

TOWN OF ALTON PLANNING BOARD
PUBLIC HEARING
Minutes
August 19, 2014
Approved September 16, 2014

Members Present: Dave Collier, Chairman
Tom Hoopes, Vice Chair
Roger Sample, Clerk
Ray Howard, Member
Bill Curtin, Member
Scott Williams, Member
Marc DeCoff, Selectmen Representative

Others Present: Ken McWilliams, Town Planner
Randy Sanborn, Secretary
Members of the Public

I. CALL TO ORDER

T. Hoopes called the meeting to order at 6:00 p.m.

II. APPROVAL OF AGENDA

K. McWilliams stated that Case P14-13, Map 17 Lot 11 & May 61 Lot 1, Lot Line Adjustment, Deirdre Tibbets, Brian Fortier & Allyson Fortier-Shea (Tax Map 17 Lot 11) & Brian Fortier, Deirdre Tibbets, Allyson Fortier-Shea & Ruth a. Clough Trust (Tax Map 61 Lot 1) has requested to be continued to the September 16, 2014 Planning Board Meeting.

S. Williams motioned to accept the Agenda as amended.

M. DeCoff seconded the motion with all in favor.

T. Hoopes turned the meeting over to D. Collier who arrived at 6:03 p.m.

III. TIME EXTENSION

Case P10-12 Alton Bay Christian Conference Center	Map 34 Lot 33	Time Extension Rte 11 & Rand Hill Rd
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The Alton Bay Christian Conference Center is requesting a time extension of their Site Plan approved on September 14, 2010

K. McWilliams gave an overview of the application. He recommended approval of a 12 month time extension until August 18, 2014

B. Curtin motioned to grant Case P10-12 the extension and let this Alton Planning Board Notice of Decision serve as written notification for the above referenced project as follows:

After due hearing, the Alton Planning Board hereby approves the requested time extension of one year to August 18, 2015.

All other conditions of approval in the September 4, 2010 Notice of Decision shall remain in effect.

S. Williams seconded the motion with all in favor.

IV. CONTINUED PUBLIC HEARINGS

<p>Case P14-11 Michael Lee George et al & Cafua Realty Trust LXXXVIII & 24 Main Street Alton LLC</p>	<p>Map 27 Lots 54 & 55</p>	<p>Design Review Site Plan 24-30 Main Street</p>
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On behalf of the property owners (Michael L. George et al – Lot 54 and Cafua Realty trust LXXXVIII, LLC 7 24 Main street Alton, LLC – Lot 55), Cafua Management Company, LLC is requesting a Design Review for a Site Plan located on 24-30 Main Street. They are proposing to add the land (Lot 54) adjacent to the current site (Lot 55) for expansion of the drive thru and parking for the current Dunkin Donuts store. The additional land will allow the construction of a longer drive thru lane which will increase the queue length of the drive thru for up to 22 vehicles and the expansion of parking for a total parking of 31 spaces. The existing Dunkin Donuts store will remain. The property is located in the Residential Commercial (RC) Zone.

K. McWilliams gave an overview of the proposed project on this application. At the July 15, 2014 meeting the Planning Board approved the waiver request and accepted the application as complete. A site walk was conducted on August 6, 2014. During the site walk the applicant indicated they would like to present alternative plans for stormwater management. Additionally, they would like to present alternative plans for constructing a retaining wall around the north end of the pass through lane or grade the slope down towards the wetlands. He recommended the Planning Board continue the design review application to the September 16, 2014 Planning Board meeting to review these proposals and to review any remaining items from this meeting.

Mark Gross spoke on behalf of this application. He responded to the comments in the Planner Review.

The Board was in favor of making the entrance and exit one way. They discussed the comments from the Fire Department regarding the cars in the drive-up loop may be blocked in during an emergency. M. Gross stated he would take this into consideration and discuss it with the owner. He also stated that they would look into increasing the radiuses on the existing access.

The Board also discussed adding a left lane turn for traffic heading south on Main Street. M. Gross stated he would talk to DOT.

M. Gross mentioned that they were planning a barrier around the drive-thru lane that would block the car headlights from shining on the abutter’s property.

D. Collier opened it up to the public.

Eric Cooper and Brenda Fontaine abutters on the easterly presented the Board with pictures (see attached) of the traffic in front of their home during peak hours at Dunkin Donuts. They requested the Board ask for a traffic study.

The Board stated that they would take this into consideration.

M. Gross stated that DOT would not do a traffic study but feels that the one-way entrance and exit and increase drive thru should take care of the problem.

D. Collier closed the public hearing.

S. Williams made a motion to continue Case P14-11 as a Design Review to the September 16, 2014 Planning Board Meeting.

T. Hoopes seconded the motion with all in favor.

S. Williams recused himself from the next application.

<p>Case P14-09</p>	<p>Map 29 Lots 14 & 14-1</p>	<p>Minor Site Plan</p>
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Peter R. & Elizabeth G. Varney are requesting a Minor Site Plan to allow additional commercial uses. Commercial uses proposed include the following list of Retail Businesses and Services from the table of uses in the 2014 Zoning Ordinance: 9, 13, 17, 20, 21, 29, 36, 41, 42 and 47. The property is located in the Residential Commercial (RC) Zone.

K. McWilliams gave an overview of this application. The waiver request was approved by the Planning Board at the July 15, 2014 meeting and the application was accepted as complete. There was a site walk conducted on August 6, 2014. He had called DOT on another issue to find out what the measurement of the right-of-way on Route 140. DOT stated that it is 33 feet from the center line of the roadway. The Site Plan indicates that the right-of-way is 27 feet. He called Town Counsel about the cross-easements for parking and he stated that the cross easements can be done if the owner of one of the lots is put in a different ownership.

K. McWilliams stated that the continuation of the application to the August 19, 2014 Planning Board meeting is the third time the application has been continued. He stated to the Board that their policy is that an application will not be continued beyond a third time. If the Planning Board follows this policy, a new application would need to be submitted including new application fees.

Peter Varney spoke on behalf of this application. He told the Planning Board that he had done research on the site and the road and has survey plans to submit to the Board from previous surveys done on the property.

K. McWilliams recommended the Planning Board require the applicant to file a new site plan application and start over giving notice to the abutters and the general public of this new application. A revised site plan will need to be prepared and submitted for review. He also recommended a boundary survey by a NH licensed surveyor be done to get an accurate site plan of the property and an accurate location of the right-of-way line or property line along Route 140.

There was a discussion about the cross-easements. P. Varney does not wish to do cross-easements. The Board recommended that his lawyer, Mr. Varney, Town Counsel and K. McWilliams get together and discuss a solution to the issue about cross-easements for parking.

D. Collier opened the meeting up to the public. There was none at this time.

T. Hoopes motioned for Case P14-09 to let this Alton Planning Board Notice of Decision serve as written notification for the above referenced project as follows:

The Alton Planning Board hereby determines the following for the above cited application for a Minor Site Plan Review for change of uses:

- 1. Since this application has now been continued three times, the applicant must file a new site plan application and start over giving notice to the abutters and the general public of this new application but can waive the \$50.00 filing fee and will need to pay for the abutter and newspaper notices.**
- 2. A revised parking layout and site plan will need to be prepared and submitted for review. A boundary survey by a NH licensed surveyor must be provided with the new application to get an accurate site plan of the property and an accurate location of the right-of-way line or property line along Route 140.**
- 3. The parking cross easements needs to be discussed between that applicant, the applicant's lawyer, the Town Planner and Town Counsel to determine a resolution.**

M. DeCoff seconded the motion with all in favor.

D. Collier called a break at 7:35 p.m. and reconvened the meeting at 7:42 p.m.

V. COMPLETENESS REVIEW OF APPLICATIONS AND PUBLIC HEARING IF THE APPLICATIONS ARE ACCEPTED AS COMPLETE

On behalf of Huggins Hospital, White Mountain Survey & Engineering, Inc. is requesting a Design Review for a proposed Site Plan located on the above lots. The proposal is to build a single story, 5,796 square foot medical office facility to be the Alton Family Medicine. These properties are located in the Residential Commercial and Residential Rural Zones.

K. McWilliams gave an overview of this application. He recommends the Planning Board accept the application as complete.

S. Williams motioned to accept the application for Case P14-15, Huggins Hospital as complete.

B. Curtin seconded the motion with all in favor.

Mark Lucy, Senior Design Engineer with White Mountain Survey and Engineering in Ossipee, Gene Goodwin, Peter Toole, Architect and Barbara Queary, Vice President of Division Practices spoke on behalf of this application.

M. Lucy gave an overview of the Huggins Hospital plans.

T. Hoopes mentioned that he was a volunteer with the hospital. No one was opposed to him remaining seated.

M. Lucy responded to the comments on the Planner Review. He passed out to the Board data for the parking issue from the Institute of Traffic Engineers on Parking Generation (See attached). Mr. Lucy noted that based on that information 22 parking spaces would be needed. They are proposing 37 spaces..

K. McWilliams asked if the Planning Board wanted to do a Site Walk.

R. Howard asked if they had done the Lot Merger yet.

K. McWilliams stated that they would be doing the merger along with the final application.

M. Lucy addressed questions (a-h) and issues raised by the Fire Department on the Planner’s Review comment section. He asked why the Highway Department was asking for a landing zone for a helicopter. It was assumed that the Highway Department misunderstood that it was an out-patient facility only.

The dates for the site walk were set to be Monday, August 25th at 6:00 and the rain date will be Wednesday, August 27th at 6:00 p.m.

S. Williams motioned to continue Case P14-15 to the September 16, 2014 meeting.

B. Curtin seconded the motion with all in favor.

D. Collier opened it to the public. There was none at this time.

B. Curtin recused himself from the next application.

Case P14-16 SMSD Lake Realty Trust, Susan Wells Trustee	Map 21 Lot 1-6	Final Minor Subdivision 119 Clay Point Road
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On behalf of SMSD Lake Realty Trust, Kerry Fox, of Fox Survey Co. is requesting a 2-Lot Minor Subdivision for the above property. The proposal is to subdivide the existing 3.01-acre lot into two separate lots. The resulting lots will consist of a 1.58-acre lot (Lot 1) and a 4.43-acre lot (Lot 2). This property is located in the Lakeshore Residential (LR) Zone.

K. McWilliams gave an overview of this application. His review indicated that the application is not complete and he recommended the Planning Board not accept the application as complete. There are ten (10) items that are missing in the application.

Attorney Randy Walker spoke on behalf of this application.

M. DeCoff motioned that for Case P14-16 not to accept the application as complete because of the following missing items.

- 1. Section 7.2.12 Revision Box**
- 2. Section 7.2.13 Signature Block**
- 3. Section 7.2.17 Utility Poles**
- 4. Section 7.2.23 Natural & Cultural features**
- 5. Section 7.2.27 Benchmark**
- 6. Section 7.2.30 100 year Base flood Elevation**
- 7. Section 7.2.33 Wetlands**
- 8. Section 7.3.1 Project Narrative – Describe Scale**
- 9. Section 7.3.2 Project Narrative – Describe Timing**
- 10. Section 7.3.3 Project Narrative – Describe Significant Features**

R. Howard seconded the motion with all in favor.

Attorney R. Walker asked if this will be a major subdivision or a minor subdivision.

The Board suggested that he meet with the Town Planner and discuss what type of subdivision this will be.

T. Hoopes motioned to continue Case P14-16 to the September 16, 2014 Planning Board Meeting.

M. DeCoff seconded the motion with all in favor.

VI. OTHER BUSINESS

1. Old Business – None
2. New Business – None
3. Approval of Minutes:

a) July 15, 2014 Planning Board Meeting:

B. Curtin motioned to approve the Minutes of July 15, 2014 as presented.

S. Williams seconded the motion with six (6) in favor and one (1) abstention (MD).

b) August 6, 2014 Site Walk for Case P14-09

B. Curtin motioned to approve the Minutes of August 6, 2014 as presented.

M. DeCoff seconded the motion with all in favor

c) August 6, 2014 Site Walk for Case P14-11

B. Curtin motioned to approve the Minutes of August 6, 2014 as presented

M. DeCoff seconded the motion with all in favor.

4. Correspondence – None

5. Any other Business that may come before the Board – None

VII. PUBLIC INPUT ON NON-CASE SPECIFIC LOCAL PLANNING ISSUES

None at this time.

VIII. Adjournment

M. DeCoff made a motion to adjourn. The motion was seconded by B. Curtin and passed without opposition.

The Public Hearing adjourned at 8:25 p.m.

Respectfully submitted,

Randy Sanborn, Recorder, Public Minutes