

**LINCOLN PLANNING BOARD  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 28, 2019 – 6:00PM  
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

**APPROVED**

**Present:** Chairman Jim Spanos, Vice Chair Joseph Chenard, Member Stephen Noseworthy, Alternate Paul Beaudin,

**Members Excused:** Member Mark Ehrman, Alternate Deanne Chrystal, Selectmen's Representative OJ Robinson

**Members Absent:** None

**Staff Present:** Fire Chief Ron Beard

**Staff Excused:** Town Planner Carole Bont, Ellyn Franklin, Recorder

**Guests:**

- **Jason Blood**, nonresident, 557 US Route 3, Lincoln, NH 03251-4128, PO Box 172, North Woodstock, NH 03262
- **Renee A. Clermont Blood**, nonresident (**CONCEPTUAL PRESENTER**), PO Box 172, North Woodstock, NH 03262, General Manager for RiverWalk at Loon Mountain, LLC, (Map 118, L044) at 22 South Mountain Drive, Mail: 33 Brookline Road, PO Box 636, Lincoln, NH 03251-0636.
- **Susanne (Susan) A. Chenard**, resident, 11 Liberty Road, Lincoln NH 03251 (Map 107, Lot 061) and Realtor for Loon Reservation Service, 264 Main Street, Suite 12, PO Box 785, Lincoln, NH 03251-0785, and owner of 19 Maple Street (Map 118, Lot 069).
- **Dennis M. Ducharme**, resident, Developer & President, RRP, RiverWalk at Loon Mountain, LLC, (**Map 118, L044**) at 22 South Mountain Drive, Mail: 33 Brookline Road, PO Box 636, Lincoln, NH 03251-0636. Developer & President of 10 InnSeason Resorts, headquartered in Hyannis, Cape Cod, Massachusetts, including two (2) InnSeasons Resorts in the Town of Lincoln: (1) InnSeasons Resorts Pollard Brook at 33 Brookline Road (**Map 122, Lot 002 & Lot 003**), Lincoln, NH and (2) InnSeasons Resort South Mountain at 23 InnSeason Drive (**Map 118, L047**), Lincoln, NH.
- **Mark A. LaClair d/b/a Seven Birches Winery**, nonresident, of 25 Claybrook Drive, Plymouth, NH 03264 for property at 25 South Mountain Drive #A14, Lincoln, NH 03251 a tenant in the former Peaked Moon Retail Shop/Bakery in the Village Shops building at 25 South Mountain Drive #A14 (Map 118, Lot 046 - Unit A14) owned by Village Shops ICH, LLC of PO Box 127, Lincoln, NH 03251 (Marcia and John Imbrescia).
- **David Messier**, nonresident, (**CONCEPTUAL PRESENTER**) of 705 Route 175, Ashland NH 03217, spokesman for Burndy, LLC, Attention: Diane Cowles, 34 Bern Dibner Drive, Lincoln, NH 03251, (Map 109, Lot 013).
- **John T. Murby**, nonresident (**CONCEPTUAL PRESENTER**) of 90 Chauncey Avenue, Manchester, NH 03104, co-owner with Robin M. Murby of 231 US Route 3 (Map 108, Lot 030).

- **Richard P. (Paul) Strangman, Jr.**, nonresident, Pemigewasset Trailer Park, Woodstock, NH 03262.
- **Delia M. Sullivan**, resident, 13 Coolidge Street, PO Box 665, Lincoln, NH 03251, and co-trustee owner of property at 13 Coolidge Street (Tax Map 117, Lot 133001-00-0000) owned by:
  - Kevin J. Sullivan Trustee of the Kevin J. Sullivan 2016 Revocable Trust, PO Box 665, Lincoln, NH 03251; and
  - Delia M. Sullivan Trustee of the Delia M. Sullivan 2016 Revocable Trust, PO Box 665, Lincoln, NH 03251;

and principal of Sully & Sons Holdings, LLC, PO Box 665, Lincoln, NH 03251-0665 that owns 21 Arthur Salem Way (Map 109, Lot 020).

Also, member of the Zoning Board of Adjustment.

- **Craig Whitman**, resident (**CONCEPTUAL PRESENTER**) of 45 Mansion Hill, Lincoln NH 03251-0256.
- **Jennifer Whitman**, resident (**CONCEPTUAL PRESENTER**) of 45 Mansion Hill, Lincoln NH 03251-0256.

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

Deanne Chrystal was excused.

**II. CONSIDERATION of meeting minutes:**

- August 14, 2019 (Chairman Jim Spanos, Member Stephen Noseworthy, Alternate Paul Beaudin)

**Motion to accept meeting minutes from August 14, 2019: Beaudin**

**Second: Noseworthy**

**All in favor: 3-0. Chenard abstained.**

**Motion carries.**

**III. NEW BUSINESS**

A. 6:00 PM **Conceptual** will be presented to the Planning Board:

**Potential Tenant/Applicant:** Renee Blood, General Manager for Dennis Ducharme d/b/a RiverWalk at Loon Mountain, LLC. **Office:** 22 South Mountain Drive, **Mail:** 33 Brookline Road, PO Box 636, Lincoln, NH 03251-0636

**Proposed Booker of Conference Space:** Mark LaClair d/b/a Seven Birches Winery, LaClair Builbeault Associates (LGA), One Bridge Street, Plymouth, NH 03264

**Property Owner and Landlord:** Village Shops ICH, LLC, PO Box 127, Lincoln, NH 03251 (John Imbrescia and Marcia Imbrescia d/b/a Village Shops ICH, LLC)

**Property:**     **Unrented Space adjacent to the Seven Birches Winery space.**  
The Village Shops at 25 South Mountain Drive #13A  
**(Map 118, Lot 046); and**  
The property is located in the Village Center (VC) District.

**Proposed Project:**

RiverWalk at Loon Mountain Resort Condotel currently has its Phase II on hold. Phase II of RiverWalk was intended to include conference meeting space. The owners of the RiverWalk Resort would like to rent former retail space in the abutting Village Shops for an “Event Function Facility”. The Event Facility would be adjacent to the Atrium at Seven Birches Winery and would be booked through the Atrium at Seven Birches Winery that rents the end unit of the Village Shops. RiverWalk would like to hold meetings, conferences and dinner conferences in this space. Conference Center is not a separately listed “Business Use” under the Land Use Schedule. Event Facility Use could be a logical extension of the of a Hotel or Motel Use, but the Village Shops is not a Hotel or Motel. The Village Shops is comprised of retail and consumer service uses. The Village Shops is located directly across the street from Riverwalk. Do they need Site Plan Review approval to change the use of the former retail space or customer service space? If Site Plan Review is required, what, if any waivers might apply?

**PRESENTATION:**

Renee Blood, the General Manager of RiverWalk Resort, said she is also a resident of North Woodstock and her children attend Linwood School. She grew up in Lincoln and has worked there for around ten (10) years.

Blood is here to discuss their proposal for the Village Shops. They are looking to create a function area called the Atrium Event Center, adjacent to Seven Birches Winery tasting room and patio. This event space would be about 2,300 square feet. The Event Center would be available for bookings, affiliated with and marketed through Seven Birches Winery. There are no major things to do to the exterior except to create an ADA compliant ramp at the entrance. The actual concept behind why they want this expansion is a lack of event space in Lincoln. Seven Birches and the RiverWalk both turn down events daily. Events held here would bring guests to the local hotels and they would visit the village shops. They would work with outside caterers to bring in the food. The space can host about 100 people, maybe 150 for a reception.

The Planning Board discussed whether this project would be considered “a change of use” under the Site Plan Review Regulations. Vice Chair Chenard said this portion of the Village Shops is supposed to be commercial for multi functions, and Chair Spanos said this portion of the property has already been permitted for this type of use.

Alternate Beaudin said he is concerned about the parking issue. There is still a lot of square footage to be used and they need to make sure there will be enough space. He would think that Site Plan Review approval would be necessary.

Blood said that Dennis Ducharme believed most event attendees will be staying at the RiverWalk hotel and will just walk over to the Event Center.

Request for Site Plan Review Waiver will go on the schedule for September 11, 2019 and allow opportunities for abutters to speak.

**B. 6:00 PM Conceptual will be presented to the Planning Board:**

**Property Owner & Potential Applicant:** John T. Murby & Robin M. Murby  
90 Chauncy Avenue  
Manchester, NH 03104

**Property:** 231 US Route 3 (Map 108, Lot 030) former US Cellular Building

**Proposed Project:**

Murbys want to convert the US Cellular Building customer service/retail space into residential space for a single-family residence. This would be a second residence on one lot; there is less than the minimum square footage for minimum lot size. This is a conversion of pre-existing building from one use to another. Do they need Site Plan Review approval to change the use of the former retail space or customer service space to residential use? If Site Plan Review is required, what, if any waivers might apply?

**CONFLICT OF INTEREST:**

Vice Chair Chenard wants on the record that he lives close to this property.

**PRESENTATION:**

John Murby explained what he wanted to do with the property. He wants to convert the former US Cellular Office building into a single family residence. Does he need Site Plan Review approval to change the use from commercial to residential? Members of the Planning Board agreed that the Site Plan Review Regulations look to address properties transitioning from residential to commercial use and not the other way around; the Regulations do not anticipate property owners converting from commercial to residential use. As the Murbys are just converting the commercial use to residential use, the Planning Board agreed the Murbys just need to get a ZBA variance and then a Land Use Authorization Permit to apply to convert the building to a single family residence.

**C. 6:00 PM Conceptual will be presented to the Planning Board:**

**Property Owner & Potential Applicant:** David Messier for Burndy, LLC  
Attention: Diane Cowles  
34 Bern Dibner Drive  
Lincoln, NH 03251

**Property:** 34 Bern Dibner Drive (Map 109, Lot 013)

**Proposed Project:**

Burndy wants to add a fabric Quonset Hut to put over the roll off to protect the employees when they need to access the roll off. The roll off is currently located on a cement pad directly a behind the current building. The roll off is located on what a concrete pad. The building would add more than 500 square feet, but the land where the hut is proposed to be located is already impervious surface. Do they need Site Plan Review approval to expand Burndy by more than 500 square feet? Does the fact that the land where the building will be located is already impervious surface make a difference? If Site Plan Review is required, what, if any waivers might apply?

**PRESENTATION:**

David Messier is wondering if Burndy, LLC needs Site Plan Review approval to add a building that is greater than five hundred square feet (>500 sf). Planner Bont said that the addition of more than 500 square feet of impermeable surface requires Site Plan Review approval one.

The board said that as the surface is already impermeable, he should only come in for a land use permit. Fire Chief Beard will review it as well.

D. 6:00 PM **Conceptual** will be presented to the Planning Board:

**Property Owner:** Richard & Elaine O'Rourke  
**Potential Applicant:** Jen & Craig Whitman  
**Property:** 15 O'Rourke Drive, Lincoln, NH 03251 (Map 104 L003)  
**Proposed Project:**

Applicant would like to purchase the property which is currently listed as "commercial" use. Applicant plans to reside here and use the former gift shop (has not been a gift shop in over 20 years) as a storage building for his plumbing business. The buildings will have no other use besides a SFR and storage. The Whitmans would like to see if the property could be listed as residential rather than commercial.

**PRESENTATION:**

The Whitmans are trying to buy this property but the property is a mixed use property so the bank will not give them a home loan. There are both residential buildings and a commercial building on the property. The property is in the General Use (GU) zoned as "mixed use" so the bank is considering it a commercial property. Craig Whitman has a plumbing/heating business and he carries a lot of parts, so although would not use this business commercially, he would most likely convert it into a large storage shed.

According to the owners' real estate agent, Jane Dugay, this building had not been used commercially for seven years and at one point they were not even allowed a sign.

Planner Bont believes all she should need to do is speak with the assessors after the Board agrees the property is no longer commercial.

**Motion that the property is no longer a commercial lot based on its history, it can be used as residential and the tax card should be updated to reflect it as such: Beaudin**

**Second: Noseworthy**

**All voted in favor: 4-0**

**Motion carried.**

**IV. OTHER BUSINESS**

Alternate Beaudin would like the Planning Board to review the budget to possibly add more staff. The Board discussed how they could streamlining the conceptual review process. Alternate Beaudin believes applicants could be doing more work so that Planner Bont does not have to do so.

Member Beaudin asked if there was a reason we could not get information for reviews earlier, as he would like a chance to give applications due time for review.

The Board discussed how to streamline the conceptual review process.

**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 7:10 pm: Chenard**

**Second: Noseworthy**

**All in favor: 4-0**

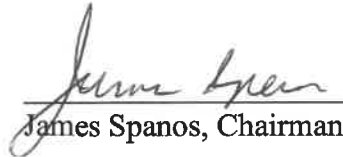
**Motion carries.**

Respectfully submitted,

*Ellyn Franklin*  
Recorder

September 18 2019

Date Approved: September 11, 2019

  
James Spanos, Chairman