

## TOWN OF THORNTON PLANNING BOARD

Approved on: 10/19/2017  
PB Initials: SB  
Rec'd by Town Clerk on: 10/23/17  
Town Clerk Initials: BR

### Planning Board Meeting Minutes Thursday September 21, 2017

#### CALL TO ORDER – SALUTE TO THE FLAG:

In the absence of Chairman S. Babin, Vice-Chair Frank Freeman led the Pledge of Allegiance and called the meeting to order at 6:00 p.m.

#### ROLL CALL:

Members present: F. Freeman, J. Gaites, R. Gilman, L. Hoyt and D. O'Donnell

Alternates present: F. Gunter, G. Kimball, C. Schofield.

Members/Alternates absent: S. Babin, B. Dutto, J. Piehn

Others present: Brian Regan, Tom Duffield, Shirley Benton, Jarrett Ham, Jason Lopez, Jonathan Ham, Tom Devane, Marc Burnell, Adrienne Michaud, Frank Kinne, Sylvia Kinne.

After call of the roll, Vice Chairman F. Freeman acknowledged a quorum was present, then appointed F. Gunter to sit in place of absent member S. Babin and C. Schofield to sit in place of absent member B. Dutto.

**APPROVAL OF MINUTES:** Upon distribution and review the members took the following action:

**MOTION:** "To approve the Minutes of Thursday August 17, 2017 as amended."

Motion: D. O'Donnell

Second: J. Gaites

Discussion: B. Regan noted some edits/amendments made to the draft after board input and further review.

Motion passes: 7-YES, 0-NO

#### PRELIMINARY BUSINESS:

1. Update: **Voluntary Merger (RSA 674:39a)** by White Mountain Escapes, LLC for properties at "Weeping Birches Lane" (Map 17 Lot 14-15-01), (Map 17 Lot 14-65) and Map 17 Lot 14-66).

B. Regan briefed the board on the status of the applicant's filing for a Voluntary Merger as discussed at last month's meeting. He noted the document had been signed and delivered to the property owner along with instructions for recording at the Registry of Deeds. He further noted, to date, no evidence of recording of the document had been presented.

2. Plan signing: **Site Plan for ten (10) dwelling units** submitted by **John March d/b/a Mountain Mapping** as agent for property owner **White Mountain Escapes, LLC** for property identified as Tax Map 17 Lot 14 -15-1, Map 17 Lot 14-65, Map 17 Lot 14-66. All parcels are located on "Weeping Birches Lane".

B. Regan advised the board that the final plan Mylar, as previously approved, had been submitted and was ready for signature and delivery to the Grafton County Registry of Deeds.

F. Freeman and J. Gaites signed the paper copies and Mylar on behalf of the board.

## COMMUNICATIONS:

1. Letter to Waterville Birches, LLC Re: Letter of Credit for Road Construction.
- B. Regan briefed the board on the status of a letter of credit (LOC) and the road construction and paving for which the surety was posted. He noted the developer says that project completion is expected in mid-October.
- B. Regan pointed out that the LOC, due to expire October 3<sup>rd</sup> 2017 has been renewed for one year.

## REPORTS:

1. B. Regan - NH DMV RSA541-A:39 (I) notice concerning application of **C@R Auto Sales and Services LLC** for **Inspection Station** at 6 Conkey Road.

Related Application: **C@R Auto Sales & Servicing, LLC**: Request for **Sign Permit** Map 6 Lot 3-14 at 6 Conkey Road.

B. Regan outlined the documents submitted by the applicant for review by the board and identified them as:

1. Letter of Request.
2. Sketch of proposed sign content and dimensions.
3. Proposed location.
4. Application fee.

B. Regan also presented a worksheet in checklist format for the board's information and use in reviewing. F. Freeman orally ran through the worksheet/checklist with the applicant and the board. Upon completion of the checklist review F. Freeman asked for the wishes of the board.

**MOTION: "To recognize that the application meets Thornton's Sign Regulations and approve and permit the sign as requested by "C@R" for placement on the building at 6 Conkey Road."**

Motion: F. Gunter

Second: J. Gaites

Discussion: None

Motion passes: 7-YES, 0-NO

2. B. Regan briefed the board on a recent workshop he and J. Gaites had attended on "Flood Plan Administration" sponsored by NH Office of Strategic Initiative (OSI) f/k/a Office of Energy & Planning (OEP).

**UNFINISHED BUSINESS:** None.

## HEARINGS:

1. APPLICATION/PUBLIC HEARING - 6:15 pm: Application for **Site Plan Review**-Amy, Charles & Linda Pitman property at **3447 U.S. Rte. 3**, Tax Map 6 Lot 5-1 for development/change of use for operating a **"boutique" winery, café & gift shop** in and upon the property.

F. Freeman read the foregoing and re-opened the public hearing at 6:15 pm.

B. Regan advised the board he had been contacted by applicant Amy Pitman and her husband to request a continuance of the matter to the next Planning Board meeting. The applicant cited continuing discussions with the NH Department of Transportation (DOT) as reason for the request.

**MOTION: "To continue the discussion of the application and the public hearing to Thursday October 19, 2017 at 6:15 pm."**

Motion: C. Schofield

Second: J. Gaites

Discussion: None

Motion passes: 7-YES, 0-NO

2. APPLICATION/PUBLIC HEARING - 6:30 pm: Application for **Minor Site Plan Review** submitted by **LCJ Holdings, LLC** regarding their property at **40 Clubhouse Lane**, Tax Map 16 Lot 01-08 for development by addition or alteration to existing structure(s) at "**Owl's Nest Resort**".

F. Freeman read the foregoing and re-opened the public hearing at 6:32 pm.

B. Regan advised the board that a small number of abutters, identified as condo associations, had not yet been notified. As the result he suggested although the application could be discussed and considered as scheduled the public hearing would need to be held at a later date to allow for proper notice to these abutters.

T. Devane introduced himself as the authorized agent as well as the Project Director and Marc Burnell of Horizons Engineering who is working with him on the project.

T. Devane presented a rendering/plan of the site in question and gave an overview of the proposal.

T. Devane stated "we want to replace the existing 2,100 sq. ft. function tent with a larger, approximately 5,000 sq. ft., function tent". "We would lower the grade in the same general vicinity on the parcel and we would also reconfigure the parking around the clubhouse/tent area". He further noted a septic re-design is in process.

F. Freeman stated the site plan appears reasonable and would improve venue as well as improve experience of those attending a function there.

D. O'Donnell asked if they would be adding parking.

T. Devane replied they would not. He stated they would just be re-configuring the spaces and approach but would not change any access or exit.

F. Freeman asked if it would look the same.

T. Devane replied no. He said we want to improve the site and expand the function facility. He then distributed sample depictions of the proposed tent structure to the board.

L. Hoyt asked if the tent would be three (3) season.

T. Devane said the tent fabric portion of the structure would come down and be stored in winter months

L. Hoyt asked why a permanent four season structure wasn't considered.

T. Devane advised that research shows high demand for tent venues for weddings, particularly in this area due to the views, scenery and general setting.

F. Gunter asked whether this proposal and the future plans are in line with previously described "Master Plan".

T. Devane replied yes, and noted they were nearing completion of the project Master Plan.

A. Michaud asked about the hours of operation of the function facility.

T. Devane deferred to his "operations staff", but stated his understanding was that ten (10) pm was the limit.

F. Freeman walked through the Minor Site Plan Review checklist with the board and upon completion, asked for the wishes of the board.

**MOTION: "To accept the application as complete".**

Motion: D. O'Donnell

Second: J. Gaites

Discussion: None

Motion passes: 7-YES, 0-NO

**MOTION: "To continue the discussion of the application and the public hearing to Thursday October 19, 2017 at 6:30 pm."**

Motion: J. Gaites

Second: F. Gunter

Discussion: None

Motion passes: 7-YES, 0-NO

3. APPLICATION/PUBLIC HEARING - 7:00 pm: Application for a **Site Plan Review** for **fifty-four (54) apartment units** submitted by Thomas Duffield, PE as agent for property owners Shirley Benton,

Jerel Benton and Keith McNamara for property identified as Tax Map 11 Lot 1-33 located off NH Rt. 175 on what is known as "Old Sawmill Road".

F. Freeman read the foregoing and opened the public hearing at 7:11 pm.

F. Freeman asked to raise an area of concern to him as it relates to this project. He noted that a fairly recent amendment to the Zoning Ordinance limits a parcel to one dwelling.

T. Duffield stated "you do have allowance for multi-family".

B. Regan stated this is the first time this re-revised plan has been presented, as the result a review has not been able to be completed, upon further review of tonight's submittals I will be in a better position to offer information to the board.

T. Duffield once again introduced himself as a Professional Engineer and agent for the applicants.

T. Duffield presented the board with three (3) copies of a "revised plan". He presented a revised application and checklist as well.

T. Duffield again advised the board that installing sprinklers in the buildings would come at a significant cost and as the result the applicant would need to revise the application. He went on to say the revised proposal would be for twenty-seven (27) "duplex" units.

He stated that a revised Driveway Permit Application has been filed with NH DOT but not yet received. He further stated he would need to "run this by" the Fire Chief.

T. Duffield stated he had calculated the application fee and it is "significant" approximately \$4,300.00 "that's why we want to be sure everyone is comfortable with this".

S. Benton asked "before I write this check, is this really going to go through for me?"

F. Freeman responded "I can't tell you that".

S. Benton replied "can't I get some kind of answer?"

T. Duffield stated "it was the goal tonight to get the application accepted."

T. Duffield then noted the proposed plan show the buildings spaced thirty (30) feet apart.

B. Regan asked to be recognized and questioned T. Duffield as to where he got the 30 foot spacing from as it was his recollection that the Zoning Ordinance required at least 50 feet?

T. Duffield and S. Benton each replied he got the 30 foot number "from the Fire Chief".

S. Benton stated "it's a 15 ft. setback for each building so you need 30 ft. between buildings".

B. Regan responded by stating "that is not what the Zoning Ordinance says".

C. Schofield and L. Hoyt asked for clarification as to the buildings as shown on the plan.

T. Duffield described the cluster formation of the respective duplex units.

T. Duffield stated with regard to road, access, building identification and adequacy of fire protection "We will coordinate with the Fire Chief."

T. Duffield stated the proposed plan "had been submitted to the Fire Chief for his input." He continued to describe a second "fire pond" that would be relocated from its position on the original plan submitted. "We're not sure whether each building would have its own septic or one large septic." "On the site plan I've shown one large septic for each cluster".

T. Duffield also stated on "this overall site plan we are not showing landscaping, lighting and solid waste removal." "If need be they can be added."

T. Duffield made the following statement "The plan is to have no dumpsters, the tenants will be responsible."

T. Duffield noted he had included "our response to the Town and Keach-Nordstrom" regarding the access bridge "during the last subdivision application".

F. Freeman walked through the Site Plan Review checklist with the board, with the following findings:

- Application fee payment remains an issue.
- Plan does not identify property owner Keith McNamara.
- Setbacks from property lines were not shown on the plan.
- Road profiles were not submitted.
- NH DOT Driveway Permit was not submitted.
- Plan needs Stamp of Engineer or Registered Land Surveyor who prepared plan.

- Proposed Structures: Plan needs to show location, dimensions, shape, number of stories, height, proposed use of structure, square footage of floor area, proposed entrances to structures.
- Fire Protection Provisions need documentation from Fire Chief.

T. Duffield state with regard to road, access, building identification and adequacy of fire protection “We will coordinate with the Fire Chief.”

F. Freeman suggested to the board it may be appropriate to get further detail next month and review the application further.

**MOTION: “To continue the discussion of the application and the public hearing to Thursday October 19, 2017 at 7:00 pm.”**

Motion: J. Gaites

Second: D. O’Donnell

Discussion: None

Motion passes: 7-YES, 0-NO

4. APPLICATION/PUBLIC HEARING - 7:30 pm: Application for **Subdivision** of a parcel into **two (2) lots** of approximately eleven (11) acres & twenty-seven (27) acres has been submitted by **Jarrett Ham** as agent for property owner **Route Three Thornton, LLC** for property identified as Tax Map 10 Lot 08-08. All involved parcels are located on U.S. Rte. 3.

F. Freeman read the foregoing and re-opened the public hearing at 7:44 pm.

Jarrett Ham appeared as authorized agent for the current property owner Route Three Thornton, LLC, and introduced Jason Lopez of Keach-Nordstrom Associates who prepared the subdivision plan.

J. Lopez gave a brief overview of the proposed subdivision of the eleven (11) acres would be created for the purposes of conveyance to Jarrett Ham and his brother Jonathan Ham to preserve the land and existing barn which had previously been in the Ham family ownership.

J. Lopez submitted the final plans and Mylar.

J. Lopez stated the Plan, as presented, is on two (2) sheets. One is adequate for recording and the other also shows the topography.

B. Regan advised the application, plan and checklist as submitted and reviewed in advance. All seemed to be in order as the purpose of the subdivision is to carve out a parcel from the existing parcel for conveyance.

F. Freeman closed the public hearing at 7:51pm.

F. Freeman identified Final Subdivision Plan checklist items and asked for the wishes of the board.

**MOTION: “To accept the application as complete”.**

Motion: F. Gunter

Second: D. O’Donnell

Discussion: None

Motion passes: 7-YES, 0-NO

Jarrett Ham asked about the recording fees and B. Regan stated he would get that information directly to him the next day.

**MOTION: “To approve the application submitted by Jarrett Ham for a subdivision of property owned by Route Three Thornton, LLC identified as Map 10 Lot 8-8 located at U.S. Route 3 as depicted on the final plan submitted.”**

Motion: F. Gunter

Seconded: D. O’Donnell

Discussion: None

Motion passes: 7-YES, 0-NO

F. Freeman and J. Gaites signed the paper copies and Mylar on behalf of the board.

**OTHER BUSINESS: Discussion-**B. Regan spoke to the board with regard to the establishment of formalized road construction standards/procedures. He put forth the idea that both the BOS and PB may want to consider development of a uniform process for road development/construction within the town.

F. Freeman suggested the concept is a reasonable one and it would make sense to work on improving the process for all parties concerned.

After general discussion the consensus of the board was to pursue development of a uniform procedure in cooperation with the BOS.

**ADJOURNMENT:**

The following motion was made at 8:04 p.m.

**MOTION: "To adjourn."**

Motion: F. Gunter

Second: D. O'Donnell

Discussion: None

Motion passes: 7-YES, 0-NO

Respectfully Submitted,

*Brian Regan*, Planning Director

Thornton Planning Board Meeting

September 21, 2017

6:00 p.m.

Sign In Sheet

PLEASE **PRINT** YOUR **NAME** **AND** **ADDRESS**.

Thank you!

	Name	Address
1.	Adrienne Michaud	7 Linkside Drive Thornton
2.	TOM DEVAUSE	Owl's Nest 400 Clubhouse Lane Thornton
3.	Frank Kinne	56 Northpointe Rd Thornton
4.	Sylvia Kinne	56 Northpointe Rd Thornton
5.	Jason Lopez	Keach Nordstrom Assoc. Inc 10 Commerce Park North, 3 Bedford NH 03110
6.	Max Burnell	34 School Street; Littleton NH 03561
7.	Tom Duffield	Thornton, NH
8.	Stirley Banta	Thornton NH
9.	Jarrett + Ham	Lincoln NH
10.	Jonathan A Ham	Lincoln NH
11.		
12.		
13.		
14.		
15.		
16.		