

**TOWN OF TUFTONBORO
PLANNING BOARD
February 16, 2017
MINUTES**

Members Present: Chris Sawyer, Chairman, Jack Parsons, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Tony Triolo, Fenton Varney, Members.

Members Absent: John Lapolla, Matt Young, John Cameron, Members.

Staff Present: Lee Ann Keathley, Administrative Secretary.

Chairman Sawyer opened the meeting at 6:46 PM.

**I. Consideration of Minutes
January 19, 2017**

It was moved by Jack Parsons and seconded by Bill Marcussen to approve the January 19, 2017 Tuftonboro Planning Board minutes as submitted. Chris Sawyer, Jack Parsons, Bill Marcussen, Fenton Varney voted in favor. Tony Triolo abstained. The motion passed.

II. Scheduled Appointment

**Stephen Hunter
Site Plan Review; Self Storage Facility
181 Middle Road
Tax Map #55-2-7**

Chris Sawyer read the list of abutters and noted the application is complete.

It was moved by Jack Parsons and seconded Tony Triolo to accept jurisdiction. All members voted in favor. The motion passed.

Steve Hunter reviewed the submitted plans. He stated the original proposal presented to the ZBA included 40'x100' storage buildings however, based on recommended industry standards he is now proposing 30'x100' buildings. He stated a gate would be constructed closer to the buildings rather than at the entrance off of Route 109A; noting the ZBA approval did not state the location of the gate. He stated drainage and snow removal empties to a natural drainage area. He stated there would not be a well or septic and he has received a driveway permit from NH DOT (Mr. Hunter provided a copy of the permit for the file).

Chairman Sawyer opened the public hearing.

Fenton Varney asked if the upland area would be leveled.

Steve Hunter replied yes.

Fenton Varney asked where the excess material would be placed.

Steve Hunter stated he would haul it off site or sell the material.

Fenton Varney asked if the building(s) would be seen from the road.

Steve Hunter stated the building can be seen if looking up the driveway however, the knob will screen the buildings. He noted the ZBA approved the change of use.

Fenton Varney confirmed the ZBA approved a change of use for the entire lot. He questioned the acreage.

Steve Hunter replied 2.89 acres; noting 317' of frontage on Route 109A.

Fenton Varney questioned the direction of the drainage.

Jack Parsons stated the drainage flows onto Town property.

Fenton Varney questioned whether an office is proposed onsite.

Steve Hunter replied no and stated he would use one of the units to store contracts and a machine for winter snow removal.

Fenton Varney questioned the location of the fence.

Steve Hunter stated there is no need for a fence because of the proposed gate, then noted there may be a need for a fence along the lower side.

Keith Rogers questioned screening.

Steve Hunter stated he does not propose any additional screening; noting an existing natural bank.

Keith Rogers questioned what will happen with the low spot.

Steve Hunter stated he would place loam/material in the low spot.

Fenton Varney stated the 675 grade line could be carried from the knoll to the low area by using the excess loam material.

Keith Rogers stated he is in favor of the proposal.

Fenton Varney recommended flagging what would be the top of the storage buildings to depict the actual height to determine appropriate screening.

Chris Sawyer reviewed the Site Plan Review checklists and waivers submitted by the applicant. Referencing the waivers, she stated some of the waivers requested are not needed and requested the applicant review such and submit a revised waiver request.

Steve Hunter stated he doesn't feel a traffic count is needed because there is not a lot of traffic and Route 109A is a State road. He stated that when the project is done he would be available to address any issues that arose.

Fenton Varney questioned traffic flow on the site.

Steve Hunter stated there is 15' behind the units to provide for a drive area around the units.

Bill Marcussen questioned whether lighting inside the units is proposed.

Steve Hunter replied no. He stated three outdoor motion sensor lights are proposed for each building.

Bill Marcussen confirmed the lighting would be dark sky compliant.

Chris Sawyer confirmed the lighting would consist of shielded lights per the Town's regulations. She questioned whether underground utilities are proposed.

Steve Hunter stated he would like to however, he has not met with the electric company yet to determine what pole would be accessed.

Chris Sawyer questioned signage.

Steve Hunter stated he intends to place a sign at the front of the entrance when the project is completed.

Jack Parsons stated that a 12 SF sign is permitted and issued by the Code Enforcement Officer.

Chris Sawyer questioned whether the paving would extend to the units.

Steve Hunter stated he is unsure however, the intent is to pave the driveway to and around the buildings.

Bill Marcussen questioned whether the floors of the buildings would be concrete.

Steve Hunter replied yes.

Bill Marcussen questioned whether the gate would be electric.

Steve Hunter replied yes.

Fenton Varney stated he supports the proposal however, the applicant needs to submit an engineered plan that includes the drive cut, berm, location of the buildings, site stabilization, project phasing and phasing plan for paving. He stated he wants to ensure adequate area and radius for traffic circulation around the buildings and expressed concern regarding the steep grade of the site and traffic pattern. He stated the applicant has submitted an existing conditions plan however, needs to submit a proposed conditions plan. He recommended the applicant review the Melvin Village Marina Site Plan.

The Board agreed to continue the application and requested the applicant submit the following information;

- An engineered plan to include drainage, site stabilization, location of buildings, location of utilities, drive cut, screening (berm)
- Project phasing plan for construction of the buildings
- Paving phasing plan
- Revised waiver list
- Traffic flow and circulation of site
- Cost estimate for improvements

It was moved by Tony Triolo and seconded by Fenton Varney to continue the Stephen Hunter Site Plan Review application and public hearing to March 16, 2017. All members voted in favor. The motion passed.

III. Discussion Items

LRPC Membership Renewal

The Board tabled such to March 2, 2017.

Parks and Recreation Master Plan Chapter

The Board reviewed the draft chapter update submitted by LRPC and agreed to submit recommended revisions to Staff (Jack Parsons submitted his revisions) and review the 2006 Master Plan for comparison. Staff will contact Gina Lessard to review the chapter update.

IV. Informational Items

None.

V. Public Comment

None.

VI. Other Business

Chris Sawyer stated she received a phone call from a resident regarding the proposed zoning changes to Section 10.4 of the Zoning Ordinance. She stated the resident questioned whether a trailer could be left on the property forever.

Fenton Varney replied yes.

Jack Parsons stated the issue of use prompted the proposed zoning change. He stated a property owner cannot be denied the ability to park a trailer if the trailer is not being used.

Bill Marcussen stated that if the proposed zoning change presents an issue the Board could submit another zoning change next year if needed.

It was moved by Chris Sawyer and seconded by Fenton Varney to adjourn the February 16, 2017 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 8:04 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley