



Town of Hebron

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Hebron Planning Board APPROVED Minutes of Hearing 10/03/07

Members Present: Vice Chair Ellie Lonske, Selectmen's representative Dick Cowern, Charles Beno, alternates Tom Gumpp, and Martha Twombly, and Sheila Oranch, secretary.

Others Present: Alan Barnard, John Dunklee, Andrea Goldthwaite, Anne Bryan, Nancy Sycamore, Betsy Twombly, Hugh Sycamore, Elaine Crandall and Jane Ramsay.

Time Convened: 7:00 PM **Time Adjourned:** 9:15 PM

Next Meetings: 10/15/07 work session, 11/7/07 monthly hearing

Agenda:

1. Administrative Matters
2. Approve minutes of 9/5/07
3. Continuance of Jaques ET AL subdivision and boundary adjustment applications
4. Informational and Site Plan application by Elaine Crandall to open an antique shop in her attached barn at 34 North Shore Road (Map 17 lot 17).
5. Informational on Tax Map 18, Lot 19-2B for John and Lynn Robertson, Bryar Road.
6. Any other matters that come before the Board.

Administrative Matters/Announcements

Vice Chair Ellie Lonske presided in Chairman Roger Larochelle's absence.

Alternates Tom Gumpp and Martha Twombly were asked to step up to voting members to replace David Wall and Roger Larochelle. Ms. Lonske re-ordered the agenda to put approval of the 9/5/07 minutes after the applications.

Jaques ET AL subdivision and boundary adjustment

Alan Barnard informed the Board that there has been progress on the paperwork but no conclusion yet. He requested and was granted continuance to the next monthly hearing on 11/7/07.

Informational and Site Plan application by Jane Crandall

Abutters notices were sent by Jane Ramsay on behalf of the Historic District Commission, so fees for abutters' notices on behalf of the Planning Board were waived. Ms. Crandall's plan has been approved by the Zoning Board of Adjustment conditional on approval of the driveway permit application and plan for parking by the New Hampshire Department Of Transportation and a positive review of safety issues by the Hebron Fire Chief. Ms. Lonske reviewed the materials

being submitted. Once the application has been accepted by the Planning Board, then a joint meeting with the HDC can be convened. Alan Barnard explained features on the Site Plan map.

Dick Cowern moved/Tom Gump seconded a motion to accept the application as complete. PASSED.

Having accepted the application as complete, the Planning Board invited the Historic District Commission (HDC) members present to move up to the front row and join in the proceedings.

Minutes of this portion of the hearing were taken by Jane Ramsay for the Historic District Commission as follows:

Hebron Historic District Commission
Joint Meeting with Hebron Planning Board Meeting and Hearing

October 3, 2007

The meeting was called to order by Planning Board Vice Chair Ellie Lonske at 7:04 p.m. Present were members Historic District Commission Chair Alan Barnard, John Dunklee, Andrea Goldthwaite, Anne Bryan, Nancy Sycamore, and alternate, Betsy Twombly. Also present were Planning Board Members, Vice Chair Ellie Lonske, Selectmen's representative Dick Cowern, Charles Beno, alternates Tom Gump and Martha Twombly, and Sheila Oranch, secretary.

(Tom Gump and Martha Twombly were asked to step up to be regular members of the Planning Board) The entire Historic District Commission was present and alternate member, Betsy Twombly was excused from the meeting. In the audience were Hugh Sycamore and Elaine Crandall and the secretary to the Historic District Commission, Jane Ramsay. Notices of the meeting had been posted in three places, abutters had been notified by Certified Mail, and the correct fees collected.

Alan Barnard stated that the meeting was a joint one and Ellie Lonske would be chairing the meeting, but both groups would take part in the discussion with each deliberating and reaching a decision regarding the issues pertinent to each board. He also explained that he had drawn the original site plan that Elaine Crandall would present, but he had not drawn any of the plan showing her business proposal and he felt did not have to step down from the proceedings.

The Planning Board accepted the application as being complete.

Elaine Crandall explained she plans to have a seasonal (July through October) part time (Thursday, Fridays, Saturday from 11 to 5 or by chance) retail (antique/vintage shop) located in her barn at 34 North Shore Road (Map 17 lot 17) She had appeared at a joint hearing before the Zoning Board and Historic District Commission on September 19 and had received a conditional approval from the ZBA pending the approval of a site plan from the Planning Board, review and approval from the Department of Transportation (DOT), and approval from the Historic District Commission. The Historic District Commission asked for a continuance of the meeting to allow her an opportunity to get in touch with DOT and get approval for the parking plan.

After explaining her proposal, Ms Crandall said she had been in touch with the DOT and had been given oral approval for her parking plan. She was told a letter giving approval was in the mail; however, she had not received it as of meeting time. She said there would be parallel parking for 4 cars off North Shore Road on the side of the road between the

field and border of trees. She would park her car there and would have professionally made 8½ by 11 inch parking signs temporarily put out when the shop was open.

Ellie Lonske went down through the site review application checklist and Ms Crandall responded to the questions asked by both boards. She said she had not contacted the fire chief because she was having work done on the building and wanted him to see the finished product. She said there were three possible exits from the barn and hallway. It was asked if she had a rest room for the public and she said she would let someone use her bathroom in her home in case of emergency. It was recommended that the Health Inspector (Dan Merritt) review and approve her premises. Alan Barnard also said he thought there should be a sketch showing the placement of the proposed sign on the barn and suggested she take a picture of the barn and locate the sign on it. There was discussion of her "open" flag and what size it will be.

The Planning Board and the Historic District agreed that several necessary items were missing from Elaine's plan and the Boards could not reach a decision until they were presented.

Elaine was asked to come back to the Planning Board with :

1. A letter from the Fire Chief approving her business,
2. A letter from the Health Officer approving her business,
3. A letter from the Department of Transportation approving her parking plan,
4. Three copies of the map, showing the well, current abutters and scale drawing of parking plan, and
5. The Site Plan Review application completed.

She was asked to come before the Historic District Commission with: 1. An approved parking plan and map drawn to scale showing the well and the parking plan, 2. A picture, sketch, or photograph showing the proposed sign located on the barn, 3. A rendition of the proposed temporary parking signs, and 4. The size of the "open" flag.

The meeting was continued until October 15 at 7 p.m. when the Planning Board will be holding its regular work session. If Ms. Crandall does not have all the necessary materials to present, she will notify the Planning Board and Historic District Commission.

Alan Barnard made a motion, seconded by Andrea Goldthwaite to waive reading of the last Hebron Historic District Commission minutes (September 10 and September 19.) The motion passed with a voice vote.

Andrea Goldthwaite made a motion, seconded by Anne Bryan to adjourn the meeting. The motion passed with a voice vote.

The Historic District Commission meeting was adjourned at 8 p.m.

Jane H Ramsay, Secretary

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Planning Board notes on the joint hearing with the Historic District Commission

Elaine Crandall presented her Site Plan map and explained her proposal. She began the application process in May and has treaded the maze of procedures since then. She plans to open a seasonal antique shop in her attached barn. She intends to be open only in the summer and possibly for some holidays. Her lot is 1.6 acres, most of which is open field buffered by a line of evergreen trees. She is assuming that there will not be a land rush so customers will be able to park on the grass. Discussion to date has been around four parking places. There were no objections to having parallel parking along the edge of the property, so every driver will have

clear visibility. Ms. Crandall intends to have professional signs made indicating “antique parking” and only put them out when she is open for business. Her sign design for a flat sign on the barn is very tasteful and consistent with the character of the Historic District. Alan Barnard explained that she only wants variance for the house and immediate area, not the entire property. There was more discussion about the parking signs. Ms. Crandall said that when the shop is open, the door will be open. There will be an “OPEN” flag hung only when open also. Only one or two items will be put out front to discourage anyone from parking on the street out front. Alan Barnard explained about “butterfly parking” layouts and what the DOT may require. There was also discussion about protecting the well area. Alan Barnard on behalf of the Historic District Commission would like to see a sketch of the front of the barn with the sign installed, plus the proposed parking area and signage. Ms. Crandall explained that the sign on the barn will only say “The Old Parsonage” and the date, and will remain in place permanently. There will be no mention of a shop on that sign.

Nancy Sycamore suggested that the well should be shown on the Site Plan.

Andrea Goldthwaite said that parallel parking would probably be safer, especially for older drivers. She asked Alan Barnard for clarification of his comments about parking and the DOT not allowing more than 50 feet for an entrance.

Anne Bryan said as a pedestrian with a dog, the idea of having parallel parking all along the road would not be a good idea. Also, the arbor vitae is rather well grown and does not leave much space beside the road.

Ms. Goldthwaite suggested signs similar to those the Town installed for the Town Clerk and Library.

Ms. Bryan said she would not want them to be exactly the same so that visitors might be confused about whether the shop is a Town function. Better that Ms. Crandall should make her parking signs consistent with her sign on the barn.

Ms. Crandall assured everyone that she is very sensitive to these issues, as she has been through a similar process in two other towns. She has had to do a lot of parking planning.

Alan Barnard asked whether Ms. Crandall would have any rest room facilities. She replied that if someone was desperate she would take them into her home but that would not be publicized.

Alan Barnard said that in general, parking is the major issue. Also, the Historic District Commission will want on file a letter from the Fire Chief as well as a review by the Health Officer (Dan Merritt). Ms. Lonske agreed that the Planning Board would not approve the Site Plan without a supporting letter from the Fire Chief.

Andrea Goldthwaite asked Ms. Crandall to confirm that there are three exits from the barn.

Chuck Beno said he would like to see a couple of drawings of how the parking would be in accord with the DOT permit. It is important to set good precedents for Site Plan reviews.

Alan Barnard said in order to be complete the final plan should include updated abutters, the well location and a sketch of the parking layout. He would also like to know the dimensions of the “OPEN” flag, for the record.

Chuck Beno suggested that Ms. Crandall could bring the completed documentation to the Planning Board monthly work session, the third Monday, if she has everything, and he would be comfortable voting on the approval at that time.

Alan Barnard suggested a continuance to the evening of October 15th when Ellie Lonske could convene a joint hearing of Historic District Commission and Planning Board to vote.

Ellie Lonske requested that Ms. Crandall inform the Planning Board if she did NOT have everything required in time to present the material at the work session. If it is complete, it will be the first item on the agenda.

The Board reviewed the fees that Ms. Crandall paid to the various boards for application fees and abutters notices fees.

Elaine Crandall reviewed the history of her application process to make sure that she finally has all the requirements and procedures at this point.

Documentation Needed:

- DOT driveway permit approved
- Letter from Fire Chief
- Letter from Safety Officer
- Plot Plan with well location and parking plan
- Sketch of sign on barn to scale on the barn
- Design of parking signs and their locations

Joint meeting adjourned at 8:00 PM

The Planning Board convened again to continue its separate agenda.

Informational on Tax Map 18, Lot 19-2B for John and Lynn Robertson, Bryar Road.

The application was represented by Alan Barnard for subdivision into two lots. The access road has been renamed to Valley View and the Town has taken over the loop. Paula Cummings had come in with an informational last summer, as the subdivision is within the same family. They want to keep the lot at around four to five acres of usable area. There are some contours and steep slopes, but the lot has enough usable land area to meet zoning. The actual entrance is already well developed, as they have had a driveway permit. Mr. Barnard explained features and answered a few questions. Ellie Lonske reminded him that the Planning Board will want to see the setback lines, new road name and updated abutters, brooks or wetlands, driveways, septic system approval and the well area.

Review of Minutes of 9/5/07

Pg 1 comma after Jackie Tippett, Richard and Linda Beyer, next meeting 9/17/07. Pg 2 3rd of the way down RL and RD change to Roger Larochelle and Richard Delaney. On same sentence, change "note sent to RL" to "a note was sent to Roger Larochelle on 7/24/07 about meaningful guidance and direction (note on file)". "It was read out loud." Next sentence, "Mr. Larochelle responded briefly..." last sentence, "the Board will make the longer email letter." Up one paragraph, "Roger Larochelle said the materials were submitted 'within the appropriate time.'" "Received on August 24th "copies of the plans were..." "incorporate the frontages of all lots" add "He". "Mr. Johnston also added a spur road." "He also added a continuous... change to contiguous. 6th line from bottom "Mr. Johnston was able to shorten a driveway." "He also created new profiles." "He stated that the alignments actually work out better than the originals." "The

usable area within that zone...Ms. Lonske stated that the concern was never that lots were built within the Lake District..." change the word house to lot in each case. Pg 3 near top, dangling sentence. Put question mark at the end of Ms. Lonske's question. Last sentence, "behind lots 6 and 7 and behind lot 19." 3rd paragraph insert "Mr. Johnston ...passed out." 2nd paragraph, take out phrase ", which it does." Because it is redundant with the next sentence. 3rd paragraph, "areas" should be "area" and the verb should be "is" instead of "are." Pg 4 top line "Ms. Lonske had discussion..." "it came down to not having frontage and not disturb steep slopes at the same time." Delete the sentence. Mr. Wood's statement referred to earlier statements, not the preceding sentence. 3rd sentence "Ms. Lonske said that the Developer could have made this a conventional... but for many reasons they chose to make this a cluster."

Correct punctuation in last sentence on the page. Pg 5 5th paragraph delete "get his notes" and "get text" asides and replace with the actual text. First line change to "acting as a member of the Planning Board." 4th paragraph, 3rd line down near the end, delete "But" as the first word of the sentence. 6th paragraph end of the second line, "she said that she read that definition of what a cluster is." Next paragraph awkward statement 3rd line down. "Mr. Delaney said that the Board said a half acre of usable land ...[would be adequate]...[to meet that guideline]." Pg 6 near top, Bill Nobles' #1, left hanging "should not be developed." 4th line from the bottom, Pat Wood sentence, change number to over 100 rather than 200. Second from last line of last paragraph, put a period after "regulations" then change "draining" to "drainage analysis." Pg 7 "Mr. Larochelle asked Martha Twombly for comments." Text inserted was more complete than spoken comments—replace with amended notes that included what she actually addressed. Delete paragraph and replace with her notes. "Ms. Twombly spoke from prepared notes about the correspondence from Mr. Delaney."

Dick Cowern moved/Martha Twombly seconded approving the minutes of 9/5/07 as amended. PASSED

Other Matters

Martha Twombly stated that the Conservation Commission draft of wetlands zoning wording is ready to be distributed to the Planning Board members for review and could be taken up at the work session 10/15/07.

SUMMARY OF MOTIONS

Dick Cowern moved/Tom Gumpp seconded a motion to accept the Crandall application as complete. PASSED

Dick Cowern moved/Martha Twombly seconded approving the minutes of 9/5/07 as amended. PASSED

Chuck Beno moved/Tom Gumpp seconded motion to adjourn 9:15 PM