

TOWN OF TUFTONBORO PLANNING BOARD

**December 15, 2022
7:00 PM
Town Offices, 240 Middle Road**

DRAFT MINUTES

7:00 PM Call to order

Attendees: Gary Qua, Chair; Carol Bush, Vice Chair; Kate Nesbit, Member; Bob Murray, Selectmen's Representative

Absent: Tony Triolo, Member; George Maidoff, Member; Matt Young, Alt. Member

Staff: Susan Burnside

Public: Kevin Van Brunt, Director of Camp Sentinel, Rafe Longver, Operations Manager of Camp Sentinel, Owen Van Brunt, Camp Sentinel, Jeff Lewis, Engineer from Northpoint Engineering, LLC

I. Public Comment

II. Approval of Minutes – November 17, 2022 Planning Board Meeting

Kate made a request to correct 2 typographical errors. Bob made a motion to accept the minutes with these corrections and Kate seconded. All were in favor and the motion passed.

III. Public Hearings

a. Camp Sentinel Site Plan Review

Kevin Van Brunt, director of Camp Sentinel and Pastor at Melvin Village Community Church, introduced himself to the Board and described the Camp's purpose, the proposed building use, and camp demographics. Kevin also explained that the proposed building will serve both the Camp and the local community for community events.

Jeff Lewis from Northpoint Engineering presented a detailed description of the plans. Gary asked about the buildings on the plan designated as Wixson 1 & 2. Kevin clarified that Wixson 2 is proposed at this time and they will submit an application to the Planning Board when the plan construction. Wixson 1 was approved by the Planning Board in 2017 and serves as a retreat residence for Pastors and first responders. Jeff stated that they did not survey the whole property, as the entire Camp encompasses over 600 acres.

Jeff explained that the wetlands and topographic information are delineated on the existing conditions plan. Peter Cooperdock, a wetlands scientist and septic designer worked on these plans. Gary noted that Peter's signature is not on the plans and asked the Jeff request a letter from Peter to indicate his involvement and with his NH license number. This request will be included as a condition in the Notice of Decision.

Gary asked about the width of the roads and Jeff explained that the gravel roads to the new building would be widened to 20 feet based on Fire Chief Adams requirement that the roads be greater than 18' wide. Gary asked about Chief Thomson's review with regard to a fire suppression system. Rafe Longver stated that they have been discussing the requirements with the Fire Chief. Jeff presented details on storm water run off and protections from erosion, placement of culverts and methods to direct water flow.

Gary asked about septic design and Jeff showed copies of Peter Cooperdock's septic design, which are separate from this site plan review. The proposed septic design is calculated based on 5 gallons a day for 150 people at 750 gallons a day, which is a conservative estimate based on the propose use of the building with lavatories only and no showers and at times not used daily. Jeff also described the plans to protect both the wetlands and Dan Hole Pond during and after construction. The plans outline details on trenches for electric and water service, signage, building drip edge, entrance stabilization and other typical techniques for erosion control during construction - all which protect the building and the surrounding area. Jeff concluded his presentation and Gary asked the Board If they had any questions. There were none as the application was complete and provide excellent details.

Gary asked for a motion to accept jurisdiction of the application. Bob so motion and Kate seconded. All were in favor and the motion passed.

Gary previously reviewed the waiver requests which he thought appropriate for this application. The waiver requests and the Board's vote on the waivers are as follows:

Site Plan Review Regulations Section 4.3.2: - "Existing Conditions Plan"
(specifically, subsections 4.3.2.A, 4.3.2.E, 4.3.2.G, 4.3.2.I, and 4.3.2.J)

Justification:

The subject property is greater than 600 acres and the proposed site improvements are approximately 800-FT from the nearest abutting property. Given the size of the property and proximity of the work to adjacent properties the applicant did not feel a comprehensive existing conditions plan was practical or necessary. A licensed land surveyor was not hired as part of the preparation of these plans.

The existing wetlands shown were delineated by Peter Cooperdock, CWS in accordance with industry standards. A "engineering survey" was prepared by Peter Cooperdock of Fernstone Associates which field located existing features, topography and the wetland flags he had hung. This plan serves as the base plan for design and the applicant feels this should be adequate given the nature of the work.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 4.3.3.G - "... Proposed Landscaping & Screening..."

Justification:

The proposed Activity Building is nestled into a forested area like the other Camp Sentinel buildings, and it does not seem necessary or consistent with the other structures on the Camp property to provide formal landscaping. One of the draws of the camp is its ability to create a connection with the natural environment and its associated beauty. No formal landscaping is proposed.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 4.3.3.J - "Surveyed Property Lines showing their Bearings and Distances..."

Justification:

The subject property is greater than 600 acres and the proposed site improvements are approximately 800-FT from the nearest abutting property. Given the size of the property and proximity of the work to adjacent properties the applicant did not feel a boundary survey was necessary.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 5.1.F – “Parking areas and drives shall be paved if public use is intended”

Justification:

The facilities at Camp Sentinel are for invited guests and are not generally in use by the general public. The proposed drives and parking areas for the new Activity Building are intended to be gravel in keeping with the other facilities on the property. For the most part guests park their vehicles in designated locations for the duration of their visit and are primarily walking to all destinations on the property. Obviously, there may be occasions where vehicles may be used to assist physically disabled or elderly visitors to get from place to place. Vehicles are also used on campus to deliver equipment, goods, and perform maintenance activities.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 5.2 – “Landscaping & Screening”
(Specifically, subsections 5.2.A and 5.2.C)

Justification:

The proposed Activity Building is nestled into a forested area like the other Camp Sentinel buildings, and it does not seem necessary or consistent with the other structures on the Camp property to provide formal landscaping. One of the draws of the camp is its ability to create a connection with the natural environment and its associated beauty. No formal landscaping is proposed.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 5.8.2 – “Outdoor Lighting Design Factors”

Justification:

The proposed Activity Building is nestled into a forested area like the other Camp Sentinel buildings and the applicant is not looking to propose excessive outdoor lighting. No parking lot pole lighting is proposed, and exterior lighting will be limited to modest building mounted lights along the exterior.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Site Plan Review Regulations Section 5.9 – “Parking Areas & Access Drives”
(Specifically, subsections 5.9.A, 5.9.B, 5.9.C, and 5.9.D.1)

Justification:

The proposed drives and parking areas for the new Activity Building are intended to be gravel in keeping with the other facilities on the property. The total gravel section for this project is intended to be 12” of Crushed Gravel (NHDOT 304.3). This specification modifies the required depth to subgrade to 12” given that pavement is not proposed. The Site Plan Regulation specified specification (5.9.B) for 6” of bank-run gravel with 6” of crushed gravel on top of that is unusual. Placing bank-run gravel (aka Gravel NHDOT 304.2) in a 6” lift is not practical. By the NHDOT specification this product can have 6” cobbles in it and it would be challenging to fine grade in a 6” lift. Typical gravel lifts are 12” thick for road construction.

The proposed 12” of crushed gravel is superior to the Town specification and more practical to install. No pavement is proposed.

A motion to accept the above waivers was made by Kate and seconded by Carol. All agreed and the motion passed.

Gary asked for a motion to open the public session. Bob so motioned and Kate seconded. All were in favor and the motion passed.

Gary asked for questions from the public. There were none.

Gary asked for a motion to close the public session. Bob so motioned and Carol seconded. All were in favor and the motion passed.

Gary stated the conditions for approval:

1. Submission of all applicable local, state and federal permits.
2. Time frame for project initiation is 18 months from 12/16/2022. If an extension is needed, the applicant must request additional time from the Planning Board. The time frame from completion of the project is 12 months from the date of issue of the building permit. If an extension is needed, the applicant must request additional time from the Planning Board.
3. A letter from Peter Cooperdock that states his involvement in the delineation of wetlands, storm runoff and erosion controls, and septic design. The letter should be signed by him and contain his NH license.
4. Written Findings RSA 676.3.1 The Planning Board approves the application based upon the documentation supplied. The Site Improvement Plans included an overview plan, existing site and removal plan, site plan, grading and drainage plan, erosion control plan and construction details (3pages). The application met the zoning ordinance requirements for acreage and road frontage. It has been an existing camp for 75 years now grandfathered in the Low Density Residential zone. This was a public session with all abutters notified. There was no objection from the public and or abutters.

IV. Discussion Items

1. Verizon Wireless: Gary gave an update to the Board on the status of the 3 Verizon Wireless cell tower construction. Gary discussed the conditions in the Notices of Decision and said that he would contact Verizon to get an update on progress. He will also consult with the Planning Board attorney on the conditions.
2. Ridge Field Corner: Gary stated that Sean McDonald of Lakeview Developments would be submitting a Boundary Line Adjustment for a lot in the subdivision and when that review is scheduled, he would attend the meeting to discuss the status of the subdivision and phasing plans.
3. Lynne Brunelle of Norway Plains Associates contact the Planning Board to inquire about scheduling a preliminary consultation for a subdivision for Gerry Holmberg on the property he owns. Gary discussed the fact that the property underwent excavation and that it needs reclamation, which could be accomplished by subdivision construction. Gary is aware that RSA 155 on excavation applies to Gerry Holmberg's property. Gary will discuss this situation with Carol Ogilvie for her input on how to proceed with this consultation.

V. Public Comment - none

VI. Adjournment: The meeting was adjourned at 8:30 PM.

Respectfully submitted by Susan Burnside