



Town of Gilmanton, New Hampshire
Gilmanton Planning Board
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Michael Jean, Chair
Gary Anderson, Vice Chair
Gabriel Jerome, Member
Roy Buttrick, Member
Brett Currier, Member
Marshall Bishop, Selectmen Rep
Michael Wilson, Alt. Selectmen Rep
Nic Peterson, Alt. Member
Dustin Milliken, Alt. Member
Mark Fougere, Certified Planner
Bre Daigneault Planning Admin

Minutes of June 13, 2019

APPROVED

Roll Call

Vice Chairman Gary Anderson called the meeting to order at 7:04 p.m. Member Brett Currier, Alt. Member Nic Peterson, Selectmen's Rep. Mark Warren, and Planning Administrator Bre Daigneault were present at this meeting. Chairman Michael Jean, Members Gabriel Jerome and Shane Bruneau had excused absences. Two members of the public were present.

Member Roy Buttrick joined the meeting at 7:05.

In the absence of Chairman Michael Jean, Vice Chairman Gary Anderson will act as Chairman.

Vice Chairman Anderson read a resignation letter submitted by Member Gabriel Jerome. Vice Chair Anderson requested a motion to accept the resignation.

Member Brett Currier made the motion to accept the resignation of Gabriel Jerome. It was seconded by Member Roy Buttrick. **5-0 in favor**

Applications Continuance-

PB CASE #SPR2019-401: Pensco Trust, Annabelle Henry-Dean, Trustee, owner is requesting a Site Plan Review of her property located at 518 Province Road having a Map/Lot # 127-037.

Ms. Henry-Dean is requesting a Change of Use to add two professional office spaces to the second floor of the building. The property was previously approved for 1 apartment, 1 café/store, and 1 office space. The first floor will remain as currently approved with a café/store and 1 apartment. The property is located in the Village Zone on 0.44 acres.

Vice Chair Anderson opened the case. Member Buttrick inquired of Clerk Daigneault if there was a copy of a prior site plan in the file and spoke of work he completed at the property. Vice Chair Anderson inquired of Member Buttrick if he felt he should recuse himself. Member Buttrick felt he did not need to recuse himself. He submitted documentation from his own files and a septic design he had done for the property. Member Buttrick chose to recuse himself as a member of the planning board for this case. Once recused, Mr. Buttrick described the tests performed and the 500 gallons per day flow of the current septic system. Mr. Willard Dean stated the original approval from the State was for a 2-bedroom apartment in the back on the 1st floor, a 3-employee business to the front on the 1st floor, and a 1 employee business on the 2nd floor. Mr. Buttrick believes the 3rd employee was for the 2nd floor office connected to the restaurant. Member Currier inquired if the plan Mr. Buttrick submitted was for a 3-bedroom

apartment. The amount of GPD (gallons per day) allowed per bedroom, per office space, etc. was discussed. Member Currier does not believe 1 office would affect the septic. Mr. Buttrick replied the State mandates the GPD allowed per the usage. An unapproved site plan from the Planning Board Case files, was reviewed by members and the property owners. Vice Chair Anderson feels that the information in front of them needs to be formally submitted by the applicants in order for the documents to be considered by the Board. Mr. Buttrick feels the unapproved site plan should have been accepted. Clerk Daigneault clarified there were a few items missing on the site plan which has prevented it from being approved. Members further discussed the septic flow and building usage and reviewed prior ZBA decisions. On the request of Vice Chair Anderson, Mr. Buttrick confirmed he had recused himself from the case. Clerk Daigneault clarified the office space was approved to be used by the restaurant on the 1st floor. Mr. Dean believes the approval was for the office space to be used as a secondary business. He confirmed the apartment has 2 bedrooms and gave a brief history of it. He explained the current construction of the upstairs space- starting with replacement windows led to new electrical and replacement sheetrock. Upon the request of Selectmen Rep. Warren, Mr. Dean clarified the application was to convert the upstairs to 2 office spaces from 1. Selectmen Rep. Warren stated he felt the applicants had a confusing time getting through this process, and the current planning board would like to make this process smoother. He asked if Member Currier had calculated the GPD to see if the septic would allow for additional office space. Member Currier commented on the GPD and the allowable amounts per usages. He personally believes the calculations by the State are not reasonable. He read notes on a property record card that stated the ZBA had granted the "Corner Slice", a 2-bedroom apartment, and office per 2016 special exception. Selectmen Rep. Warren asked of Member Currier if the numbers could work to approve an office. It was discussed the number of employees currently staffed by the restaurant on the 1st floor. It was discussed if the number of employees at the restaurant was no more than 2 per day, then the septic would allow for 1 employee in the 2nd floor office space. Mrs. Henry-Dean stated if she did not receive approval, she would leave it the way it was approved and sublet the office. She needs this space to generate income. Member Currier stated it wasn't on the Board to decide the septic flow, it was determined by the State and the Board couldn't grant an approval to overload the septic flow. Vice Chair Anderson stated the ZBA approval was for the office space to be used by the tenants of the restaurant. Mr. Dean did not believe the ZBA notice of decision was an accurate portrayal of what was stated at the meeting. He believed the office was represented as an office for a secondary business, separate from the restaurant. Mrs. Henry-Dean stated she is trying to comply with the existing rules, she had gone to the HDC for replacement windows, and was told she needed to apply to change the use of the office space. She stated the building inspector told her contractor to stop work until the approvals were granted. Selectmen Rep. Warren inquired if they could get the owners of the restaurant to write a letter stating how many employees they have to see if the septic usage would work for an office. Members discussion an updated site plan. Clerk Daigneault stated the tenants had submitted a site plan in prior years but had not followed through on adding certain criteria needed to have the site plan approved. Mr. Dean requested Selectmen Rep. Warren bring the building permit issue to the Board of Selectmen to see about having the permits re-instated.

Member Currier made a motion to approve the usage of the 2nd floor to an office (separate from the restaurant) with the following conditions:

1. Compliance with all ZBA requirements
2. Receives an approved site plan
3. Receives a letter from the tenants of the restaurant (Rebecca & Robert Ronstadt) confirming the number of employees (to confirm the septic load)
4. The 2nd floor could be used as one office independent from the restaurant

Vice Chair Anderson appointed Alt. Member Nic Peterson as a full voting member in place of members absent.

The motion was seconded by Member Nic Peterson. **Vote was 4-0 in Favor**

Member Roy Buttrick rejoined the Planning Board as a voting member.

New-

PB Case #SPR2019-402: Owners, Robert & Rebecca Ronstadt, are requesting a Site Plan Review for an Insignificant Change of Use to their property located at 506 Province Rd having a Map/Lot 127-049 in the Village Zone on 1.1 acre. The property currently has site plan approval for a restaurant/tavern on the first floor with a private residence located on the second floor. The owners are requesting to add outdoor seating to the restaurant and to use the extended driveway to Currier Hill Rd as handicap parking and pull-thru.

The applicant was unable to attend this meeting and asked for a continuance until the July meeting.

Member Peterson made the motion to grant the applicant a continuance until the next meeting. It was seconded by Selectmen Rep. Warren. **5-0 in favor**

A public hearing will take place to amend or adopt changes to the Planning Board Rules of Administrative Procedure. Continued to the July meeting when Board attendance is stronger.

A public hearing will take place to amend or adopt the Subdivision Regulations and Site Plan Review Regulations, per RSA 675:6. Continued to the July meeting when Board attendance is stronger.

A public hearing will take place to review the Zoning Ordinances for potential updates that would reflect on future warrant articles, pursuant RSA 675:3. Continued to the July meeting when Board attendance is stronger.

Member Peterson made the motion to grant a continuance of the three scheduled public hearings for Rules, Regulations, and ordinances until the next meeting. It was seconded by Selectmen Rep. Warren. **5-0 in favor**

Minutes-

Selectman Rep Warren made a motion to accept the minutes of May 14, 2019 as submitted. The motion was seconded by Member Buttrick. **5-0 in favor**

Correspondence –

Member updates from the Annual Spring Planning & Zoning Conference attended on June 1, 2019.

Other Business- None

The next Planning Board meeting will be held on July 11, 2019.

Adjournment

Member Roy Buttrick made the motion to adjourn. Member Nic Peterson seconded the motion.

Motion passed 5-0

*Respectfully Submitted,
Bre Daigneault, Planning Administrator*

Authorized by 
Vice Chair Gary Anderson

Date: 8/8/19



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ATTENDANCE SIGN-IN

Thursday, June 13, 2019

PRINT

ADDRESS

WILLARD DEAN

40 MACK HILL RD AMHERST, NH

ANN Henry Dean

SAME AS ABOVE