

City of Laconia Minor Site Plan Committee
Wednesday, August 25, 2021 - 2:00 PM
City Hall - Armand A. Bolduc City Council Chamber

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. RECORDING SECRETARY
4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS
 - 4.I. Acceptance Of Minutes From July 21
5. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.
6. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.
 - 6.I. PL2021-0115MSP; 72 Church Street; Proposal To Change The Use Of The Building To Processing And Packaging

Documents:

[CHURCH MSP.PDF](#)
 - 6.II. PL2021-0016MSP; 33 Lexington Drive; Proposal To Add 1800 Sf Of Additional Pavement

Documents:

[LEX MSP.PDF](#)
7. OTHER BUSINESS
8. ADJOURNMENT



Application(s) #: PL2021-0115 MSP

Fees Paid: 200-
Check #: 1673
Receipt #: **RECEIVED**

AUG 05 2021

**Planning/Zoning
City of Laconia**

PLANNING BOARD APPLICATION

Project Name: GMM Properties LLC

Project Address: 72 Church Street

Tax Map/ Lot # (s): 425/ 44/ 62/ / Zoning District (s): UC Parcel Size Acres: 0.4

Number of Lots: 1 Total Developed Land Area: 0.4 Building(s) and/or additions Total Sq. Ft. 9329

Submittal Request (Check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Alternative Parking CUP | <input type="checkbox"/> Amendment | <input type="checkbox"/> Boundary Line Adjustment |
| <input type="checkbox"/> Boundary Line Agreement | <input checked="" type="checkbox"/> Change of Use | <input type="checkbox"/> Cluster Development CUP |
| <input type="checkbox"/> Cluster Subdivision | <input type="checkbox"/> Condominium Subdivision | <input type="checkbox"/> Conventional Subdivision |
| <input type="checkbox"/> Discretionary Easement | <input type="checkbox"/> Marinas and Yacht Club CUP | <input type="checkbox"/> Minor Site Plan |
| <input type="checkbox"/> Performance Zoning CUP | <input type="checkbox"/> Site Plan (Commercial) | <input type="checkbox"/> Site Plan (Multi-family) |
| <input type="checkbox"/> Steep Slope CUP | <input type="checkbox"/> Wetland/Wetland Buffer CUP | <input type="checkbox"/> Other _____ |


Proposal Description: Request change in use to Processing and Packaging.

Continued - please see attached

I hereby make application to the City of Laconia for the above-referenced property(ies) and the development as described. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City, except where waivers are requested. The City of Laconia Planning Board, Minor Site Plan Committee, Technical Review Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal. I understand that I am responsible for appearing, or having someone appear on my behalf, at any and all meetings before the Planning Board, Minor Site Plan Committee or Technical Review Committee.

Sign as appropriate (If agent or non-person please attach certification)

NOTE: Please attach an Applicant Contact Worksheet

	PROPERTY OWNER 1	PROPERTY OWNER 2	AGENT / APPLICANT
Printed Name:	<u>72 Church Street Laconia LLC</u>	_____	<u>Mary Macdonald (Agent)</u>
Signature:	_____	_____	
Date:	_____	_____	<u>8/5/2021</u>



DEPARTMENT OF PLANNING, ZONING & CODE
 45 BEACON STREET, EAST
 ☎ 603-527-1264
 📠 603-524-2164

CERTIFIED LIST OF ABUTTERS

RSA 672:3 "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following information must be completed by the applicant in order to begin the application process to the Planning Board or Zoning Board of Adjustment. Below, list the verified names and mailing addresses of the applicant, authorized agent(s), engineer, architect, land surveyor, soil scientist, consultant, abutter, holders of conservation easements or restrictions on adjacent lands, municipal/regional planning commissions (if a regional notice is required), associations, etc., not more than five (5) days prior to submission, per RSA 676:4,I(b). Abutters' names and mailing addresses must be verified against the records kept in the Laconia Assessor's Office. Attach additional copies of this form if necessary. Include an addressed #10 envelope and certified mail receipt for each person/professional listed below.

Map/Block/Lot	Name of Property Owner/Professional	Mailing Address of Owner/Professional
425-44-62 (owner)	72 Church Street Laconia LLC	124 Rodgers Road, Belmont, NH 03220
(agent)	Mary Macdonald	5 Winona Road, Meredith, NH 03253
425-44-61	Mills Family Revocable Trust	26 Bay Shore Drive, Meredith, NH 03253
425-158-2	Padraic, David & Brianna Weller	16 Messer Street, Laconia, NH 03246
425-158-3	Three Point Play LLC	7 Random Road, Rye, NH 03870
425-158-60	Passage House LLC	57 Turnpike Road, Northfield, NH 03276
425-44-83.001	Keyspan Energy Delivery AKA Liberty Utilities	15 Buttrick Road, Londonderry, NH 03053
425-44-64	96 Church Street Laconia LLC	124 Rodgers Road, Belmont, NH 03220
425-44-86	Peter S. Karagianis	71 Church Street, Laconia, NH 03246
425-44-83	STATE OF NH	PO BOX 483, CONCORD NH 03302

Name of Person Preparing List Mary Macdonald Date Prepared August 5, 2021
 Preparer's Signature *M Macdonald* Date Aug 5, 2021

*Fee per Abutter \$10.00

Planning Board Application Addendum

Project Name: GMM Properties LLC
Project Address: 72 Church Street
Map/Lot #: 425/44/62
Request: Change in Use

Proposal Description (continued):

Genuine Local is a food production accelerator and small batch contract manufacturer with a core mission to lower the bar to entry for food producers. Licensed both as a food production facility and a beverage manufacturer by the State of New Hampshire, Genuine Local fills the gap created by a lack of access to commercial production facilities and helps food companies grow by providing business development and production assistance through small batch co-packing services. Genuine Local specializes in providing hot-pack and hold production for local farms and small batch co-pack customers, kitchen access for self-licensed local makers and business development support for existing customers.

Genuine Local will be the primary tenant of 72 Church Street. Genuine Local currently has 5 employees and is looking to add two additional full-time positions through this move. The main activities at the kitchen occur from 7:30am to 4:30pm. The facility is not routinely open to the general public and foot and/or vehicular traffic is largely limited to incoming deliveries of ingredients and packaging, and outgoing shipments of finished product.

Genuine Local has been operating since January 2016 in Meredith and is looking to move to a larger location. In the food and beverage production process, no flammable vapors are created (i.e. no deep frying). This represents a reduction in risk over the recent use as a restaurant in that it does not introduce high hazard activities. Approximately 30-40% of the footprint will be dedicated to production related activities, the remaining balance will be split between offices, conference room and storage space ancillary to the primary use for packaging and processing of food and beverages.

Attached please find floor plans which depict the current uses, proposed uses and the anticipated changes that will occur. Essentially the primary change to the existing uses will be to convert the yoga studio and gym to storage and to expand the kitchen area.

The primary equipment used by Genuine Local includes self-contained, jacketed steam kettles and the occasional use of ovens or range top cooking to prepare ingredients prior to introduction to the kettles. Products are packaged using semi-automated equipment (pump and pneumatic fillers, label applicators).

Water usage is primarily for two purposes – as an ingredient in the products or for cleaning. The majority of water used leaves the building in finished products. There is not a significant amount of water discharged from either activity and all drains will be outfitted with grease traps.

If you have any questions as you review this request, please contact either Mary Macdonald (603-393-8880) or Gavin Macdonald (603-856-4248).

ADDENDUM
TO THE PURCHASE AND SALES AGREEMENT
New Hampshire Association of REALTORS® Standard Form



Addendum to the Purchase and Sales Agreement dated 07/27/2021, between
72 Church Street Laconia, LLC
N/A, (“SELLER”), and
Mary E. Macdonald and/or Assigns
N/A, (“BUYER”), for
the property located at 72 Church Street, Laconia, NH, NH 03246
N/A

hereby agree to the following: _____

The owner of this property, 72 Church Street Laconia, LLC agrees to let Gavin and Mary Macdonald speak with the city of Laconia on behalf of this property at 72 Church Street looking for a change of use agreement with the city.

All other aspects of the aforementioned Purchase and Sales Agreement shall remain in full force and effect.

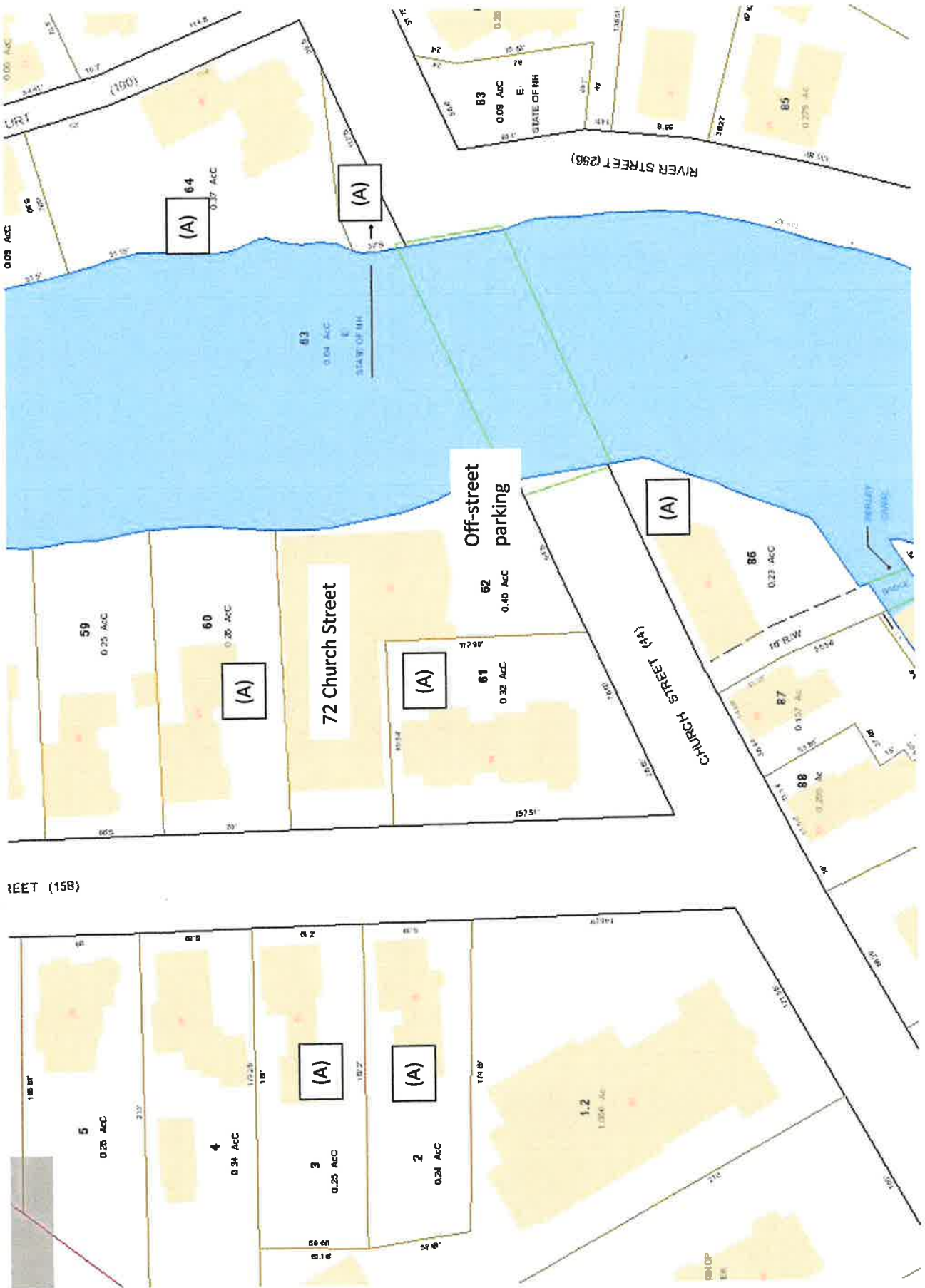
EACH PARTY IS TO RECEIVE A FULLY EXECUTED DUPLICATE ORIGINAL OF THIS AGREEMENT.

Mary E. Macdonald and/or Assigns dotloop verified
08/04/21 1:37 PM EDT
01WR-ZGQD-GX3P-70XS _____
BUYER DATE / TIME BUYER DATE / TIME

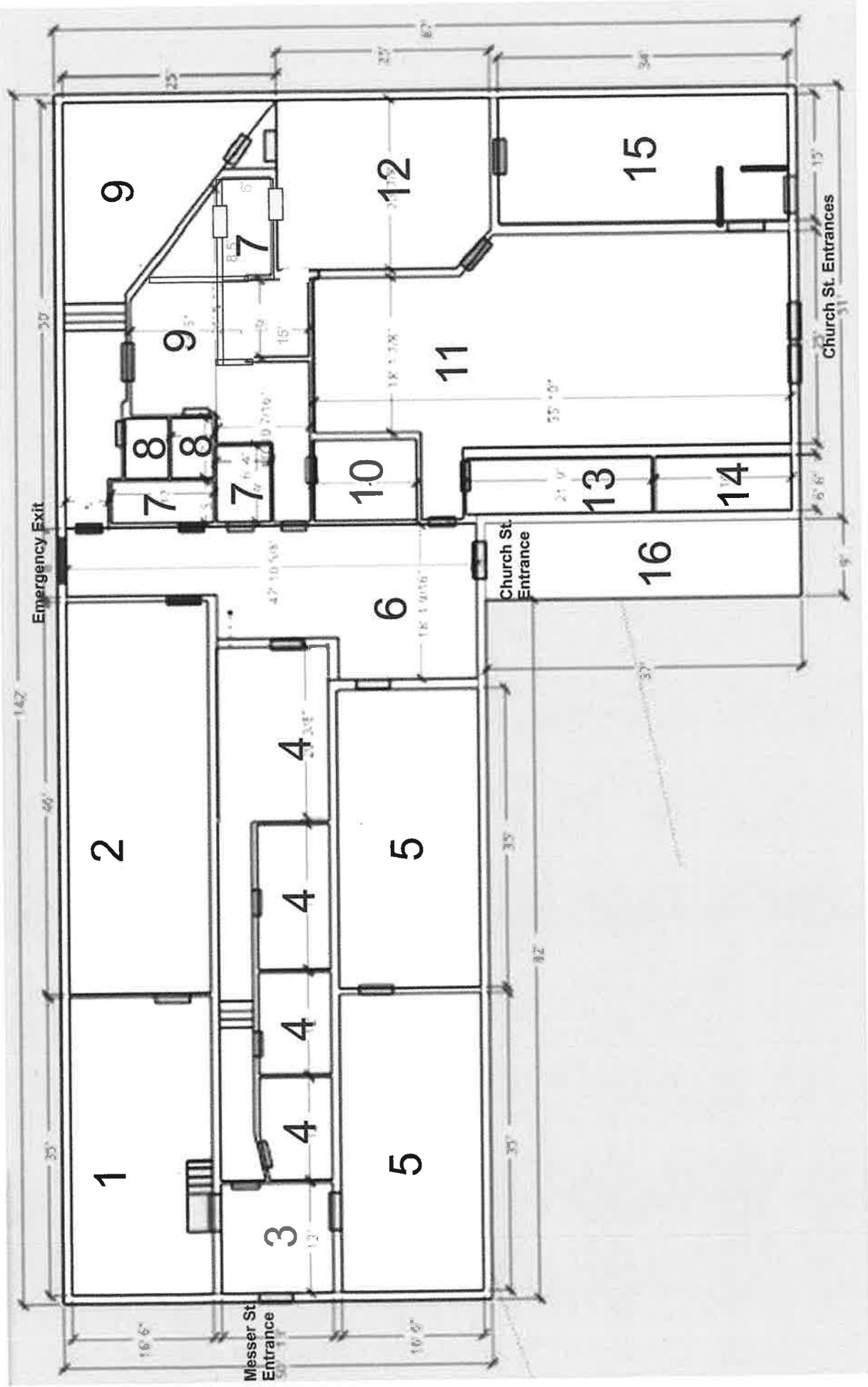
DocuSigned by: _____ 8/4/2021 _____
AC627116DE3F4PC... SELLER DATE / TIME SELLER DATE / TIME

72 Church Street – Application for Change in Use Approval

Property Line Depiction, Off Street Parking and Location of Abutters (A)



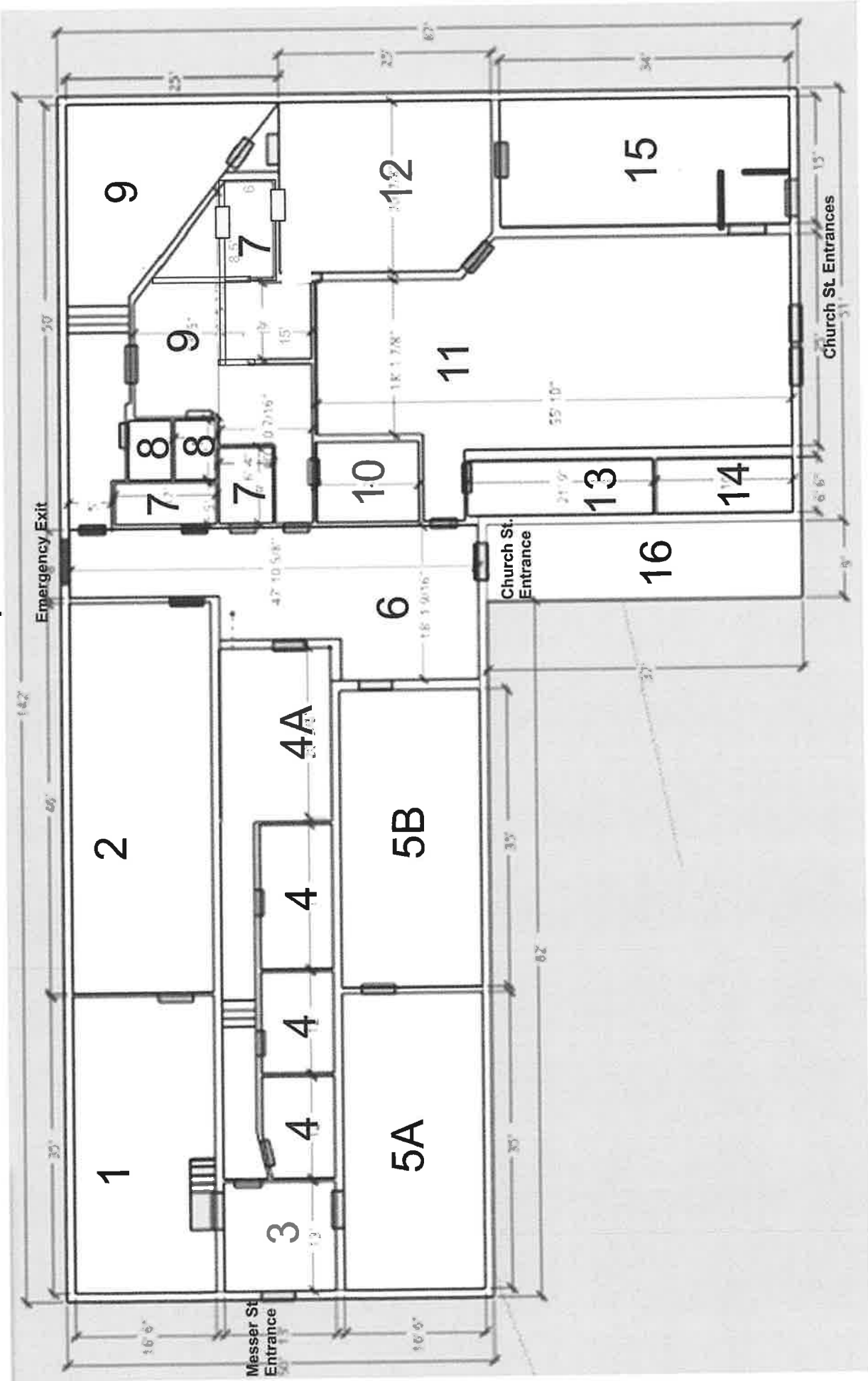
72 Church Street - Current Use



Current Use

- | | | |
|-------------------|----------------------------|-----------------------------|
| 1 Conference Room | 9 Locker Room | 13 Art Gallery |
| 2 Yoga Studio | 10 Office (IT Room) | 14 Storage Room |
| 3 Reception Area | 11 Dining/Community Center | 15 Dining Room |
| 4 Offices | 12 Commercial Kitchen | 16 Exterior Covered Walkway |

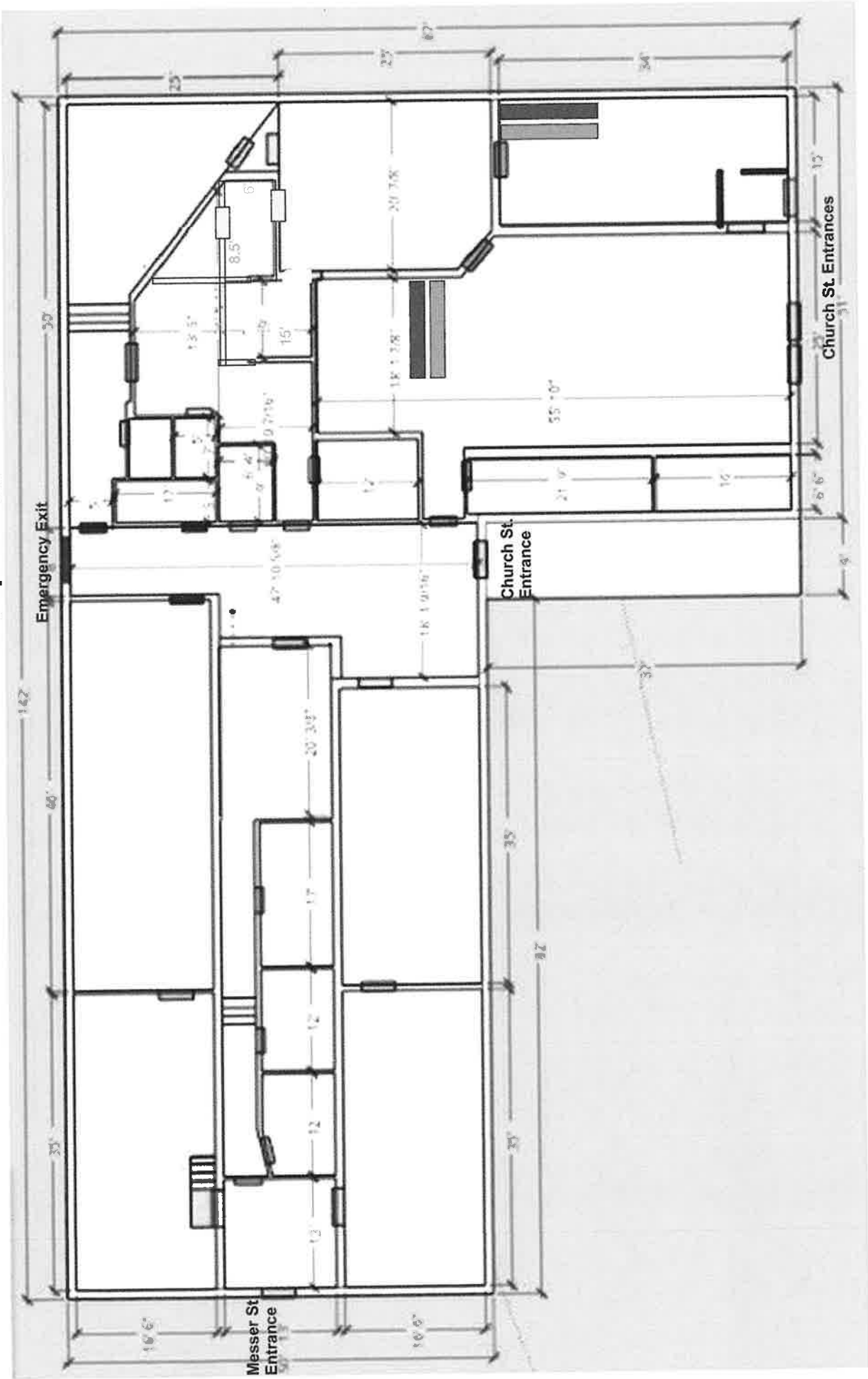
72 Church Street - Proposed Use



Proposed Use

- | | | | |
|-------------------------|-------------------------------------|------------------------------|------------------------------|
| 1 Conference Room | 5 Conference Room (5A)/Storage (5B) | 9 Employee Locker Room | 13 Office/Storage |
| 2 Storage | 6 Common Entry Area | 10 Office (IT Room) | 14 Storage Room |
| 3 Reception Area | 7 Toilet | 11 Food Production/Packaging | 15 Food Production/Packaging |
| 4 Offices/Labeling (4A) | 8 Shower | 12 Commercial Kitchen | 16 Exterior Covered Walkway |

72 Church Street - Anticipated Modifications



Anticipated Modifications

- Extend gas line for cooking equipment
- Extend water lines



RECEIVED

AUG 06 2021

Planning/Zoning City of Laconia

Application(s) #: PL2021-0116MSP

Fees Paid: 146-

Check #: 152

Receipt #:

PLANNING BOARD APPLICATION

Project Name: Mixed Use

Project Address: 33 Lexington Drive, Laconia

Tax Map/ Lot # (s): 375-324-6 Zoning District (s): C Parcel Size Acres:

Number of Lots: 1 Total Developed Land Area: Building(s) and/or additions Total Sq. Ft. 7,975

Submittal Request (Check all that apply):

- Alternative Parking CUP, Boundary Line Agreement, Cluster Subdivision, Discretionary Easement, Performance Zoning CUP, Steep Slope CUP, Amendment, Change of Use, Condominium Subdivision, Marinas and Yacht Club CUP, Site Plan (Commercial), Wetland/Wetland Buffer CUP, Boundary Line Adjustment, Cluster Development CUP, Conventional Subdivision, Minor Site Plan, Site Plan (Multi-family), Other

Proposal Description: Minor site plan application to increase paved area by 1,800 sf (20' x 90'). Proposed paved area lies 75+' from the rear (North) property line and 135'+ from the left (West) property line, with no wetlands inside those areas. Revision will ease winter maintenance and reduce erosion in the spring. Aproximate cost = \$2,000.00

I hereby make application to the City of Laconia for the above-referenced property(ies) and the development as described. To the best of my knowledge the information provided herein is accurate and is in accordance with the Zoning Ordinance and land use regulations of the City, except where waivers are requested. The City of Laconia Planning Board, Minor Site Plan Committee, Technical Review Committee and/or city employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal. I understand that I am responsible for appearing, or having someone appear on my behalf, at any and all meetings before the Planning Board, Minor Site Plan Committee or Technical Review Committee.

Sign as appropriate (If agent or non-person please attach certification)
NOTE: Please attach an Applicant Contact Worksheet

PROPERTY OWNER 1: 33 Lexington Drive, LLC
PROPERTY OWNER 2: Geoffrey Gray, Member
AGENT / APPLICANT:
Printed Name, Signature, Date



DEPARTMENT OF PLANNING, ZONING & CODE
 45 BEACON STREET, EAST
 ☎603-527-1264
 📠603-524-2164

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Map/Block/Lot	Name of Property Owner/Professional	Mailing Address of Owner/Professional
375-324-5	45 Lex LLC	6 W 20th St, Floor 5, NY, NY 10011-9268
363-155-1	Sunset Rock LLC	1471 Methuen St, Dracut, MA 01826
375-324-2	Murdock Webbing Co, Inc	27 Foundry St, Central Falls, RI 02863
375-324-7	RAI LLC	17 Lexington Drive, Laconia, NH 03246

Name of Person Preparing List Geoffrey Gray Date Prepared 8/5/2021
 Preparer's Signature  Date 8/5/2021

***Fee per Abutter \$10.00**

PROPOSED UNIT USE	AREA (S.F.)	PARKING SPACES REQUIRED PER ZONING ORDINANCE	PROPOSED UNITS	CALCULATED PARKING SPACES REQUIRED
AUTO REPAIR BAYS	2,036	4 PER BAY OR STALL	4 BAYS	16 SPACES
AUTO REPAIR OFFICE	604	1 PER 250 SQUARE FEET	2 OFFICES	3 SPACES
OFFICE	420	1 PER 250 SQUARE FEET	2 OFFICES	2 SPACES
CONTRACTOR WAREHOUSE	1,540	1 PER 4,000 SQUARE FEET 3 SPACE MINIMUM	1 WAREHOUSE	3 SPACES
WASTE BUSINESS WAREHOUSE	1,883	1 PER 4,000 SQUARE FEET 3 SPACE MINIMUM	1 WAREHOUSE	3 SPACES
WASTE BUSINESS OFFICE	582	1 PER 250 SQUARE FEET	2 OFFICES	3 SPACES
TOTAL	7,075		TOTAL	30 SPACES

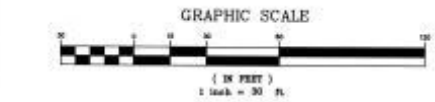
PLAN REFERENCES:

- "SUBDIVISION PLAN OF LEISURE FITNESS INC., LEXINGTON DRIVE, LACONIA, NH", PREPARED BY HAROLD E. JOHNSON, DATED APRIL 17, 1979, RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN BOOK 76 PAGE 83.
- "SITE LAYOUT PLAN, FOR LACONIA PEOPLES NATIONAL BANK, NORTH MAIN STREET BRANCH AT LEXINGTON DRIVE", PREPARED BY STEVEN K. STOKES, ARCHITECT, INC., RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN BOOK 84 PAGE 95.
- "SUBDIVISION OF LAND, FOR D.J. BULLY ASSOCIATES, LEXINGTON DRIVE, LACONIA, NH", PREPARED BY STEVEN J. SMITH ASSOCIATES, INC., DATED DECEMBER 10, 1997, RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN L29-81.
- "PLAN OF LAND, PREPARED FOR, SUNSET ROCK LLC, NORTH MAIN STREET, LACONIA, NH", PREPARED BY DAVID M. COLAN ASSOCIATES, P.C., DATED OCTOBER 19, 2001, RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN L39-86.
- "SUBDIVISION PLAN, FOR, KEETVAHWIN SHORES, INC., LACONIA, NH", PREPARED BY HAROLD E. JOHNSON INC., DATED SEPTEMBER 1978, RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN BOOK 85 PAGE 1.
- "CONDOMINIUM SITE PLAN, LOCATED ON, 14 & 24 LEXINGTON DRIVE, LACONIA, BELKNAP COUNTY, NH, PREPARED FOR, LEXINGTON BPS CONDOMINIUM", DATED SEPTEMBER 28, 2010, RECORDED IN THE BELKNAP COUNTY REGISTRY OF DEEDS AS PLAN L70-28.

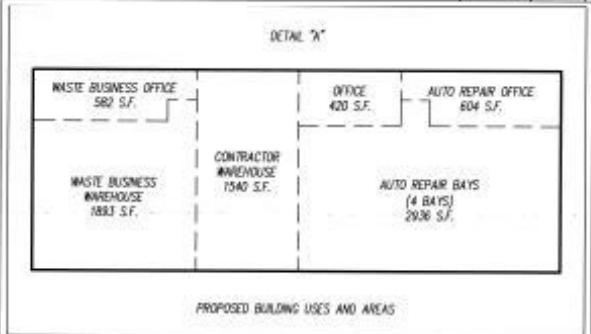
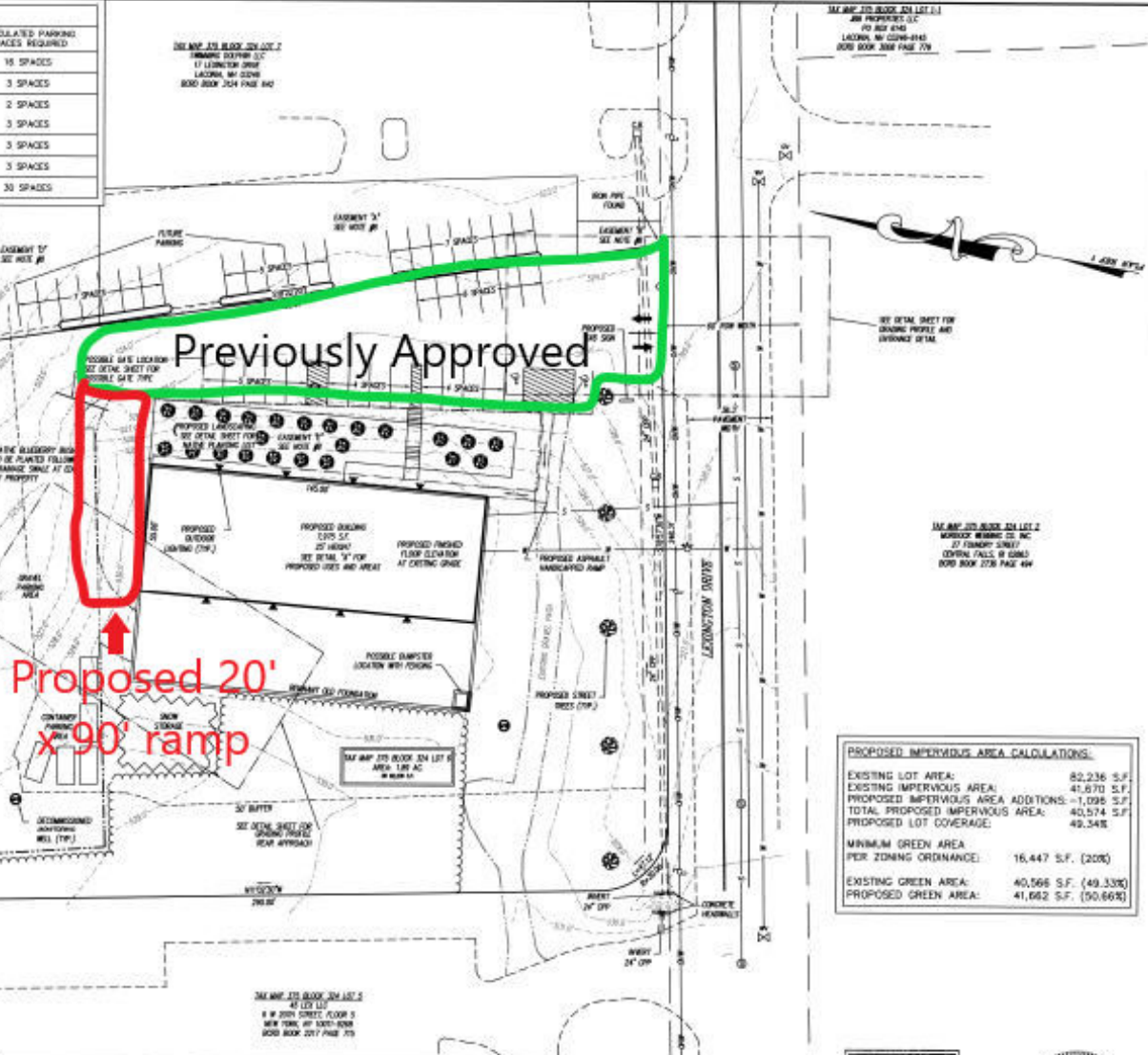
NOTES: (CONT.)

- NO MORE THAN ONE UNREGISTERED OR UNINSPECTED VEHICLE IS PERMITTED ON THE LOT.
- ALL OUTDOOR STORAGE SHALL BE COMPLETELY SCREENED BY MEANS OF A SOLID, NATURAL SCREEN, FENCE, OR WALL.

SEE MAP 375 BLOCK 324 LOT 6
147 WETHER STREET
LACONIA, NH 03246
G.S.D. BOOK 324 PAGE 386

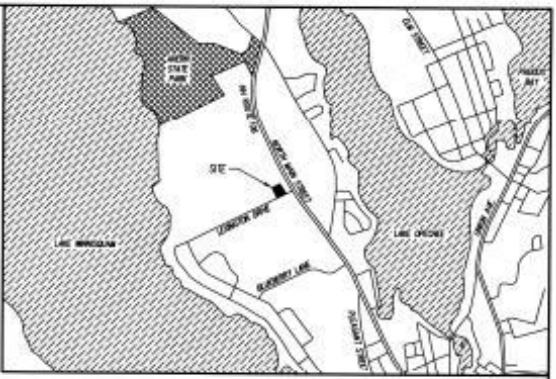


○	IRON PIPE FOUND	---	50' BUFFER
□	REBAR FOUND	---	PROPOSED EDGE OF GRAVEL
□	CATCH BASIN	---	PROPOSED EDGE OF PAVEMENT
○	GAS VALVE	---	EXISTING EDGE OF PAVEMENT
○	SEWER MANHOLE	---	EXISTING EDGE OF GRAVEL
○	UTILITY POLE	---	EXISTING ASPHALT CURB
⊕	WATER SHUT OFF	---	EXISTING DRAINAGE LINE
⊕	WATER VALVE	---	EXISTING-OVERHEAD WIRES
⊕	MONITORING WELL	---	SEWER MAIN/SERVICE
---	PROPERTY LINE	---	WATER MAIN/SERVICE
---	ABUTTER LINE	---	TREELINE
---	SETBACK LINE	---	2' MINOR CONTOUR
		---	10' MAJOR CONTOUR



EXISTING LOT AREA:	82,236 S.F.
EXISTING IMPERVIOUS AREA:	41,670 S.F.
PROPOSED IMPERVIOUS AREA ADDITIONS:	1,038 S.F.
TOTAL PROPOSED IMPERVIOUS AREA:	42,708 S.F.
PROPOSED LOT COVERAGE:	49.34%
MINIMUM GREEN AREA PER ZONING ORDINANCE:	16,447 S.F. (20%)
EXISTING GREEN AREA:	40,566 S.F. (49.33%)
PROPOSED GREEN AREA:	41,662 S.F. (50.66%)

SURVEYORS CERTIFICATION:
PER RSA 676:18(B), I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.
MARK CONDEMETRAKY
LLS LICENSE #1002
August 6, 2019
DATE



- NOTES:**
- THE PURPOSE OF THIS PLAN IS TO DEPICT THE PROPOSED IMPROVEMENTS OF THE SUBJECT PROPERTY.
 - OWNER OF RECORD
TAX MAP 375 BLOCK 324 LOT 6
33 LEXINGTON DR LLC
461 SHORE DRIVE
LACONIA, NH 03246
S.G.R.D. BOOK 3178 PAGE 978
 - BASIS OF BEARING IS PLAN REFERENCE 1, ELEVATIONS ARE REFERENCING ASSUMED DATUM.
 - TRAVERSE PERFORMED WITH LEICA TOTAL STATION ERROR OF CLOSURE GREATER THAN 1:10,000.
 - TAX MAP 375, BLOCK 324, LOT 6 INDICATES CITY OF LACONIA, NH TAX ASSESSORS MAP & LOT NUMBERS.
 - BOUNDARY AND IMPROVEMENT INFORMATION IS A RESULT OF AN ACTUAL FIELD SURVEY PERFORMED BY THIS OFFICE IN DECEMBER 2018.
 - SUBJECT PROPERTY IS LOCATED IN THE COMMERCIAL (C) ZONING DISTRICT AND IS SUBJECT TO THE FOLLOWING SETBACK REQUIREMENTS:
FRONT- 10'
SIDE- EXEMPT
REAR- 20'
 - EASEMENTS A, B, D & E ARE SHOWN AS DESCRIBED PER BORD BOOK 792 PAGE 126 AND PLAN REF. 2
 - LEXINGTON DRIVE RIGHT OF WAY IS 60' IN WIDTH PER PLAN REFERENCE 1
 - BEFORE ANY DTE WORK IS TO COMMENCE, THE CONTRACTOR WILL NEED TO CONTACT THE CONSERVATION TECHNICIAN FOR THE CITY AND SCHEDULE A BMP INSPECTION. ONCE BMP'S ARE DEEMED SATISFACTORY AND SITE SECURITY HAS BEEN PAID (IF NEEDED), THE CONTRACTOR WILL RECEIVE A LETTER FROM THE TECHNICIAN AUTHORIZING SITE WORK TO BEGIN ON THE PROJECT.
 - WETLAND BUFFER CONDITIONAL USE PERMIT APPROVAL WAS APPROVED ON THE MAY 8, 2019 CONSERVATION COMMISSION MEETING.

SITE PLAN
33 LEXINGTON DR LLC
(TAX MAP 375 LOT 324-6)
33 LEXINGTON DRIVE
CITY OF LACONIA
BELKNAP COUNTY, NH
AUGUST 6, 2019

GCE G. C. ENGINEERING INC.
635 MAIN STREET, SUITE 301, LACONIA, NH 03246
TEL. 603-524-8023 * FAX. 603-524-8559

No.	BY	DATE	DESCRIPTION
1	RB	4/2/19	2ND DRAFT REVISION
2	RB	5/28/19	REVISIONS PER TRC AND LLC COMMENTS
3	RB	7/23/19	REVISIONS PER PLANNING BOARD COMMENTS

DRAWN BY: RB FIELD WORK: RB/MC
CHECKED BY: MC DESIGNED BY: