Call to Order
Minutes of the January 24, 2012
Correspondence, Other Business

6:35 p.m. PB Case 11-14 Conditional Use Permit for 570 Laconia Rd, LLC continued.

6:45 p.m. PB Case 12-01 Site Plan Review. Applicant seeks to have realty office and bakery at property located 570 W. Main Street in the General Commercial District. (Tax Map R26/17)

7:00 p.m. PB Case 12-02 Site Plans Review. Applicant seeks to open a retail showroom and woodworking shop at property located at 496 Laconia Road in the Mixed Use District. (Tax Map R10/7-B)

7:15 p.m. PB Case 12-03 Boundary Line Adjustment. Applicants seek to adjust boundary line to make lots more uniform. Properties are located at 56 Chestnut St. and 5 Linden Ave in the Village District. (Tax Map U7/33 & U7 Lot 29)

Members Present: Jane Alden – Chair, Rich Benson – Vice Chair, Robert Haberman, Eric Pyra, Mike Curley, Sandy Plessner – Ex Officio, Elaine Grace – Alternate. (Nick Canzano is in Florida)


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

Minutes: Chairman asked if the Board members had reviewed the draft of the January 24, 2012 minutes. Motion made by Ms. Plessner and seconded by Mr. Haberman to approve the January 24, 2012 minutes. Vote taken, all in favor.

Correspondence:
- Response from Christine Fillmore, Staff Attorney at LGC to the board’s question concerning the wording of the Petition Warrant Article. It should be written with the first line as submitted. If that line is removed it becomes confusing as there is no reference to the zone in which the proposed uses would be allowed.
- Copy of Tilton Conservation Commission meeting of Jan 16, 2012 minutes concerning Winnisquam Village for the second driveway into their project.
- The Source – Winter 2012 edition
- Brochure for 2012 tree, shrub & more sale for Belknap County Conservation District. Plant order deadline is March 14, 2012
- Wetlands Permit Application to NHDES for Winnisquam Village
- NHDES letter stating the accepted the application for Winnisquam Village on 2/9/2012 DES File # 2012-00296.
- LRPC – sent application for nominations for the Kim Ayers Award for extraordinary voluntary efforts.
- DOT Driveway permit application for the proposed Dollar General Store. The department considers the current proposal unsafe and has denied the application.

6:35 p.m. PB Case 11-14 Conditional Use Permit for 570 Laconia Rd, LLC continued.

The Chairman read into the minutes an email from Mr. Bernard requesting this case be continued to March 27 Planning Board meeting to allow him to meet with the ZBA on Feb 21, 2012.

Motion made by Chairman Alden and seconded by Ms. Plessner to continue PB Case 11-14 to March 27, at 6:35 p.m. Vote taken, motion passed all in favor.
6:45 p.m. **PB Case 12-01 Site Plan Review.** Applicant seeks to have realty office and bakery at property located 570 W. Main Street in the General Commercial District. (Tax Map R26/17)

Chairman Alden reviewed the application which appears substantially complete. Motion was made by Ms. Plessner and seconded by Mr. Haberman to accept the application. Hearing no further discussion, all voted in favor.

Judy Tilton explained to the Board her plan is to open the real estate office in the building which has been the Country Rose Gift shop and the bakery shop in the building which was a one room residence. The baking for the bakery shop is all done in the main house. Ms. Tilton also stated the property has 5 mobile home lots.

Ms. Plessner asked about food service license. Ms. Tilton explained the food license is a state requirement and that she just went through the renewal licensing about 3 weeks ago which also required an inspection from the Fire Dept. Ms. Tilton added she had also gotten an updated driveway permit from DOT.

Mr. Pyra stated he had viewed the property and questioned the bus and the number of unregistered cars. Ms. Tilton explained the bus is for sale and some of the cars belong to people in the trailer park and my son.

Mr. Benson asked if the driveway surface would remain gravel and Ms. Tilton said it would remain that way. It is graded and filled in the spring.

Ms. Grace asked about delivery trucks and business hours. Ms. Tilton stated she has one delivery a month and the bakery is open mostly nights and weekend. The real estate office is opened when needed as most is done by computer.

The Chairman opened and closed the public discussion with no public input.

Hearing no further discussion, motion was made by Chairman Alden and seconded by Mr. Benson to approve the site plan for Judy Tilton to open a bakery shop and real estate office at 570 W. Main Street in the General Commercial District with the following condition:

- Compliance with State Fire Codes.

Vote taken, motion passed all in favor.

**Other business:**

The Chairman she had some questions as to when a site plan is required and when it is not. I think if we have something written up it would be helpful for the new members of the Board.

S. Plessner has written up “Projects not subject to any site plan review” and a proposed application for a change of use review. This helps to explains when a proposal would or would not required for site plan review. Also the Board may want to consider adding to the Site Plan Regulations a section where Site Plan Approval maybe revoked by the Board per RSA 676:4a if certain criteria has not been met. Copies were given to the Board members for them to review for discussion at the next Planning Board meeting.

7:00 p.m. **PB Case 12-02 Site Plans Review.** Applicant seeks to open a retail showroom and woodworking shop at property located at 496 Laconia Road in the Mixed Use District. (Tax Map R10/7-B)

The Chairman reviewed the application which appears substantially complete. Motion was made by Ms. Plessner and seconded by Mr. Benson to accept the application. Hearing no further discussion, all voted in favor.
Mr. Doubleday stated he is looking to rent space at 496 Laconia Rd to open a woodworking shop with a retail display area in the front. The sign will be 4 x 8 sign which is what is allowed by town code.

Ms. Plessner asked if there is a large sign currently on the property. Mr. Doubleday confirmed there is a large sign by the Meltaway side of the property. Mr. Birke owner of the property explained the sizes of the signs which are currently on the property. Ms. Plessner suggested a plaza sign which would allow all your tenants to be on one sign. Mr. Birke explained a plaza sign may not work as the property is two (2) lots of record. The only lot that may have a multi business is 496 Laconia Rd. but whatever the Board feels would be appropriate for signage we will do.

The Board asked about sewer lines. Mr. Birke stated the sewer and water lines have been run to the property. The sewer is in a pump station and lines from the building need to be run to the pump station. There are bathrooms in the building which will be useable before the building is occupied. Also all the power will be run underground and while the equipment is there will be connecting the water and sewer lines.

Mr. Doubleday states all the exhaust and dust will be contained in a collection system. This system collects all the sawdust in large bags and farmers come to collect the bags. Also the building will be insulated and have fire rated doors to keep the noise inside the building. I am installing a fully automated downdraft spray booth for the finishing of the products. The parking will be the same as Mr. Birke had it. Mr. Birke was informed that he needs to get an updated curb cut from DOT.

Discussion was opened to the public.

The Chairman read a letter from an abutter who had concerns about allowing a woodworking shop between two restaurants as one has outdoor sitting which would be compromised by the noise and dust. Also the smell from port-a-potties as there is no sewer or running water on this property. The letter was not signed.

The Chairman notes that all these issues have been addressed.

Jeff Fournier owner of the Meltaway had concerns but they seemed to be addressed as far as noise, dust and the sewer and water issues. I would also like to see signage that Mr. Birke has cleaned up. Mr. Doubleday said he would work with Mr. Birke to address the signage to make acceptable to the town and yourself.

Discussion was closed to the public and reopened to the Board.

Mr. Benson asked about the wood scrap. Mr. Doubleday explained the wood scraps are there for anyone to have for kindling.

Hearing no further discussion, Ms. Plessner made a motion to approve the Site Plan for Case 12-2 for Mr. Doubleday to open a retail and woodworking shop at 496 Laconia Rd with the following conditions:

- Down draft system for product finishing
- Self-contained closed exhaust system for sawdust collection
- Updated DOT driveway permit
- Compliance with State Fire codes.
- Connection to the water and sewer systems
- Dumpster will be in a fenced in area
- Compliance with the Town of Tilton signage regulations.

Motion seconded by Mr. Haberman. Vote taken, motion passed with all in favor.

7:15 p.m. PB Case 12-03 Boundary Line Adjustment. Applicants seek to adjust boundary line to make lots
more uniform. Properties are located at 56 Chestnut St. and 5 Linden Ave in the Village District. (Tax Map U7/33 & U7 Lot 29)

The Chairman reviewed the application which appears substantially complete. Motion made by Ms Plessner and seconded by Mr. Benson to accept the application. Vote taken, motion passed by all in favor.

David Krause presented the plan explaining the Lawrence's own the property on Chestnut Street and the Davis's own the property on Linden Ave. Currently the line between the properties is somewhat irregular. They have agreed to adjust the boundary line in order to straighten it out so each lot had a regular shape. The boundary line adjustment would be conveying equal amounts of property to each owner.

The Board feels this a straight forward boundary line adjustment. Ms. Plessner asked if there were any wetlands. Mr. Krause assured her this land has no wetlands.

Discussion was opened and closed to the public with no public input.

Ms. Plessner made a motion to approve the boundary line adjustment between Mr. William Lawrence, Jr and Mr. Scott Davis. Motion seconded by Mr. Curley. Vote taken, motion passed all in favor.

Other Business:

Ms. Plessner wanted to discuss with the Board the issue of in-law apartments which now have been rented to non-relatives. Some know it's not legal to rent to a non-relative and some don't. My concern is the Town, Fire Department and E911 need to know there is a rental unit that exists in the home in case of an emergency. We need to make sure everyone is safe and able to be located if there is an emergency at a residence. These apartments need to have a 911 addresses so if they call in they can be located by fire and EMT's. Augusta and I are currently working with Chief Ober to renumber the downtown area for E911.

Ms. Plessner suggests the Board may want to look at removing the family in-law apartments from the zoning next year. If someone wants to have a relative live with them, they could come in for a building permit to add additional bedrooms and bath for this purpose. By allowing a full apartment to go in, it is difficult to know if the apartment is being occupied when the home is sold.

We need to determine where the existing in-law apartments are and make sure they have an E911 addresss. The assessors, when doing a revaluation find some these apartments and note their existence on the assessing card. At that point we can check to make sure they have an E911 address. We can send the owner a letter requesting they have a full fire inspection of the apartment to make sure it is up to code.

Hearing no further business. Motion was made and seconded to adjourn the meeting.

Meeting adjourned at 8:10 p.m.

Minutes prepared by Augusta Marsh.

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