Tilton Planning Board
Meeting Minutes - March 25, 2014

Agenda
6:30 PM Call to order.

PB Case 14-01 Continuation for Site Plan Review proposal to remove existing building and construct a 3400 sq ft retail/office building with parking, stormwater treatment and new sewage disposal system at 304 Laconia Road in the Resort Commercial District (R20/27)

PB Case 14-01-A Continuation for a Conditional Use Permit: Groundwater Protection at 304 Laconia Road in the Resort Commercial District (R20/27)

PB Case 14-01-B Continuation for a Conditional Use Permit within the Wetlands Buffer Zone at 304 Laconia Road in the Resort Commercial District (R20/27)

PB Case 14-04 Site Plan Review proposal to construct a Granite State Credit Union branch at 51 Tilton Road in the Regional Commercial District (R23/23)

PB Case 14-05 Site Plan Review proposal to sell and display storage sheds, garages and other lawn and garden items at Gaslight Village Cooperative, 5 Quinn Street in the Mixed Use District (R10/25)

Other Business:
- Review the February 25, 2014 minutes
- Correspondence
- Other Business

Members Present:
Eric Pyra (Chair), Jane Alden (Vice Chair), Elaine Grace (Secretary), Katherine Dawson (Ex-Officio Selectman), Judy Tilton, Christine St. George, Juliet Harvey, alternate Robert Haberman and alternate Selectman Joe Jesseman

Others Present:
Amy Carpenter, Charles Sargent, James Tilton, David Gross, Denise Caristi, Wendy Hoekstra, George A. Gonyer Sr., Chris Rice and Dari Sassan (Planning Board Staff)

Call to Order
Chairman Pyra called the meeting to order at 6:32 PM.

PB Case 14-01, A & B Continuation
Chairman Pyra indicated that a letter had been submitted to the Board from Steven Smith Associates requesting that the case be continued to the May 13, 2014 Planning Board meeting to allow for revision of plans.

MOVED by Ms. Tilton to continue deliberation of PB Cases 14-01, 14-01-A and 14-01-B to the May 13, 2014 meeting. SECONDED by Ms. Alden.
All in favor, none opposed: MOTION APPROVED.

PB Case 14-04
MOVED by Ms. Alden to accept application 14-04. SECONDED by Ms. Grace.

All in favor, none opposed: MOTION APPROVED.

Mr. Rice introduced the project and explained that the overall impervious area is being reduced by approximately 10,000 ft$^2$. He indicated that he has had discussion with the Sewer Department, which is in approval of the Plan. Mr. Rice also said that he has received approval from the local Fire Department, as documented through a letter. He stated that he has met with the Conservation Commission and the NH DES Shoreland & Alteration of Terrain divisions, adding that the Shoreland division has been satisfied, and that an Alteration of Terrain permit is expected in approximately a month. DOT driveway permit approval, said Mr. Rice, is anticipated in the near future.

Ms. Alden asked about the outcome of the meeting with the Conservation Commission. Mr. Rice replied that the Commission had requested to review the Stormwater Management Plan. Chairman Pyra noted that the application has been available for review by the Conservation Commission and that no comment has been submitted.

Chairman Pyra asked that correspondence reflecting Sewer approval be submitted to Mr. Sassan. Ms. Dawson asked about the possibility of connecting to municipal water. Mr. Rice responded that the cost of boring beneath the road was determined to be prohibitive.

Ms. Dawson asked for additional explanation of the stormwater management scheme. Mr. Rice explained that the elevation above the water table presents a significant constraint, but that all runoff generated on-site would be captured and directed to one of two catch basins located within gravel wetlands which provide adequate, DES approved treatment. Ms. Dawson asked if pervious pavement had been considered and Mr. Rice responded that the elevation above the water table disqualified such an option. Ms. Dawson requested that an oil/water separation structure be added to each catch basin.

Chairman Pyra asked anyone from the general public wished to comment. A question was asked regarding the grade of the driveway in relation to the grade of the road. Mr. Rice responded that the driveway would slope upward, at a 4.5% grade, to meet the roadway. Asked about the height of the building, Mr. Gross explained that it was well within the height restriction set forth in the Zoning Ordinance. Mr. Gross said that the style of the building, including the pitched roof, is in keeping with the company’s other new buildings, such as the new one in Concord.

Ms. Dawson asked about the eventual removal of siltation fence. Mr. Rice pointed to a detail on the Plan setting forth that the silt fence would be removed once vegetation suitable of retaining sediment had been established. Ms. Dawson asked about lighting. Mr. Gross said that all lighting is downcast and that only lights for the drive-up ATM, which are under a canopy, would be on all night. He said the parking lot lights would be off in the evening.
Ms. Alden asked about the sign at the entrance. Mr. Gross said that the proposed sign is large enough to require approval from the Zoning Board of Adjustment. Ms. Dawson asked how the sign would be lit and Mr. Gross said that it would be internally lit.

Planning Board members expressed satisfaction with the applicant's use of the property, the overall design and the applicant's preparation and cooperation. Ms. Caristi said that the company works hard to ensure its facilities compliment the communities that they are in. Ms. Dawson asked if snow storage was adequate. Mr. Rice said that it was important to keep snow storage away from the river and that excess snow would be trucked away.

MOVED by Ms. Alden to approve PB Cases 14-04 with the following conditions:
1. All state, federal and local permit conditions shall be met, including Wetlands, Alteration of Terrain, Sewer and other site-specific permits
2. Compliance with state fire code and any conditions set by the Fire Department shall be maintained
3. The Town shall retain the right to hire an engineer to oversee development if it is found to be necessary
4. All necessary driveway permits shall be obtained
5. Compliance with town signage regulations shall be obtained, through adherence to the zoning ordinance or by obtaining relief from the Zoning Board of Adjustment
6. Compliance with any Conservation Commission conditions shall be met
7. Final Stormwater Management Plan reflecting addition of oil/water-separation structures shall be submitted to the Land Use Coordinator
8. Once all above conditions are met and the final plan has been reviewed by the Fire Department and the Code Enforcement Officer, three copies of the final Plan shall be submitted to the Land Use Coordinator for Planning Board signature

SECONDED by Ms. Harvey.

All in favor, none opposed: MOTION APPROVED.

**PB Case 14-05**
Chairman Pyra said that he reviewed the application and was not entirely convinced that the application was sufficiently complete. Ms. Alden asked where on the Plan the business was shown. Mr. Sargent showed a rectangle on the Plan. Planning Board members discussed the level of completion, generally expressing that, while many elements were not represented on the plan, those same elements were not relevant to the proposed change in use.

Ms. Alden asked if all occupants of the cooperative were notified. Mr. Sassan said that the officers of the Cooperative were notified. He said that, while it is the responsibility of the applicant to compile an accurate list, he himself may have erred in assisting Mr. Sargent with compiling a list of abutters. Mr. Sassan said that if Gaslight Village is under a collective form of ownership, proper notification has been extended. If however, said Mr. Sassan, Gaslight Village is under a manufactured housing park form of ownership, the hearing would potentially need to be continued to allow for notification of all
tenants owning abutting manufactured units. Mr. Sargent was permitted by Chairman Pyra to state that the proposal was brought before a meeting of the residents of Gaslight Village. Planning Board members expressed agreement that Gaslight Village is under a collective form of ownership and they would not deem the application incomplete based on failure to notify.

MOVED by Ms. Harvey to accept application 14-05. SECONDED by Ms. Dawson.

All in favor, none opposed: MOTION APPROVED.

Mr. Sargent said that he wants to sell sheds and lawn ornaments. Ms. Dawson expressed concern that proper site-specific setbacks be established and that people not park on Route 3/11. Mr. Sargent said that he would have parking for two cars and that, if necessary, he would post signs to keep people from parking along the public road. Ms. Alden asked if sheds would be constructed on the site. Mr. Sargent said that they would not. Chairman Pyra asked how the parking spaces would be delineated. Mr. Sargent said that he would mark them out. Ms. Dawson suggested that the edge of the sidewalk could be a good line from which to determine the setback.

Chairman Pyra asked anyone from the general public wished to comment. None was offered.

MOVED by Ms. Alden to approve PB Cases 14-05 with the following conditions:
1. Any NH DOT permits that are necessary shall be secured
2. Directional parking signs sufficient to guide customers to off-street parking shall be installed
3. Designated parking spaces shall be marked
4. Signage shall comply with Town regulations
5. All sheds, garages and other such buildings that would obstruct line of sight shall be set back at least 20 feet from the sidewalk for safety purposes
6. All other items for sale shall be set back at least 15 feet from the sidewalk for safety purposes
7. The Town shall reserve the right to change either setback if a safety issue arises
SECONDED by Ms. Grace.

All in favor, none opposed: MOTION APPROVED.

February 25, 2014 Minutes
A correction to the February 25, 2014 minutes was provided by a Board member.

MOVED by Ms. Alden to approve the minutes of the February 11, 2014 Planning Board meeting as amended. SECONDED by Ms. Grace.

All in favor, none opposed: MOTION APPROVED. (Dawson abstained)

Planning Board Correspondence
Chairman Pyra reviewed the following documents:
1. Alteration of Terrain and Wetlands permit applications for 822 Laconia Road
2. Letter from the Conservation Commission regarding concerns about Alteration of Terrain
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permit application for 822 Laconia Road
3. Stormwater Management Plan for 822 Laconia Road
4. Email from Conservation Commission proposing that the Planning Board might be able to facilitate the removal of Burning Bushes, an invasive species, from the property
5. Driveway permit application to NH DOT
6. Email from landowner asking how long his Site Plan approval is valid
7. Email listing the hours of the Tilton Summer Farmer's Market at the Tanger Outlets
8. Approval to build a septic system
9. Notification of the NH OEP Spring Planning and Zoning Conference
10. Belmont ZBA and Planning Board hearing notices

Other Business
Chairman Pyra called for nominations for Planning Board Chairman.

MOVED by Ms. Grace to appoint Jane Alden as Planning Board Chairman.  SECONDED by Ms. Harvey.

All in favor, none opposed: MOTION APPROVED.  (Dawson abstained)

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Chairman Pyra called for nominations for Planning Board Vice-Chairman.

MOVED by Ms. Alden to appoint Judy Tilton as Planning Board Vice-Chairman.  SECONDED by Ms. Harvey.

All in favor, none opposed: MOTION APPROVED.  (Dawson abstained)

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Chairman Pyra called for nominations for Planning Board Secretary.

MOVED by Ms. Tilton to appoint Eric Pyra as Planning Board Secretary.  SECONDED by Ms. Harvey.

All in favor, none opposed: MOTION APPROVED.  (Dawson abstained)

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MOVED by Ms. Alden to adjourn this meeting.  SECONDED by Ms. Grace.

All in favor, none opposed: MOTION APPROVED.

The meeting adjourned at 9:05 PM.

EP/JA/ds