

Town of Albany, New Hampshire  
Planning Board Meeting Minutes  
Monday December 12, 2016 7:00PM

Next Meeting - Monday, January 9, 2017 7:00 P.M

These minutes were prepared by the acting recording secretary as a reasonable summary of the essential content of the meeting, not as a transcription.

The meeting was called to order by Chair Leah Valladares at 7:00 P.M.

Present: Leah Valladares- Chair, Rick Hiland- Select Board Rep, Adrian Simons – Vice Chair, and Tara Taylor - Alternate.

Excused: Dan Sdankus and Peter Carboni were excused.

Also Present: Steve Knox, Chuck Parkins, Sue Parkins, Sandy Woodmansee (representing Jean Hodgins), G. Michael Lawless, Mary Sanford, Noah Coleman, Dan Flores (SFC Engineering), Luc Lachal (Huttopia), Shane Ott (Huttopia).

Chair Valladares started by introducing everyone present.

*Motion to appoint Tara Taylor (Alternate) as a voting member for the meeting was made by Adrian Simons, Seconded by Rick Hiland. Motion passed (4-0)*

### **Public Hearing**

- Chair Valladares opened the Public Hearing for the Huttopia Site Plan Review at 7:05 PM.
- Rick Hiland recused himself as he was listed as an abutter.
- All present were polled when Chair Valladares asked if anyone had any objections if Rick Hiland acted in the position of recording Secretary and remain at the head table and he would be remain silent throughout the Public Hearing – No one objected to this request.
- Dan Flores from SFC Engineering, Shane Ott from Huttopia North America and Luc Lachal from Huttopia were present representing HUTTOPIA at Pine Knoll Project. Review of application took place by the Planning Board.

*Adrian Simons made a motion to accept the Huttopia at Pine Knoll Site Plan Review application as complete, seconded by Tara Taylor. Motion passed (3-0)*

- Dan Flores from SFC Engineering representing Huttopia made a detailed presentation of the project before the Planning Board:
  - Campground has existed for decades
  - Propose no change of use nor expansion
  - 150 seasonal sites – 14 chalets, 55 tent sites w/sewer, 51 tent sites w/o sewer, 30 primitive tent sites.
  - All sites primarily in same location as existing
  - Existing lodge/office & existing laundry building to remain

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- All other existing buildings removed
  - New Living Center (3250 +/- SF) for guest check-in, basic food service, rest rooms and space for guests to socialize
  - New pool (35' x 65' +/-) with pool building (250 +/- SF) to include 2 bathrooms.
  - 3 Huttopia bath houses to service camp sites without sewer connections
  - Parking moved from current site locations to remote gravel parking lots. (156 spaces (7HC), 22 at site, 12 temporary at check-in, 10 employee).
  - New sewer collection system tying to (2) existing EDAs and one proposed EDA.
  - Work primarily consisting of trenching for new sewer collection lines, excavation and placement of septic tanks and construction of new effluent disposal area. Some tree clearing and grading required for new Living Center.
  - Part of the Huttopia camping experience included embracing the natural surroundings. To achieve that goal, Huttopia will remove the current automobile access to many of the sites and reduce some of the gravel road network down to cart paths. In doing so, a majority of the parking will be moved away from camp sites to remote parking areas further from the Lake and Brooks. All "RV" campsites replaced by canvas sided tent sites.
  - Request 2 waivers:
    - VI. D. (b) Requirement for a separate detailed landscaping plan
    - VI. D. (r) Storm water drainage plan
  - Outside review: NH Natural Heritage Bureau (NHB), Loon Preservation Committee (LPC), NH F&G, Conway Fire Dept.
  - NHDES Permitting – Septic, Alteration of Terrain, Shoreland, Subdivision
  -
- Abutters present: Chuck & Sue Parkins, Rick Hiland, G. Michael Lawless & Mary Sanford, Sandy Woodmansee (for Jean Hodgins) were all present and all spoke. All had questions and concerns and made them known to the folks from Huttopia.
- Comments, questions and concerns from abutters included:
- Traffic on Pine Knoll Road – will it increase – should be same
  - Sufficient parking on site for all campers and employees - yes
  - House on Route 16 – stays with upgrades and will house the campground manager
  - Location of abutter wells to campground septic system – all proper distances and should not be a problem.
  - Boat & water access for abutters- to be determined by Huttopia
  - Boat & Canoe & Kayak usage will be operated & supplied by Huttopia – TBD
  - Noise – should not be a problem as it will be an upscale family campground.
  - North side of campground – concern for noise – no additional cabins or camp sites and has a 250' buffer to abutting property. It was stressed that this is a family camping experience and should not have noisy campers and Huttopia will control.

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- Noah Coleman was present and commented that he and his family live on the opposite side of the lake and have for many years. He thought that Huttopia would be a good neighbor and a good asset to the Town of Albany.
- Planning Board members present had a chance to review the application and discussion took place. Posed questions and received answers. Reasons for the requested waivers were discussed.
- There is no further discussion.
- Chair Valladares closed the Public Hearing at 8:15 PM.

**Regular Meeting continued**

- After some further review, discussion and some questions answered by Dan Flores, two (2) waivers were requested in the application for the Huttopia Project.

*Tara Taylor made a motion to waive item VI. D. (b) in the Site Plan Review Regulation Requirements – requirement for a separate detailed landscaping plan, seconded by Adrian Simons. Motion to waive passed (3-0).*

*Tara Taylor made a motion to waive item VI. D. (r) in the Site Plan Review Regulation Requirements – requirement for storm water drainage plan, seconded by Adrian Simons. Motion to waive passed (3-0).*

- There was no further discussion and Chair Valladares called for a motion to conditionally approve the Huttopia at Pine Knoll Site Plan Review:

*Adrian Simons made a motion to conditionally approve the Huttopia at Pine Knoll Site Plan Review with conditions that the approval is contingent upon obtaining NHDES Subsurface approval for septic system, Alteration of Terrain permit, Shoreland permit, Subdivision DES permit, ISDS to be submitted x 3, seconded by Tara Taylor. The motion to conditionally approve passed (3-0).*

**Approval of Minutes**

*A motion was made by Adrian Simons, seconded by Tara Taylor to approve the minutes of the November 14, 2016 regular monthly meeting as presented. Motion passed unanimously (4-0).*

*A motion was made by Tara Taylor, seconded by Adrian Simons to approve the minutes of the November 28, 2016 workshop meeting as presented. Motion passed unanimously (4-0).*

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**Selectmen's Report**

- Selectman Rick Hiland reported that the Selectmen agreed to submit the ADU Ordinance draft that NHMA declined to review due to the fact that it should be reviewed by Town Counsel to our new Town Counsel at the next Selectman's Meeting on Wednesday. The Planning Board concurred. The Selectmen are continuing their work on the many issues on their list.

**Discussion of Correspondence**

- NONE

**New Business** - NONE

**Old Business**

- Ordinances – no action taken but should do house cleaning at next meeting
- Subdivision Regulations – no action taken
- Accessory Dwelling Units – Rick to submit to Town Counsel for review

**Other Business** – none

**Public Comment**

- NONE

**Adjournment**

*A motion was made by Adrian Simons, seconded by Tara Taylor to adjourn the meeting at 9:00 PM. Motion to adjourn passed unanimously (4-0).*

Respectfully Submitted,

Rick Hiland  
Acting Recording Secretary

**DRAFT**