Tilton Planning Board  
Meeting Minutes – June 11, 2019

**Agenda**
6:30 PM Call to order.

**Review the May 28, 2019 Minutes**

**PB19-05 Continuation of Subdivision, Site Plan Review** – proposal from Midland General Contractors Inc. to Subdivide the existing lot into two, and to construct and operate a non-emergency walk-in urgent care Clinic at 75 Laconia Road (R23/08) in the Regional Commercial District

**PB19-07 Site Plan Review** – proposal from Briana Gardner & George Mansfield to operate a multi-use retail and service business to include hair care and massage, book sales, private and public events, and artistic lessons at 281 Main Street (U5/36-A) in the Downtown District District

**PB19-08 Site Plan Review** – proposal from Mary Tirrell to expand the existing antique and furniture store to include a new 1,920 square foot accessory structure to be used for the storage of additional merchandise at 545 Laconia Road (R10/23) in the Mixed Use District

**Other Business:**
- Correspondence
- Other business

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**Members Present:**
Juliet Harvey (Chair), Judy Tilton, Eric Pyra, and Joe Jesseman (ex-officio Selectman)

**Others Present (as entered on sign-in sheets):** George Mansfield (Mansfield's Books & More) Briana Gardner (Gil Pinky's Barber Shop) David Johnson (Crotchet Mountian Foundation /Ready Set Connect) Adam Mason (Clear Choice Medical) Brent Johnson (Midland General Contractors) Mary Tirell, Rod Tirell & Matt Dawson (Fonzie's Antiques and Goods) John Bernard

**Call to Order**
Chairman Harvey called the meeting to order at 6:30 PM.

**Other business**

Ms. Harvey requested that the Board address “other business” first. John Bernard requested a Change of Use Review for 580 Laconia Road which had a prior approval (PB Case 16-03: Site Plan Review proposal to construct a commercial office building at 580 Laconia Road in the Mixed Use District (R9/53-1)). Mr. Bernard proposed the would be no major changes of any kind aside from changing the use from an office building to an autistic education center for children. In case PB19-04 a Boundary Line Adjustment was performed on the site giving .8 acres of land to the lot.
Mr. Jesseman inquired about the number of students proposed. Mr. Crocket replied that there would be roughly 20 students, at a one to one ratio with teachers.

Mr. Pyra inquired about the parking available. Mr. Bernard said the parking lot would remain the same.

Mr. Jesseman said that the new playground raised questions. Mr. Bernard said that the new land allotted was the site for the playground and represented no change to the previously approved site.

**MOTION** by Mr. Jesseman *to approve John Bernard's Change of Use Review* **SECONDED** by *audio unclear.*

Three in favor, one opposed: **MOTION CARRIED**

**Planning Board Case PB19-05**

Proposal from Midland General Contractors Inc. to Subdivide the existing lot into two, and to construct and operate a non-emergency walk-in urgent care Clinic at 75 Laconia Road (R23/08) in the Regional Commercial District

Mr. Sassan stated that because proper notice had been extended for Subdivision and Site Plan Review, the Board should make two approvals per Keach Nordstrom's recommendations.

Mr. Sassan then made the following recommendations as conditions of approval:

**Subdivision Conditions:**
1. proper documentation and acknowledgment of land lease shall be recorded with the registry of deeds.

**Site Plan Review Conditions:**
2. All necessary local, state and federal permits shall be obtained.
3. Written approval from the Tilton Northfield Aqueduct shall be obtained.
4. The drawing entitled “Partial Existing Conditions Plan” shall be acknowledged in the drawing index provided on the Title Sheet to the project plans and stamped by the licensed land surveyor
5. Sheets C1.0 through C4.0 of the Site Plan shall be stamped by a licensed professional engineer.
6. Sheet C2.0 shall be expanded to specify finish grade spot elevations in sufficient number to properly communicate the design engineer’s expectations for grading of proposed construction.
7. Sheet 2.0 shall be expanded to specify replacement of R5-1 “Do Not Enter” shall be installed per the approved 1997 Site Plan.
8. Sewer commission approval shall be obtained, and sewer shall be installed in accordance with said approval along and with the recommendations contained in Item 7 of Keach Nordstrom's June 10, 2019 memorandum.
9. Separate typical trench details applicable to water, gas and underground electric utility installations shall be added to the Site Plan.
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**MOTION** by Ms. Tilton to approve subdivision as stated, **SECONDED** by Mr. Jesseman.

**Planning Board Case PB19-07**  
Proposal from Briana Gardner & George Mansfield to operate a multi-use retail and service business to include hair care and massage, book sales, private and public events, and artistic lessons at 281 Main Street (U5/36-A) in the Downtown District District

**MOVED** by Mr. Jesseman to accept the application as complete. **SECONDED** by Mr. Pyra.

All in favor: **MOTION CARRIED.**

Mr. Jesseman inquired whether or not the massage and barbering uses would be held separately, and whether or not there would be use of chemicals on site. Ms. Gardner said yes the uses would be in separate rooms and that there would be no chemical service provided because she was not licensed to perform chemical services, and that it would require its own separate state inspection for sewer and water.

Ms. Harvey asked Ms. Gardner if she had a massage license. Ms. Gardner stated that she did.

Ms. Harvey inquired why a book store and barber shop were proposed as conjoined uses. Ms. Gardner stated that reading in the seating area of barber shops is very common and that there was an increasing trend toward expanding retail purposes within barbering locations to include items unrelated to hair care to include such items as jewelry, clothing and sneakers etc. presenting the Board with several photographs of like uses.

Mr. Mansfield reviewed the proposed layout of the site.

Mr. Jesseman inquired about the number of customers expected at the site during events. Ms. Gardner said they did not expect to have more than twenty at a time, not to exceed fifty occupants per the fire department.

Ms. Harvey questioned if children would have access to the massage room due to its close proximity to the children's waiting area. Ms. Gardner stated that massage clients would change their clothes in the massage room, and the precautions would be taken to prevent the general public from entering private spaces or being exposed to people changing their clothes.

Ms. Harvey questioned if the bathroom would be made available for public use and if it would be a code violation to deny public access. Ms. Gardner said that the bathroom was not intended for public use.

Ms. Tilton Inquired if there had been a Code Enforcement inspection of the site. Ms. Harvey inquired whether or not there had been a fire department inspection. Ms. Gardner said there had not.

**MOVED** by Mr. Jesseman to approve PB19-07.
Ms. Tilton stated that some conditions should be required. Mr. Jessman added, “to include fire, code, & health department approval, state and local regulations be met and for the Code Enforcement Officer to verify that public parking would accommodate requirements for site. Ms. Tilton added that sewer, water, and signage requirements be met.

Ms. Harvey stated that she still had issues with the possibility of children being exposed to massage customers if for instance a child could unlock or open the door to the massage room. Ms. Gardner stated that there would be no traffic of customers out side the massage room except in the case of a person needing to use the restroom. She said that doors could not be locked due to state laws regarding entrapment, and that therapist would be in control of the movement of customers at all times.

Ms. Tilton recommended that during the nights of community events, the massage room should not be in use. Ms. Gardner agreed

SECONDED by Ms. Tilton.

Three in favor, Ms. Harvey abstained: MOTION CARRIED.

Following approval, Mr. Mansfield inquired whether or not he would be able to open his book store before Ms. Gardner was able to receive all necessary approvals. Ms. Tilton replied he could not because they had been site planned together.

Planning Board Case PB19-08
Proposal from Mary Tirrell to expand the existing antique and furniture store to include a new 1,920 square foot accessory structure to be used for the storage of additional merchandise at 545 Laconia Road (R10/23) in the Mixed Use District

Ms. Harvey explained the process of approving the application as complete.

MOTION by Mr. Jesseman to approve the application as substantially complete. SECONDED by Ms. Tilton. All in favor: MOTION CARRIED.

Ms. Harvey asked the applicant to explain the use of the newly proposed 32' x 60' storage building. Mr. Tirell stated it was seasonal business, and the building would store larger furniture and product brought from a second retail location to be sold in the existing sales floor.

Mr. Jesseman stated that as a seasonal business would not require a snow storage plan, and questioned whether or not the site was intended for use for auto sales. Mr. Tirell stated that there would be no auto sales.
Mr. Jesseman inquired about the sign on the property. Mr. Tirell stated that “Fire 'N Stone” blocked his sign with their own, and that the sign issue had not been resolved.

Mr. Pryra questioned where the water sheeting from the 2000 square foot roof would drain. Mr. Dawson stated that there was a drainage swale behind the neighbor's lot that would be used for run off.

Ms. Tilton expressed concern about the percentage of lot coverage. Mr. Dawson stated that 14' of the newly proposed building would be set on the paved lot, and 17' would be set on the grass. Ms. Duncan stated that there would be a portion of paved space converted into a grassy space, reducing some of the lot coverage.

Ms. Tilton stated that there needed to be a measured parking lot diagram. Mr. Dawson replied that there was currently a 75' x 90' parking lot with no striping.

Mr. Pyra inquired about the dimensions of the existing building, and expressed that the new building should not be used as sales floor space due to the parking requirements. Mr. Dawson stated that the newly proposed building had no plumbing or heat, and minimal electricity making it unsuitable for that use.

Ms. Tilton inquired about the location of a dumpster. Mrs. Tirell replied there was very minimal trash to be removed, and she generally removed it herself. Mr. Dawson added that there was municipal trash removal available.

Mr. Pyra expressed concern about exceeding the allowable 50% lot coverage on the site. A lengthy discussion involving the available measurements, vs. percentage of square feet in an acre.

**MOTION** by Mr. Jesseman to approve PB Case 19-08 with the following conditions:

- All state and local fire, code, water and sewer approvals be received.
- ADA signage be posted, and parking area be striped.

**SECONDED** by Ms. Harvey.

Mr. Pyra expressed additional concern about the lot coverage requirements, and water drainage as the drawings provided were not to scale, and didn't show proper setbacks.

Ms. Harvey called the question: one for, two against, Ms. Tilton abstained.
Mr. Pyra stated that the Board should continue, requesting a detailed plan including setbacks and accurate measurements of impervious surface. Ms. Harvey stated that there needed to be a motion made.

**MOTION** by Mr. Jesseman *to continue the hearing of Planning Board case 19-08 until June 25th*.

**SECONDED** by Mr. Pyra. Three in favor, Ms. Tilton abstained. **MOTION CARRIED.**

Ms. Harvey questioned whether or not the Board should discuss the prioritization of the Master Plan process as part of a Planning Board work shop at the following meeting.

Meeting adjourned at 8:32 PM