

**LINCOLN PLANNING BOARD**  
**REGULAR MEETING MINUTES**  
**WEDNESDAY, SEPTEMBER 9, 2015 – 6:00PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

**APPROVED**

**Present:** Chairman Jim Spanos, OJ Robinson - Selectmen's Representative, John Hettinger, Paula Strickon, Norman Belanger (alternate)

**Members Excused:** Vice-Chairman R. Patrick Romprey, Taylor Beaudin (alternate), Callum Grant (alternate), Ron Beard (alternate & Fire Chief)

**Members Absent:** None

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

**Staff Excused:** None

**Guests:**

- **Karen Fitzgerald**, Landscape Architect, FitzDesign Inc., 1222 Bennington Road, Francestown, NH 03043-3014
- **Jeff Woodward**, General Manager of Whale's Tale Waterpark and Alpine Adventures, LLC, 41 Main Street, PO Box 157, Lincoln, NH 03251-0157, owned by N.L.I., Inc., PO Box 67, Lincoln, NH 03251-0067.
- **OJ Robinson**, partner in Whale's Tale Waterpark and Alpine Adventures, LLC, 41 Main Street, PO Box 157, Lincoln, NH 03251-0157, owned by N.L.I., Inc., PO Box 67, Lincoln, NH 03251-0067.

- 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 6:06 PM.*

*Norman Belanger is seated.*

- II. CONSIDERATION** of meeting minutes from:
1. August 26, 2015

**Motion to approve the minutes from August 26, 2015 with minor corrections.**

**Motion:** John Hettinger      **Second:** OJ Robinson

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

**III. NEW BUSINESS**

- A. 6:00 PM – Application for a Sign Permit as Part of an Integrated Sign Plan** – Jeff Woodward on behalf of the tourist attraction, Alpine Adventures, would like to add some additional signage for Alpine Adventures on property (Tax Map 112, Lots 052, 053 & 054) owned by the Property Owner, N.L.I., INC., from 41, 43 & 45 Main Street, PO Box 67, Lincoln, NH 03251-0067. Under Article VI-B, Section E, 10, i, ii, c), Free Standing

Signs in the Village Center (VC) Zone must not exceed fifty (50) square feet, excluding structure. Under the Integrated Sign Plan provision, Article VI-B, Section F, the Planning Board has additional flexibility as to the size and number of signs on a property within the Village Center (VC) Zone.

*OJ Robinson recused himself for this application and went to sit in the audience.*

Jeff Woodward presented on behalf of Alpine Adventures (Alpine). Woodward stated that the replacement free-standing sign Alpine recently erected is too large. Alpine was unaware that the negative (empty) space at the top of the sign also counted toward the size of the sign. Including the negative space, the sign is actually sixty-one (61) square feet; the ordinance allows only up to fifty (50) square feet for a free-standing sign. Alpine would like approval to keep the oversized free-standing sign and to erect the second part of the sign. The second portion of the sign located below the first portion of the sign will say “300 Acres of Adventure”.

An Integrated Sign Plan is available for an unconventional development such as a tourist attraction. Alpine Adventures is a tourist attraction. As part of an Integrated Sign Plan the Planning Board may permit up to fifty percent (50%) more signs or up to fifty percent (50%) more aggregate footage than required by the Ordinance within the Village Center (VC) Zone. Fifty (50) square feet are allowed; a percent (50%) increase would allow for seventy-five (75) square feet of free-standing signage.

The proposed second section of the sign is twenty inches (20”) [or 1.67’] wide  $\times$  eight feet (8’) across. It will be attached to the sign post just below the current sign. Alpine did not erect the second section of the sign yet. Alpine is looking for approval to install the second section of the sign, adding an additional thirteen and thirty-three hundredths (13.33) square feet to the current sixty-one (61) square feet sign for a total of seventy-four and thirty-three hundredths (74.33) square feet.

Strickon questioned some of the figures on the drawing stating that the math on the actual drawings submitted to the town is incorrect and should be corrected. Woodward agreed that the calculations on the original application were incorrect; the newer drawings have corrected figures.

Alpine requests approval for an Integrated Sign Plan. According to the ordinance, if Alpine is approved for an Integrated Sign Plan they will be allowed up to seventy-five (75) square feet of free-standing sign space. Woodward said that with the new section added it will be seventy-four and thirty-three hundredths (74.33) square feet. Woodward included an image of all the signs on the property and a map showing location of all the signs on the property.

Bont said that the window sign does not count toward Alpine’s total allowed signage. The window signs do not have to be included in the totals allowed under the integrated sign plan.

Woodward said that if the Integrated Sign Plan is approved the new larger sign that has been put up will be a legal size. The reason they want the additional signage is because they want potential customers to understand that the Alpine Adventures is a larger facility than it seems



from Main Street/Route 112. Woodward said that now people pull into their facility and see the sign for “Thrillsville” and think that what they see from the entrance is the whole place, when in reality there are three hundred (300) additional acres located six (6) miles down the road where all the zip lining is done. Alpine hopes they can show that to potential customers using signage.

Chair Spanos agreed and understood and asked if there were any lighted signs.

Woodward said that as far as lighting is concerned, the old sign was the same as what is currently there. The sign has a yellow background with black letters using wood and carving. Woodward explained that the original image of the sign submitted with his application was incorrect; Alpine is not planning to add a third section of lighted digital display signage on the large free standing sign.

Chair Spanos asked Bont if the other two (2) signs are in compliance, and if they would still be in compliance after 2017.

Bont said that the sign hanging off the building was recently approved and would meet requirements in 2017. Bont continued that the third sign was a sandwich board sign and the Planning Board did not really address the sandwich board signs the last time it amended the Sign Ordinance part of the LUPO.

Strickon said that she would like the math on the application corrected so that it does not look like the Planning Board is approving a seven hundred sixty-eight (768) square foot sign. Strickon showed Bont where on the application the incorrect numbers were written. Bont said that the original application would be corrected before any further approvals were given.

Chair Spanos told Bont to ensure that these numbers were corrected before further permits were issued.

**Motion to accept the application as complete after corrections completed (figures corrected).**

**Motion: Norm Belanger     Second: John Hettinger**

**All in favor: (4,0)**

Hettinger asked what the question mark under “sign construction” paragraph g. meant.

*G. Will the sign extend more than two (2) feet above the road grade of the entrance to the property?* Bont said that the application should say twenty feet (20’) not two feet (2’). Woodward said that if the application read twenty feet (20’) the answer is “no”. Bont will correct the form.

Bont looked at the ordinance to be sure that the numbers were correct. The Planning Board decided to cross out line G. on the application.

Chair Spanos stated that there is criteria that needs to be reviewed on page 5 of the application before an Integrated Sign Plan can be approved and suggested that the Planning Board review each criteria individually.

***1. The placement and design of signs meets the specific standards of the Ordinance.***

**Motion to approve the placement and design of the signs.**

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

**All in Favor: (4,0)**

***2. The signage will not create glare or excessive brightness. (externally illuminated)***

Woodward said that the sign will have external lights shining on it; the external lights are the same lights that were on the old sign. Strickon asked if the sign would be internally lit. Woodward said, “no”.

**Motion to approve the illumination of the sign.**

**Motion: Norm Belanger      Second: John Hettinger**

**All in favor: (4,0)**

***3. The signage is designed and located in a manner that does not create distractions or visual confusion on the property or in combination with neighboring properties.***

**Motion to approve the design and location of the sign.**

**Motion: Norm Belanger      Second: Paula Strickon**

**All in favor: (4,0)**

***4. The signage will not create traffic hazards.***

**Motion to approve the sign in respect to traffic.**

**Motion: John Hettinger      Second: Norm Belanger**

**All in Favor: (4,0)**

**Based on the previous votes on whether the Integrated Sign Plan meets the criteria, Motion to approve the application for integrated sign plan.**

**Motion: Norm Belanger      Second: Paula Strickon**

**All in Favor: (4,0)**

*The rest of the meeting is a work session, no public participation will be taken.*

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

- A. 6:00 PM – WORK SESSION FOR THE MASTER PLAN. NO PUBLIC PARTICIPATION WILL BE TAKEN.** Karen Fitzgerald of FitzDesigns will present her draft of proposed changes to the Statement of Vision for the updated 2015 Master Plan based on the Planning Board’s earlier discussion on August 12<sup>th</sup> in response to the



surveys returned. Evaluate and discuss possible other changes to the Master Plan starting with Section F. Transportation. What changes do the Town stakeholders want to see for Lincoln in the next ten years based on the survey results? How does the survey input affect other goals of the Master Plan?

*Robinson is seated.*

Fitzgerald suggested that the Planning Board start with the items that the Planning Board did not get through at the last meeting. Because there are several Planning Board Members here tonight and were not at the last meeting, it was the consensus of the Board to revisit the chapters that had been reviewed already. The Board worked on the overall vision of the Master Plan. Fitzgerald explained that there are Visions and Goals for each chapter and the Board only reviewed four (4) at the last meeting.

Hettinger said that young people are graduating from high school and college and they are looking for jobs. Hettinger would like to see more help for providing good jobs addressed in the Master Plan. Fitzgerald said that creating opportunities for employment and jobs is addressed in the economic section.

“Land Use” and “The Vision” are the two criteria that a municipality is required to include in a Master Plan. The Land Use is a big issue and must support the Vision. All the chapters that follow “Land Use” will support the Land Use Vision.

Chair Spanos asked if the chapter on “Land Use” belongs up the front of the Master Plan. Fitzgerald agreed and said that “Housing” is also a very important chapter and will back up the Land Use chapter.

Fitzgerald explained that at the beginning of each chapter, first there is a general statement, followed by goals and then a bulleted list of actions that it would take achieve the general statement.

The Planning Board re-reviewed the results of their earlier brainstorming ideas on “Land Use”, “Economic Development”, “Housing” and “Transportation”. Because there were three members of the Planning Board present tonight that were not at the last work session for the Master Plan, the Planning Board spent about an hour reviewing the same chapters.

*Not every line of the Master Plan was reviewed. Only items that the Planning Board felt required changes were mentioned.*

The Planning Board continued, beginning with the “Public Facilities” chapter.

### **PUBLIC FACILITIES**

Robinson asked Town Manager Burbank and Bont to verify where in town Lincoln has onsite municipal sewer services.

Bont said that she understood there are only a couple of places in town where onsite municipal sewer services are not available. One is the condominium development of single family homes on the same side of Route 112 (the Kancamagus Highway) as Loon on Waldo Drive (Map 130, Lots 47, 48, 49, 50, 51, 52, 53, 54 and Map 132, Lot 001). Town Manager Burbank said that the owners on Waldo Drive have water, but sewer was never extended that far, the houses there have individual septic systems.

Bont said that she understood from Public Works Director Bill Willey that there are two other properties that were “condemned” where the sewer was never hooked up to the municipal sewer system. One of them is 12 Red House Way (Tax Map 108, Lot 044) where the old sewer system is believed to drain into the Pemigewasset River. Bont could not remember the address of the other property was.

Town Manager Burbank said that the Town would have to extend sewer service to those properties and tell the property owners that they have to hook in. Water is already at properties.

There was a discussion about where the municipal water and sewer lines ran and whether the Master Plan should address extending those lines beyond where they run today to accommodate potential additional development.

Town Manager Burbank said that depending upon the type of development that is yet to come, the water system is the key. Burbank said that if it comes to a point where the Town cannot make enough water to supply and support the system, that fact itself will control growth. Limitations on the water supply should stop or curtail growth for a period of time. We just installed the third water cell that will come online within a week or two. There is one more planned cell to install. The fourth water cell will give the town the ability to make two million (2,000,000) gallons per day at buildout.

Hettinger asked if the “Cold Springs” wells are included in that figure.

(According to Public Works Director Bill Willey, the Cold Springs wells includes six (6) wells. The availability of the water from the Cold Springs wells is seasonal depending on the height of the river. The water available from the Cold Springs wells is called “ground water under influence of surface water”. The potential volume of water from the Cold Springs wells goes from two hundred thousand to three hundred thousand (200,000 – 300,000) gallons per day depending on the flows of the main branch of the Pemigewasset River.)

Robinson said that when all four water cells are on line and operational, the water treatment plant will be able to handle a maximum of two million (2,000,000) gallons per day; there would be potentially another two hundred thousand to two hundred fifty thousand (200,000 – 250,000) gallons of water available from the Cold Springs wells.

Town Manager Burbank said the town “can spend to build” all it wants, but in the end the Town of Lincoln will need to have enough water to support the building. Town Manager Burbank said that if Lincoln wants to plan for a total build-out, then Lincoln needs to plan for enough water to



support a total build-out. On the other hand, Town Manager Burbank advises that Planning Board should leave room for growth in the Master Plan. For example, what happens if a substantial-sized brewery or another major water user were to come into town to operate a business? A brewery process could potentially cause problems with the water supply and the waste.

Fitzgerald said that in the Master Plan, the Planning Board should not only review these systems, but also should properly plan for any improvements that need to be made.

There was a discussion about the current sewer treatment lagoons and the potential expense that would be incurred by the Town if the lagoons were at capacity or the state required a system other than open lagoons.

**4. Promote underground conduits for cables and wires within developments.**

Robinson did not feel that this goal was meant for Route 112/Main Street, but more for developments that are built by individual developers, like Forest Ridge and South Peak; the purchasers of dwelling units in these developments prefer their wires underground.

Town Manager Burbank said that utility companies prefer to install their utilities over ground because of the cheaper cost to install and repair.

**5. Protect the quality of surface and ground water to insure the public health of the community.**

Fitzgerald felt that this goal was now covered by the new Stormwater Drainage Ordinance. Fitzgerald said that the statement could begin with “continue to”.

Robinson said that beginning with the words “continue to” would work and felt that it only covered some of it and that the line should stay in the Master Plan.

Fitzgerald questioned the difference between next two goals.

**1. Coordinate future municipal facilities and services with the existence of federal, state and local financial resources.**

**2. Coordinate and harmonize existing municipal services and infrastructure providers in order to provide citizens with a high quality and efficient infrastructure and service network.**

Robinson said that Goal #1 is talking about the funding, the budget process and searching for funds from other resources, like the State and Federal Government.

Robinson said that Goal #2 is more about providers, like Fairpoint Communications, Verizon Communications, Time Warner Cable and other providers. Robinson then said that the second line should begin “Coordinate existing municipal...” and remove the words “...and

harmonize...”.

### **Recreation**

The old statement was:

“The citizens of Lincoln understand and appreciate the outstanding recreational opportunities in this region with the White Mountain National Forest and the Franconia State Park. The Town works hard to maintain its own recreational facilities and programs, and serves the people well through frugal budgeting and lots of volunteer hours.”

Fitzgerald said this it should say something like “Continue to appreciate the state parks and support the town wide recreational...”. Robinson said to add “...provide a variety of recreational opportunities and services to the people in town”.

Town Manager Burbank said that many of the recreational opportunities in town are both Lincoln and Woodstock and asked if both towns should be included in the statement.

Robinson felt that it was only a goal for this town and that we should keep it only Lincoln within the Lincoln Master Plan.

Hettinger said that it should say “both the residents in town and the visitors”. Robinson agreed.

Fitzgerald said that the goal says the same thing, but that the objectives should be more pointed. The goal is the big issues and the objectives or bullets list how you will get to the goals.

“Goal: Assure the availability of adequate recreational opportunities and facilities for residents and tourists of all ages and all income levels.”

Bont said that “all income levels” should stay in the goal. There are lots of recreational opportunities in Lincoln, but not all of them are affordable. Strickon said that the Kancamagus Recreation Area (“Kanc Rec”) provides affordable skiing for low income families. Robinson said that the Board should write that in the goal, but not make it redundant in the Vision Statement.

There was a discussion about public awareness of the current recreational opportunities.

Fitzgerald said that the Town Park is being addressed. A lot of people answering the surveys talked about maintaining public access to the East Branch of the Pemigewasset River and the Pemigewasset River. Town Manager Burbank said that access to the rivers is a huge issue with full time residents. Town Manager Burbank said going along with maintaining access to the rivers we would need to discourage gated communities. Mountain roads being gated is a huge issue with full time residents.

Robinson asked if another bullet could say, “Discourage the use of gated roads.” Fitzgerald



added “Discourage the use of gated roads that restrict public access.”

### **Community Facilities and Services**

1. Encourage use of library and school resources for all residents.

Fitzgerald said that the Community Center should be added.

2. Provide a Community Center in Town.

Should be changed to “Continue to provide...” because we already have one.

The Community Center houses a private children’s center (Lincoln-Woodstock Community Child Care Center).

### **Natural Resources**

There was a discussion about public access and protection of the Pemigewasset River and the East Branch of Pemigewasset River.

To protecting natural resources you would have to work with the White Mountain National Forest because the streams and rivers run through their land.

There was another discussion about water and water supply. Fitzgerald said that it should say that the Town should work with the State Agencies to preserve the Natural Resources of the Town.

Robinson asked if we should research underground sources for water. Members felt that the town needs to look at sources of water other than the Pemigewasset River.

Add “Continue to investigate non surface sources of water.”

### **Cultural and Historical Resources**

Many people who answered the survey felt that there were not many Historical Resources left in town. Town Manager Burbank said that some of the shops may still have some historical character worth preserving.

Fitzgerald said that on the survey most of the comments related to

1. The Mill and logging history;
2. Main Street;
3. Library; and
4. The Historical Society.

Strickon said there are towns and villages in New Hampshire that disappeared off the face of the earth. Their history disappeared with them.

Town Manager Burbank said that many places where there are hiking trails now once were trails between villages.

Robinson said there is nothing in the survey about culture. The town should promote community events like the 250<sup>th</sup> event.

Fitzgerald said that on the survey responses, in the area of culture, music was a big thing; music was the most requested cultural need. Robinson said that in the Riverfront Park we could provide space for cultural events.

Fitzgerald asked if the Planning Board wanted to work with the Government entities to put any places on the National Register of Historic Places.

The Planning Board did not think that many of our “historic places” that are left, if any, would fit in with the National Registers criteria for Historic Places.

Fitzgerald asked if there were any Native American sites in Lincoln. The Planning Board did not believe there was.

Chair Spanos said that the Town should interview some of the older residents to get more information about historical areas in town.

Hettinger said that an interesting walk is the Penstock Trail because you could see a moose.

Town Manager Burbank said that there is a spot on the river along the trail, where there is an old steel pipe that comes down into the river. The town owns it and it is a historical site. It was one of the dams from the old mill. The pipe is about five (5) feet across and still goes out into the river. Town Manager Burbank did not feel that the town would ever pay money to remove it, but the Town is trying to make it a safer place.

Robinson said that we should encourage owners of historical buildings to label their buildings.

The consensus was to recommend that the Town inventory historic property. Strickon said to get the history teacher at the high school to help and have the kids do the historic research.

### **Community Design.**

There was a discussion about the community in the old Master Plan and whether the plan was broad enough. Fitzgerald said that she has never seen a “Community Design” chapter in a Master Plan.

There was a discussion about the different plans that have been created over the years, including the Village Center Plan, and if anyone on the Planning Board today was involved in creating the 2003 Master Plan. There is no one on the Planning Board that worked on the original Master Plan.



Chair Spanos took a quick poll of the Planning Board members about whether they should eliminate the Community Design chapter; most members felt that the chapter was redundant and confusing.

Fitzgerald will put together the chapters using what was talked about in this meeting. A draft will be sent to go over in the next Master Plan Work Session.

- 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.

#### **Old Post Office Building Used as a Parking Lot During the Highland Games**

Town Manager Butch Burbank presented a request from Tom Hyland to the Planning Board. Tom Hyland, owns the business, The Great American Ski Company, located in the old post office building on Map 118, Lot 048 (136 Main Street) on property owned by JBEGOOD, LLC c/o John J. Durocher, PO Box 24, North Woodstock, NH 03262-0024. Hyland is planning to use the lot (0.68 acres) where his business is located to park cars for a fee during the Highland Games. He is kicking out Larry (Chopper) Hartle, Jr., with his Pemi Moose Tours for the weekend so he can use the entire property as a parking lot for the Highland Games. His timing is impeccable. Do we let him or not? He will put an orange line around the lot and park the cars on the lawn. Cars would only be able to leave or enter via one of the two curb cuts on either side of the building.

Bont said that it will appear that Hyland is using the entire lawn in front of BlueGreen Vacations, South Mountain Resort as a parking lot just for the duration of the Highland Games. Town Manager Burbank said that Hyland's daughter is planning to collect the funds for college. Town Manager Burbank also said that the property has two approved curb cuts, one on either side of the building.

Chair Spanos asked if parking cars during the Highland Games was a onetime thing. Town Manager Burbank said that Hyland did not say he was going to continue with the parking lot after the Highland Games weekend.

Strickon said that every time there is an event, like the craft fair, he would do it again.

Town Manager Burbank said that other businesses that have ample parking may start to do the same thing if it is allowed this time.

Chair Spanos asked if Hyland was going to use the property as a commercial parking lot. He will need to come in for Site Plan Review (SPR) approval if it is going to be more than a onetime thing.

The consensus was to let Hyland use his property for a parking lot during the Highland Games just this once, but that if his property turns into a parking lot, he will need to come in for site plan review.

Strickon said that it should be made very clear to Tom Hyland that the Planning Board was reluctant, but agreed to a onetime approval and that if he wanted to have a parking lot again, he would need to come in for site plan review.

**One Love Brewery - The Village Shops (Map 118, Lot 046) (25 South Mountain Drive)**

Michael Snyder is of the opinion that he is approved to operate a restaurant and a brewery – that he was okayed for the whole thing.

Hettinger said that one of the reasons the Planning Board approved Snyder using the former Fratello's Restaurant space as "One Love Brewery" Restaurant was because the space was already designed, set up and operated as a restaurant; Snyder was only opening another restaurant. Snyder only came in with a concept. He did not go through the Site Plan Review process.

Town Manager Burbank said that in fairness to Snyder, the Planning Board should tell Snyder quickly either way, whether he needs Site Plan Review approval.

Strickon said she read through the minutes from Snyder's conceptual and it was not made clear that he was going through with the brewery. Consequently, she felt he needed to come back in and present the rest of his proposal for the whole brewery component to the Planning Board. Strickon confirmed that in the conceptual Snyder said he was only asking to open the restaurant now and he was not ready to open a brewery yet.

Chair Spanos thought he was ok for the whole operation.

Robinson said that he understood Chair Spanos' point of view, but if Spanos looked at the water and sewer tap fees paid based on usage and what those fees might be for a brewery, the Planning Board never would have told Snyder it was okay to operate a brewery there unless Snyder had gone through the Site Plan Review application process.

The Planning Board agreed that Snyder's operation of a Brewery at the location of the former Fratello's Restaurant needs to go through the Site Plan Review process because it was unclear how big the proposed brewery was going to be. For example, Snyder moved the vats. Snyder originally said he was going to have the vats for the brewery in the old kitchen and now he is planning to put the vats in a much larger room with 20 foot high ceilings.

Strickon said that because Snyder is not building the brewery as an adjunct to the restaurant as was presented to the Planning Board at his conceptual, Snyder needs to come in and present the brewery to the Planning Board.



**VI. ADJOURNMENT**

**Motion to adjourn at 8:34 PM**

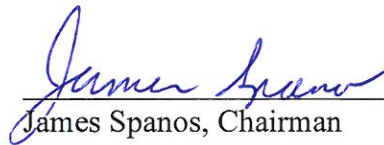
**Motion: OJ Robinson      Second: John Hettinger**

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

Respectfully submitted,

Wendy Tanner, Planning and Zoning  
Recorder

Dated: September 9, 2015

  
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James Spanos, Chairman