



**TOWN OF MADISON  
PLANNING BOARD  
PO BOX 248  
MADISON, NEW HAMPSHIRE 03849  
[planning@madison-nh.org](mailto:planning@madison-nh.org)**

Phone: 603-367-4332 x302 Fax: 603-367-4547

**APPROVED PLANNING BOARD MINUTES  
APRIL 4, 2018**

**MEMBERS PRESENT:** Chairman Marc Ohlson, Paul Marks, Paul Littlefield, Andrew Smith and Selectman John Arruda

**MEMBERS EXCUSED:** David Cribbie and Alternate Phil LaRoche

**OTHERS PRESENT:** Colleen King, Land Use Administrator, Madison TV Videographer, Elwood McIlarky and Ronald Briggs

**POSTING DATES AND LOCATION:** March 21, 2018 posted in the Conway Daily Sun, upper & lower levels of Town Hall, Silver Lake and Madison Post Offices.

**CALL TO ORDER:** Chairman Ohlson called the meeting to order at 7:00pm

**ELEVATION OF ALTERNATES:** No Alternates present.

**APPROVAL OF AGENDA:** Mrs. King added a speaker from the Green Mountain Conservancy Group to the Public Comment section of the Agenda.  
Mr. Smith made a **MOTION** to approve the agenda; Mr. Marks seconded. All Approved.

**APPROVAL OF THE MARCH 14, 2018 DRAFT MINUTES:**

Mrs. King made some edits under the Chairman's Report. Mr. Marks made a **MOTION** to approve the March 14, 2018 minutes as amended; Mr. Smith seconded. All Approved.

**PUBLIC COMMENT:** Mr. Ohlson opened Public Comment portion. A representative from the Green Mountain Conservation Group invited the Planning Board to attend a free Pancake Breakfast and presentation on May 5, 2018 at 8:30am at the Ossipee Town Hall. The Ossipee Aquifer Advisory Committee is sponsoring a presentation about the importance of preserving the Ossipee Aquifer. Mr. Ohlson closed the Public Comment portion of the meeting.

## **PUBLIC HEARING**

**Case # 18-02** (Continued from March 14, 2018)

Site Plan Review from Elwood MacLarky of Hollywood Boxing and Dance, for property owned by Kevin O'Neil, located at 1702 NH Rt. 16 White Mountain Highway, Tax Map 201, Lot 14, in the Commercial Zone, for a Change of Use to a fitness center.

Mr. Ohlson reviewed the Notice of Continuance from the March meeting, which listed the items that needed to be addressed and satisfied:

1. Letter from the Fire Marshall stating the maximum occupancy.
2. DOT Driveway permit approval.
3. Waiver request for the gravel driveway.
4. Completion of the Public Assembly Permit from the Madison Fire Chief.
5. Approval of detailed plan for parking spaces.
6. Septic Load.

Mr. Elwood MacLarky presented a letter from the Madison Fire Chief which stated:

1. The maximum occupancy allowed is 19 people, excluding employees.
2. Certificate of flame-proofing is not applicable.
3. A Public Assembly Permit has been granted effective April 4, 2018 for a period of one year.
4. They must provide combined smoke and carbon monoxide detectors interconnect with 110V with battery backup in designated areas.
5. Maintain 2 means of egress in front and rear of facility with clear passage for emergencies.
6. One dual overhead illuminating emergency light unit to be mounted on right wall, illuminating both exits from building, which will also be clearly identified with 'Exit' signs.
7. Doorways to upper floors will have a 'No Exit' sign with 'No' having 2" letters and 'Exit' having letters no smaller than 1".
8. Each means of egress will be cleared of snow and any impediments.
9. The facility's address of '1702' will be identified with 3" numbers.
10. All occupants must be instructed on evacuation and emergency procedures.

Mr. MacLarky stated that he is not altering the driveway entrance at all and therefore he does not need a DOT driveway permit.

The septic system has some issues, so they are going to rent a port-a-potty for \$100/month.

The Fire Chief is doing the safety inspection.

The parking lot will only have 10 parking spaces even though they have an occupancy allowance for 19 plus employees. They will not have the space for more than 10 people to work-out.

Mrs. King reported that Chief Clark stated that a Permit for Assembly is not required for less than 20 people and he has performed a safety check for the facility. His letter will suffice for the request for a letter from the Fire Marshall.

### **PUBLIC COMMENT**

Mr. Ohlson opened the Hearing for Public Comment. Mr. Ohlson closed the Public Comment portion of the Hearing.

### **BOARD DELIBERATION**

Mr. Marks inquired about the current septic issues. Mr. MacLlarky stated that is was a water issue from the house to the fitness building and renting a port-a-potty will resolve this issue. The water line cracked over the winter.

Mr. Smith was concerned with future septic problems.

Mr. Marks suggested that a condition be put on the approval: that Bob Boyd inspect the plumbing once the water issue is resolved.

Mr. Littlefield suggested that the condition state that upon removal of the port-a-potty, Bob Boyd inspect the system and insure that it is properly working.

Mr. Ohlson clarified that it is a water supply issue to the building because the water lines froze over the winter. Mr. MacLlarky agreed.

### **MOTION AND VOTE**

Mr. Smith made a **MOTION** to approve with the condition that if the port-a-potty is removed, that the Code Enforcement Officer Bob Boyd will inspect and insure that the water supply and septic system is working properly;

Mr. Littlefield seconded. All Approved.

**CASE #18-03** Boundary Line Adjustment for agent Ronald Briggs of Briggs Land Surveying, for property located at 29 Interlaken Circle, Map 105/Lot 108, owned by Lawrence Sodano and Elizabeth Ginsberg and for property located at 27 Interlaken Circle, Map 105/ Lot 109, owned by Daniel and Wendy Picard in the Eidelweiss Residential District.

Mrs. King reported that this application has been posted on March 21, 2018, noticed in the Conway Daily Sun, Madison and Silver Lake Post Offices, upper and lower levels of Town Hall and all abutters were notified by certified mail. This application also had a Preliminary Review at the January 2018 Planning Board meeting.

### **MOTION TO ACCEPT APPLICATION**

Mr. Smith made a **MOTION** to accept this application and seconded by Mr. Littlefield, as substantially complete with all fees paid. All Approved.

Mr. Briggs handed out draft copies of the new deeds which were drawn up for this Boundary Line Adjustment. There are originally three lots; lots 108 and 110 each have a dwelling unit on it and the empty lot 109 between lots 108 & 110 is being divided in half, with each half sold to the owners of lots 108 & 110. This will increase the lot size, the road frontage and water frontage of both lots 108 and 110; lot 109 will then cease to exist. Currently there are setback encroachments on lot 108 and 110, which will disappear once the lot line is adjusted. However, these two lots will still remain pre-existing non-conforming with respect to lot size. The Purchase and Sales agreements are being finalized and prior to final approval, the signed P&S will be presented.

### **BOARD DELIBERATION**

Mr. Smith clarified that the ownerships are going from 3 different to two different ownerships and a condition for the approval would be that the new ownership deeds be recorded before the lot line is adjusted. On the Plan, lot 109 is shown as parcel A and Parcel B which will become part of each adjacent lot. They need to have the Plan recorded before the new deeds can be conveyed and recorded.

Mr. Ohlson stated that this application makes perfect sense.

Selectman Arruda saw no issues with this Plan.

Mr. Briggs stated that since 2000, lot 108 and lot 110 have had new septic systems approved and installed.

Mr. Smith asked how the condition for approval would be stated.

Mr. Briggs suggested that the wording be as follows: the Planning Approval is contingent upon receipt of the Mylar, the L-Chip fee and the signed Purchase and Sales Agreements for both lots. There were substantial financial deposits from both parties and the sale is planned for April 20, 2018.

**PUBLIC COMMENT:** Mr. Ohlson opened the Hearing for Public Comment. Hearing no public comment, Mr. Ohlson closed the Public Comment portion of the Hearing.

**MOTION AND VOTE:** Mr. Smith made a **MOTION** to approve this Boundary Line Adjustment and Plan with the following condition: that the Planning Approval is contingent upon receipt of the Mylar, the L-Chip fee and the signed Purchase and Sales Agreements for both lots. Selectman Arruda seconded. All Approved.

### **NEW BUSINESS:**

**CIP** - Mr. Smith made suggestions for CIP process. For example, there could be one spreadsheet for each department. The Highway Department listing would include all pieces of equipment, what year each piece was purchased and the year in which each piece is scheduled for replacement. The Fire Department could have a similar plan with all their equipment listed and

replacement year and the Police Department would have their own plan for their vehicles and equipment. Selectman Arruda stated that the CIP would then be several pages, with Police, Fire and Highway with their own page. This information is easily obtained. Mr. Smith agreed and the current CIP is difficult to read all the information on one page. The CIP does not closely identified each piece of equipment, just the type of equipment. Mrs. King agreed that it would be more comprehensive. Mrs. Downs was doing all the work to compile the CIP information and it was a huge task. Mrs. King suggested that a formal sub-committee be formed with representatives from Highway, Fire, Police, and School. Selectmen Arruda is also the liaison for the Highway Department and he agreed to start the process with them and include the paving of roads. Mr. Smith stated that the maintenance of roads would cost less in the long run than completely repaving the roads. The CIP does not usually include the maintenance of roads, e.g. the overlays vs. repaving. The life of a road is usually 10-12 years.

**CHAIRMAN'S REPORT: Election of Officers CHAIR** - Mr. Smith made a **MOTION** to elect Mr. Ohlson as Chair; Selectman Arruda seconded. All Approved. Mr. Ohlson accepted. **VICE-CHAIR** - Mr. Littlefield made a **MOTION** to elect Mr. Smith as Vice-Chair; Selectman seconded. All Approved. Mr. Smith accepted.

**SELECTMAN'S REPORT:** Selectmen have a Non-Public session scheduled on Tuesday April 10, 2018 at 6:15pm and the Planning Board is invited to discuss Ledge Pond Road.

**ADMINISTRATIVE REPORT:**

**CHANGE of USE** - Mrs. King gave an update on the proposed Change of Use form and the meeting with the Fire Chief and the Building Inspector. The checklist would be part of the Minor Site Plan. Mr. Smith stated that a checklist like this would trigger whether a proposal would be a Major or a Minor Site Plan. Currently, there is no vehicle for commercial property owners who are changing the type of business to notify the Planning Board and/or Fire Department of their intentions. It is important from a safety standpoint to know when a renter in a commercial building changes. Mrs. King stated that it would inform the Building Inspector and the Fire Chief and in some cases, it may not even need to come to Planning Board.

**TRAINING** - The Annual Planning and Zoning Conference is scheduled for April 28, 2018 and contact Mrs. King if any members are interested in attending.

**ADJOURNMENT:**

Mr. Littlefield made a **Motion** to adjourn; Mr. Smith seconded. All Approved. The meeting adjourned at 8:20pm.

Minutes taken and submitted by Colleen King.

*These Minutes were APPROVED at the May 2, 2018 Planning Board Meeting.*