

TOWN OF HOLDERNESS
Planning Board
Meeting Minutes: May 15, 2018

CALL TO ORDER: B. Snelling called the meeting to order at 6:30PM.

ROLL CALL OF MEMBERS:

Members Present: Bob Snelling, Chairman, Carl Lehner, Vice Chairman, Donna Bunnell, Secretary, Ron Huntoon, Member, Louis Pare, Member, Angi Francesco, Member, John W. Laverack, Ex-Officio

Members Not Present: None

Staff Present: M. Capone, Town Administrator

Others Present: John March, Rebecca Hanson, Gary Chaffee, Kristen Fuller, Betsy Cummings, E.B. James, Stephen Devold, Donald Falasca and Gary Cripps, Rob Haskell.

APPROVAL OF MINUTES: The Draft minutes of April 17, 2018 were reviewed. There were no corrections or amendments

Motion: "to accept the minutes as amended"

Motion: R. Huntoon

Second: W. Laverack

Discussion: None

Motion Passes 7-yes 0-no

PUBLIC HEARINGS: Case #2018-02: Application submitted by John March as Agent for Curry Place Cottages LLC for Site Plan review of property located at 854 US Route 3, identified as tax map 102-004-000, located in the Commercial District, in accordance with the Town of Holderness Site Plan Regulations.

R. Snelling opened the public hearing at 6:35.

R. Snelling commented that, for the record, there is a fifty-foot Conservation Easement in place on the property. The Board must consider the application independent of that easement.

Motion: "to accept the application as complete for consideration by the Board."

Motion: R. Snelling

Second: D. Bunnell

Discussion: None

Motion Passes 7-yes 0-no

John March reviewed the revised plan with the Board noting the changes to it based on the Zoning Board decision of May 8, 2018. The dormers and the screen porch had been removed. He mentioned that he had not removed the porch deck from the drawing but would correct it for the record. He left the 6 foot high fence on the plan as it allowed by zoning.

R. Snelling inquired about the properties that fed into the existing septic system in addition to those already at Curry Place.

Mr. March and Mr. Haskell commented that Walter's Basin and the Library were also serviced by the system. The Post Office pumps over to the system as well. He noted that the Historical Society had their own Septic system.

D. Bunnell inquired about Squam Boats Livery and the Library.

Mr. March noted that Squam Boats does not use the system, but the Library does. The Curry house and the real estate office feed in as well.

R. Snelling asked if any additional DES approval was required to accommodate the change from commercial to residential use of the Curry House.

Mr. March replied not at this time, but future expansion may require DES review and approval. Mr. March had a copy of the State Approval which he provided to the Town Administrator.

Mr. Haskell mentioned that phase 1, was for improvements to the Curry House, phase two was for improvements to the Bank Building and phase three was for improvements to the real estate building as a residential space.

R. Snelling commented that the application referenced an additional approval from NHDES. What is that for.

Mr. Haskell replied for the docks.

R. Snelling asked why DOT would need to approve the driveway permit again.

Mr. March responded that he had applied again just in case, but DOT did not require a new permit. He would supply the Board with the letter he received stating so.

R. Snelling noted that the docks were a matter to be discussed with DES, however he was curious as to how the docks would be handled given the SLA Easement. There was some discussion with regard to this point.

R. Snelling asked who would apply for the dock permit.

Mr. James of the SLA noted that that issue was being worked on.

R. Snelling asked where the parking would be for the rental units.

Mr. Haskell replied that parking for two cars would be allowed per rental unit. Four spaces total for the two units. Two in the front lot for the Curry House and two behind the building as that is the access for the second unit.

Mr. Haskell mentioned that signs may be put up in the rear parking area as part of phase two to allow for commercial tenant parking. The other spaces could be used by the community for parking.

R. Snelling inquired if this site permit was just for phase one of the project.

Mr. Haskell replied in the affirmative. He noted that two parking spaces would be set aside for each rental unit. There would be four spaces total used for the two units.

R. Huntoon asked about the leach field for the Historical Society. If it has to be replaced, who is going to be responsible for it.

Mr. Haskell replied that they purchased it, they own it, they need to replace it.

D. Bunnell asked about the Septic tank in front of the bank building.

Mr. Haskell mentioned that was part of phase two.

R. Snelling repeated that the hearing tonight was for phase one.

Mr. Haskell agreed. He has the drawings with him, but that work would probably take place in the Fall. He will be back for that.

R. Snelling commented that the only thing the Board was approving tonight was the site plan for the Curry House.

Mr. Haskell concurred.

There was a question about the porch/deck area.

Mr. Haskell commented that had not been allowed by the ZBA and he was not certain if he would appeal the decision. He does need a second means of egress from the property. He discussed the possibility of a door on the channel side of the building with two steps down to the ground.

C. Lehner asked for some clarification as to what happened at the ZBA hearing.

R. Snelling commented that the screen porch and the dormers requested were not approved by the ZBA.

There were no other questions from the Board.

R. Snelling asked for comment from the public.

There were no comments from the public.

Mr. Snelling closed the public hearing at 6:54PM. He asked if the Board wished to make a motion with regard to the application.

Motion: "to approve the site plan as proposed for phase one of the project which is for the Curry House."

Motion: R. Snelling

Second: R. Huntoon

Discussion: D. Bunnell clarified that this approval was only for phase one, the Curry House.

R. Snelling concurred.

Motion Passes 7-yes 0-no

Case #2018-03: Application submitted by John March as Agent for Betsy Co LLC for Site Plan review of property located at 1 Madison Ave, identified as tax map 101-035-000, located in the Commercial District, in accordance with the Town of Holderness Site Plan Regulations.

R. Snelling opened the public hearing at 6:58.

Motion: "to accept the application as complete for consideration by the Board."

Motion: A. Francesco

Second: C. Lehner

Discussion: C. Lehner asked for clarification with regard to lot coverage calculations. He noted the applicant most likely meant to note the area of 3304 in square feet not acres. The correction was noted.

Motion Passes 7-yes 0-no

John March presented for the applicant. He noted that they had received their variance for setbacks from Route 3 from the ZBA.

R. Snelling asked for clarification.

Mr. March noted that the new setback would still be within the existing setback but ten feet further back from the road.

The Town Administrator provided a larger plan for the Board to use in their review.

D. Bunnell asked if the existing building would be taken down.

Mr. March replied in the affirmative.

R. Snelling asked about additional pending approvals.

Mr. March replied that the pending approvals were for NHDOT and NHDES for access and septic.

Mr. March explained the existing entry and exit points. It was noted that the applicant had purchased the parcel that would grant a second access point eliminating the need for an easement.

R. Snelling asked if the pending NHDOT approval was for the second access point.

Mr. March replied in the affirmative.

Mr. March noted that they would initially go through the Town of Holderness for septic approval before submitting to the State. The proposed new septic requirement would be less than the one originally proposed due to the reduction in the number of units and the subsequent reduction in the number of bathrooms.

R. Snelling asked about storm water management.

Mr. March replied that there would be storm drains in the driveway area going to a level spreader. The spreader slows down the rainwater and lets the "fines" (sediment) settle out.

R. Snelling asked about parking spaces.

Mr. March replied that there is parking for one car under each unit. There are two additional spaces per unit.

D. Bunnell asked about the configuration of the buildings.

Ms. Cummings replied that there would be two townhouses and a four-car garage with a possible office above. Each unit would have three-bedrooms. There would be four additional parking spaces in the garage.

D. Bunnell asked why so much parking was needed.

Ms. Cummings replied that they wanted to be certain there was adequate space available so cars would not block the road running by the property.

R. Snelling asked about the use of the shoreland.

Ms. Cummings mentioned that she had one dock w/two slips.

D. Bunnell asked if these units would be permanent rentals.

Ms. Cummings replied in the affirmative.

R. Snelling asked for further questions from the Board.

There were none.

R. Snelling asked for questions from abutters or those present.

There were none.

R. Snelling closed the public hearing at 7:10 PM.

Mr. Snelling asked if there was a motion from the Board with regard to the application.

Motion: "to accept the proposed site plan as presented pending applicable approvals from NHDOT and NHDES."

Motion: R. Huntoon

Second: C. Lehner

Discussion: None

Motion Passes 7-yes 0-no

Case #2018-01: Application submitted by John March as Agent for Ronald and Jane Huntoon who own property at 66 Asquam Road identified as tax map 241-102-000 to annex 0.10 acre to be conveyed from tax map parcel 241-103-000 owned by, Greycote LLC, 158 Abenaki Way, Albany, NH, for a Boundary Line Adjustment to those properties located in the General Residential District, in accordance with the Town of Holderness Subdivision Regulations.

R. Snelling opened the public hearing at 7:13.

R. Huntoon recused himself from hearing the application as he is the applicant. Mr. Huntoon left the front table and took a seat in the audience.

Motion: "to accept the application as complete for consideration by the Board"

Motion: D. Bunnell

Second: C. Lehner

Discussion: None

Motion Passes 7-yes 0-no

Mr. March presented for the applicant. The boundary line adjustment is proposed to accommodate the setback for an addition to the existing property. The applicant will acquire 0.10 acre from the abutting property. The old boundary line will be extinguished.

C. Lehner asked if there would be anything left within the existing setback.

Mr. March replied that there was a section of old fence that was no longer in use within the setback. Mr. Huntoon replied that he plans to remove the fencing as it is no longer needed.

C. Lehner asked if a new deed would be prepared.

Mr. March replied that it had not been prepared yet but will be done once the boundary line adjustment is recorded.

C. Lehner asked if Mr. Huntoon intends to purchase the .10 acre from the abutter.

Mr. Huntoon replied in the affirmative.

Angi Francesco noted that no new lots would be created.

R. Snelling asked for additional comment or questions from the Board.

There were none.

R. Snelling asked for additional comment or questions from those present.

There were none.

Mr. Snelling closed the hearing at 7:19PM and asked for a motion from the Board with regard to the application.

Motion: "to approve the boundary line adjustment as proposed."

Motion: A. Francesco

Second: D. Bunnell

Discussion: None

Motion Passes 7-yes 0-no

The Board Chair and the Secretary signed the Mylar for recording. Two additional copies were signed for town files and the applicant.

CONTINUED APPLICATIONS: None

OTHER BUSINESS:

PSU Electronic sign: M. Capone mentioned that he had spoken with Dave Gyger at the Ice Arena and they are still working on the design for the sign. It was suggested that the Board send PSU a copy of our sign ordinance for their consideration during the design phase. The Town Administrator will follow up with the University.

Master Plan update: Natural Resources Update – A. Francesco provided an update for the Board. Presently maps are being updated. It is anticipated that the maps will also be made available digitally. A draft version for review may be available for the June meeting.

Planning/Zoning Conference Report: R. Snelling provided a brief synopsis of the Conference. He will bring his materials to the next meeting for further discussion.

Voluntary lot Merger: The Town Administrator verified the process for a voluntary lot merger with the Board.

Abutters to Site Plans: The Town Administrator asked if the Board wanted to revisit the distance allowed for notification of abutters for site plans. Presently, it is 300 feet. The RSA allows for 100 feet.

R. Snelling suggested that the Board take this up at the June meeting.

ADU requirements: The Town Administrator asked the Board for their interpretation of a pending building permit with regard to the application of the statute involving ADU's. The Board provided some information in that regard.

NEXT MEETING: Tuesday, June 19, 2018 beginning at 6:30PM

M. Capone mentioned that he may receive a site plan application and a minor subdivision application.

ADJOURNMENT: At 8:PM the following motion was made:

MOTION: "To adjourn."

Motion: W. Laverack

Second: A. Francesco

Discussion: None

Motion Passes: 7 - Yes, 0 - No

Respectfully Submitted,

Michael Capone
Town Administrator