

# TOWN OF THORNTON PLANNING BOARD

Rev  
23 APR 13

## PLANNING BOARD MEETING MINUTES March 21, 2013

### CALL TO ORDER:

T. Phillips called the meeting to order and led the pledge of allegiance at 6:05 pm.

### ROLL CALL:

The following members/alternates were present:

T. Phillips, Chairman	John Paul-Hilliard, Ex-Officio	
S. Macintosh	G. Kimball	C. Piantedosi

The following members of the public were present:

J. Demeritt	H. Steele	M. Benton	Paul Steele
B. Benton	S. Morton, Selectman		

### ELECTION OF OFFICERS:

T. Phillips suggested the election of officers for 2013 be done when a full board is present.

**MOTION: "To continue the existing slate of officers until there is a full board to elect officers for 2013."**

Motion: G. Kimball

Second: C. Piantedosi

Discussion: None

Motion Passes: 5 – Yes, 0 - No

### SUGAR SHACK CAMPGROUND:

The Board met with the applicants of the Sugar Shack Campground and reviewed the pending conditions of approval.

T. Phillips stated the June 2012 conditional approval included five conditions.

T. Phillips noted Condition #1 has been met as the approval of the LOMA is shown on the plans at an elevation of 572.

T. Phillips noted Condition #3 has been met as the plan shows the relocation of the six sites to an area in the vicinity of the trout pond.

T. Phillips referred to the letter from the Planning Board dated August 27, 2012 regarding the fact that conditions #2, #4 and #5 still needed to be met.

T. Phillips stated that Condition #2 is a two part condition and that the first part being the requirement of having "an all hazards plan approved by Chief Tobine and Chief Moller" has been met.

T. Phillips stated the second part of Condition #2 "as well as satisfying any other safety concerns of Chief Tobine and Chief Moller" needs to be discussed.

- T. Phillips noted the letter from Chief Tobine dated April 30, 2012 listed the following concerns:
- A. Signage will be improved/updated as discussed.
  - B. Two way roads will be a minimum of 20-feet wide with solid base for heavy fire apparatus and 12 foot road width for one way roads.
  - C. The small pond shall have access for fire apparatus and "No Parking" signs where discussed.
  - D. It is recommended that an (All Hazards Plan) be written by owners and reviewed by all parties concerned.

T. Phillips noted the letter from Chief Tobine dated December 21, 2012 states that all the items he had required have been completed and meet his satisfaction.

T. Phillips referred to the five areas of concern listed in the letter from Chief Moller dated January 3, 2013.

T. Phillips stated the first area of concern is Guest Registration and noted Chief Moller's comment, *"In short, the Bentons should be required to have guests sign in with an actual person. The law requires the sign in to be made in a book or a card system which shall record the camper's and camper's guests names, as well as the agreed upon departure date and time. Appropriate signs should be placed indicating where guests should sign in."*

B. Benton responded that they do have a card system registration and that the golf pro-shop will be the office which will remain open until 9:00pm on weekends and serve as the point of registration.

T. Phillips asked if appropriate signage is in place.

B. Benton responded that there are some signs in place now and others will be set in place prior to operation indicating where "Guest Registration" will take place.

T. Phillips asked how the Campground will be identified for people traveling on NH Rt. 175.

B. Benton stated that a sign will be set identifying the Sugar Shack Campground with a map of the site as part of it.

T. Phillips moved to the second item in Chief Moller's letter: Quiet Hours.

B. Benton stated the campground quiet hours will be 10:00pm to 7:00am.

B. Benton stated that during Special Events on the site quiet hours will be extended to 11:00pm which will be part of their Special Event Permitting process and will be approved/denied by the Board of Selectmen.

T. Phillips stated there is a lot of latitude in the State definition of quiet hours and suggested that the applicant document how many complaints arise from abutters, and how many complaints arise to the level of requiring the Police Department visit the site and agree to evaluate the quiet hours issue in a year.

T. Phillips stated that the Board understands the Campground will be enforcing the quiet hours and agreed with the applicant that it is in their own best interest to do so in a manner that keeps complaints from abutters, and complaints requiring a police visit to a minimum.

The Board and the applicant agreed to revisit the issue in a year to assess how the enforcement of quiet hours is working.

J. Demeritt suggested that quiet hours should not be extended for the set-up and clean-up days involved in any special event.

The Board agreed that the Board of Selectmen determines which days during a Special Event will have extended quiet hours as part of the Special Event Permit application process.

After a brief discussion the Board agreed that the quiet hours for the Sugar Shack Campground will be 10:00pm to 7:00am except for particular days that are permitted through the Special Events Permit process.

T. Phillips moved to the third item in Chief Moller's letter: Enforcement of quiet hours.

B. Benton indicated that a Campground staff member will make a final round of the property after 10:00pm.

T. Phillips moved to the fourth item in Chief Moller's letter: Presence of Campground Host.

T. Phillips read the following portion of the letter: *"I am asking that the Benton's be required to identify in their Rules and Regulations where guests should go after hours if there is a problem."*

B. Benton stated that someone will be available on site at all times.

T. Phillips asked if the Rules and Regulations for the campground are very clear as to where guests should go at any point in time when there is a problem.

T. Phillips stated that specific language stating the hours for the "pro shop office" and where guests are to go outside of those hours needs to be included as well as appropriate signage.

B. Benton indicated that changes would be made to the Rules and Regulations as necessary to provide that information.

T. Phillips requested that the updated document be provided to the Planning Board.

T. Phillips moved to the fifth item in Chief Moller's letter: Drinking Water.

T. Phillips read the following portion of the letter: *"Drinking water will be for sale at the driving range. I have discussed this issue with our prosecutor and in his interpretation of the applicable statute, water needs to be provided but the statute does not stipulate that it has to be provided for free."*

The Board agreed that this concern requires no action.

T. Phillips stated that the update to the Rules and Regulations as well as following through on the items discussed will satisfy the remainder of meeting Condition #2.

T. Phillips returned to the outstanding Condition #4 regarding Town and State storm water and drainage standards; if they are triggered the standards must be met.

T. Phillips stated the letter dated March 3, 2013 and supporting documentation from Thomas Duffield, PE indicates that the Town standards are met.

T. Phillips stated that he would like to see a letter from the engineer, T. Duffield, stating whether or not the project requires an Alteration of Terrain permit from the State of New Hampshire.

T. Phillips stated that if the Alteration of Terrain permit is needed the applicant will need to obtain the State Permit and show the Planning Board how the project will meet the provisions.

T. Phillips moved to the outstanding Condition #5 which requires that the location of the dumpster and screening be shown on the plan.

B. Benton stated that the dumpster location and screening is shown on the site plan with the amended date of 3/1/13.

The Board agreed that Condition #5 is met.

J. Demeritt stated that there was a concern about how the porta-pottys would be moved in the event of an emergency.

B. Benton stated that the issue is addressed in the All Hazards Plan.

T. Phillips stated in summary that the applicant needs to provide to the Planning Board prior to opening for business the following:

1. Submit a revised Campground Rules & Regulations that indicates specifically where guests are to go during what hours when there is a problem.
2. Obtain a letter from Thomas Duffield, PE stating the project does or does not trigger the Town drainage standards and whether or not the project requires an Alteration of Terrain Permit from the State. The letter shall also indicate how the plan will comply if the Town drainage standard thresholds are triggered. If an Alteration of Terrain permit is required from the State the applicant shall provide a copy of the permit.

#### **PLANNING ASSISTANT ITEMS:**

Pending Litigation: The Board determined to meet with Attorney Matt Cairns on March 28, 2013.

T. Phillips thanked S. Morton for his year of service as Ex-Officio member of the Planning Board.

T. Phillips introduced Selectman John Paul-Hilliard who will be the Ex-Officio member for 2013.

The Board agreed to continue working on definitions during the workshop sessions.

N. Decoteau provided a copy of the changes made to the Zoning Ordinance to reflect the passage of the two Amendments.

The Board agreed to the following changes:

1. Article VI Basic Development Requirements Page 12
  - C. Recreational Zones Development – East & West changed to C. Recreational Zone West Development
2. Article VI Basic Development Requirements Page 8
  - C. Recreational Zone West Development 4. Miscellaneous Provisions & Requirements
    - a. add the word West after “in the recreational zone”
    - c. remove all of section c. as it referred only to the Recreational Zone East.
3. Article IV Boundaries of Zones page 5
  - B. General Residence Zone: Add the phrase “and excluding that portion of land described as the Recreational Zone West. (Amended 3/12/13)”

4. Article IV Boundaries of Zones  
C. Recreational Zones - change to Recreational Zone West and leave just the description of the Recreational Zone West Zone here. Add the note (Amended 3/125/13 Recreational Zone East reverted to General Residence Zone) after the description.

5. Miscellaneous use of the word/phrase Recreational Zones change to Recreational Zone.

N. Decoteau stated she will attempt to have the final draft of the Zoning Ordinance for review/signature at the next regular meeting on April 18, 2013.

The Board began to review comments from Attorney Serge on the new Excavation Regulations he was asked to review.

The Board worked through the first 6 pages of the Excavation Regulations and agreed to continue the review at the next workshop session:

N. Decoteau will update the document with the changes approved.

T. Phillips discussed with the Board the option of phasing in the changes that are incorporated in the new Excavation Regulations noting specifically the requirement listed in number ten of Section IX : Operational Standards.

**APPROVAL OF MINUTES:**

**MOTION: "To approve the minutes of February 21, 2013 as amended."**

Motion: C. Piantedosi

Seconded: G. Kimball

Discussion: T. Phillips added the phrase "off-site" to the sentence on page four so it reads as follows: " T. Phillips noted that using stumps from off-site would require a deed restriction to the property."

Motion Passes: 4 – Yes, 0 – No (J. Paul-Hilliard abstained)

The Board agreed that the Public Hearing to adopt the Master Plan Update can be scheduled for the April 18, 2013 meeting.

**ADJOURNMENT:**

At 8:09pm the following motion was made:

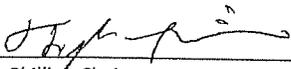
**MOTION: "To adjourn."**

Motion: C. Piantedosi

Seconded: G. Kimball

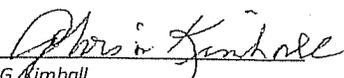
Discussion: None

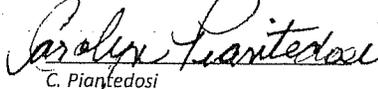
Motion Passes: 5 – Yes, 0 – No

  
T. Phillips, Chairman

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John Paul-Hilliard, Ex-Officio

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S. MacIntosh

  
G. Kimball

  
C. Piantedosi

Approved on: 4.18.13