

Town of Lincoln Planning Board – Meeting Minutes
November 9, 2011 – 6:00 pm

Present: Chairman Pat Romprey, Clerk Jim Spanos, Selectman Peter Moore, Deanne Chrystal, John Hettinger, Chester Kahn (alternate), Ivan Saitow (alternate),

Staff Present: Town Manager Peter Joseph, Planning Administrator Matt Henry

Excused Absences: Charlie Cook (alternate) Tom Adams (Alternate)

Others Present: Ralph Lewis, Carol Gillen, James Foley, John Currier, Dennis Ducharme, Brian Baker, Dan Olivier, Peter Joseph, Elaine Whitlock, David Larsen, Paul Beaudin

I. CALL TO ORDER by Chair at 6:00 P.M.

Chairman Romprey called the meeting to order. Alternate Ivan Saitow was seated.

II. CONSIDERATION of Draft Meeting Minutes for 10/12/11

John Hettinger suggested that the word “removed” be replaced with “recused”.

MOTION: Jim Spanos made a motion to approve the minutes of 10/12/2011 with the change. John Hettinger seconded the motion. The motion carried unanimously (5-0-0).

III. NEW BUSINESS

CONCEPTUAL REVIEW of a plan submitted by Common Man to expand the existing parking lot onto an abutting lot located at Tax Map 117 Lot 103

Planning Board: Review of a conceptual Site Plan.

Public Hearing: Not required

Carol Gullen from the Common Man Inn explained the parking lot expansion they are thinking about doing. They wish to add a parking lot on the parcel of land that abuts the location on the eastern side. Matt Henry said that he did a site walk with Alex Ray and they discussed the possibilities of where the parking lot could go. He said that the addition of the parking lot would require Site Plan Review because it is a change to their original parking plan. Carol Gullen passed out a letter from Alex Ray, Owner, that asked the Planning Board to allow a temporary expansion onto the lot just for the winter to include lighting for safety. He also mentioned that more long term, his plan was to create a retail building where parking would be added in the rear of the building rather than close to Route 112.

John Hettinger asked about the quantity of parking and the dimensions of the lot. Carol Gullen said that she did not know the size of the proposed parking lot but the proposal would be 18 parking spots in the first and 14 in the second. John Hettinger expressed concern that there is not enough information to make a decision to grant the Common

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Man the ability to use the site temporarily for the winter season as the letter from Alex Ray requests.

Chester Kahn expressed concern about emergency access. He said that he would not have an issue with temporary use so long as Alex Ray discussed it with the fire chief to ensure there was emergency access.

Chairman Romprey said that he agrees with town staff that it requires Site Plan Review. If they wish to use the lot temporarily they risk having Site Plan Review denied at a later date. Peter Moore advised them not to install any lighting until they obtain Site Plan Review approval. Jim Spanos said that there was nothing stopping the Common Man from grading and removing debris from the lot in preparation of conducting Site Plan Review.

CONSIDERATION of a request to waive Site Plan Review Regulations Submitted by Loon Mountain Recreational Corporation for the enclosure of a 650 sq. ft storage area.

Planning Board: Approve or disapprove the waiver request

Public Hearing: Not required

Ralph Lewis of Loon Mountain Recreational Corporation explained that the project he was planning on doing was to enclose an existing storage area that is already paved. They would not be expanding the existing footprint of the building and there would be no external changes to the building beyond adding siding to the enclosure.

Matt Henry said that a waiver was necessary because they are technically adding more than 500 sq. ft. of “floor area” which triggers Site Plan Review according to the Planning Boards Site Plan Review regulations.

The Planning Board said that they did not see an issue with granting the waiver.

Ivan Saitow said that he sees some significant parking and traffic implications from enclosing this area. This area is often used as employee parking and if the employees begin to park on the street as a result of enclosing this area, the road will become too narrow to pass.

Ralph Lewis assured the board that there will not be authorized parking there and that loading is done at the loading dock by the cafeteria. Therefore, there will be no on-street parking or loading allowed where the enclosure is taking place.

John Hettinger asked why there is a door on the enclosure plan if there will be no loading. Ralph Lewis said that it is to make moving the storage items easier.

Ralph Lewis said that the enclosure may actually make the situation better because there will no longer be any room to stop in the middle of the road to illegally unload. He said that employee parking would no longer be allowed where the enclosure is taking place.

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Matt Henry said that he found the Loon Mountain parking plan in the planning department files and there was no indication that parking had been approved near the enclosure. Therefore, it would not constitute a change to the original parking plan.

MOTION: Peter Moore made a motion to approve the Site Plan Review Waiver for Loon Mountain Recreational Corporation Storage Area. Deanne Chrystal seconded the motion. The motion carried unanimously (5-0-0).

CONSIDERATION of a Subdivision and Site Plan Review submitted by Hoyle, Tanner, and Associates on behalf of Inn Seasons Resort located at Tax Map 118 Lot 047.

Proposal: The applicant seeks to convert 39 condominium units into time share units.

Planning Board: Acceptance and review of the completed SUB and SPR application

Public Hearing: Approve or disapprove the SUB and SPR application

Bill Davidson from Hoyle and Tanner began by saying he is before the board to discuss his Subdivision and Site Plan Review application. They are planning on converting 39 condominium units to time share units. There will be no external renovations. All changes will be internal and they are looking to get started as soon as possible.

Dennis Ducharme said that he is continuing what was previously done in the west wing. There are currently 39 hotel rooms that he is going to convert into 31 time share units. Pat Romprey asked why the site plan stated “61 units”. Dennis Ducharme said that there are 61 total units but this Subdivision/Site Plan Review is for 31 of the 61 units.

MOTION: John Hettinger made a motion to accept both the Site Plan Review and Subdivision applications as complete. Jim Spanos seconded the motion. The motion carried unanimously (5-0-0).

Pat Romprey said that he wished the Site Plan was broken up to show how many units were to be converted with this application. John Hettinger asked if there would be changes to the number of toilets, water taps, and bedrooms. Dennis Ducharme said that the bathrooms would be staying the same but they will be adding some kitchens so he expects to have to pay some water and sewer fees.

Subdivision Public Hearing opened

Peter Joseph suggested a staff member count taps prior to demolition to see what was there before construction

Subdivision Public Hearing Closed

Chester Kahn asked what the parking impact would be. Dennis said the parking for time share is similar to that of a hotel. The Land Use Plan Ordinance combines the timeshare parking requirement with condominiums which is inaccurate. Dennis Ducharme said that this year at town meeting he would like to see Parking Requirements changed so timeshare units have the same parking requirements as hotels. Dennis Ducharme said

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that he will provide Matt Henry with data to substantiate his proposal. Dennis Ducharme said that Inn Seasons sells points rather than time to its customers which means they will be using even less parking because rather than staying for weeks, they will typically stay no longer than 3 nights.

MOTION: John Hettinger made a motion to approve the Subdivision for Inn Seasons Resort. Deanne Chrystal seconded the motion. The motion carried unanimously (5-0-0).

Site Plan Review Public Hearing Opened

Nobody Spoke

Site Plan Review Public Hearing Closed

MOTION: John Hettinger made a motion to approve the Site Plan for Inn Seasons Resort. Jim Spanos seconded the motion. The motion carried unanimously (5-0-0).

Dennis Ducharme said that he will send a revised Site Plan/Subdivision showing the 31 units broken up rather than the 61 units that is currently on the Site Plan.

CONSIDERATION of a request to waive Site Plan Review Regulations Submitted by Forest Ridge Property Owners Association for a fence located along Forest Ridge Road
Planning Board: Approve or disapprove the waiver request
Public Hearing: Not required

David Larsen, Property Manager for Forest Ridge Property Owners Association (FRPOA), explained that he is requesting a waiver of Site Plan Review because he is moving the fence into compliance with the Town of Lincoln Land Use Plan Ordinance. He said that they will be pressure washing the existing fence panels and he had a survey conducted to ensure the fence is moved off of the abutter's property.

Matt Henry said that FRPOA had applied for a building permit but it was denied because relocating fence posts constituted something beyond common maintenance and Site Plan Review would be required for non-residential fences as per the Land Use Plan Ordinance. Matt Henry said that the fence would be placed on Town of Lincoln property where FRPOA has an easement for road and utilities. A copy of the easement is included with the Planning Board packet. Matt Henry also said that any personal dispute between abutters and FRPOA regarding whether the fence should be opened is irrelevant and the Planning Board should just look at if they thought the waiver should be granted.

There was general discussion about the placement of the fence. Dave Larsen said that the fence would be totally in compliance when moved.

MOTION: Jim Spanos made a motion to approve the Site Plan Review Waiver. Deanne Chrystal seconded the motion. The motion carried unanimously (5-0-0).

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CONSIDERATION of Condition #6 on a previously approved SPR application for Forest Ridge Property Owners Association located at Tax Map 116 Lot 007.

Proposal: The applicant seeks to determine emptying frequency for the approved compacting dumpster as per condition #6 of the approval dated February 21, 2011.

Planning Board: Discussion regarding emptying frequency.

Public Hearing: In order to determine dumpster emptying frequency and amendment to notice of decision

David Larsen explained that he was here to revisit condition number 6 as was described in the conditional approval issued last spring.

Matt Henry explained that Michele Alexander, interim Planning & Zoning Administrator, drafted a memo stating she thought the dumpster should not have a mandated emptying frequency because there are health related complaints that can be made at the state and local level if the dumpster is not emptied regularly. If an individual has a grievance related to emptying frequency, they can file a complaint with the town health officer or the State.

Chairman Romprey asked if there have been any complaints regarding the dumpster. Matt Henry said Paul Beaudin complained that the dumpster was emptied a half hour early one day. FRPOA addressed the issue with Waste Management and it was resolved.

David Larsen said that the emptying frequency was five weeks and he expects that he would continue to empty the compactor at that frequency. If it is needed he will empty more frequently.

Public Hearing opened

Paul Beaudin said that Forest Ridge did a good job with the fence and berm. His mother did not complain about the smell.

Public Hearing closed

MOTION: Peter Moore made a motion to approve the Site Plan Review for the Forest Ridge Property Owners Association Compacting Dumpster.

- 1) Conditions 1-5 will remain
- 2) Condition 6 will be eliminated
- 3) “Throughout the year” will replace “during the non summer months”

Deanne Chrystal seconded the motion. The motion carried unanimously (5-0-0).

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

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A. “The Ride” Bus Service – Dan Oliver

Dan Oliver began by discussing a new business that he is starting. It is a bus service that will be constant rather than the current shuttle services that respond on an on-call basis. He said that his vehicles are going to be stored in the Town of Woodstock. Businesses will sponsor his company and will sell bus passes at discount rates. He said that he has spoken with the Lincoln Police Chief and promised to keep him updated when an actual route is established.

Matt Henry said that from a planning perspective, it was determined that Site Plan Review was not required since he would not be developing any land. Dan Oliver is just informing the Planning Board about his new business for good public relations and for their information.

The Board asked some questions related to his business model and expressed support for all businesses with creative ideas such as this one.

B. Dog Breeding – SPR Requirements

Matt Henry said that a woman had the question regarding what was required of the town to start a dog breeding business out of her home. She would breed two “golden doodle” dogs. Matt Henry said that it is a “gray area” because it would technically be a change of use since the house would be converted from residential to commercial (“home business”). However, it would not meet the threshold the state establishes for requiring a dog breeding license. The Planning Board decided that breeding one male and one female dog would not be significant enough to require Site Plan Review.

C. Master Plan

Matt Henry said that he began revising the Master Plan and asked the Board to review some of the significant changes that he is requesting. The Planning Board decided that they would review the “vision” chapter and e-mail Matt Henry comments. They will have a work session for the chapter at a later date.

V. REVIEW AND COMMENT on the MATRIX REPORTS and OPEN FILES pertaining to:

- A. Building Permit Applications
- B. Land Use Subdivision and Site Plan Applications/Approvals
- C. Sign Permit Applications
- D. ZBA Applications
- E. Violations

The Planning Board reviewed the Matrix Reports.

VI. PUBLIC INPUT on Specific Issues

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Nobody spoke.

VII. ADJOURNMENT:

The meeting was adjourned by the Chair at 7:30 pm.

Dated: November 23, 2011

Pat Romprey, Chairman