



## ***Town of Moultonborough***

### ***Planning Board***

6 Holland Street – P. O. Box 139

Moultonborough, NH 03254

(603) 476-2347 - Fax (603) 476-5835

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November 13, 2024

Lakes Region Food Pantry Inc.  
Amy Norton (Executive Director)  
977 Whittier Highway  
Moultonborough, NH 03254

***Re: Site Plan Review, 977 Whittier Highway,  
Tax Map 052, Lot 029***

### **Notice of Decision**

Dear Ms. Norton:

At its regular meeting held on Wednesday, November 13, 2024, The Planning Board conditionally approved your application for a Site Plan Review of Tax Map 052, Lot 029 to bring into compliance some previous sitework involving construction of new parking areas, and to allow for a new storage addition, as well as some further amendments to parking areas and signage.

Prior to public input at its regular meeting held on October 9<sup>th</sup>, 2024, the Planning Board voted seven (7) in favor (Larson, Bartlett, Claypoole, Connolly, Quinlan, Kelly, Hoch) that this proposed site plan did not have the potential for Regional Impact.

The Planning Board then voted five (7) in favor ( Larson, Bartlett, Claypoole, Connolly, Quinlan, Kelly, Hoch) to grant the formal request for waivers as requested for depiction of topography and specimen trees pursuant to Site Plan Review Sections 10.1.2-3 and 10.1.7 respectively, with the recognition that the Board may determine during the case that additional topographic and landscaping information may be necessary.

Then at its regular meeting held on Wednesday, November 13, 2024, The Planning Board voted five (5) in favor (Annaian, Larson, Claypoole, Connolly, Kelly) (Bartlett Opposed, Quinlan Absent) to grant the formal request for a waiver as requested from the requirement to design drainage to adequately treat stormwater runoff for a 24-hour, 50-year storm event under Section 10.3.11 of the Site Plan Review Regulations, as the strict conformity with the regulation would pose an unnecessary hardship to the applicant and would not be contrary to the spirit and intent of the regulations.

After public input, the hearing was closed, and the Planning Board voted six (6) in favor (Annaian, Larson, Bartlett, Claypoole, Connolly, Kelly), and none (0) opposed, to **approve** the Site Plan for the small 10' x 12' addition, 8' x 12' deck conversion, and all exterior sitework completed since the last approved site plan, with new amendments, subject to compliance with

the following conditions:

**Conditions precedent; to be completed prior to signature of final site plan approval by the Planning Board Chair:**

1. Add the following plan notes/revisions prior to submission of final plan for Planning Board signature:
  - a. Obtain all required federal, state, and local approvals, and identify said approvals on plan by approval date and permit number.
  - b. Note hours of operation and number of employees.
  - c. Place necessary signature blocks on site plan.
  - d. Applicant must provide either a striped lane for pedestrian traffic along the southern edge of the property / within the Right-of-Way, or a 4ft sidewalk on the northern side of the parking spaces within the existing plantings area.
  - e. The area to the east of the parking spaces, in the southeast corner of the property, shall be identified as an area for no parking by plantings or some other demarcation of groundcover.
  - f. All conditions subsequent shall be included as plan notes.
2. Conditions precedent to be completed by 11/13/25.

**Conditions Subsequent, to be continually complied with:**

3. Exterior lighting shall comply with Zoning Article 6.6.5.
4. Landscaping shall comply with Site Plan Review Sections 11.3.1 and 11.3.4
5. All signage shall comply with Zoning Article 5 and Site Plan Review Section 11.2.
6. All soil, gravel and materials shall be managed and contained on site, without migration onto abutting properties or the public road system.
7. All representations made by the applicant and applicant's agent shall be incorporated as a condition of approval.
8. Per Site Plan Review Section 8.2, if substantial site work has not commenced or a Building Permit has not been issued or if a Building Permit has been issued but not substantially acted upon within a 2-years of the date of approval, the site plan shall lapse unless a request for extension for an additional 1-year period is obtained by the applicant, prior to the date of lapsing.
9. If, at any time, uses are abandoned in accordance with the definition of abandonment in the Zoning Ordinance, necessary approvals shall again be obtained before such uses may resume.

Yours Truly,

Sandra M. Kelly  
Chairman

Cc: Matt Hayden (by email only at [nhsurvey42@gmail.com](mailto:nhsurvey42@gmail.com))  
Jeff Blackwell (by email only at [jblackwell@gmail.com](mailto:jblackwell@gmail.com))  
Map Lot Document File



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