

**TOWN OF BEDFORD**  
**April 23, 2018**  
**PLANNING BOARD**  
**MINUTES**

A meeting of the Bedford Planning Board was held on Monday, April 23, 2018 at the Bedford Meeting Room, 10 Meetinghouse Road, Bedford, NH. Present were: Jon Levenstein (Chairman), Hal Newberry (Vice Chairman), Karen McGinley (Secretary), Chris Bandazian (Town Council), Kelleigh Murphy (Town Council Alternate), Rick Sawyer (Town Manager), Mac McMahan, Charlie Fairman (Alternate), and Mark Connors (Assistant Planning Director)

I. Call to Order and Roll Call:

Chairman Levenstein called the meeting to order at 7:00 p.m. Regular member Randy Hawkins and Alternates Rene Pincince, Matt Sullivan and Monique Rice were absent. Mr. Fairman was appointed to vote in place of Mr. Hawkins. Planning Director Becky Hebert was absent as well. Mr. Connors reviewed the agenda.

II. Old Business – Continued Hearings: None

III. New Business:

1. Sai Deepa Dhage (Applicant), Vijay Puvvadi & Sai Deepa Dhage (Owners) – Request to operate a summer tutoring program for up to nine elementary school age children as a home occupation at 10 Arbor Lane, Lot 32-41-23, Zoned R&A.
2. Carnevale Holdings, Ltd. (Owner) – Request for approval of a site plan amendment to permit an 820 square-foot addition and associated architectural façade improvements to the Bedford Village Inn, 2 Olde Bedford Way, Lot 13-41, Zoned CO.

IV. Concept Proposals and Other Business:

3. Master Plan Update

Mr. Connors stated the new applications have been reviewed by staff and it is our determination that they are complete. The abutters have been notified; it is the opinion of Planning Staff that the applications do not pose a regional impact and staff recommends that the Board accept the agenda and determine both applications to be complete.

**MOTION by Vice Chairman Newberry to approve the agenda as presented. Ms. McGinley duly seconded the motion. Vote taken – all in favor. Motion carried.**

**1. Sai Deepa Dhage (Applicant), Vijay Puvvadi & Sai Deepa Dhage (Owners) – Request to operate a summer tutoring program for up to nine elementary school age children as a home occupation at 10 Arbor Lane, Lot 32-41-23, Zoned R&A.**

A staff report from Mark Connors, Assistant Planning Director, dated April 23, 2018 as follows:

**I. Project Statistics:**

Owners: *Vijay Puvvadi and Sai Deepa Dhage*  
Applicant: *Sai Deepa Dhage*  
Proposal: *Request to operate a summer tutoring program for children as a home occupation*  
Location: *10 Arbor Lane (Lot 32-41-23)*  
Existing Zoning: *“R&A” Residential Agricultural*  
Surrounding Uses: *Single-family homes*

**II. Background Information:**

*The residence at 10 Arbor Lane sits on a 2.6-acre parcel in a neighborhood of similarly sized residential parcels. The property is part of the Arbor Hill subdivision approved by the Planning Board in 1984. The home was built in 1986 and includes approximately 2,380 square feet of interior space, an attached garage, and a small detached greenhouse. The homeowners have received building permits to refinish basement space of the home where the home occupation will be carried out.*

**III. Project Description:**

*The applicant, Ms. Dhage, proposes to utilize approximately 450 square feet in the refinished basement of the residence to offer tutoring classes in specialized subjects for up to nine children ages 6 to 11 years old. The classes would run in the mornings, Monday through Friday 9 a.m. to noon, during the school summer break beginning in late June and concluding in late August. Staff has determined that the use qualifies as a Level II Home Occupation as it will generate additional vehicular traffic for the pickup and drop-off of children.*

*According to Ms. Dhage, the classes taught will include Vedic Mathematics (a form of math instruction based on mental calculation techniques), Quilling (an art form utilizing strips of paper to create decorative designs) and Python Software Programming. She has indicated that the classes should appeal to Indian American families who reside in the area with whom she is already familiar. She has informed staff that many of the children who utilize the classes will be from the same families, which should limit traffic associated with pick-ups and drop-offs at the residence. The classes will only take place inside the residence (outdoor home occupation uses are not permitted in Bedford) and no signage, commercial vehicles or other changes to the exterior of the residence are proposed as part of the application.*

*Bedford permits Level 2 Home Occupations under Section 275-21, Article III of the Zoning Ordinance, subject to Planning Board review and the following requirements (requirements are paraphrased):*

*Not more than one commercial vehicle associated with the use: No commercial vehicles are proposed.*

*No more than 650 of existing net floor area of the principal building shall be devoted to the use: A total of 450 square-feet of the residence will be devoted to the use.*

*There shall be no displays of goods or wares from the street: No displays are proposed.*

*Not more than two non-residents shall be employed or otherwise in the conduct of the business: No non-resident employees are proposed.*

*A minimum of two off-street parking spaces shall be provided plus 1.5 spaces per employee: The driveway of the residence is approximately 120-feet in length and capable of accommodating several vehicles.*

*A requirement related to daycare uses which is non-applicable to this application. Septic system design capacity for home occupations that utilize large water or wastewater volumes shall be verified in writing by a licensed NH septic designer or a professional engineer: The Building Department has recommended that a septic capacity plan that meets this requirement be provided prior to the start of operation and staff has included it as a condition of approval (Condition #5). The applicant is aware of this requirement and has initiated efforts to furnish the design.*

*A certificate of occupancy shall be issued by the Building Code Official to verify compliance with the preceding standards: Required under proposed Condition #5 of the Planning Board approval.*

*The New Hampshire Department of Environmental Services (NHDES) classifies the type of program that Ms. Dhage is offering as a 'youth skills camp' defined as "a non-profit or for-profit program with a specific curriculum that has been developed to impart a specific skill to minors. It is taught by one or more knowledgeable and experienced instructors and includes the teaching of sports, the arts, and scientific inquiry." NHDES does not require a license for youth skills camps, but does require personnel who may be left alone with children to undergo a criminal background check and pay an annual fee. NHDES also publishes a list of youth skills camps operating in the state on its website. Other examples operating in Bedford include the New Hampshire Tomahawks lacrosse program and the Global Premier Soccer program. Staff would require the applicant to provide documentation to the Planning Department indicating that she has satisfied the state requirements as a condition of approval (Condition #3).*

*The applicant had initially considered a full-day tutoring program, however that use would require a variance as realistically it would require some outdoor use of the property to allow breaks for children. The applicant may pursue that option in the future, however a variance for outdoor use of the home occupation would be required as well as re-approval by the Planning Board. For this application, staff has recommended conditions of approval for the home occupation limiting the scope and hours of the operation to those specified in the application (Condition #2).*

*Copies of the Home Occupation application, aerial images and photos of the residence, and correspondence with the applicant and NHDES are included in the Planning Board packets. The*

*applicant has indicated the refinishing of the basement is under construction and photos will be provided at the Planning Board meeting.*

#### ***IV. Staff Recommendations:***

***The Planning Staff recommends that the Planning Board grant approval of the home occupation for a summer tutoring program for up to nine children with one resident employee at 10 Arbor Lane, as outlined in the application submitted by Sai Deepa Dhage, received by the Planning Department March 8, 2018, with the following conditions to be fulfilled as noted:***

- 1. The Planning Director shall have the authority to issue an order for the applicant to return to the Planning Board for any unresolved complaints. At such time, the Board may revoke the approval.*
- 2. Additional hours of operation, or other expansions of the Home Occupation beyond those outlined in this report, including classes offered outside of the summer period, shall require re-approval by the Planning Board.*
- 3. Prior to the start of operation, the Applicant shall provide the Planning Department documentation from the NH Department of Environmental Services indicating that all state requirements associated with the use have been satisfied.*
- 4. Prior to the start of operation, the Applicant shall provide the Planning and Building Departments a septic design capacity plan completed by a licensed New Hampshire septic designer or professional engineer.*
- 5. Prior to the start of operation, a certificate of compliance for the business shall be issued by the Building Department.*

Vijay Puvvadi and Sai Deepa Dhage were present to address this request for a home occupation at 10 Arbor Lane.

Sai Deepa Dhage stated I am a resident of Bedford and I just want to transfer my skills to nine kids. When I did my mathematics course, I was very excited because the techniques used are so different compared to traditional math from what we learned. It is very easy; it is mental math. It is not like memorizing formally but still as soon as they see any problem they can solve it very quickly and faster, even multiplication is very quick. I have an 8-year-old child and whenever he sees the problem he solves it. But when they do verification, they can minimize the errors. Vijay Puvvadi stated this will improve the kids' mathematical skills. Sai Deepa Dhage stated and then with the quilling I want to have them do it. It will not be a complete teaching so I don't want them to get bored, and then a few of the kids have shown interest in quilling so that is why I want to do that. I am teaching them Python programming, where I just want them to learn the conditions and loops and a few concepts of computer programming, and once they know the concepts, they can learn any other language.

Chairman Levenstein asked you are looking to do this at your house? Sai Deepa Dhage replied yes. Chairman Levenstein asked where in the house are you going to the teaching? Sai Deepa Dhage replied I am planning to do it in the basement. A photo of the basement room was posted on the screen. Vijay Puvvadi stated we just refinished the basement, and after talking to Mr. Connors we need to cover up a few things but that is the area that we are going to use. Chairman Levenstein asked do they need a Certificate of Occupancy for that? Mr. Connors replied if they

get approval from the Board, the Building Department will have to come out and certify that they meet the Planning Board conditions.

Chairman Levenstein asked you are going to have up to nine children? Sai Deepa Dhage replied yes. Chairman Levenstein stated and I understand from the staff report that you are limiting it to a half day. Sai Deepa Dhage replied yes. That is because I want to see the response from the kids and the parents first, and if the response is good and they are interested in learning, then maybe next year I can have a few for a full day. But as of now the parents are asking only for a half day because it is summertime and their grandparents are at home, so they want to spend time with grandparents too. Chairman Levenstein asked the kids are going to be dropped off at the house? Sai Deepa Dhage replied yes. Chairman Levenstein asked are they going to be dropped off at the bottom of the driveway? Vijay Puvvadi replied because we have a long driveway they can come closer to the house to drop them off and Sai Deepa Dhage will be there to receive the kids. Once everybody comes she will start the classes. Chairman Levenstein asked what are the hours of the classes? Sai Deepa Dhage replied 9:00 a.m. to 12:00 p.m.

Chairman Levenstein asked Mr. Connors, do they need any type of State license to run this? Mr. Connors replied there is no license. They do need to do criminal background checks and pay a fee to the State. Sai Deepa Dhage stated I have applied for the background checks but I haven't received any acknowledgement. They said once they are done the names are published on the website.

Mr. Fairman stated I have a question relative to a potential safety issue. You have nine children in a basement; do you have only the one exit going upstairs? Vijay Puvvadi replied there are two exits. Mr. Fairman asked there is another exit? Vijay Puvvadi replied yes. Mr. Fairman stated that answers my question.

Ms. McGinley asked is this only a summer program, given the hours that you have requested? Vijay Puvvadi replied yes. It will only run for eight weeks during the summer vacation. Ms. McGinley asked do you plan to expand it for after school? Vijay Puvvadi replied no.

Councilor Bandazian stated on your home occupation application you have indicated the maximum of two to three vehicles. Vijay Puvvadi replied yes. We talked to our friends and there are only two to three families that are accepted and they live in a close community. We want them to do a car pool, so that was the idea. If they want to do a car pool, they said we will all come and drop off the children in one or two cars. Councilor Bandazian asked going forward in future years do you anticipate it will still be limited to two or three vehicles? Vijay Puvvadi replied we don't know that. This is the first time we are trying this. We have received a response from only two families, so we don't know yet how it is going to be. Ms. McGinley asked if they expand the times and the children, will they need to come back to the Board or is that something staff can approve? Mr. Connors stated the way the motion is worded they would have to come back if they want to expand to a full day during the summer. Chairman Levenstein stated I think you said in the staff report that if they are a full day, they need some area outside. Mr. Connors replied we would anticipate that realistically that the kids would want to go outside so they would have to get a variance to allow any outside use for the home occupation. Sai Deepa Dhage stated there are only two parents accepted. I filled out the form but I didn't get a

good response, so I limited myself for just teaching.

Ms. McGinley asked are you focusing on specific issues that the children may have? Vijay Puvvadi replied only mathematics and teaching new programming language. It is a computer programming language to program games or things like that.

Ms. McGinley asked what are the ages of the children? Sai Deepa Dhage replied 6 to 11-years-old.

Chairman Levenstein asked for questions or comments from the audience. There were none.

**MOTION by Councilor Bandazian that the Planning Board grant approval of the home occupation for a summer tutoring program for up to nine children with one resident employee at 10 Arbor Lane, as outlined in the application submitted by Sai Deepa Dhage, received by the Planning Department March 8, 2018, with the following conditions to be fulfilled as noted:**

- 1. The Planning Director shall have the authority to issue an order for the applicant to return to the Planning Board for any unresolved complaints. At such time, the Board may revoke the approval.**
- 2. Additional hours of operation, or other expansions of the Home Occupation beyond those outlined in this report, including classes offered outside of the summer period, shall require re-approval by the Planning Board.**
- 3. Prior to the start of operation, the Applicant shall provide the Planning Department documentation from the NH Department of Environmental Services indicating that all state requirements associated with the use have been satisfied.**
- 4. Prior to the start of operation, the Applicant shall provide the Planning and Building Departments a septic design capacity plan completed by a licensed New Hampshire septic designer or professional engineer.**
- 5. Prior to the start of operation, a certificate of compliance for the business shall be issued by the Building Department.**

**Town Manager Sawyer duly seconded the motion. Vote taken - all in favor. Motion carried.**

- 2. Carnevale Holdings, Ltd. (Owner) – Request for approval of a site plan amendment to permit an 820 square-foot addition and associated architectural façade improvements to the Bedford Village Inn, 2 Olde Bedford Way, Lot 13-41, Zoned CO.**

A staff report from Mark Connors, Assistant Planning Director, dated April 23, 2018 as follows:

***I. Project Statistics:***

- Owners: Carnevale Holdings Ltd.*
- Proposal: Request for approval of a site plan amendment to permit an 820 square-foot addition to the Bedford Village Inn and associated architectural improvements*
- Location: 2 Olde Bedford Way (Lot 13-41)*

*Existing Zoning: “R&A” Residential Agricultural*  
*Surrounding Uses: Single-family homes, hotel, assisted living facility*

## **II. Background Information:**

*In 1984, the Planning Board approved the conversion of the house and barn at 2 Olde Bedford Way to the Bedford Village Inn restaurant and function center. One of the community’s most recognizable landmarks, the facility has grown to cover 9.2 acres across two parcels and has been before the Planning Board several times in recent years as improvements and expansions have been made to the facility, including:*

- In 2014, for site plan approval for a 55-room hotel with meeting room space. The Bedford Grand Hotel opened in 2016.*
- In 2016, for a change of use to convert a guesthouse on the property to a salon and day spa. The facility opened this year.*
- In 2016 for a conditional use permit (CUP) to allow additional signage on the property. An additional CUP application for offsite signage is currently pending.*

*On March 20, 2018, the Zoning Board approved a variance to construct an addition for the Tavern at the Bedford Village Inn 21.8-feet from the front property boundary where 60-feet is required. There were no conditions associated with the variance approval and the application before the Board is for site plan approval of that addition. Minutes from the Zoning Board meeting are included in the Planning Board packets.*

## **III. Project Description:**

*The applicant proposes an expansion to the Bedford Village Inn for the tavern portion of the building and the kitchen that serves the tavern and the main restaurant in the building. The addition will allow for the tavern, which is currently accessible via several steps, to become ADA accessible (including an accessible restroom) and provide for more space in the tavern, however the total number of seats will not change and no additional parking is proposed. The addition will also provide for additional space and a modernization of the kitchen to improve internal circulation and allow expanded preparation and storage spaces. The applicant notes that the kitchen dates to the 1980s and is undersized and otherwise deficient based on the growth of the facility and technology improvements.*

*The addition will be centered on the northeast portion of the main inn building and will be visible from NH Route 101. The existing internal traffic circulation pattern will be modified slightly to make the driveway between the gift shop and the tavern one-way only for traffic exiting the facility. Because the tavern addition will extend all the way to the entrance driveway, sightlines toward the southern driveway (accessing parking areas) will be diminished and the applicant has added a stop sign and bar for the one-way only exiting traffic. Staff would recommend that the applicant add pavement markings to help direct traffic showing that two-way traffic is permitted in front of the gift shop (Condition #4). Staff would also recommend that the applicant add pavement markings to delineate a handicap-accessible path on the driveway extending from the accessible parking space to the sidewalk ramp in front of the tavern entrance (Condition #3). The applicant has indicated that grade issues on the sidewalk itself make it infeasible to provide a fully accessible pathway on the sidewalk.*

*The addition will not result in any new restaurant seating and no additional parking is proposed. Since sewer accessibility and traffic impacts fees are based on restaurant seating capacity, no sewer accessibility or fair share roadway contributions will be assessed associated with the addition. The applicant has been working with the Building and Fire Departments on safety considerations and has agreed to fully sprinkle the building as part of the construction of the addition.*

### Architecture

*While the northeast side of the main Inn building is currently set back approximately 10-feet back from the main front façade wall of the Inn, the addition will extend the northwest side of the building such that it protrudes 13.6-feet outward from the main façade toward the NH Route 101/Olde Bedford Way frontage. The existing boulder retaining wall that separates the building from the access driveway will be maintained and extended as part of the project. A trademark of the existing front of the Inn are three mature deciduous trees, which will be preserved.*

*The applicant has indicated a desire to provide the tavern a stronger presence along the front of the building and a stronger relationship with the street frontage. The addition will be clad in clapboard and trim materials matching the existing architecture of the Inn and include several prominent windows looking toward Route 101 (see attached architectural narrative). The windows will flank a brick chimney painted yellow that faces Route 101. Roof materials will include a combination of cedar shingle, rubber membrane and copper to match the existing roofs.*

*Staff has been working with the applicant to make some tweaks to the architecture. Copper detailing on the roofline of the Inn and a white water-table that runs along the foundation will now be extended to the addition to help tie it in with the existing architecture. Staff would recommend that the windows be modified to a six-over-six pattern to match the windows on the existing inn (Condition #5).*

*As currently proposed, the addition measures approximately 17.5-feet in height along the front façade to the roofline and 13.25-feet to the roof eaveline. For comparison, the main portion of the Inn measures approximately 17.5-feet to the roof eaveline. The applicant has indicated that the height of the addition could be reduced by one-foot if necessary, though they have indicated a desire to maintain the proposed height to allow higher ceilings in the Inn. Staff believes there are advantages to reducing the height, even by a small amount, to help ensure the addition does not overwhelm the Inn's existing architecture, which is such a visual landmark and so strongly associated with the community. The Board should discuss the issue with the applicant and has the option of adding a condition that the height of the addition be reduced.*

*An ADA accessible ramp will be added to the north side of the building (facing the parking area) along with an entrance vestibule and canopy clad in exterior materials to match the Inn's existing features. The roofline and dormered windows on the existing northwest side of the inn will remain. The applicant has been making some final changes to the architecture and may present updated elevations at the meeting.*

### Landscaping/Lighting

*The addition will require the removal of some landscaping, including most notably a mature tree along the north façade facing the Inn parking area. The applicant is proposing to add some additional landscaping clustered along the edge of the building addition, including arborvitae and rhododendron plantings. The limited space between the building edge and the internal driveways limits available space for plantings. Staff would recommend that some additional plantings be added to the south side of the addition for which no plantings are proposed (Condition #2). Overall, staff believes the proposed plantings will augment the building improvements and the applicant has a strong track record of maintaining the landscaping on the property in an attractive manner.*

*No changes are proposed to exterior lighting or the parking areas of the site. The original part of the Bedford Village Inn property features period lantern style exterior lighting. The lighting is non-conforming with the Town's existing requirements which dictates that lighting be directed downward (Section 327.1.4 of the Land Development Control Regulations). At the Zoning Board meeting for the variance request, an abutting property owner expressed a preference for replacing the lighting with downcast lights (as is found on the hotel portions of the site). The applicant has expressed a desire to maintain the existing lighting at this part of the site, arguing it complements the character of the property. Due to the relatively minor nature of the improvements proposed, Staff did not include the complete replacement of the exterior lighting replacement as a condition of approval, however the Board may wish to discuss the issue with the applicant and has the option of adding a condition requiring the replacement of the lighting. Staff would ultimately like to see all exterior lighting on the property replaced with conforming downcast lights.*

*The applicant has provided several existing photos of the facility which staff has included in the packets as it may be helpful to the Board in evaluating the application.*

### **IV. Waiver Request:**

*The applicant is requesting a waiver from Section 325.3 of the Land Development Control Regulations to not provide stormwater calculations for the proposed addition (see letter from Chris Rice of TFMoran). No additional pavement will be constructed as part of the improvements, only additional roof area which the applicant indicates sheet flows to landscaped areas and naturally infiltrates. For those reasons and because of the small scope of the improvements, staff does not object to granting the waiver from Section 325.3 of the Land Development Control Regulations.*

### **V. Staff Recommendations:**

*The Planning Board will need to **vote on whether to grant the waiver from Section 325.3 of the Land Development Control Regulations** to not provide stormwater calculations for the building addition. Staff does not object to the waiver.*

***The Planning Staff recommends that the Planning Board grant approval of the site plan amendment to Carnevale Holdings Ltd., owner, to permit a 820 square-foot addition to the Bedford Village Inn at 2 Olde Bedford Way, as shown on the plans by TFMoran Inc., last***

***revised April 4, 2018 and the architectural plans by TMS Architects, with the following conditions to be fulfilled prior to plan signature and the other conditions to be addressed as noted:***

- 1. The applicant shall address all remaining technical comments to the satisfaction of the Planning Director and the Director of Public Works.*
- 2. If the Planning Board grants the proposed waiver, the plan shall be updated to note the waiver and the date of Planning Board approval.*
- 3. The applicant shall revise the landscape plan to add at least three shrub plantings along the south façade of the addition.*
- 4. The applicant shall revise the plan to include pavement markings to provide an accessible path from the handicap parking space to the sidewalk ramp in front of the tavern entrance. The revisions to the plan shall be subject to the approval of the Planning Director.*
- 5. The applicant shall revise the plan to include pavement markings to help direct traffic that is entering and exiting the driveway in front of the gift shop.*
- 6. The applicant shall revise the architectural elevations to include windows with grids in a six-over-six pattern to match windows on the existing inn.*
- 7. Prior to the start of construction, the applicant shall schedule a pre-construction meeting with the Planning, Building and Fire Departments.*
- 8. Prior to a certificate of occupancy being issued for the addition, all improvements depicted on the plan shall be complete.*

Ms. McGinley and Councilor Murphy recused themselves from this application.

Chris Rice of T.F. Moran, Andrew Schrag of TMS Architects, and owner of the Bedford Village Inn Jack Carnevale were present to address this request for a site plan amendment.

Mr. Rice posted the site plan on the screen. Mr. Connors distributed drawings of elevations submitted by the applicant. Mr. Rice stated we are requesting an amendment to the site plan to allow an 820 square-foot addition to the tavern. I have just posted an overall site plan to help situate yourself on the property. The site plan and drawing of the inn were reviewed. The purpose of this addition is not to add new seating or new employees; it is purely to enlarge the kitchen space to make it a safer and more agreeable workspace for their employees. It is pretty tight in there right now and doing that basically pushes the existing seating area closer to Olde Bedford Way. We did get a variance from the March 30, 2017 Zoning Board of Adjustment meeting to allow a setback of roughly 22 feet where 60 feet is required. You can see how the property line kind of jogs into the site as shown but a portion of the existing building was already within the front setback. There are 65 existing tavern seats, there are 65 proposed, and along with providing the safer workspace for the employees it is also providing an accessible route into the building where one doesn't exist today. If you are familiar with the site, there are three or four steps where you have to go up to get into the facility. We are providing an ADA ramp that will allow ADA access into the facility, as well as an ADA bathroom inside the tavern where one does not currently exist today. We have received a few landscaping comments that we have been working on with staff. They have already been addressed; I know that there is a condition in the staff report that you received and we have already addressed the landscaping item.

Mr. Rice continued at the Zoning Board of Adjustment hearing one of the abutters, Mr. Lamp, who is an abutter to the west had raised some concerns about the lighting. My understanding is that Mr. Lamp and Mr. Carnevale had a meeting earlier today and they have reached a private agreement. We have a notarized letter and I will submit a copy of that to staff, but my understanding is that his concerns have been addressed.

Mr. Rice stated we are requesting one waiver as part of the project, which is not to provide stormwater calculations. Just given that it is such a small amount of added impervious surface, and the added impervious surface is the entire roof surface, so there are no pollutants. There is actually a slight reduction in pavement surface in this area shown where the circulation pattern is being changed to 1-way only with the addition of a stop bar painted on the pavement and a stop sign. So there is a slight reduction in pavement as shown and there is a slight addition of impervious surface for the roof, but we feel that most of the water is probably going to infiltrate naturally into the landscape island and that if there was an increase in runoff, it would be insignificant even if you could measure it.

Mr. Rice stated we have submitted architectural plans and some revised elevations that staff had requested. At the top of this page and also in the handout that I had given you, the top photo shows the existing condition for the facility and the bottom shows a perspective with the addition put on. We have been working with staff on some of the architectural features, but we have read through the staff report and we agree with all of the conditions that have been proposed and we are happy to answer any questions you might have.

Chairman Levenstein asked are you planning on putting a sign there? It looks like there is a sign on the chimney. I might be mistaken. Mr. Schrag replied yes; we are proposing to put a sign that says 'Tavern' with two downlights directly over it. Chairman Levenstein asked do they need a permit for that? Mr. Connors replied I will have to check. It might need a Conditional Use permit. I am not sure on the building signage; certainly on free standing signage they would need a Conditional Use permit. Chairman Levenstein stated I don't know how much sign they have actually used on the building. Probably not that much. Mr. Rice stated I don't believe there is any on the existing building. I know there is a small sign right here as shown that is more of a directory sign and that is just being relocated to the side to accommodate the addition. Chairman Levenstein stated if Mr. Connors determines that you need to, you need to come in for a Conditional Use permit.

Councilor Bandazian asked can you illuminate us on the exterior lighting agreement? Mr. Rice responded I have not seen the agreement. I just helped get it notarized about a half-hour before this meeting. Mr. Carnevale supplied Chairman Levenstein with the agreement. Chairman Levenstein stated I have been handed a document entitled 'Release of Easements.' This doesn't really say what the lighting is going to be though. What type of lighting? Mr. Rice replied the existing is to remain. There were no changes proposed as part of the lighting. It is my understanding that Mr. Lamp had raised some concerns; Mr. Carnevale's position has been they are existing lights, they add to the character of the property, they would like to keep them in place, and I know that they had a private conversation and reached the agreement that is in that letter. But, again, I have not seen that letter myself. Chairman Levenstein stated it is just the release. Mr. Carnevale stated this morning Jim Lamp and I got together and I expressed my

opinion on keeping the lights in front of the existing inn. I felt that was an aesthetic that we really wouldn't want to lose. It is a historic property and I don't want to change the lighting in front of the existing Bedford Village Inn. We had been talking before this obviously and so we reached an agreement that we can leave the lighting as it is. I would never want to see that lighting changed, as I would think anyone in Bedford would want to see that lighting changed. I would be hung in front of the Town offices if I changed any lighting in front of the Bedford Village Inn in terms of people because I get so many comments on what I should do to the Bedford Village Inn. So if I changed the lighting, it would be a bad thing.

Mr. Foote stated you mentioned drainage coming off from the roof. Where is that directed toward? Mr. Rice replied right now there is basically an existing landscape island in the front and a stone wall, in this location indicated on the screen, and I think the way the roof is pitched it is all going to land in that area pretty much to the side of the tree and the other side before the retaining wall. Mr. Foote asked nothing going out onto Olde Bedford Way? Mr. Rice replied nothing sheets right onto Olde Bedford Way. If it did sheet off the surface and went past the retaining wall, it could go in that direction as shown. Mr. Foote stated I see a catch basin at the other entrance. Mr. Rice asked right here? Mr. Foote replied yes. Mr. Rice stated that catches pretty much this piece of the parking lot and the dumpster area that sheets in this location. There are no drainage structures over in this area, so everything from this area kind of just sheets out onto the street, but you can see from the addition that everything, with the ridgeline in the center, it is kind of sheeting this way to the grassed area and a little bit on this side to the grassed area. Mr. Foote asked so you are not creating a problem on Olde Bedford Way? Mr. Rice replied I don't believe so. Vice Chairman Newberry asked that runoff from the roof will just be off the eave? It won't be to an eave gutter or anything? Mr. Rice replied no, there is no gutter proposed. Mr. Schrag stated we have one proposed gutter with a downspout, as shown on the screen, along that spot. Mr. Rice stated which just daylight into the largest area adjacent to the building.

Chairman Levenstein asked for comments or questions from the audience. There were none.

**MOTION by Vice Chairman Newberry that the Planning Board grant the waiver from Section 325.3 of the Land Development Control Regulations, to not provide stormwater calculations for the building addition. Mr. Fairman duly seconded the motion. Vote taken - all in favor. Motion carried.**

**MOTION by Vice Chairman Newberry that the Planning Board grant approval of the site plan amendment to Carnevale Holdings Ltd., owner, to permit a 820 square-foot addition to the Bedford Village Inn at 2 Olde Bedford Way, as shown on the plans by T.F. Moran, Inc., last revised April 4, 2018 and the architectural plans by TMS Architects, with the following conditions to be fulfilled prior to plan signature and the other conditions to be addressed as noted:**

- 1. The applicant shall address all remaining technical comments to the satisfaction of the Planning Director and the Director of Public Works.**
- 2. If the Planning Board grants the proposed waiver, the plan shall be updated to note the waiver and the date of Planning Board approval.**

3. **The applicant shall revise the landscape plan to add at least three shrub plantings along the south façade of the addition.**
  4. **The applicant shall revise the plan to include pavement markings to provide an accessible path from the handicap parking space to the sidewalk ramp in front of the tavern entrance. The revisions to the plan shall be subject to the approval of the Planning Director.**
  5. **The applicant shall revise the plan to include pavement markings to help direct traffic that is entering and exiting the driveway in front of the gift shop.**
  6. **The applicant shall revise the architectural elevations to include windows with grids in a six-over-six pattern to match windows on the existing inn.**
  7. **Prior to the start of construction, the applicant shall schedule a pre-construction meeting with the Planning, Building and Fire Departments.**
  8. **Prior to a certificate of occupancy being issued for the addition, all improvements depicted on the plan shall be complete.**
- Councilor Bandazian duly seconded the motion.**

Mr. Fairman asked do we need a condition relative to the sign? Chairman Levenstein replied I don't think we need a condition. I think he won't be able to put one up. He will have to get some sort of permit. Mr. Connors stated we will take a look at that. If it does require a Conditional Use permit, they will have to come back for it. If it doesn't, they are allowed the sign by right and they can just pull the permit. Chairman Levenstein stated right, you would still have to get it from the Building Department. Mr. Connors stated that is right.

**Chairman Levenstein called for a vote on the motion. With all members voting in the affirmative, the motion carried.**

Ms. McGinley and Councilor Murphy returned to the meeting.

### **3. Master Plan Update**

Mr. Connors stated the Master Plan subcommittee met and set up interviews for three of the proposals we received. Those interviews will be the first week of May, May 2<sup>nd</sup> and May 4<sup>th</sup>, and we hope to have a decision shortly after that. In the meantime we have been trying to generate some interest for joining the committee once that process kicks off. We have been working on social media items and things like that to let people know about the project and encourage them to volunteer to be on the Master Plan subcommittee. I included the posted flyer in your packets, which has gone out on the Town's Facebook page. We are also working with BCTV to get it up on the TV station. We will be working on another type of similar graphics and things like that just to generate interest. Of course if you have any feedback, we would be happy to hear it.

Chairman Levenstein asked are we getting it out on any other Facebook pages? I assume if we have somebody from a group, they can have it on their page too. Mr. Connors stated it is on the Town's main Facebook page. Councilor Murphy stated it is on the Mom's Group pages too.

Chairman Levenstein stated I believe the Bedford Land Trust has a page too, and if we can find people, we can find out if they are willing to put it up.

Ms. McGinley stated I would encourage those who have an interest in the next 10 years starting in 2020 to volunteer for the Master Plan. I was on the Master Plan subcommittee last time; I think it is very important, and there is going to be so much more opportunity for engagement by our residents in Bedford because of the increase of social media, and I think it will be easier to engage others to come to at least some of the meetings. There are several chapters in the Master Plan and there may be some that you have an interest in and some that you don't and those usually are addressed at different meetings. I would encourage people to come to the meetings on the items you are interested in, such as the schools, but keep an eye on what is going on because it is the roadmap for what we want to do in the next 10 years.

Mr. Connors stated if you are interested in joining, you can email the Planning Department at [bedfordnh.org](mailto:bedfordnh.org) and now is the time to do that. Through the next month we will be recruiting for that committee.

Mr. Fairman stated once you get to the point where you are looking for input, I suggest one of the things you use is the Principal's Notes out of the schools. Every one of the schools sends out these Principal's Notes regularly to all of the parents and they are well received and read. It is just a way of getting at that part of the community to come participate and we can reach them through the Principal's Notes pretty well. Mr. Connors responded I can take a look at that. Ms. McGinley stated I am on the Master Plan subcommittee and one of the things we need to do is to engage all of the residents, not just those who still have kids in school. Mr. Fairman responded I agree with that, that is just one way to get to that particular group. Ms. McGinley stated the parents with kids in school will be very interested in those issues but there are so many more issues that the Town will address in the Master Plan that having input by the residents is so important. In the last Master Plan project it was hard to engage people because the methods by which we could engage people were so limited. You had to come out on a Saturday morning, for instance, and now there is so much more with social media that it would be helpful to have people from all groups of residents and voters interested and passing those interests along. And coming to the particular meetings that are the subject in which they are interested, the meetings will be in this room so you don't have to come to every meeting to follow the schedule of what is being discussed, so you will really have a voice in the next 10 years.

Mr. Fairman stated it would be good to add a tab onto the Bedford mobile app for the Master Plan. People could go right in there and see the schedule of the Master Plan and see all of that because that app is used by a lot of people.

Mr. Connors stated we asked all of the consultants when they prepare for the interviews to really focus on their public engagement tools. It will be really interesting to see what they come up with and that will be a focus of what we do. We spoke about this at the Historic District Commission meeting and what I got out of that was that they really wanted to make sure that the whole Town was engaged in the process. It will definitely be a focus, and we hope that it is successful in reaching the whole community.

V. Approval of Minutes of Previous Meetings:

Amendment: Page 18, last line on page, Mr. Riley is speaking; “weary” should be “wary.”

**MOTION by Ms. McGinley to approve the minutes of the April 9, 2018 Planning Board meeting as amended. Mr. McMahon duly seconded the motion. Vote taken; motion carried, with Chairman Levenstein abstained.**

III. Communications to the Board:

Mr. Connors stated there are no new Planning Board applications for the May 7<sup>th</sup> Planning Board meeting. We are planning on cancelling that meeting, so the next meeting will be on May 21, 2018.

The annual spring work day at the Pulpit Rock conservation area is Saturday, May 12<sup>th</sup> starting at 9:00 a.m. The rain date is May 19<sup>th</sup> also at 9:00 a.m.

Mr. Connors reviewed several photographs with the Board that had been taken at several construction projects along South River Road. We are anticipating several openings probably in early summer for most of these projects. Mr. Fairman asked does Noah’s Event Center still plan to open in September? Mr. Connors stated Noah’s has some offsite improvements that they have to do so it might be a little longer. Vice Chairman Newberry stated I think those images are a good way to help people in town to know what is actually coming into full physical development, and to the extent that the staff has time to snap some pictures like that is a good thing to do on a regular basis. Mr. Connors stated last year we did a booklet on all the active projects. We are talking about updating that for this year. Mr. Fairman stated I notice that the forms and foundation are getting ready for Trader Joe’s. Mr. Connors responded yes; there is not much to see right now but there is a lot of foundation work being done. Ms. McGinley stated I think those that are not in the construction building business where we are that there is a lot that is done that doesn’t show much progress that is very important, like the foundations and some of the bases of the buildings and then the buildings will go a bit more quickly than what we are seeing now. Mr. Connors responded for Market & Main a lot of the utility work has been done so a lot of work has been done that is not visible. It is really ready to go.

VII. Reports of Committees: None

VIII. Adjournment:

**MOTION by Vice Chairman Newberry to adjourn at 7:35 p.m. Town Manager Sawyer duly seconded the motion. Vote taken – all in favor. Motion carried.**