

**MINUTES
CORNISH PLANNING BOARD
MARCH 20, 2014**

The Cornish Planning Board met on Thursday, March 20, 2014, at 7 pm in the Cornish Town Office. Members present were Bill Lipfert, Chair; Gwyn Gallagher, Mary Mancuso, and Gail McKenzie; David Haseman, Alternate; Scott Baker, Selectman; and Heidi Jaarsma, Secretary.

Jim Liggett and Charlie Plimpton attended the meeting.

Approval of Minutes

Mary Mancuso made a motion to approve the 2/20/2014 minutes as amended. Heidi Jaarsma seconded the motion, and the vote of the Board was in the affirmative.

Reorganization

Heidi Jaarsma made a motion to approve the current slate of officers: Bill Lipfert, Chair; Gwyn Gallagher, Vice Chair; and Heidi Jaarsma, Secretary. Jay Young seconded the motion, and the vote of the Board was in the affirmative.

Jim Liggett – Preliminary Discussion re: Site Plan Review, J.R. Liggett, Ltd.

Mr. Liggett presented an abutter's list. He has contacted the Fire and Police Chiefs regarding letters of adequacy. Mr. Liggett reviewed discussions with the Planning Board to date. Jim Liggett explained the 30-year soap business, J.R. Liggett's. He had approached the Cornish Selectboard regarding a proposed addition to an existing structure. Heidi Jaarsma asked regarding the total square footage for the business use. Mr. Liggett would like to move the production of the soap into an existing open steel structure barn. He intends to add walls, electricity, plumbing and heating, while also expanding the existing footprint. He would like the business to remain as part of his residential property. Total area would be approximately 2,800 square feet. The Board of Selectmen made the finding that the existing J.R. Liggett, Ltd., operation is a grandfathered expanded cottage industry but that an expanded operation would require Site Plan Review. The Planning Board reviewed the Site Plan Review Application requirements.

A. *Existing Data and Information*

1. *Location of site, names and addresses of owners of record and abutting land owners: required*
2. *Name and address of persons or firm preparing the map, the scale of the map (1 inch equals 40 feet suggested), north arrow and date. Such map shall be prepared by a registered land surveyor, architect, landscape architect or registered professional engineer. Name and address of persons or firm preparing other data and information if different from the preparer of the map: Plan is to be 11x17 inches and show approximate scale. Owner may prepare plan. Show north arrow.*

3. *The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area: Waived.*
4. *The existing grades, drainage systems, structures and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding 5 foot contour intervals: Show existing culvert, remainder waived.*
5. *The shape, size, height, and location of existing structures located on the site and within 200 feet of the site: Note which buildings are one- or two-story. Waive structures not on property but within 200 feet of the site.*
6. *Natural features such as streams, marshes, lakes or ponds. Manmade features such as, but not limited to, existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered: Required as applies. Show access to parking lots.*
7. *Use of abutting properties shall be identified with approximate location of the structures thereon including access roads: Waived.*
8. *The size and location of all existing public and private utilities and all existing landscaping. This shall include the location and size of existing public utilities that are located off-site, with which connection is planned or located within 100' of the site: Show the pole, with id, and location of above and underground lines.*
9. *A vicinity sketch (suggested scale 1" equals 500') showing the location of the site in relation to the surrounding public road system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. 100-year flood elevation line shall be included where applicable: Show zoning district and vicinity sketch.*

B. Proposed Plan and Information

1. *The proposed grades, drainage systems, structures and topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding a 5 foot contour interval: Show proposed outline of expanded building.*
2. *The shape, size, height, and location of the proposed structure including expansion of existing buildings, including typical elevations: Include profile of expansion. Indicate that roof line does not infringe right of way.*
3. *Proposed roads, driveways, parking spaces, sidewalks, with indication of direction of travel for one way roads and drives and inside radii of all curves. The width of roads, driveways and sidewalks and the total*

- number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown: Show a layout that will allow a full size (53' trailer) freight truck to unload without obstructing the right of way. Show parking spaces as 10x20 foot rectangles.*
4. *The size and location of all proposed public and private utilities. In the case of electric lines or other utilities to be installed by a public utility corporation or a municipal department, a statement shall be received in writing from such public utility, corporation or municipal department that the work will be done within a reasonable time and without expense to the Town and that the utilities will be placed underground, if this has been agreed: Show proposed underground wire. Remainder does not apply. Show proposed location of septic system.*
 5. *Exterior lighting plan and proposed signs to be located on the site: Show lighting over front door and any other proposed lighting. Show location and dimensions of existing signage and note that no new signage is proposed.*
 6. *A storm drainage plan including plans for retention and slow release of storm water where necessary and plans for snow removal and storage: Show notation that snow is pushed into fields. Show notation: no immediate drainage improvement proposed; however, swale and/or culvert will be installed if experience shows standing water in parking lot or right of way.*
 7. *A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public roads including any traffic control devices necessary in conjunction with the site development plan. Suitable driveway permits shall be required. There shall be adequate access from suitably located existing public roads of sufficient width to afford adequate light, air, and access to each structure for fire, police, and medical emergency vehicles and personnel. Adequacy shall be established by approval in writing from the Town fire and police departments: Letters of adequacy required. Remainder waived.*
 8. *Construction drawing including but not limited to pavements, walks, steps, curbing and drainage structures: Does not apply.*
 9. *A proposed landscaping plan, indicating the location, quality, type, and size of all natural cover to be retained, proposed landscaping and landscape improvements such as earth berms, walls, fences, screens, sculptures, fountains, road furniture, lights, courtyards and paved areas. The plan shall specify in detail the size and types of shrubs, plants, and trees, caliber of trees, and size of all proposed landscape material at the time of planting. Such plan shall also show the proposed landscaping and natural cover of the perimeter of the site including all sizes and types of trees, screens, fences, and walls, and natural cover to be retained. Methods and details for protecting existing vegetation during construction and an erosion control plan shall be included. Planting and installation details as necessary to ensure conformance with all required standards: Waived.*

10. *An estimated timetable for construction and completion of buildings, parking facilities and landscaping:*
Notation: building shall not be occupied until all site plan improvements have been completed.
11. *If the proposed development requires a special exception or variance by the Zoning Board of Adjustment, a copy of the special exception or variance approval issued by the Board of Adjustment is attached and made a part of the application: Does not apply.*

Gwyn Gallagher made a motion to recommend the list of waivers and emendations on a non-binding basis for the J.R. Liggett Site Plan Review. Scott Baker seconded the motion, and the vote of the Board was in the affirmative.

RSA 674:39-aa

Gwyn Gallagher made a motion to recommend the draft application to restore involuntarily merged lots to the Selectboard with minor edits if required. Scott Baker seconded the motion, and the vote of the Board was in the affirmative.

Adjournment

Mary Mancuso made a motion to adjourn at 9 pm. Jay Young seconded the motion, and the vote of the Board was in the affirmative.

Respectfully submitted,
Heidi M. Jaarsma