

## PLANNING BOARD MINUTES

February 12, 2020

**APPROVED: 3/25/20**

**AGENDA:** 19SPR04 SITE PLAN REVIEW: Hiltz Excavating, #216-020 (continued)  
20PCC PRELIMINARY CONCEPTUAL CONSULTATION: Mayhew Program, #104-134 and #204-001

**ATTENDING:** Denice DeStefano (via conference call), Don Milbrand (Sel. Rep.), Evan Hickey (Acting Chair), Betty Seeler, Paul Barnett

**ABSENT:** Clay Dingman, Jackie Elliott, Bruce Beaurivage

**OTHER:** Christina Goodwin (Land Use Manager), Tyler Simonds (Planner)

The meeting opened at 7:00 pm with a quorum.

### **19SPR04: CONTINUED SITE PLAN REVIEW: Hiltz Excavating, #216-020**

Mr. Simonds updated the Board that the case was originally heard on January 8, 2020 and that the applicant did adjust the plan based upon the feedback at that hearing. Ms. Goodwin also reported that the applicant did receive Zoning Board approval last week. The Planning Board reviewed the new plans. Mr. Barnett inquired if Land Use staff had the items that were required from the January meeting and they did, so the Board reviewed the following:

- Add the dumpster to the plan - Done
- Add the barn on the side abutter property to the plan - Done
- Fix the duplicate #11 under the notes - Done
- Add the waiver for the parking requirements to the notes – Done under Note #9
- Add a completion date – the applicant added 1 yr from the start of construction as they were waiting for all of their approvals
- Add easement restrictions or covenants to the plan – Done under Note #15
- Add the Zoning Board approval – Done under Note #16
- Add note regarding the fire alarm requirement – Done under Note #17 – Mr. Hess also noted that the building was reduced, in order to eliminate the sprinkler requirement.

The Board agreed that all items have been addressed as discussed from the January meeting. ***D. Milbrand motioned to approve the updated Site Plan, E. Seeler 2<sup>nd</sup>, the motion carried.***

The Board signed the Site Plan and the applicant was reminded of the 30-day appeal process and the requirement for the Land Use Permit.

### **20PCC: Mayhew Program, #104-134 and #204-001**

Jay Buckley and Rick Alpers attended to present information on the proposed projects for the Mayhew Program properties.

The first proposed project is the South Cabin, to allow members of the staff to live there during the summer. Mayhew will add solar panels to the roof, light panels in the ceiling and updates to the interior, but no changes to the footprint. This is located on the island under Map/Lot #204-001. The Board agreed that this project would only require a Land Use Permit. Mr. Alpers stated that this project is a band-aid to get the camp through this year.

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The second proposed project is the North Cabin. This property will have a change in the footprint to be more rectangular. It will serve as the infirmary and housing for six (6) staff members. It is approximately 52 feet from the Lake and the plan is to move the building back 8 feet. Mr. Buckley inquired if a project like this could be done with a Minor Site Plan (MSP). Mr. Alpers reports that they will be adding a septic and are working with Mike Vignale, who will be handling the shoreland permitting, etc. Ms. Goodwin inquired if there was a current Site Plan. There is not, the island pre-dated Zoning. Mr. Barnett inquired about landscaping and removing trees. Mr. Alpers reported that there will be trees removed, but this will be based upon the Department of Environmental Services (DES). Mr. Buckley inquired on who the abutters are for the island. Ms. Goodwin will reach out to the Town's Attorney regarding this. Ms. Goodwin inquired about how the 52 feet was measured. Mr. Buckley replied he measured with a tape on the ground. If the building ends up being within the 50-foot buffer of the Lake, then the change will require a Special Use Permit. Ms. DeStefano inquired if they will be required to have a Demolition Permit. Ms. Goodwin stated that they would be required to have a Demo permit with the State and the Town and certify that there is no asbestos in the building. Mr. Simonds inquired on the septic location. Anything within 125 feet of the Lake will require a Special Use Permit. The Board reviewed the criteria for the MSP determination. The Board agreed that they would need to have larger more detailed drawings, but it could be done as a MSP.

***D. Milbrand motioned to allow MSP review with greater detail drawings for the North Cabin, P. Barnett 2<sup>nd</sup>.*** Ms. Seeler raised a concern about having plans for the whole island. Ms. Goodwin pointed out that the island is a 35-acre parcel. Mr. Alpers stated that they will try to add a little more detail for the buildings in the area. The Board discussed and overall agreed that it just needed to be the area of the North Cabin. ***The motion carried.***

The third proposed project is the former Gage property located on Map/Lot #104-134. This property is used as the access for the island. The current cottage is extremely old and needs to be updated for use. The plan is to demolish the building, including removing the septic and foundation. The new building will be in the same footprint but will change from a 1 ½ story to a 2-story building. This building will have staff housing year-round and a great room for the kids to wait to transfer to the island and for families to gather. Mr. Alpers reported that this will be a multi-faceted property. Ms. DeStefano inquired if the lot had been surveyed. Mr. Buckley reported that it has. Ms. DeStefano inquired if the two (2) 10-foot right-of-way (ROW) properties were both abutting properties. Ms. Goodwin reported that one of the ROW's is owned by Mayhew. The Board discussed the possibility of a Special Use Permit for the septic as it is going to be a larger system. After further discussion the great room, which originally was categorized as commercial, was determined to be more of a family room in a residential living space. Mr. Alpers inquired on the requirement for the height. It will require a Special Exception. The Board further discussed the need for a Site Plan and agreed that they do not as this is a residential primary use. Ms. Goodwin will check into the requirement for the Special Use Permit for the building.

**MINUTES:** The minutes were not prepared.

### **COMMUNICATIONS:**

Mr. Simonds advised that everyone on the Board received an invitation for a meeting in April regarding housing shortages.

A survey was received from the Gilpatric family for property located off of River Road. Once the Planning Board has reviewed the survey is submitted to the Assessing Office.

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### **REPORTS:**

**Select Board:** Don Milbrand reported the following:

- The Town Report will be to the printers on Friday
- Archie Auger passed away
- On 2/20 the Select Board will be attending a walk through on Hemlock Brook Road, in order to hopefully resolve the matter for the extension of the road and the Town taking over the road.

**Capital Improvements Program Committee:** Did not meet

**Historic District Commission:** Did not meet

### **Land Use:**

- Mr. Simonds presented a case that the office has been working on for Mr. Coffill on Lake Street. The property owner is working with the State to replace the stairs on the front porch. The main item for the Planning Board to consider is moving his business from across the street into the home. Mr. Coffill runs a dental lab and he makes dental components. He is the only worker. No patients or doctors come to the lab, but delivery services may come 1-2 times a week. The building is currently two (2) units – he lives in one and he rents the other unit. Ms. Goodwin asked the Board if this use would be categorized under home occupation. Ms. DeStefano cautioned – if the dental lab moves to the home where other people are living, then the Fire Chief should be involved. The Board agreed to home occupation for the use and no requirement for a Minor Site Plan.
- Ms. Goodwin presented a Mylar plan for Turner Cottages LLC to the Board as it needs to be signed with original signatures in order to file with Grafton County Registry of Deeds. The members that were at the last meeting signed and Ms. Goodwin will confirm if any other members can sign.
- Ms. Goodwin asked if the Board would require the Chinese Restaurant to amend the Site Plan to change the entrance to the bar/lounge area. The proposal is to enclose the entrance and keep the changes under the existing line of the roof. The Board agreed to the change without an amendment to the Site Plan, but they would prefer that the new entrance line-up or made to be symmetrical.
- 2/26 Public meeting on the Water/Sewer project and the Public Safety building at the Library at 4:00pm

### **NEXT MEETING:**

The next Planning Board meeting will be held Wednesday, February 26, 2019 at 7:00pm at the Town Offices for a Workshop Meeting. Lakes Region Planning Commission will attend to present some information on the Sewer to the Lake Analysis, a review of the Site Plan definitions in conflict with the Zoning Ordinance and a revisit of the To Do List for future Zoning amendments.

With no other business before the Board, the meeting adjourned, unanimously, at 8:35 pm.

Respectfully submitted,  
Christina Goodwin,  
Land Use Manager