**MINUTES**

**GILFORD PLANNING BOARD**

**MONDAY**

**AUGUST 16, 2021**

 **CONFERENCE ROOM A**

**7:00 P.M.**

The Gilford Planning Board met on Monday, August 16, 2021, at 7:00 p.m. in Conference Room A of the Gilford Town Hall, and via GoToMeeting video.

Chair Wayne Hall welcomed everyone, led the Pledge of Allegiance, and read the rules of procedure for the meeting.

Planning Board Members present in Conference Room A were Chair Wayne Hall; Vice-Chair Carolyn Scattergood; Selectmen’s Representative Chan Eddy; Regular Members Jack Landow, William Johnson, and Emily Drake; and Alternate Member Rick Notkin.

Members absent were Regular Member Isaac Howe and Alternate Member Gaye Fedorchak. I. Howe reported after the meeting that he was on GoToMeeting but could not be heard or seen and so was counted as absent.

Also present were John Ayer, Director of Planning and Land Use, and Sandra Hart, Technical Assistant.

R. Notkin was asked to stand in for I. Howe as a voting member for this meeting.

**1. PUBLIC HEARINGS**

**1.1 Stones Throw Realty, LLC** – Applicant proposes to remove the existing restaurant structure and build a new 3,968 square foot restaurant building with an open deck for dining, and to make other related site improvements on property located at 40 Weirs Road on Tax Map & Lot #223-539.000 in the Resort Commercial (RC) Zone, Aquifer Protection District, Island and Shore Frontage District, and Airport District. Site Plan Review. Application #2020000552.

J. Ayer said that the application was complete and ready to be accepted. Motion made by C. Scattergood, seconded by E. Drake, to accept the application as complete. Motion carried with all in favor.

J. Ayer stated that in May this application was tabled to the July meeting but it was not included in the July agenda, so it was re-noticed for this meeting.

Presentation

Craig Bailey of Bryan Bailey & Associates, Inc., stated that he was representing the applicants. He explained that due to a recent Site Study meeting and the staff report there were a few issues that would need to be addressed. He also said there was also an issue with the meeting notification, but S. Hart notified the abutters and sent out the notice to resolve that matter. He said they do, however, request to be tabled to the next meeting at this time to finish addressing the issues that have been brought to their attention.

Motion made by C. Eddy, seconded by W. Johnson, to table the application to the September 20, 2021 meeting. Motion carried with all in favor.

**1.2 Gilford Airport Plaza, LLC –** Applicant proposes to construct a new 3,240 square foot Medical Center building within the existing Gilford Airport Plaza parking lot located at 9 Old Lake Shore Road on Tax Map & Lot #213-094.000 in the Commercial (C) Zone, Aquifer Protection District, Airport District, and Community Character Protection District. Site Plan Review. Application #2021000470.

J. Ayer said that the application was complete and ready to be accepted. Motion made by C. Scattergood, seconded by C. Eddy, to accept the application as complete. Motion carried with all in favor.

Presentation

Nick Sceggell from Stephen Smith and Associates, a division of DuBois and King, was present to discuss the application. Neil Scharff of WJP, property owner, was also present to answer questions. Adam Mason, Facilities Director and Project Manager, was on GoToMeeting.

N. Sceggell said they are looking at building a 3,240 sq. ft. medical center. He said they will be removing one light post and relocating one, adding a screened trash enclosure, and updating the driveway. He said the existing parking lot has 324 parking spaces approved and they will be displacing 41 parking spaces with construction of the medical center. He said they are proposing to replace the displaced parking spaces by adding parking west of the existing building. The existing parking meets the needs for the existing uses, and given the staggered hours of operation of the uses, the shared parking provisions of the zoning ordinance could allow for that number of spaces to remain. If the Board does not agree that the shared parking provisions would work here, they would need to add only 13 more parking spaces. N. Sceggell displayed where that parking would be added. He said they would prefer to not build those additional spaces because it’s more pavement that isn’t necessary.

C. Scattergood asked how many are required. N. Sceggell replied that it would be 13 required for the use.

N. Sceggell stated that he heard concerns about traffic since the proposed parking spaces will back into the site driveway and cars are driven through there at a high speed. He said by adding this building and some delineating islands it is expected to keep cars in the drive aisles and slow them down.

C. Scattergood asked if this was similar to the Clear Choice MD building. N. Sceggell said that this would be similar to the one in Tilton, NH.

C. Scattergood said that she estimates there are usually six or so staff and a few people waiting to go in. J. Ayer said that the parking requirements for this use is in our Zoning Ordinance. C. Scattergood said she understands, but she didn’t think that it was enough for a medical facility. C. Eddy said that they aren’t really losing the parking, but rather relocating them.

C. Scattergood asked about snow removal. N. Sceggell said that if they needed to have a snow storage area, he said there is a good location on the other side of the property.

N. Sceggell stated that they will have to saw cut and then tie in to get drainage off the site. He said everything flows from south to north on this site. He said they have a catch basin they can reroute. W. Hall asked how much of the parking area will be exposed and how much will be brought back. N. Sceggell explained per the plan they may be able to reclaim the asphalt and then regrade it in order to get to the finished grade but he didn’t think the Board wanted them to maintain the existing grades.

W. Hall stated that to the west there is a flow of water and the Board needs to look at how much of the adjacent wetlands is exposed to runoff and related siltation and make sure that siltation mitigation measures are being implemented. C. Eddy stated that they had to replace the drainage pipes before they repaved it.

W. Johnson asked if there was an elevation change. N. Sceggell stated that the curb would be raised between six inches and one foot above the existing grade. He said there will be ADA accessible ramps. N. Sceggell also explained the location of the dumpster and how trucks would access it.

A. Mason stated that this is a non-emergent care facility. He said they have instances that people will go there who need further care and they would transport someone by ambulance to the hospital which might happen 2-3 times a month. He said they have a parking space designated for an ambulance. He went over everything that they provide at the location.

J. Ayer stated that the Deputy Fire Chief said that the one in Belmont does not treat anyone with a heart issue but they transport them by ambulance. N. Sceggell said that they discussed it at Site Study and considered utilizing one of the ADA spaces as a designated ambulance space.

J. Ayer stated that the Conservation Commission looked at the application and had one comment. They stated that there is wetlands vegetation in the corner of the property and they were asking that appropriate siltation measures be put in place to protect that area. N. Sceggell replied that there would be erosion control and it will keep everything upstream and the edge of the wetland will be protected.

Public Input

W. Hall asked if there were any members of the public wishing to speak.

Vicki Sylvester of 47 Annis Drive asked if the additional parking was along the meadow area on the property. N. Sceggell said that it would be a new parking area added on the west side of the lot. She said isn’t there enough empty space in the existing building for this tenant. N. Sceggell not for this specific medical facility.

V. Sylvester said that she worried about people across Old Lake Shore Road at the Dunkin Donuts, because she sees overflow parking from Dunkin Donuts customers on this property. She said there are many issues with that site, including people waiting in line causing traffic problems. C. Eddy stated that there has been a real problem in that area for the Dunkin Donuts. He explained the issues that were occurring and said the Town has been working with them to resolve them. V. Sylvester also pointed out that there was a heron over in the wetlands area just the other day which illustrates how important it is to protect those wetlands.

W. Hall closed the public portion of the application.

**2. ACTION ON ABOVE**

**1.2 Gilford Airport Plaza, LLC**

Motion made by C. Eddy, seconded by E. Drake, to approve the application subject to the following conditions:

a. The applicant shall provide a parking calculation table on the site plan.

b. The applicant shall provide a designated ambulance parking space.

c. As the site is developed, the applicant shall ensure that proper siltation controls are in place to protect the adjacent wetlands.

d. The applicant shall obtain any other federal, state, or local approvals that may be required.

J. Ayer asked if they would provide an explanation on the plan of the shared parking spaces.

C. Scattergood read from the staff report that if the Board is uncertain as to how well the shared parking will work, a one-year trial and review at the end of the year could ensure that shared parking works on this site. The Board needs to consider how safe it is having 12 parking spaces backing into the site entrance and what measures may be available to ensure the safety of patients and other patrons of this site. She pointed out that the staff report says that if these issues are addressed, staff recommends approval. C. Scattergood asked the distance of these spaces to the entrance road. She said one can see where the divider is and those parking spaces back out into that one lane, and people coming and going there don’t seem terribly careful of who’s around.

C. Eddy said maybe they should make the painted island a raised island. He said it might need an enhanced police presence until everyone gets accustomed to the new changes. C. Scattergood was wondering if there was any way to move the entrance or the building up a little. C. Eddy stated that the grade might be a problem. Discussion ensued.

N. Sceggell stated that this drive aisle is 24 feet wide which is very common. He said they will be adding grass, they are closing off the parking area on the right side, and that will help direct people to drive in the lane.

W. Johnson stated that the grassy area could be made taller. N. Sceggell said that they could build a small berm in that area. W. Hall suggested adding dashed lines for the drive aisle.

J. Ayer said a centerline could help drivers know where to drive. N. Sceggell agreed saying adding a centerline would give people a cue as to where the lane is and where to drive. Discussion ensued.

J. Ayer said that between the centerline stripe and the grass being planted that might really help.

A. Mason said they would likely see at least 60 people a day, but that they won’t know for at least six months how many customers they will average a day. A. Mason said they added arrows and curbing at the Tilton facility and that helped the situation and slowed people down. There were similar issues with that property as well and that it was a wide-open travel area, and once they painted the lines and made a few changes, it did help.

W. Johnson asked the hours of operation. A. Mason replied that it would be 8 AM to 8 PM, seven days a week. There are three other Urgent Cares in the area currently and they are trying to take the pressure from those other facilities in the Lakes Region.

J. Landow asked if this facility was going to be replacing the one in the Belknap Mall. A. Mason said that this would be an additional facility to help and this will take pressure off the hospital emergency rooms as well.

W. Hall called for a vote. Motion carried, with C. Scattergood opposed. She stated that she’s in favor of the facility but not the parking.

**3. OTHER BUSINESS**

● Discussion Item – Concept plan review with Jones and Beach Engineers, Inc. and Alrig USA, of a possible restaurant development on Lake Shore Road.

Paige Libbey from Jones and Beach Engineers, Inc., and Rachel Miller of Alrig USA, were present on GoToMeeting to explain the concept plan.

R. Miller stated that the property is currently under contract. Both existing buildings would be knocked down and they would build one new facility. Starbucks will occupy the easterly portion of the building and another restaurant will occupy the other portion. She said they’ve been looking in the area for about a year and a half now. She noted that this is only a concept plan at this point.

J. Ayer stated that they will probably need to widen the site driveway as it is rather narrow. He explained the layout of the plan for everyone. He said that the Town is having an issue currently with the Dunkin Donuts drive thru further down the road, so it is important to make sure there are no issues with the new drive thru. He said this layout looks well thought out and provides for a large number of cars in the queue and the ability to drive around and exit the drive thru if one wanted to. R. Miller said that they will have a mobile order pick up, so they will have designated parking for that.

W. Johnson said that it’s a pain just leaving the Hannaford store because of traffic, so it’ll be tough getting out of this property.

C. Scattergood asked about parking. P. Libbey explained the proposed parking. The other half of the building will be either restaurant or retail of some sort, but they don’t really know for sure yet, so the parking may change.

W. Hall said that it’ll be tough to take a left hand turn from there.

J. Ayer asked if they have discussed the changes to the driveway with NH DOT. He said CVS has a restriction that people cannot turn left from their driveway, but they are closer to the busy signaled intersection and they have two entrances/exits. Discussion ensued.

W. Hall said traffic getting out and coming in could be a real issue. He suggested that they have two exit lanes to allow left and right turning so people turning right do not have to wait for people turning left since left turns could be delayed.

P. Libbey and R. Miller thanked the Board for their input. Board members thanked them for the opportunity to comment and said they look forward to the new site.

**4. MINUTES**

Motion made by C. Eddy, seconded by E. Drake, to approve the minutes of March 15, 2021 as submitted. Motion carried with R. Notkin abstaining.

Motion made by R. Notkin, seconded by C. Eddy, to approve the minutes of April 26, 2021 as submitted. Motion carried.

Motion made by R. Notkin, seconded by C. Eddy, to approve the minutes of July 19, 2021 as amended. Motion carried W. Johnson abstaining.

Motion made by C. Eddy, seconded by J. Landow, to approve the minutes of August 2, 2021 as submitted. Motion carried with all in favor.

**5. ADJOURNMENT**

Motion made by C. Eddy, seconded by E. Drake, to adjourn the meeting at 8:35 p.m. Motion carried with all in favor.

Respectfully submitted,

Sandra Hart, Secretary