

**PLANNING BOARD  
TOWN OF PETERBOROUGH, New Hampshire**

**Minutes of August 13, 2012**

**Members Present:** Vice Chair Joel Harrington, Alan Zeller, Rich Clark, Alternate Jerry Galus, Alternate Audrey Cass, Tom Weeks, Ivy Vann and Barbara Miller, *ex officio*.

**Staff Present:** Carol Ogilvie, Director Office of Community Development; and Laura Norton, OCD Administrative Assistant.

The meeting was called to order at 7:00 p.m. by Vice Chair Harrington (Mr. Harrington). He began with "let the record reflect Rick Monahan is not here and I will steer the meeting." He noted the first item on the agenda was a presentation on the Fire Station Parking Lot by DPW Director Rodney Bartlett.

**Fire Station Parking Lot**

Mr. Bartlett began with "funding for this project was approved at our last Town Meeting." A graphic of the parking plan was projected on the screen for all to review. Mr. Bartlett noted "this configuration will provide more public parking with more visibility and security" adding "*and* it provides more parking for the Fire Department."

Mr. Bartlett reviewed the graphic pointing out the spaces and boundaries of the lot. He noted the entire lot would be reclaimed and paved or overlaid. He reported they were still working on how to separate the private from the public parking (with barrier devices) and snow removal plans.

Mr. Bartlett described the lighting plan (down-lit and facing away from the Kennedy property, abutter to the north). He also noted that once initial plans were finalized "we will go through everything with Mr. Kennedy as an abutter." A brief discussion about his property line followed and it was determined the parking area would be ten feet away.

Mr. Zeller noted that Mr. Kennedy uses the back to park and asked "if this becomes exclusively Fire Department property with no access by citizens he will lose his spot?" It was noted that Mr. Kennedy actually has a door in the fence to the lot to access this parking place from his back yard. Ms. Vann interjected "he can move to the public parking that will now be beside his home, not in back of it." Mr. Bartlett noted the Town would be happy to look at options, "we could talk to him about it" he said.

The members briefly discussed the visual and actual barriers that will be used to delineate the public from the private parking. Mr. Bartlett noted "the original plan called for double-sided guardrails." Ms. Vann pointed out the potential problems involving snow removal with barriers. Mr. Bartlett agreed noting "it may be a system where we can remove to plow/remove snow and then put them back." Mr. Weeks asked if the Town would follow town regulations as far as setbacks go adding "it looks like the light intrusion will be one footcandle over the property line.

Mr. Harrington noted “this is an advisory recommendation, there is technically nothing to vote on” adding “are there any other recommendations or thoughts?” Mr. Weeks replied “the Fire Department is on board with it.” Mr. Harrington read a letter of support from Fire Chief Joseph Lenox for the record. Ms. Vann asked “do we need a sense of the Board?” Ms. Ogilvie replied “it would be good for Rodney to have one.” Mr. Harrington conducted an informal poll of the Board with all in favor of the recommendation.

### **Condominium Conversion of Medical Office Building**

Mr. Harrington asked if there was a representative of the case present. Ms. Vann asked “do we need to do anything with this?” Ms. Ogilvie replied “it needs to have Planning Board approval to be filed” adding “he (Dr. Minter) did receive notice of this meeting but it is possible he did not understand he should be here.” Mr. Harrington suggested the members table the application to see if a representative showed up.

### **Technical Subdivision for Pepin & Forrest**

Norman Makechnie introduced himself as Mr. Pepin’s representative. Ms. Ogilvie distributed a plan to the members, one of which was color coded to emphasize Mr. Pepin’s request. Mr. Makechnie explained the applicant would like to move a boundary line that would enhance the house lot to the detriment of the garage space.

Mr. Clark recused himself from the case.

The members reviewed the graphic. Ms. Vann noted “essentially he is just squaring it off.” Mr. Makechnie interjected “it is pretty small stuff.” Ms. Vann noted “it is still conforming with plenty of frontage.” Mr. Harrington asked if there were any other concerns or questions, (there were none).

A motion was made/seconded (Vann/Zeller) to approve the line adjustment as presented with all in favor.

“Back to the condominium conversion” said Mr. Harrington, adding “I don’t see any need for the applicant to be here. We have enough information to make a decision.” He noted there were no abutters present (no audience at all) adding “it has been noticed, we are good to go.” He asked if Ms. Ogilvie could give a short history of the building before their vote.

Ms. Ogilvie responded by noting the nature of the building (medical and prior to that a real estate office) “so it has never been used as a residential use” she said. She explained that Dr. Minter had bought the property and was the sole owner. “He has converted it to two condominium units and has renovated the interior. He would like to lease out the space vacated by Dr. Johnson” she said. One member asked “can he sell it?” Ms. Ogilvie replied “yes, he could but that is not his intention.”

Mr. Harrington asked for a motion to accept the application as complete. A motion was made/seconded (Vann/Zeller) to accept the application as complete with all in favor.

Mr. Harrington went on to note “I think this is a fairly straight forward request with good detail and a good Staff Report.” He mentioned the summary of changes submitted by Dr. Minter to assist the

Board in identifying what had been done to make the building better fit into its neighborhood. “I don’t see any substantial issues here that need to be addressed” he said. Ms. Vann commented on the parking (which was adequate with no changes in access).

A motion was made/seconded (Vann /Weeks) to approve the application for a conversion of property to a condominium ownership with interior renovations as presented with all in favor.

**Report our of Planning Board Members serving on other Boards or Committees**

Mr. Zeller noted he had just recently been elected Chairman of the Master Plan Steering Committee. He reported that Committee was working on finalizing the Municipal Facilities Chapter for presentation to the Planning Board. “Then move quickly to the Land Use Chapter” he said adding “with some of the negative reaction at Town Meeting last year we have got to examine that soon, that is all.”

**Minutes**

A motion was made/seconded (Zeller/Vann) to approve the Minutes of July 9, 2012 and July 16, 2012 with all in favor.

**Other Business**

Mr. Galus asked about getting a sense of what night would be best for their Workshops. He and the members agreed that topic should be discussed when Chair Monahon was present.

The meeting adjourned at 7:25p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant