

**LINCOLN PLANNING BOARD**  
**REGULAR MEETING MINUTES**  
**WEDNESDAY, APRIL 29, 2015 – 6:00PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

**APPROVED**

**Present:** Chairman Jim Spanos, John Hettinger, Paula Strickon, Ron Beard (alternate & Fire Chief), Callum Grant (alternate) Taylor Beaudin (alternate)

**Members Excused:** Norman Belanger (alternate), OJ Robinson - Selectmen's Representative, Vice-Chairman R. Patrick Romprey

**Members Absent:** None

**Staff Present:** Town Manager/Town Planner Alfred "Butch" Burbank, Planning and Zoning Administrator Carole Bont, and Wendy Tanner (recorder)

**Guests:**

- Karen Fitzgerald – Landscape Architect - FitzDesign Inc., 1222 Bennington Road, Francestown, NH 03043-3014

**Guests for change of use from residential duplex to multi-family housing at 29 Main Street.**

- David Rodgers, d/b/a Rodger's Ski Shop and principal in Great Stone Face Skier, LLC, P.O. Box 68, Lincoln, NH 03251 who owns: [29 Main Street (Map 112, Lot 026)], [9 Donovan Drive (Map 112, Lot 013) and 5 Railroad Street (Map 112, Lot 014)(now merged)].
- Jerard M. Derosier d/b/a The Snowboard Shack located at 27 Main Street (Map 112 Lot 085), Lincoln, NH 03251 operated on property owned by Jerard M. Derosier & Carolee Simmons of 99 Cross Road, Thornton, NH 03285
- Helen Rodgers, d/b/a Rodger's Ski Shop and principal in Great Stone Face Skier, LLC, P.O. Box 68, Lincoln, NH 03251 who owns: [29 Main Street (Map 112, Lot 026)], [9 Donovan Drive (Map 112, Lot 013) and 5 Railroad Street (Map 112, Lot 014)(now merged)].
- Herbert Lahout, of 64 Sunset Hill Road, Sugar Hill, NH 03586, owner of 31 & 33 Main Street, (Tax Map 112, Lots 027 & 028) where his tenant Lincoln Nail Salon is located.

- I. CALL TO ORDER** by the Chairman of Planning Board; announcement of excused absences, if any, and seating of alternates(s), if necessary.

*The meeting was called to order at 6:00PM*

- II. CONSIDERATION** of meeting minutes from:
- April 22, 2015

**Motion to approve the Minutes of April 22, 2015 with changes.**

**Motion:** Paula Strickon      **Second:** John Hettinger

**All in Favor:** (3-0)

Chair Spanos chose to deal with "Continuing and Other Business" before "New Business".

**III. CONTINUING AND OTHER BUSINESS** (Staff and Planning Board Member/Alternates).

- A. **6:00 PM** – On Wednesday, April 22, 2015, at 7:00 pm, the Planning Board (PB) started the public hearing, and then **continued the public hearing** to April 29, 2015, at 6:00 pm on the application and will consider the following matter:

1. **Site Plan Review - Application for Site Plan Review approval for change of use from residential duplex to multi-family housing.** Applicant David Rodgers d/b/a Great Stone Face Skier, LLC, requests Site Plan Review approval to change the use of a dwelling from a duplex to multifamily housing with three living units in accordance with Article VI of the Lincoln Site Plan Review Regulations, Section B,2 of the Land Use Plan Ordinance. The lot is 29 Main Street, (Tax Map 112, Lot 026) located in the Village Center (VC) District. Also included is a request that the Planning Board grant a waiver of the minimum lot size dimensional requirement of 15,000 sq. ft. per dwelling unit as permitted in the Village Center District by the Land Use Plan Ordinance. The property is owned by Great Stone Face Skier, LLC, PO Box 68, Lincoln, NH 03251-0068.

The Planning Board will continue to hold a public hearing on the merits of the proposal. The hearing was continued to a date certain: Wednesday, April 29, 2015 at 6:00 pm.

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

*Chair Spanos appointed alternates Ron Beard and Taylor Beaudin to hear the case.*

Chair Spanos read the application.

Town Manager Burbank said that the Town has not received a report from the State Fire Marshal's office yet. After several meetings with members of the NH Department of Transportation (DOT), the Town learned that Great Stone Face Skier, LLC needs to apply with DOT for a Driveway Permit. The property has had a residential house on it for decades. There is no record filed with DOT that any previous owner of 29 Main Street (Tax Map 112, Lot 026) ever filed for a driveway permit (also referred to as a "curb cut") onto NH Route 112 which is a state road. Town Manager Burbank said that with these two issues outstanding, there is nothing that the Planning Board can vote on or make a decision about without seeing the State Fire Marshal's report or having some resolution of the issue with NH DOT requiring an approved driveway permit. Town Manager Burbank recommended that this application be continued to a date and time certain when we know that the reports have come in from the State Fire Marshal's Office and DOT.

Bont recommended that the continuance be granted until Wednesday, May 13, 2015 at 6:00 PM.

Chair Spanos asked if the applicants would like to say anything.

David Rodgers agreed with the Planning Board for the continuance of the meeting so that he can also receive and review the report from the State Fire Marshal.

**Motion to continue Site Plan Review for change of use from a residential duplex to multi-family housing until May 13, 2015.**

**Motion: John Hettinger**

**Second: Taylor Beaudin**

**All in Favor: (5-0)**

#### IV. NEW BUSINESS

- A. 6:00 PM – MASTER PLAN UPDATE - Work Session** – Planning Board (PB) will hold a public work session with Karen Fitzgerald, President of FitzDesign, Inc., to work on the Master Plan update. Karen Fitzgerald will be assisted by Steven W. Whitman who worked with Jeff Beaudin for many years with Master Plan. This part of the meeting is a “work session” therefore there will be no public participation in the discussion.

Chair Spanos stated that this was a work session and no public input will be taken.

Chair Spanos expressed the Board’s condolences for the loss of Fitzgerald’s long-time colleague, Jeffrey Taylor. Karen Fitzgerald explained that Jeff Taylor also worked with Steven Whitman. Steven Whitman was one of Jeff Taylor’s partners and will be assisting Karen Fitzgerald with this project.

Fitzgerald wanted to talk with the Planning Board about changing the format of the Master Plan document. Fitzgerald explained that she reviewed the existing 2003 Lincoln Master Plan and has a few thoughts about how to proceed with the update.

First, Fitzgerald wanted to talk about the schedule. Second, Fitzgerald wanted to talk about the format of the Master Plan document.

Public participation is the next step in the process. She had a couple of different ideas about how to proceed with organizing the Master Plan. The current 2003 Master Plan is heavy on the data. In her opinion, users of the Master Plan document can get lost in the amount of data. Fitzgerald said that although it is necessary to back up some of the decisions with a lot of data, she was hoping that today the Board would agree to let her try to simplify the document so it is easier to look at and refer to.

Town Manager Burbank agreed that the document was heavy with data. He agreed that if the Master Plan had to be supported by data that perhaps the data could be in another document or in the back if data was required to support the plan.

Chair Spanos said that having footnotes throughout the document could be enough.

Fitzgerald said that there are a couple good examples of Master Plans bound in a two volume set. One volume has an easy to read Master Plan document that includes the decisions, goals and strategies with no extraneous data. Then the second volume of the Master Plan has all of the data, including graphs and charts as an appendix. Fitzgerald believes the two volume approach is a much friendlier and easier way to put the Master Plan together. Fitzgerald said that the problem with the current Master Plan is that the goals that are listed at the beginning are not reflected again in the chapters. Fitzgerald gave a few examples of Land Use Goals that are listed, but not reflected anywhere in the Land Use Chapters. She believes that a better job of reflecting goals can be done if we simplify the document.

Town Manager Burbank asked if some of the Master Plan was “boiler plate” language (meaning the same for every town). Obviously the updated Master Plan would need to be tailored to Lincoln, but Burbank asked if Lincoln needed to start from scratch to rewrite that type of document.

Fitzgerald said she did not think that the Master Plan would all need to be rewritten from scratch. There are sections that are similar from town to town. Fitzgerald brought an example from the Town of Windham. In Windham they are reviewing and revising their Master Plan chapter by chapter.

Strickon asked for confirmation that the information that Fitzgerald has was obtained from the Town of Lincoln Master Plan dated 2003. Fitzgerald confirmed.

Hettinger stated he understood that the original Master Plan was created by interviewing and surveying town folk. They set up three (3) or four (4) different committees. They had committee meetings. The committees set up goals from what the people wanted using the input from the public gatherings and surveys and that all went into the Master Plan. Fitzgerald said that we need to do something similar in the process of updating the Master Plan.

Fitzgerald said that there are certain chapters that towns are required to include in the Master Plan. The required chapters are all included in the current 2003 version, however, there is a way to make the document more user friendly. The one thing that is missing from the current Master Plan is an implementation plan chapter. The implementation chapter could be in the form of a spreadsheet showing the item or project, when and who would be spearheading the project.

Bont asked if the implementation plan would “dovetail” with the Capital Improvement Plan (CIP) because the Town of Lincoln does have a Capital Improvement Plan.

Fitzgerald said yes, but there might be other things that the town would like to implement that are not necessarily capital projects.

Town Manager Burbank asked if she meant something like creating the RiverWalk Trail. Fitzgerald said, yes.

Chair Spanos said that the Town of Lincoln has a very detailed Capital Improvement Plan.

Fitzgerald said that the Capital Improvement Plan includes goals for specific projects that have money attached to them, but other goals that are not so concrete. For example, say you have a goal to improve something, that does not really have a project date and money attached to it so it would not be on your Capital Improvement Plan, however, you might want to keep the goal in your Master Plan Implementation Chart.

Spanos said that “without reinventing the wheel”, the Planning Board is looking to change what the town has for a Master Plan and improve upon it.

Fitzgerald said that at the end of the day the town really wants to have a product that is usable. You have to go through the data update anyway, that is part of the work, but how you format it is the question.

Fitzgerald said that there is a lot of data and numbers in the 2003 Master Plan.

Hettinger said that concerning the data update, unless we need the data we should not have to update the data. Hettinger said that if the town comes up with a goal or a proposal the town will need the data to back up that proposal. Then the data to support that goal or proposal should be updated. It does not make sense to collect updated data just because the old Master Plan included the data.

Town Manager Burbank asked when the data for the Master Plan was compiled.

Spanos said the data for the Master Plan was compiled in 2003, however, in 2003 there was not as much data available online as there is now.



Burbank said that since 2003 was the first time the Town of Lincoln ever wrote a Master Plan that perhaps they collected more data than they need now.

Strickon asked who was responsible to collect the updated data.

Fitzgerald said that she was responsible for that task. A lot of the data needed is census data and can be collected easily. But that if the updated Master Plan is a document that the townspeople could easily refer to, it would be more likely to be used and referred to.

Town Manager Burbank asked if they could look at the current Master Plan and give the Planning Board an idea, chapter by chapter, of how Fitzgerald would simplify it.

Fitzgerald had an example of a Master Plan chapter for “Land Use” done in the Town of Windham, NH in 2005. She showed the Windham “Land Use” chapter to the Planning Board (copy attached to the minutes). Fitzgerald explained the layout of the chapter and how the goals, objectives and strategies were written out and how the implementation was depicted in a chart at the back of the chapter. Fitzgerald explained that this example came from a two volume Master Plan where the second volume had all the data.

Spanos asked if Fitzgerald would be sending drafts of the chapters to the Planning Board as they are completed.

Fitzgerald said yes. The “Vision” Chapter is the first chapter that the Planning Board would need to tackle. A lot of the goals would come out of the “Vision” Chapter. Typically the Planning Board addresses each chapter (i.e. Land Use, Recreation, Transportation, etc.) and try to get as much public input as it can from the public before creating or modifying those chapters.

Burbank asked if the “Vision” about what they wanted Lincoln to become would be just the Planning Board’s vision or was the Planning Board required to get public input first in order to create the “Vision” Chapter.

Fitzgerald felt that the public input was important. Town Manager Burbank agreed.

Hettinger said that what the public wanted in 2003 may be totally different than what the public today would want Lincoln to be like.

Fitzgerald said that there is a simple way to manage the public input portion of the process. First, figure out a date in an open public session. Then at the open public session set up different stations dedicated to different subjects that will be in the Chapters of the Master Plan. At each station ask people questions about that particular subject, i.e. “Land Use”. At the “Land Use” station there will be information available about what the present acceptable “Land Use” is and any changes that have happened over time. At the “Land Use” station the public would be asked questions like: “What is the town doing that you like?” and “What is the town doing that you don’t like?”. The two basic questions are: “What do you want to see?” and “What is it that you think is a problem?”. Get public input on each subject by having people move through the stations and you will have a lot of input on each of the subjects.

Spanos said that the Planning Board has already updated some of the chapters as a Board and asked if those had been made available to Fitzgerald.

Fitzgerald asked if the Planning Board updated the “Land Use” chapter. Bont said that was the actual Master Plan Chapters. Bont explained that the changes were in notes she had taken and have not been

typed up for review. Chair Spanos asked if Bont's notes could be made available to Fitzgerald. Bont confirmed, "yes".

Fitzgerald further explained the layout of the chapters from the Windham 2005 Master Plan to the Planning Board. Fitzgerald said the "Vision" section is the first. At the beginning of each chapter there is an outline with each goal for that chapter. The last page of the chapter is the implementation section. Fitzgerald explained that "LU-1" was the first goal of the "Land Use" chapter. The letters "LU" stands for "Land Use". In the "Land Use" Chapter, "LU-1" is the goal. The goal is also has an objective, strategies and an implementation plan. Fitzgerald pointed out that each strategy in the implementation plan has a priority, a time table and a person assigned to take responsibility for working towards implementation.

Chair Spanos asked that this was done in the Town of Windham in 2005? Were the majority of items actually completed in 2010? Does Fitzgerald know how they did on meeting their objectives and goals.

Fitzgerald said she did not know the answers to those questions, but that the Town of Windham is updating the Master Plan right now. Fitzgerald said that she has worked with Windham on design guidelines in the past. Presently the Town of Windham is under a lot of pressure for development. She is sure that Windham has had a lot of changes since 2005.

Town Manager Burbank said that the first logical step would to schedule a public hearing. Should we start with a public hearing on just on the Vision or by Chapter? He felt that it would take some time to get the publicity together so there was a good turnout of people. Taylor Beaudin said he hoped that the event would attract more than four (4) people.

Chair Spanos asked if she had a "boilerplate" set of questions. Fitzgerald said yes.

Fitzgerald said that having an all-day public meeting with a couple of different sessions could work. An online survey is good to reach people that cannot make the meeting. Social media is another way to reach the public. Town Manager Burbank said there is a Town of Lincoln website as well as a Facebook page. There are also two or three coffee shops that seem to spread the word faster than Facebook. Fitzgerald believes that all of those tools should be used to collect data from the public.

There was a brief discussion about the handout from the Windham Master Plan and how the Strategies match up with the Implementation chart in the back.

Hettinger thought that they might start with a few of the chief objectives that the people of the town want or envision as needing to be done. Then they would look at each of those objectives and figure out how you would achieve those objectives or evaluate what each idea would encompass.

Bont said that the Town of Lincoln's Master Plan of 2003 was created before the economy changed. The previous enthusiasm for the businesses in town might have damped. There are only 1,662 residents who live fulltime in the Town of Lincoln (2010 Census). Older fulltime residents generally are the people who come in to complain to us about what the Town has become.

The 2000 Census listed 1,271 residents.
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Hettinger said that the unusual thing in Lincoln is the split citizenship. Lincoln has a very large retiree population; then Lincoln has another group of people who are "local" (i.e., who grew up here) who still have to work for a living. These two population groups are very different.

Town Manager Burbank said that Lincoln also has a high non-resident population that pays a lot of property taxes, but who do not spend enough time here to become residents. Burbank asked if these people would be pulled in to contribute input to the "Vision". Would their participation and input be solicited also or would they be discouraged. Burbank asked the Planning Board members, "Should the town want their input?"

Taylor Beaudin said he thought that the Town would want input from the non-residential property taxpayers and that their input should be included.

Fitzgerald said that the Town's economy is based on tourism, so input from these nonresidential taxpayers would be a very important piece of the puzzle.

Town Manager Burbank said that the timing of any polling was going to set the tone of how this task is performed.

Beard said to send the survey questions out with the tax bills. Town Manager Burbank said we could send the survey out with the tax bills. Taxpayers would have the survey in a couple of weeks.

The first issue of property tax bills are scheduled to go out during the last week of May.
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Fitzgerald said that if the Town puts its Master Plan survey online, the survey would reach the people who are not here. One of the questions the survey can ask is whether or not you are a full time resident or a seasonal resident.

Town Manager Burbank said the survey could also ask:

- whether the respondent was a part time resident or a full time resident
- whether they were a property owner or a business owner

Bont said that many business owners do not own the property where their businesses are located and do not live in Town either.

Town Manager Burbank asked the Planning Board whether the business owners' input should be considered if they own a business, but do not own property where their businesses are located or live in Town.

Fitzgerald said that one thing the Planning Board members should be thinking about is that this is a plan for the next ten (10) years. It is not a statement about what is happening right now. You and the public need to think about what you are proposing for the next ten (10) years.

Town Manager Burbank said that this is good timing.

Bont said the economy in Lincoln is just starting to improve after the downturn in 2008. Hotels going up and businesses are coming in. Even the housing market is improving with people building second homes where they haven't been in the past.

Chair Spanos said it has been 7 or 8 years since the building and housing market last peaked. The building and housing market is just starting to come up again.

Town Manager Burbank said that he met a couple of people this week who are interested in starting a business here. They came into the Town Office to ask questions about the business climate and what is available for real estate.

Fitzgerald said that having data on the population trends is important.

Town Manager Burbank asked if that information would come from the United States Census Bureau (“Census”).

Fitzgerald said, yes, the Census would have some trends she could use. Fitzgerald said that this next generation is the largest generation ever in the United States, the “Millennials”.

The Millennials are people who reached young adulthood around the year 2000; a “Generation Y”er. There are no precise dates when the generation starts and ends. Researchers and commentators use birth years ranging from the early 1980s to the early 2000s. In the United States, birth rates peaked in August 1990 and a 20th-century trend toward smaller families in developed countries continued.

Fitzgerald said that there are many towns in New Hampshire where the kids are not staying in the town.

Taylor Beaudin said that here in Lincoln, after time away a lot of the kids have come back. Beaudin said that many in his high school class left town, but 90% of them came back.

Fitzgerald said that there are a lot of habits that that the Millennial generation has that are new and have an impact on future planning. For instance, Millennials are not buying houses. They are fine with renting; they do not want to own a home. Their attitude about home ownership effects housing stock and how municipalities need to look at residential properties as a future tax base. Many of the younger generation is renting or living with their parents for a long time – well into adulthood. This trend is causing a lot of multi-generational living. The Planning Board should not only consider these new trends, but possible “infill” projects should be considered as well.

In urban planning, “infill” is the rededication of land in an urban environment, usually open space, to new construction. Infill also applies within an urban polity to construction on any undeveloped land that is not on the urban margin. The slightly broader term “land-recycling” is sometimes used instead. Infill has been promoted as an economical use of existing infrastructure and a remedy for urban sprawl. Its detractors view it as overloading urban services, including increased traffic congestion and pollution, and decreasing urban green-space.

Spanos said that a lot of the projects coming into Lincoln like the additional hotels need workers, but there is no housing options where these workers can afford to live.

Fitzgerald said that two thirds of the people that work in the Town of Lincoln do not live here. Fitzgerald felt that was a large percentage.

Town Manager Burbank asked if this high percentage of people who did not live in the town where they worked was typical for the state or was it a relatively high percentage.



Fitzgerald said that it was pretty high, but typical for the type of town where the town's economy is based on a service and tourist industry. For the people who live in Lincoln full time, it would be better if they could live and work in the same place, for a lot of reasons, but it also would be better for the Town.

Fitzgerald said that the next step would be to narrow down possible dates for that public outreach session or sessions.

Town Manager Burbank said that to get the process started we should start talking to the school about potential dates for the town to use the school to hold the public hearing. We need time to get the location publicized. Burbank was not sure if the conference room in the town hall would be large enough to set up stations. Fitzgerald thought it would be great to use the school if the Town Hall conference room is not big enough. Chair Spanos said that we should set it up for when school lets out. Town Manager Burbank said that after school lets out the seasonal folks start coming and if we pick the right day you may see a larger group of participants.

Fitzgerald asked if the Town of Lincoln has a Town Day or any celebrations scheduled in the summer. Beard said that there was the Fourth of July Independence Day celebration. A lot of people come up for a week or two stay at that time.

Town Manager Burbank asked if that time frame was too far off. Bont and Fitzgerald thought it was too far off. Fitzgerald added that Steve Whitman would not be available in July. Laconia Motorcycle Week was mentioned.

Chair Spanos asked about the last Wednesday in June. Bont said that would be a normal Planning Board meeting date. Bont asked if the Planning Board would want the public hearing on a Wednesday night or on a Saturday. Fitzgerald said that a day that would bring the most people would be good. Chair Spanos thought a weekend day would be a better day.

Fitzgerald said that a morning session and an evening session could be scheduled for people that cannot make one or the other. Town Manager Burbank asked if it made sense to do a weekday night and then a Saturday day session. Chair Spanos said that Saturday would be good day because people have driven up on Friday night.

Fitzgerald asked if school was out by Saturday June 20.

Lin-Wood School District last day of school is Tuesday, June 16, 2015.
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Bont said that her son's graduation is the 13<sup>th</sup> of June. Town Manager Burbank said that the Lin-Wood School District did not have any snow days this year so they end fairly regularly. Beaudin mentioned that the children of some of the people from Massachusetts and elsewhere who own second family homes here may be going to school into July because of the large number of snow days this past winter.

The Planning Board members agreed that a weekend session would be better. Fitzgerald said she would check with Steve Whitman for June 20<sup>th</sup> or 27<sup>th</sup>.

Town Manager Burbank said that with social media many people will respond via email or survey.

Beard asked if board members would need to be here for the public session. Town Manager Burbank said, "No" that the purpose of the session was only for people to answer a questionnaire.

Fitzgerald said that it is usually pretty much a free-for-all. She and Steve Whitman try to keep people moving and interested in getting the project completed as soon as possible. Fitzgerald noted that she and Steve have worked together on other projects like this all over the state. Fitzgerald said that it depends upon how many people are there what type of strategy they use. Fitzgerald wants to talk about getting a survey on the web or on the Town of Lincoln Facebook page that could start anytime. Fitzgerald will draft up questions and send them out to everyone on the Planning Board.

Chair Spanos asked if there were any safeguards in place to prevent one person from sending in multiple (2,000) surveys to skew the results. Fitzgerald said that they use "SurveyMonkey" which only allows a person to get online and fill out the survey once. "SurveyMonkey" tracks each respondent. Taylor Beaudin did not think that many people would be interested in filling out more than one survey.

Town Manager Burbank asked how long the survey would be – would it be only 8 or 10 questions. Fitzgerald said that yes, the size of the survey would be kept short.

Town Manager Burbank said that if you can get 100 people to respond it would give you a good sense of direction. Burbank thought it would be good to target Taylor Beaudin's age group.

Bont asked if we should serve ice cream. An ice cream social is often used to get people to come to events that they would not normally want to attend. Town Manager Burbank said that maybe we could figure a way to turn this into a recreational event. Taylor Beaudin recommended that we hold the event on the 251<sup>st</sup> anniversary celebration for the Town of Lincoln.

The 251<sup>st</sup> anniversary celebration for the Town of Lincoln is going to be called a "Community Celebration". It is tentatively slated to be held during the last week in July. The event is still in the preliminary planning stages. At this point it is slated for the last week in July, but that date could be subject to change.

Fitzgerald said that she did a project for Bedford and was told that no one comes to these meetings so they did not have any sessions. Instead they went to the Town's "Old Home Day" and went out to each event and we got over 500 people to fill out surveys.

Bont said that if we had a survey ready we could hit the High School students before school gets out. It is going to be their town if they come back here. Does Lin-Wood high School have a social science teacher over there that could help? Town Manager Burbank said that the next time the Master Plan would be updated would be ten (10) years from now. Today's high school students would be twenty-eight (28) years old and returning to Lincoln. That is just about right. Fitzgerald said that if we could do that it would be great. Fitzgerald said that the seniors are thinking about what is ahead so that would be a good audience. Burbank said that Lincoln Woodstock is the school system so many of the students are from Woodstock, but that it did not matter because it was all the same demographic. Town Manager Burbank said that you have to think ahead as to who your target audience will be.

Bont said that the seniors who attend the senior lunches at the Linwood Senior Center in the Community Center could be a good place to get input. Strickon said that if she has a copy of the survey, she would be willing to take it to Lincoln Green. She does not think that many of the seniors have computers, but if she had hard copies she could use she could collect their input on the hard copies. Bont said that she would give the surveys to Strickon as soon as she got them.

Fitz said she will forward the survey to Bont as soon as it was available. Fitzgerald said that after we have the comments and the information from the surveys together we can really see what the goals and objectives or the “Vision” should be.

Town Manager Burbank said those results will dictate what the vision should be and whether we can figure out which chapters from the current plan the Planning Board really need to concentrate on.

Fitzgerald said that honestly every single chapter needs some revision because it includes and is based on old data. Fitzgerald said that every chapter except the “Community Design” chapter has charts and numbers. The “Community Design” chapter is the only chapter that does not have all that much data.

Beard said that if they take the data out of the text, the data part of the Master Plan can be fluid and updated sooner than everything else, while the main body can be kept the same.

Fitz said that if the Planning Board members look at the Master Plan, there is data in there that could be shown on a simple chart, however, the flow of the text is broken up because the data inserted needs to be explained in the main text. Consequently, there is a lot of extra text when the Master Plan could have simple charts to convey the same information. Fitzgerald’s opinion is that readers get glassy-eyed by the end. Where are all these numbers and how does it reflect back to the goals of the Master Plan? By the end the reader is overwhelmed with numbers. Fitzgerald would like to see everyone’s efforts going into making the new Master Plan really useful.

Hettinger said the Master Plan gives the Planning Board direction.

Chair Spanos asked if there were any more questions. Fitzgerald said that some people might have objections, but that her goal would be to make the Master Plan something easy to look at and easy to use. Town Manager Burbank asked if there were any other expectations for tonight other than get the meeting scheduled. Fitzgerald said just a discussion on the format was the primary goal and purpose.

Hettinger asked about the questions Fitzgerald would ask on the survey. Fitzgerald said she would send the questions to Carole Bont and she would comment and send them to the Planning Board. Chair Spanos said that there was a little bit of time.

Bont said that we do not have to have a meeting to respond to Fitzgerald. Each Planning Board member would send their questions or comments to Bont and she would forward them to Fitzgerald. Fitzgerald said, “yes”, and then there would be a final version and everyone could look at it again.

The Planning Board thanked Karen Fitzgerald for her time.

*Fitzgerald left the meeting.*

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### **RiverWalk Sales Trailer**

Town Manager Burbank explained that Dennis Ducharme has asked to put in a sales trailer for RiverWalk at Loon Mountain, LLC (Tax Map 118, Lot 044) at 22 South Mountain drive (Mill). The trailer would be located outside in his fenced in construction area. Burbank asked if the Planning Board sees a need for Site Plan Review.

Bont said that she looked under temporary sales structures and it is really describing a tent or a stand, but does not describe a trailer that may be there for several months or several years. The Land Use Plan Ordinance only allows a temporary sales structure to be up for forty-five (45) days or twenty (20) days.



Bont was not sure how big the former Centex trailer was. Town Manager Burbank asked if anyone knew how big the trailer was. Taylor Beaudin estimated the length of the trailer to be about thirty-five to forty feet (35-40'). The Planning Board discussed the size the Centex trailer and the running of water lines over to the trailer.

Spanos said that he thought that if the structure was less than five hundred (500) square feet (although he was not sure of the exact square footage) the applicant would not have to come in for Site Plan Review.

The Planning Board had a brief discussion about if there is a square footage requirement for Site Plan Review. Bont gave Ducharme the option of coming in to talk to the Planning Board as a conceptual. Bont sent an email to Ducharme saying that he should talk to the Planning Board.

Spanos said that Ducharme will have to wait two (2) weeks for a conceptual and two (2) more weeks for site plan review.

Town Manager Burbank said that he also got the feeling that Ducharme wanted to put the trailer in immediately and Bont did not give him permission to put in the trailer. Burbank asked the Planning Board if Ducharme should come in for site plan review.

Chair Spanos agreed saying "Yes." Dennis Ducharme is not adding on five hundred (500) square feet to an existing building.

Hettinger said that as an abutter to RiverWalk, John Imbrescia (owner of the Village Shops ICH, LLC) may want to see the plan and Paul Bartlett (Lincoln Center North, LLC owner of the Lincoln Center North shopping center at 6-24 Lumber Yard Drive (Tax Map 113, Lot 002) may want to look at the site plan for the sales trailer as well.

Town Manager Burbank said that we do not even know where Ducharme wants to put the trailer.

Strickon asked who was responsible for the pot holes on the access road (South Mountain Drive). Taylor Beaudin said that it might be Dennis Ducharme d/b/a RiverWalk at Loon Mountain, LLC. Strickon said that her car almost disappeared into a hole at night.

Chair Spanos polled the Planning Board to see if everyone agreed that Ducharme come in for a site plan review before the trailer is installed. **The Planning Board Unanimously agreed.**

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### **Change of Use from Duplex to Multi-Family**

Taylor Beaudin asked if David Rodgers d/b/a Great Stone Face Skier, LLC, has come before the ZBA for a variance.

Bont said "no" and explained that on page 30 of the Land Use Plan Ordinance is the Dimensional Table. Bont explained that although the requirements say that all other uses are required to have 15,000 square feet per unit, footnote #5 reads:

*Dimensional requirements for the Village Center may be waived by the Planning Board so long as they meet all other Zoning requirements.*



Bont said that originally David Rodgers was led to believe that he would need a variance, but if you look at the foot notes, the Planning Board has the right to waive the dimensional requirement.

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### Sign “Memorial” for John Riley

Strickon said that at the last meeting Strickon discussed the Rotarian’s plan for a Memorial Sign for John Riley which was originally going to sit on a garden in a granite slab box. Then the Rotarians decided to change the sign design to a sign in a garden that would be easier to move than a box made of slabs of granite. This morning the Rotarians have gone back to the granite block but not as large. The granite block they are going with can be picked up and moved fairly easily. Strickon just wanted to Planning Board to know that they have now going back to granite block for the sign.

Bont asked if the sign was still going to be in a garden. Strickon said that the sign is still the same and will still be at the garden. Strickon stated that Tammy Ham said that she would take responsibility to move the sign if it ever had to be moved.

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- V. PUBLIC PARTICIPATION AND OTHER BUSINESS:** Public comment and opinion are welcome during this open session. However, comments and opinions related to development projects currently being reviewed by the Planning Board will be heard only during a scheduled public hearing when all interested parties have the opportunity to participate.

### VI. ADJOURNMENT

**Motion to Adjourn at 7:02 PM:**

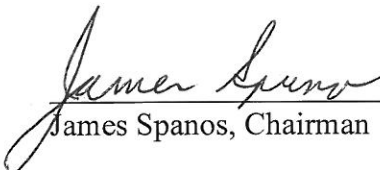
**Motion: John Hettinger Second: Paula Strickon**

**All in Favor: (5-0)**

Respectfully submitted,

Wendy Tanner, Planning and Zoning  
Recorder

Dated: April 29, 2015

  
James Spanos, Chairman

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