

**Lancaster Planning Board
Minutes of Meeting**

Meeting held upstairs in Town Hall

Wednesday – August 08, 2018

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 P.M., followed by the Pledge of Allegiance.

Initial Business:

Roll Call:

Regular Members:

Present: Chairman Mark M. E. Frank, Selectmen's Representative Leo Enos, Mark M. St. Pierre, Justin Carter and Rusty Scott.

Absent: Vice Chairman Andy Nadeau and Penny Noyes.

Alternate Members:

Present: Shane Beattie.

Absent: Rick McCarten, Don Doolan and Greg Westcott.

Student Representatives:

Present: Andy Smith

Absent: Isabella Gaetjens-Oleson

Others attending:

Mike Lee, Dennis Bacon and Ruby Berryman of Weeks Medical Center, Jamie Neefe of Stone River Architects, Tim Goldthwaite of Meridian Land Services, Dan Hebert of Hebert Construction, Dave Bennett, Linda Ogle, Barbara Peaslee-Smith, Mark Vander-Heyden and Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

Chairman Mark M. E. Frank appointed alternate Shane Beattie to full voting member to replace Penny Noyes who was absent.

To review and approve the minutes of the July 11, 2018 meeting.

A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to accept the minutes as written. A vote was taken and the motion carried.

Appointment(s): None

Public Hearing (s):

Major Site Plan Review:

Case# 805 – Weeks Medical Center – Applicant requests approval to construct a three-story, 42,000 square foot addition to their existing hospital building to be used as an outpatient clinic. The proposed development would include creating additional parking and other necessary site improvements to include stormwater management systems and landscaping. Lands zoned Commercial. (Tax Map R10 – Lot 028 (18.52 acres), 173 Middle Street, Tax Map P012-Lot 017 (2.9 acres), 16 Hospital Road, and Tax Map P12-018 (0.4 acres), Brickyard Road).

Chairman Mark M. E. Frank introduced the case and opened the floor up for the applicant to present their proposal. Tim Goldthwaite of Meridian Land Services introduced himself as well as Mike Lee and Dennis Bacon of Weeks Medical Center (WMC) and Jamie Neefe of Stone River Architects. Mr. Goldthwaite first presented the existing conditions of the property, highlighting the wetlands

identified on site. He continued by showing the proposed improvements to the property which include a 42,000 sq. ft., 3-story addition, two additional parking areas and stormwater retention ponds to accommodate the added impervious surface. There will be some excavation around the existing parking areas to keep things on an even level. A snow storage area will be added along with landscaping of low maintenance deciduous and evergreen trees. Lighting will be added but placed so as not to impact surrounding properties.

Benjamin Gaetjens-Oleson stated the Water/Sewer Superintendent, Tim Bilodeau, was concerned with the water service for the addition. He explained he spoke with WMC's representatives before the meeting and they assured him the connection would be from the line of the biomass plant and not the existing hospital service. This was the recommendation of Mr. Bilodeau and WMC promised to keep Mr. Bilodeau informed of their work.

Leo Enos asked about the State permit the project will be required to receive. Mr. Gaetjens-Oleson announced it is an Alteration of Terrain Permit from NH DES. Mr. Goldthwaite stated the application has been accepted but not approved yet. Mr. Frank asked how many new parking spaces were going to be added. Dennis Bacon announced that there will be about 50 new spaces in the lower parking area and 80 to 85 in the upper one.

Mark Vander-Heyden arrived at 6:42 P.M.

Chairman Frank opened the Public Hearing at 6:43 P.M. and asked if the applicant and/or their agent had anything to add. Noting there was no further comment from the applicant or their agent the hearing was opened to the abutters. Noting there were no abutters present who wished to speak to the case the hearing was opened to the public. Noting there was no one from the public wishing to speak to the case the public hearing was closed at 6:44 P.M. and opened only to the Planning Board. Mr. Gaetjens-Oleson read some proposed conditions he thought the Board may want to consider:

CONDITIONS PRECEDENT

1. Alteration of Terrain Permit from NH DES and any other applicable local, state and federal permits shall be received prior to receiving Final Approval and conducting any substantial ground disturbance and property improvements.
2. Weeks Medical Center properties involved in and abutting the proposed development area shall be properly merged with approved Voluntary Merger Application being recorded at the Coos Country Registry of Deeds. Recording information shall be listed on any subsequent plans after merger execution.
3. Shall coordinate with the Town of Lancaster's Water/Sewer Superintendent to determine the best approach to supply water to the proposed addition.

CONDITIONS SUBSEQUENT

1. A complete copy of the project as-builts shall be provided to the Town of Lancaster in both digital and paper copy of no less than 22" X 34" in size as soon as they are available.

Chairman Frank explained that any substantial changes to the approved plan would need to come back before the Board for additional approval but minor things could be handled administratively through the Planning Office. With no further comment from the Board a motion was called for final approval.

A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to accept the plan for final approval with the following conditions:

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- federal permits shall be received prior to receiving Final Approval and conducting any substantial ground disturbance and property improvements.**
2. **Weeks Medical Center properties involved in and abutting the proposed development area shall be properly merged with approved Voluntary Merger Application being recorded at the Coos County Registry of Deeds. Recording information shall be listed on any subsequent plans after merger execution.**
3. **Shall coordinate with the Town of Lancaster's Water/Sewer Superintendent to determine the best approach to supply water to the proposed addition.**

CONDITIONS SUBSEQUENT

1. **A complete copy of the project as-builts shall be provided to the Town of Lancaster in both digital and paper copy of no less than 22" X 34" in size as soon as they are available.**

A vote was taken and the motion carried.

At this time Mr. Gaetjens-Oleson presented the Board with a merger application for WMC which, if approved, would satisfy one of the precedent conditions. Chairman Frank read through the 7 parcels to be merged and called for a motion to approve.

A motion was made by Rusty Scott and seconded by Mark M. St. Pierre to approve the merger of the following 7 lots by Weeks Memorial Hospital, AKA Weeks Medical Center: Tax Map R10-Lot 027, Tax Map R10-Lot 028, Tax Map P12-Lot 014, Tax Map P12-Lot 015, Tax Map P12-Lot 016, Tax Map P12-Lot 017, Tax Map P12-Lot 018. A vote was taken and the motion carried.

Other Business:

Preliminary Conceptual Consultation

Mark Vander-Heyden was present to discuss a potential lot line adjustment off Portland Street/Route 2 involving 3 lots owned by Landra Leach. He passed out a few sketches and explained the goal is to reconfigure them so at least one can be sold as soon as possible as the owner's brother just passed and the house he lived in is now vacant. There are 2 EverSource and 1 Portland Pipeline right-of-way passing through portions of the lots. Currently Ms. Leach wants to keep the land as 3 lots, each with enough land so they can remain in Current Use. There is one abutter on Wesson Road who may be interested in buying some of the land but he abuts only by one corner post. It is uncertain whether this would constitute enough land to act as access to the lot. Mr. Vander-Heyden showed one possible option would be to give the lot desired by the neighbor 50' of frontage on Route 2. The Board agreed that if this occurred there would need to be a driveway permit from NH DOT in order for an approval by the Board. They did not want to create any future problems by allowing a lot with no legal access to be created. Mr. Gaetjens-Oleson inquired about the east end of the parcels where it looked like a driveway was already established. Mr. Vander-Heyden stated he would see if a formal permit had been approved and bring that information to the owner.

Commercial Building Permit(s):

- 369 Main Street-Gravel pad for equipment storage and erect temporary structure.
- Waterstone NH Retail Properties-Expand and renovate existing liquor store.
- David Caron-Remove existing barn and replace with pole barn within same footprint.

Voluntary Merger(s):

- Weeks Memorial Hospital AKA Weeks Medical Center-Tax Map R10-Lot 027, Tax Map R10-Lot 028, Tax Map P12-Lot 014, Tax Map P12-Lot 015, Tax Map P12-Lot 016, Tax Map P12-Lot 017, Tax Map P12-Lot 018. Business previously conducted after the Site Plan Public Hearing.

Recent Zoning Decision(s):

Mr. Gaetjens-Oleson explained no cases were heard in July but he did create some mock cases for the Board to go over. The training seemed to go well and seemed to be received well.

Training Topic(s):

Mr. Gaetjens-Oleson stated a request was made to him for more trainings on conduct during meetings and hearings. He told the Board he would develop something for future meetings.

Announcement(s)/Correspondence(s):

Mr. Gaetjens-Oleson informed the Board that as part of the Town's community revitalization project with the Northern Forest Center a community engagement piece was going to be included. The Town will partner with UNH Cooperative Extension to hold some informational meetings to gather input for the Town's next Master Plan update. This will occur between September and the end of the year. He has contacted several residents to serve on the engagement steering committee. Chairman Frank has already committed to serving. Mr. Gaetjens-Oleson asked Andy Smith if he would mind serving. Mr. Smith accepted the invitation. The first meeting will be September 5 at 6:00 P.M. at the Town Hall.

Chairman Frank announced that he read about several NH communities in the Mount Washington Valley partnered along with the Town of Fryeburg, ME to create an age-friendly community coalition. The purpose is to create communities that are comfortable and accommodating for all ages.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

A motion was made by Leo Enos and seconded by Mark M. St. Pierre to adjourn. A vote was taken and the meeting adjourned at 7:37 P.M.

Respectfully,



**Benjamin S. Gaetjens-Oleson
Clerk Pro Tem**

Approved: 9/12/18


**Mark M. E. Frank
Chairman**