

CITY OF LACONIA PLANNING BOARD
Tuesday, December 1, 2015 – 6:30 PM
City Hall Conference Room 200A
Accepted January 5, 2016

I. Call to Order

W. Hutchins called the meeting to order at 6:30 pm.

II. Roll Call

K. Graham called the roll with the following members present: Charlie St. Clair, Mike Limanni, Jay Tivnan, David Bownes, William Contardo, Don Richards, Hamilton McLean, Edwin Bones, and Planning Board Chair, Warren Hutchins

Chair Hutchins stated there were 8 members present and a quorum was established. He named Charlie St Clair a voting member in absence.

Absent: Gail Denio, Jerry Mailloux,

David Bownes came in at 6.32 am. Michael DellaVecchia came in at 7:05 pm.

Staff: Planning Director Shanna Saunders, Assistant Planner Brandee Loughlin

Recording this meeting: Kalena Graham

III. Presentations

None

IV. Extensions

None

V. Continued Public Hearings

None

VI. Public Hearings

1. Appl#PL2015-0126SP

523-571 Main Street MBL 442-142-7

Proposal to change the use from Church to Professional Office

B. Loughlin told the board the application was complete and ready for hearing.

*D. Richards made the motion to accept the application as complete and open the public hearing. W. Contardo seconded the motion. **The motion passed unanimously 9-0.** Alternate M. Limanni did not vote.*

Chair Hutchins opened the public hearing at 7:35 pm.

Applicant: Steve Smith representing Lakes Region Mental Health Center Incorporated, operating as Genesis, spoke. Also present was Steve Weeks Jr, Regina Nadeau and Daniel Disangro, the owner of the building. The proposal is to change the use from a church to professional office

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space. The application is before the Planning Board because of the size of the change, which is over 10,000 sq feet. Genesis will take over where Grace Cap currently occupies. The clinical, administration and doctors' offices will be located there as well as their onsite pharmacy. There will be no changes made to the site plan, but exterior and interior improvements will be made. S. Smith noted the applicant is anxious to move forward. There are 36 parking spaces in the garage dedicated to this space and there are some in the back of the building. The pharmacy is a non-public pharmacy. They see about 175 patients a week and the hours are 8 am to 8 pm. A majority of the patients walk to facility.

Staff Review: B. Loughlin read the staff review. There was no technical review (TRC) meeting needed because the only plan change was for the block number on an abutting lot. All the work will be interior. The property is located in the commercial core parking overlay district so parking requirements are exempt. If the parcel was not exempt the required amount of parking needed would be 92. Staff recommends approval with that one revision for the abutter.

Abutters: None

Public: None

Chair Hutchins closed the public hearing at 6:42 pm.

C. St. Clair asked how much parking is available in the garage and Planning Director Saunders explained that typically the second floor is three quarters full and the top floor doesn't have many spaces taken. C. St. Clair thinks it may cause issues in the future with the retailers in the area.

*D. Bownes made the motion to approve the application with the conditions and dates stated in the Staff Review, including changing the plan revision date to 2016 instead of 2015. H. McLean seconded the motion. **The motion passed unanimously 9-0.** Alternate M. Limanni did not vote.*

VII. Application Acceptance

1. Appl#PL2015-0131SP amendment

1106 Union Ave MBL 327-220-1

Proposal of tree removal for safety purposes

C. St. Clair recused himself on this application.

Planning Director Saunders told the board the application was complete and ready for hearing.

*D. Richards made the motion to accept the application as complete and scheduled the public hearing for January 5, 2016. W. Contardo seconded the motion. **The motion passed unanimously 9-0.** Alternate M. Limanni did not vote.*

Planning Director Saunders stated as part of the City Council process, a traffic study report that relates to site distance and safety, was done already. Her question was if the board felt they would

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accept that as a third party report or if they wanted an independent study done. McFarland Johnson, which is DPW's on call traffic engineer did the report. The board decided to have another study done by the normal policy through Belknap County Conservation District that will be paid for by the applicant. The report should include traffic safety and line of site and an arborist report to be done for safety of the tree.

*D. Richards made the motion to have an independent traffic study be done at the applicant's expense for a that section of the road done, for more than just the site line of traffic and an arborist to look at the longevity of the tree either way. J. Tivnan seconded the motion. **The motion passed unanimously 9 -0.***

VIII. New Business

1. Capital Improvement Program – Presentation of CIP recommendations to the Planning Board
W. Contardo chair of the CIP gave the presentation. He explained the process of the committee. D. Bownes suggested going through the procedure process of the CIP and possibly reworking it in the future.

*D. Richards made the motion to send the recommendation as is to the City Council. J. Tivnan seconded the motion. **The motion passed unanimously 8 -0.** Alternate M. Limanni did not vote. D. Bownes abstained from voting.*

2. Update of the procedures of the Planning Board
Chair Hutchins stated Planning Director Saunders has recommended a subcommittee be put together because the document needs to be completely rewritten. The last update was in 1998 and there have been many changes since. The subcommittee would work with staff and bring the draft document to the Jan or Feb meeting. The committee would meet three or four times before returning to the Planning Board. D. Bownes suggested scheduling the draft for March or April meeting. D. Richard and Chair Hutchins volunteered to be on the subcommittee. Planning Director Saunders stated to give her a call if anyone else would like to join the committee.

IX. Old Business

1. Discussion of the addition of back language under the Wetlands and Water Quality ordinance Chapter 235-17-E (2) from the Conservation Commission

This item will be continued to the January 5, 2016 meeting. W. Contardo would like the ConCom to look up the state regs and classification. D. Richards would like to hear about bank, flow rate and topography because that really determines a lot. Each stream would need to be evaluated by its particular situation, not necessarily all in one.

2. Continue the discussion of signatures of Notice of Actions that was tabled at the November 10 meeting

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Chair Hutchins explained his concern. Normally the Chair would sign the document but he feels the Notice of Action is a technical document and he was hesitant on being personally responsible for that document. He thinks that having Planning Director Saunders continue to sign the document will solve that issue. He likes the idea of having the documents emailed to the officer and staff for review, then having Planning Director Saunders sign. The board supports that.

X. Reports

- A. Planning Department Report: S. Saunders mentioned that the Weirs charrette was well attended. Folks had great ideas and finalized reports and plans and should be submitted by mid-December for a January review. The transportation chapter has started and are partnering with LRPC. Staff has been doing road labs for sidewalks on Weirs Blvd. Input is needed on priority of the City values. Planning Director Saunders mentioned the Oak tree and sidewalk in front of Dunkin Donuts. The ultimate decision maker is the Council and they made the decision to remove the sidewalk.

XI. Liaison Reports

- A. Lakes Region Planning Commission: W. Hutchins mentioned in Washing D.C. there is plan at the House of Representatives for transportation plan to be funded 5 years instead of 6 months at a time. If that passes, it will impact the state.
- B. Conservation Commission: W. Contardo handed over to Planning Director Saunders: the Black Brook Invasive Milfoil cleanup to the mouth of Stream was completed, all easements walks have been completed for the year, the Conservation Commission is diligently working on gathering additional information on the 30-foot water body buffer back into the ordinance, continuation of discussions on helping large trees survive in built up areas, and the Con Com welcomed Richard Christopher as a new member.
- C. City Council: D. Bownes stated at the last Council meeting they decided to remove the asphalt around the tree at Dunkin Donuts. The issue came before the Council at the last meeting and they relied on the reports from McFarland Johnson and Arthur Costonis, who was an arborist. The removal of sidewalk is to enhance the chances of the health of the oak tree. There will be a resolution sent to the Planning Board to preserve the tree as a monumental oak.

XII. Other Business

None

XIII. Minutes

Approval of the minutes from special meeting on November 2 and regular meeting on November 10

*D. Richards made the motion to accept the minutes from November 2 and November 10 as distributed. H. McLean seconded the motion. **The motion passed unanimously 9-0.***

XIV. Adjournment

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*D. Bownes made the motion to adjourn. D. Richards seconded the motion. **The motion passed unanimously 9 -0.***

The meeting adjourned at 8:04 pm.

Respectfully,
K. Graham`