

PLANNING BOARD MINUTES

April 12, 2023

APPROVED: April 26, 2023

AGENDA: 23PCC02 – LACASSE – 40 Spring Street – #114/104
23LLA02 – SHERMAN/EMMONS – 191 AND 209 HALL ROAD - #217/109 & #217/108
23FSP02 – PAUL FLEMING – 45 LAKE STREET - #113/020
REVIEW OF POTENTIAL ZONING AMENDMENTS FOR 2024 BALLOT

ATTENDING: Denice DeStefano (Chair) (via Zoom), Randall Kelley (Vice Chair), David Shirley, John Miller (Alternate) and Carroll Brown, Jr. (Alternate Select Board Representative)

ABSENT: Elizabeth Seeler and Scott Sanschagrin (Select Board Representative)

OTHERS: Christina Goodwin (Town Administrator) Joanne Bailey (Land Use Manager), Donna Sullivan (Land Use Administrative Assistant), Alan Barnard, Paul A. Fleming, Crystal Borges and Zach Lacasse, Norman and Melody Mansur

Chair DeStefano called the meeting to order at 7:00 pm with a quorum present in person.

NEW BUSINESS:

23PCC02 – LACASSE – 40 Spring Street – #114/104

Ms. DeStefano addressed the applicants Crystal Borges and Zach Lacasse and explained that this was a Preliminary Concept Consultation (PCC) which is not binding on the Board or Applicants but offers the chance for an informal discussion of what the applicants would like to do at 40 Spring Street and if there are any requirements by the Town that they need to know. She stated that the applicants are advised not to make any substantial financial investment based on any statements made during this PCC. She went on to state based on the narrative provided, the applicants were looking to create a two-family residence at the property and asked the applicants to present their plans.

Mr. Lacasse explained the plans for renovating the former auction hall property to a two-family dwelling. He explained the plans, parking and other information supporting these plans. Mr. Shirley asked if the applicants would keep to the same footprint and Mr. Lacasse replied that is the plan. There was discussion about the zoning being Village Commercial and the property having town water and sewer.

Ms. DeStefano asked the Board to review the Site Plan Regulations to determine if a Site Plan would be required for this project. The regulations were reviewed line by line and there was discussion about parking, driveway permits, and right of way access to parking. Ms. Borges talked about the right of way to the rear parking area and there was discussion about a possible Driveway permit requirement. Ms. Goodwin stated the right of way access was grandfathered.

Mr. Kelley asked if there was a previous Site Plan for this property. Ms. DeStefano replied that no previous Site Plan was found. Ms. Borges and Mr. Lacasse indicated that they would have no problem sharing a site plan if it was needed.

Ms. DeStefano stated that review of the regulations indicated that the project did not meet the requirements for Site Plan Application or Special Exception as a two-family dwelling was an allowed use within the Zoning District and the expansion of use met all criteria. She stated that the applicants would still need a Land Use Permit and Highway Department approval of the driveway.

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23LLA02 -SHERMAN/EMMONS -209 &191 HALL ROAD - #217-109 AND #217-108

Ms. DeStefano explained that there was a Lot Line Adjustment for properties on Hall Road. Mr. Alan Barnard was present to make the presentation for the applicants.

Mr. Barnard presented the survey plans noting the lot line adjustments that were to be executed between Michael Sherman and George Emmons at properties at 191 and 209 Hall Road. He stated the changes would allow Mr. Sherman to upgrade the septic system and make the lot more conforming for the zoning district.

Following review of the plans and discussion, Mr. Shirley motioned to accept the lot line adjustment proposal as presented. Mr. Miller seconded. The motion carried by roll call vote 5-0-0. The Mylar and plans were signed by the Board. Mr. Barnard stated that upon conveyance by Emmons to Sherman, the plans and deeds will be filed at the Grafton County Registry or Deed, at which time, Land Use will update the maps for the parcels.

23FSP02 – FLEMING – 45 LAKE STREET - #113-020

Ms. DeStefano moved to the Full Site Plan review for the Fleming property at 45 Lake Street. She stated that the applicant Paul Fleming was present, and that Alan Barnard would be presenting the plans for the applicant. She asked Ms. Sullivan to read the application into the record.

Ms. Sullivan read the Full Site Plan Application #23SP02 for Paul A. Fleming to demolish an existing structure and build a mixed-use building with a commercial cabinet showroom on first floor, two apartments on the second floor and attached two car garage at 45 Lake Street. She noted notifications to abutters, advertising and postings done as required. She read the names of abutters that were notified. She stated that no phone calls or written inquiries were received for this application. The Town Departments were notified. One comment was received from the Highway Department and two were received from the Water Sewer Department. These were read into the record.

Ms. DeStefano continued to the Board review of the application criteria checklist to determine if the application was complete. Mr. Barnard referenced notes and indicated items on the plans for Board as they went through the checklist. Mr. Miller motioned to accept the Full Site Plan application as complete. Mr. Kelley seconded the motion. The motion carried by roll call vote 5-0-0.

Mr. Barnard was asked to present the Site Plan Application and project plans. Discussion and questions focused on the NH DES Shoreland Permit requirements, the NH DOT review and other permits required for the project.

Ms. Goodwin asked a question about the pervious pavers and brought up the need for the Special Use Permit for compliance with Wetlands Overlay Zoning District. Mr. Barnard stated he questioned the Wetlands Overlay for the Newfound River area as it was not shown on the Town Maps. It was discussed that the Newfound River is a waterbody that is referenced in the Zoning Ordinance therefore the 50' setback would apply.

Mr. Barnard commented that for questions on the building itself, Mr. Fleming will comment. Mr. Shirley asked about egress locations and fire escape for the second-floor apartment units. There was further discussion about parking spaces for the apartment units and the retail space. It was determined that the cabinet showroom would be by appointment only with no public hours. Ms. DeStefano indicated that a

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23FSP02 – FLEMING – 45 LAKE STREET - #113-020 - continued

sign permit would be necessary because the intended signage is not indicated in the Full Site Plan application. Mr. Miller asked about erosion controls and how the deck will be placed.

More discussion followed concerning the height of the building, a minor adjustment to the footprint and final design elements.

Ms. DeStefano read the Wetlands Overlay Zoning requirements under 9.6-B and 9.8-B and descriptions for consideration by the Board for requiring a Special Use Permit. It was determined that 9.8-B specifically defines the activity within the 50' setback of the Newfound River would require the Special Use Permit. The Special Use Permit Process and timeline were presented and discussed with the applicant.

Mr. Shirley motioned to approve the Full Site Plan Application #23FSP02 with the following conditions:

1. The area south of the of the structure requires pervious material for the driveway/parking.
2. There must be a second story egress as approved by the Fire Department.
3. The commercial space must be by appointment only – no open business hours beyond appts.
4. The wooden signpost must be removed.
5. A Special Use Permit must be applied for and approved.

And for the following reason:

1. This project will benefit the neighborhood by removing a potentially hazardous, dilapidated building and replacing it with a new building that provides additional living spaces and significant improvement to the downtown area.

Mr. Kelley seconded. The motion carried by roll call vote 5-0-0.

Ms. DeStefano advised the applicant to contact the Land Use Office for the Special Use Permit application and other requirements.

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Ms. DeStefano stated she will move this item to the next meeting agenda to allow for other business to be completed tonight.

MINUTES:

Mr. Kelley motioned to approve the March 22, 2023 minutes as presented. Mr. Miller seconded. The motion carried by roll call voted 3-0-2.

COMMUNICATIONS:

Ms. Sullivan updated the Board that the Gallaghers of Pemigewasset Shores Road have filed their Wetlands Permit application with the New Hampshire Department of Environmental Services (NHDES) and a copy is available in the Office.

REPORTS:

HISTORIC DISTRICT COMMISSION (HDC) – Ms. Bailey reported that the HDC met for the first time since October and she shared information that Ms. Dorcas Gordon discussed recently attended the Preservation Alliance Camp held in Lebanon. She stated that Ms. Gordon's takeaway was that the Town of Bristol was fairly progressive compared to other Towns and she suggested some activities that the HDC could do consider for brainstorming.

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SELECT BOARD – Mr. Brown reported that Shaun Lagueux will continue as Chair and Les Dion will be Vice Chair. New members attended and new Board/Committee assignments were done, and Scott Sanschagrin will be the Select Board Representative to the Planning Board. He and Ms. Goodwin updated the Board about the progress with demolition at the Public Safety Building site. He stated the last Select Board meeting included a session with the Economic Development Committees so there was some important discussion about volunteers and a collaborative event. Ms. Goodwin mentioned that the Select Board and Department Heads will be holding a facilitated Goal Setting and Priority session. Mr. Miller asked if others like Planning Board members could attend to listen in to help discern information that may help with Master Planning.

CONSERVATION COMMISSION – Mr. Brown stated at the last meeting the possibility of using the Town property near the Spring location for an educational kiosk and possible picnic area. He stated that because the Commission is looking at possible land acquisition opportunities, Roger Larochelle did a presentation about funding sources available to protect land for conservation purposes.

LAND USE – Ms. Bailey stated that a property owner came in to apply for a driveway permit. They have been doing some timbering on their acreage and are now ready to develop it. Their access is off Overlook Drive via a right of way. They are looking to put in a gravel driveway and a house. A portion of the proposed driveway goes through a wetland. The significance of the wetland and connecting wetlands was discussed. Steep Slopes might also be a consideration. There was discussion about the need for the Special Use Permit and possibly a Steep Slopes permit. The Land Use Office will advise the property owner.

Ms. DeStefano asked if there were any cases for the April 26 Workshop meeting. To date, there were none. She informed the Board that she hoped to work on revisions on the Solar Ordinance and address the Steep Slopes at the workshop meeting. Land Use will reach out to Liz Kelly from Resilience, Planning and Design to ask about her possible attendance.

NEXT MEETING: Workshop Meeting April 26, 2023

ADJOURNMENT: With no other business before the Board, Mr. Shirley motioned to adjourn. Mr. Kelley seconded. The motion carried 5-0-0 and the meeting adjourned at 9:07 pm.

Respectfully submitted,

Janet Cote
Land Use Associate