for Laconia Savings Bank to install an ATM in the Shaw's plaza. Property located at 75 Laconia Rd, Tilton, NH in the Regional Commercial District. Tax map R23 Lot 8.

Application was reviewed and found to be substantially complete. S. Plessner made a motion to accept the application seconded by J. Alden. Motion passed by unanimous vote.

Peter Howard from Stevens Associates representing Laconia Savings Bank. Mr. Howard present the site plan with the following points:
• Pg. 1 is a copy of a survey we got from the registry that was done for this property.
• The property is owned by Exchange Holdings, LLC in Bridgeport, CT and we have a letter of authorization to allow Laconia Savings Bank to site plan for the ATM in the Shaw's Plaza.
• Pg 2 of the plan shows the overall location for placement of the 24 hour ATM kiosk in 4 (four) of the parking spaces. Laconia Savings Bank wants to have some presence in this area.
• Pg. 3 shows the detail of the front, side and back of what the ATM will look like. Photos were shared of a similar ATM located in Laconia. The structure will be built on a concrete slab. There will be little overhang to keep customers out of the weather while using the ATM.
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- The power for the ATM will have to be trenched over from VIP which has the closest pole.
- Traffic will approach the ATM from the VIP directions and exit going towards Applebee's.

R. Benson asked how the snow removal around the ATM would be handled. R. Benson continued by stating the snow removal for the Shaw's Plaza is done by front end loaders and wondered if the new ATM would require a separate snow removal team in order to maintain the area around the island.

Mr. Howard explained there would be restricted height because of the overhang so a maintenance agreement has been worked out with the Shaw’s Plaza to handle the snow removal from the ATM area. Mr. Benson asked if the Board could have a copy of this agreement and Mr. Howard agreed to supply a copy to the Board.

The Chairman opened to the public with no comment. The Chairman closed the meeting to the public with no comment being stated.

Hearing no further discussion S. Plessner made a motion to approve the site plan for the Laconia Savings ATM to be installed in the Shaw's Plaza with the following conditions:

1. Add a legend to the plans. (removed)
2. Compliance with State Fire Codes
3. Copy of the maintenance agreement for snow removal with Shaw's Plaza owners Exchange Holdings, LLC..

Motion seconded by S. Paratore.

Mr. Howard explained that there is a legend on Sheet S 1 of the Alta Survey originally done of the properties. This sheet was included in the packet to show the location of where the ATM was to be located.

S. Plessner was satisfied that the large set of plans includes the legend. S. Plessner amended the motion to remove the requirement for a legend from the conditions.

S. Paratore seconded the removal of the legend from the conditions of approval. Vote taken motion passed by unanimous vote.

Mr. Howard agreed to submit a stamped copy of the final plans.

Workshop:
Chairman Cowan asked the Board if they had chance to look at all the impact fees.

S. Plessner explained to the Board when reviewing the Master Plan chapters, she found information that was no longer applicable as it is outdated. S. Plessner stated she has already started to review and update the chapters and will send the chapters on to the rest of the Board for their input when she finishes each chapter. Once all the chapters are done and the Board is satisfied then we can have a public hearing on the Master Plan.

S. Plessner handed out a copy of RSA Chapter 674:21 Innovative Land Use Controls which explains Impact Fees. S. Plessner stated she felt RSA 674:21 would be very helpful to the Board with the development of the Impact Fee regulations for the Town. S. Plessner continued by stating she had found researching Impact Fee ordinances form the various towns seem to have a similar format to each other and follow the RSA’s. S. Plessner stated she felt it was important to keep the ordinances as simple and to the point as possible to avoid confusion.

Chairman Cowan asked how are impact fees are determined and how to explain them to a person coming before the Board with a site plan project. S. Plessner explained the rates for the impact fees will be in the methodology which M. Izard is writing. The rates will vary depending on size of a project from building a new home or a commercial project and its value.
S. Plessner presented a copy of “Overview and Comparison of Impact Fee Ordinances” to the Board for their review as she felt it would answer most of their concerns.

Capital Improvement Program:

S. Paratore suggested at their next schedule meeting, the Board have an informational meeting for the Capital Improvement Program and invite the Police, Fire and Highway Dept to attend. At that time the Board can pass out the CIP forms and determine a date for the forms to be returned. We will also have to form a CIP committee to review the forms submitted and determine the priority of each project.

Hearing no further discussion motion was made by S. Plessner and seconded by D. Cowan to adjourn the meeting. Motion passed by unanimous vote.

Meeting adjourned at 7:45 p.m.

Minutes prepared by Augusta Marsh.

(These minutes are subject to the review and approval by the Planning Board at the next scheduled meeting.)