

Town of Milton
Planning Board
March 1, 2016
Meeting Minutes

Members in Attendance: Peter Hayward, Brian Boyers, Bob Bourdeau, Tim Long, Larry Brown, Tom Gray, Joseph Michaud, Alternate Bob Graham, Also in attendance Dana Smith, Land Use Clerk

Public Attendance: Bruce Woodruff, James Flanagan, Larish Kane, Susan Kane, Jeremy Bourgeois

Chairman Boyers called the meeting to order at 6:30pm

Public Comment: No public comment

Approval of Minutes: February 16, 2016 meeting minutes. J. Michaud motions to accept, L. Brown seconds the motion, all in favor (T. Gray abstained) February 16 meeting minutes approved.

Master Plan Update/CIP Discussion with consultant Bruce Woodruff: Bruce Woodruff attended the meeting to discuss with the board the Master Plan Update and CIP process. He explained his background as a Planner and experience with Capital Improvement Program projects. He would like the Planning Board to work in a workshop for updating the CIP. B. Woodruff explained that from the statute there are nine steps that need to be taken to get to an endorsed and approved CIP that can be given to the governing body (Selectmen) as an advisory document to be used for first the capital year and the planning years that follow. The CIP typically is a 6 year program, the first year is the capital year the one that the Selectmen look at the projects that will be funded because of the advice from the Planning Board. There are 9 steps to do this, he will provide more information on this at the workshop. Of the 9 steps there are 4 that are mandatory steps that need to be taken, the fifth is mandatory if they intend to have impact fees, so in the end for Milton there are 5 mandatory steps that must be taken to create the CIP document. B. Woodruff explained the following steps:

1. Organize the process, to have a process.
2. To define what a capital project is.
3. To determine who is going to do the Capital Improvement Program process.
4. Review the Master Plan and make sure they will tie in and determine the strength of the tie in.
5. Communicate with the Departments to get their projects, there are forms for this.
6. Review the projects and discuss with the department heads.
7. Prepare the 6 year schedule, the capital year (first year) is the most important for the recommendation to the Board of Selectmen.
8. Adopt and implement the CIP. A copy given to the Town Clerk, Selectmen and OEP
9. Cyclical the CIP and moving the first year along each year.

B. Woodruff will provide more information to the board at the workshop. They are a step ahead because the department heads have already given the board their projects. Every year the board

needs to prioritize the projects for funding. B. Woodruff asked to get the boards e-mail addresses so he can send them the packet of information. D. Smith replied she would e-mail him the list. The board plans to meet with Bruce to work on the CIP on March 22nd at 6:30. T. Long asked if they were going to involve the schools as well. Chairman Boyers replied no but they were more than welcome to come and sit in on the meeting. D. Smith questioned if the school had been working on their CIP. T. Long responded that they have been talking with the department heads. Chairman Boyers will invite the Department Heads to the meeting inform them of what was discussed at this meeting.

Public Hearing: Site Plan Review: James Flanagan applicant/owner. Site plan review for a proposed commercial office, drive through coffee/ice cream facility located at 599 White Mountain Highway, Milton NH, Tax Map 42 Lot 122 in the Commercial/Residential Zone.

James Flanagan attended the meeting in order to present to the board his plans. He explained his intent: currently he is looking to change the use of the building from just office space to add drive through coffee and ice cream, no food. The board was provided with a drawing of the plans for the building. B. Bourdeau asked if there was going to be lighting or landscape changes. J. Flanagan replied that there would be no landscape change, there would be an updated sign that is already lit. T. Gray asked if it was an addition to the existing business. J. Flanagan replied no additions were going to be added onto the building, but would be along with the electrical business. He explained further the types of coffee, drinks and ice cream that they would be selling, it would not be scooped ice cream it would be soft serve, and he does not expect to turn a huge volume, just wants to capitalize on the facility. B. Bourdeau asked if the sewer and water departments would need to be informed for this application. Chairman Boyers replied there would not be additional bathrooms, but they did go through it when the Milton Crossings went in, but they should probably contact those departments. L. Brown asked if the wattage of the sign in front of the building increase. J. Flanagan replied no. L. Brown asked if there would be room for people to sit outside. J. Flanagan answered that there would not be, he wants it to be a drive in drive out facility no hang around. L. Brown then asked if this would qualify as a more intensive use because an employee will be there all day. J. Flanagan replied that he is already there all day along with another employee and it would be adding one to two more employees there all day. B. Bourdeau would like to see a better lighting plan to get a sense of the impact, if there is going to be any different lighting than what is there now they would need to know. J. Flanagan replied that he does not plan to add additional outdoor lighting that would trespass on the neighbor's properties. J. Flanagan replied he has potentially thought of adding an open sign that would be lit. B. Bourdeau responded that the front is not his concern but if someone is getting a coffee late night it would be dark on the side, would there be enough light for that area. J. Flanagan replied they already have a light on the back that is a motion light and he has not considered any light besides that, he would consider some cut off wall packs that stay in the guidelines. P. Hayward commented that there is 11 foot lanes shown on the plans and asked if there is space in the back for U turns. J. Flanagan replied that they are, UPS does. Chairman Boyers asked what the hours of operation would be. J. Flanagan responded 5am to 9pm. L. Brown questioned the sign on the gate. J. Flanagan responded that sign was previously on the building, and then they resided the building and put it on the gate instead of the building again. Chairman Boyers stated that all the fees have been paid and abutters have been notified. L. Brown commented that it is a nice location for a businesses, many businesses put out exclamation signs that are not mentioned in the sign ordinance. J. Flanagan clarified he has no

intent of hanging signs and banners long term, the only time would be at the beginning for the grand opening.

L. Brown moves to accept the application. J. Michaud seconds the motion. Discussion: B.

Bourdeau thinks that there should be a submitted lighting plan to make sure it does not trespass onto the neighbors.

Board Vote: In favor of accepting the application (6-0)

Public Comment: Larish Kane and Susan Kane- Expressed concern with the lighting, would like to make sure the lights are not shinning into their house. The second issue of concern is the noise, the ordering, discussion will be right outside their bedroom window. How would they make sure they are protected from the noise while they are trying to sleep, how do they provide privacy so people are not looking in their yard.

B. Bourdeau asked how the fencing on the Dollar General side was working. L. Kane replied that it is extended a little too far in the front difficult for when people are pulling out of the driveway and it is not a strong fence and fell apart already, the fence is fine and does provide privacy but it is shaky. But he thinks a fence would be great, though not sure how the sound could be reduced.

L. Brown replied there are sound transmission panels that absorb the sound that provide sound blocking for fencing.

Susan Kane, added that they have a great relationship with Jim and he has been a great neighbor.

J. Flanagan added that he is willing to work with the neighbors with the fence, the lighting that would be on the neighbor's side would be low level lighting and he has looked into canopies on the ordering windows and the lights would be covered by those.

Chairman Boyers asked if there would be microphones or speakers for ordering. J. Flanagan replied there would be no microphones ordering would be face to face.

L. Brown inputted for the record that internally illuminated signs are not allowed in the sign ordinance.

Susan Kane requested there be a fence put up and that no microphones is good in their opinion.

P. Hayward replied that with a fence you have to think of snow stacking. J. Flanagan replied there is not any place to put it now it is pushed to the back.

Chairman Boyers asked if the board wanted to do a site walk. Board agreed they knew the property well enough.

B. Bourdeau noted that the two issues are the need for a fence and a lighting plan needs to come to the board.

The Kane's requested the fence to be white. And expressed that they have a slight concern about the increase in traffic.

L. Brown makes the motion for a conditional approval of the commercial office, drive through coffee and ice cream facility, with the following conditions:

1. Install and maintain a solid panel privacy fence.
2. Lighting meets the town lighting ordinance for cut off.
3. No microphone based amplified order taking.

T. Long seconds the motion.

Board vote all in favor for conditional approval, (6-0).

Conditional approval GRANTED for the commercial office, drive through coffee and ice cream facility with conditions at 599 White Mountain Highway.

Other Business: The conference in April D. Smith had told the board about at the last meeting has been canceled.

B. Bourdeau motions to adjourn, L. Brown seconds the motion. Meeting adjourned at 7:21pm.

Respectfully Submitted,

Dana Smith
Land Use Clerk