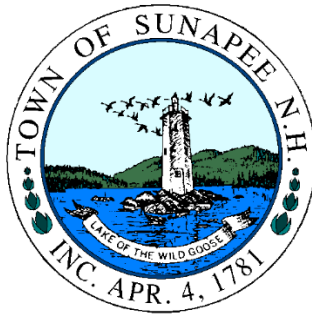


**TOWN OF SUNAPEE - PLANNING BOARD
MEETING WILL BE HELD
THURSDAY, MAY 14, 2026, AT 6:30 PM,
AT THE SUNAPEE TOWN MEETING ROOM ON THE FOLLOWING:**

1. Call to Order/Roll Call
2. Notice is hereby given that the Sunapee Planning Board will hold a Public Hearing on Thursday, May 14, 2026 at 6:30 PM at the Town Hall to receive public input on the amendments to the Town of Sunapee Site Plan Review Regulations.
3. Continued discussion of upcoming Zoning Amendments & Housing Discussion
4. Review of Minutes from Previous Meeting(s)
5. Other Business:



TOWN OF SUNAPEE

SITE PLAN REVIEW REGULATIONS

AMENDED: ~~May 16, 2024~~ **May 14 2026**

TOWN OF SUNAPEE

SITE PLAN REVIEW REGULATIONS

ARTICLE I AUTHORITY and APPLICABILITY.

Pursuant to the authority vested in the Sunapee Planning Board by the Town Meeting of March 10, 1987 and in accordance with the provisions of RSA 674:43-44 as amended, the Sunapee Planning Board adopts the following rules to review and approve or disapprove site plans for the development or change or expansion of use of tracts for non-residential uses, multi-family dwelling units, and/or 3 or more residential dwellings in any configuration, whether or not such development includes a subdivision or re-subdivision of the site.

Home occupations are specifically excluded from the application of these regulations provided that each of the following conditions is met:

1. The home occupation will not involve on-site employees other than those who are residents of the premises.
2. The home occupation will not involve customer on-site sales or service.
3. There will be no outdoor displays or on-site advertising associated with the occupation.
4. The occupational use of the home will not result in a significant increase in traffic, parking requirements, noise, odor, waste disposal, lighting, or other negative influence on the community.
5. The owner of the property files a "statement of property usage" with the Planning Board which documents the current use of the property and proposed use of the property.

Uses which pre-date March 10, 1987 may continue without Site Plan Review provided the terms of the current Selectman's policy on Grandfathering have been met.

ARTICLE II PURPOSE.

The purpose of the Site Review Procedure is to protect the public health, safety, and welfare; to promote balanced growth; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development; and any other purpose permitted or required pursuant to RSA 674:44.

The Site Review Procedure in no way relieves the developer, his/her agent, or individual from compliance with the Zoning Ordinance, Subdivision Regulations, or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects to any and all pertinent ordinances and regulations.

ARTICLE III. PROCEDURE FOR SITE PLAN REVIEW.

General: There are three phases in the site plan review process: non-binding consultation and conceptual review (Phase I), design review (Phase II), and final application review (Phase III). Phase I, which involves a discussion of the proposed concept only in general terms, is optional and does not require a public hearing. Phase II involves a more detailed discussion and review of the site plan proposed. This phase is also optional, although a public hearing is required by State law if this phase is held. Both phases are intended to help the applicant, by providing the applicant with guidance and feedback prior to submission of the final application, thereby helping to avoid major alteration of the final drawings.

The last phase is submission and review of the final application (Phase III). This phase is required for all developments and or modifications subject to site plan review. A public hearing is required. Once a completed application has been accepted by the Planning Board, the Board must approve or disapprove the final application within sixty-five (65) days unless an extension has been granted. The following sections describe Sunapee's site plan review procedure in more detail.

- B. Phase I: Nonbinding Consultation and Conceptual Review: In order to save expense and unnecessary changes later on, a person may request to be on the agenda of a formal meeting of the Board for a discussion of his proposed concept in general terms and for a review of applicable Site Plan Review Regulations, application forms, necessary supporting maps, and documents. There is no application fee or time limit for this nor is this consultation and review binding in any way on either the applicant or the Board.
- C. Phase II: Design Review: If a person wishes a review of his project which goes beyond discussion of the proposed site plan in conceptual form, he shall apply to the Board in writing on the appropriate Application Form and pay the required fees. The Board shall then give formal public notice of the design review hearing in accordance with these regulations. Submission requirements are listed in Section V.

The design review shall be conducted only at formal meetings of the Board. The Board may review the proposal in detail and receive testimony in person or writing from any applicant, any abutter or any other person as permitted by the Board. The Board will notify the applicant that the design review phase is complete within 10 days of the hearing completion. The review shall bind neither the applicant nor the Board. A formal meeting on a particular design review may be adjourned to continue on a specific date with no further notice of the reconvened meeting required. No time limits for this phase unless the provisions of RSA 676:12 VI apply.

- D. Phase III: Final Application Review: Any person desiring approval for site plans, as defined in these regulations, shall apply to the Board in writing on the designated Application Form and pay the required fees. Submission requirements are listed in Article V.

The Board shall (1) give public notice and notify the abutters and the applicant of the formal meeting (hearing) at which the application will be considered for acceptance; (2) give the applicant a receipt verifying acceptance of the application BUT ONLY IF the Application is complete and all costs of notice of the application have been paid. Only after such acceptance will the legal time limits be in effect; (3) give a formal response to the applicant with respect to the decision of the Board on the proposal. A formal hearing on the particular final review may be adjourned to continue on a specific date with no further notice of the reconvened meeting required.

- E. Application for Site Plan Review Approval: The completed application shall (1) be on the form as provided by the Board to the applicant; (2) conform to the requirements and specifications outlined in these Regulations; and (3) specify the regularly scheduled meeting of the Board at which the application will be formally submitted to the Board.
- F. Filing of Application: The applicant shall file the completed application by delivering the application to the designated agent of the Board prior to the deadline date and time prescribed by the Board. The applicant will formally submit the application to the Board at a regular meeting. The application shall include the names and addresses of the applicant and each abutter as shown in the Town records not more than five (5) days before the filing date. The abutter list shall be provided on a separate sheet of paper and filed with the application documents. (Amended 11/16/2006)

- G. Notice of Application; Fees: The Board shall notify the abutters, applicant, holders of conservation, preservation, or agricultural preservation restrictions, engineer, architect, and/or land surveyor by certified mail of the date upon which the completed application will be formally submitted to the Board. If a project has a proposed structure within 500' of the bank of a lake, pond, river, or stream, then a notice by first class mail will be sent to NHDES for dam hazard classification purposes only. Such notice shall be mailed at least ten (10) days prior to such formal submission. At the same time notice is mailed to the above parties, such notice shall also be given to the general public by posting a copy of the notice in two public places in the Town. The notice shall include a general description of the proposal which is the subject of the application and shall identify the application and the location of the property which is subject of the application. The Board may also give notice by regular mail to other landowners in the vicinity of the tract.

All costs of such notice shall be paid in advance by the applicant. Failure to pay such costs shall constitute valid grounds for the Board to terminate further considerations and to disapprove the plat without a public hearing. The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to ascertain compliance and to cover fees and disbursement of consultants to the Board including, but not limited to, engineers, surveyors, lawyers, and community planners.

- H. Submission of Completed Application: The completed application shall be submitted to and accepted for review by the Board at a public meeting of the Board specified in the notice. The Board shall give the applicant a receipt certifying acceptance of the application but only if the application is complete and all costs of notice of the application have been paid.
- I. Formal Consideration: Time Limits: The Board shall begin formal consideration of the final application within thirty (30) days after the date of the regular public hearing at which the completed application is submitted to and accepted by the Board. The Board shall act to approve or disapprove the application within sixty-five (65) days after acceptance. The applicant and Planning Board may mutually agree to an extension of the time period as may be mutually agreeable. If the parties cannot agree on an extension of the review period, the requirements of RSA 676:4 shall govern.

Upon failure of the Board to approve or disapprove the application within the above noted time periods, the applicant may obtain from the Selectmen an order directing the Board to act within thirty (30) days. Failure of the Board to act upon such order of the Selectmen shall allow the applicant to see further relief per the applicable State Statutes.

- J. Public Hearing: Notice of Public Hearings: No application shall be denied or approved without a public hearing on the application. Notice of the hearing shall be given in the same way and with the same time limits as notice of submission of the application under these Regulations (See Art. III, Sec. F.). The Board may give notice of submission and notice of the public hearing in the same notice. Additional notice of an adjourned session is made known at the prior hearing. At the hearing, the applicant, any abutter or any person with a demonstrable interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board at each hearing. Additional public hearings may be held at the discretion of the Planning Board.
- K. Notice of Decisions: The Board shall issue a written final decision on all final applications for Site Plan Review. If the application is approved, the Board shall issue a written decision which includes any and all conditions which have been required the by the Board as a part of the approved decision. If the application is denied, the Board shall state the reason for the denial. The decision of the Board (approval or denial) shall be available at the Town Office for public inspection within 5 business days after the decision is made and shall be sent to the applicant after signature of the Board Chair.

ARTICLE IV: PROCEDURE WHEN SPECIAL EXCEPTION, VARIANCE OR SUBDIVISION APPROVAL IS REQUIRED.

When a special exception or variance is required by the zoning Ordinance, the applicant shall first obtain the special exception or variance before applying for site plan approval. An applicant may have a Phase I Consultation and Conceptual Review without the special exception or variance in place. Any conditions imposed by the Zoning Board of Adjustment shall take precedence over the requirements contained in these regulations, although additional conditions may be required by the Planning Board as a part of the Site Plan Approval. When both subdivision and site plan approval are required for a proposed development, the Board may hold the Site Plan Review hearing at the same time as the Subdivision Review hearing.

ARTICLE V: APPLICATION REQUIREMENTS.

- A. Application for the final Site Plan approval shall be accompanied by 2 copies of the proposed Site Plan, a PDF of the site plan and relevant documents. The map drawn to the scale of 1"=20', or a scale acceptable to the Board. The following information shall be included:
1. A perimeter boundary survey by a licensed land surveyor, including angles and bearings of lines, dimensions and the lot area;
 2. Title of drawing, including name and address of applicant as well as town tax map and lot number;
 3. Appropriate signature block for the signature of the Planning Board Chair. The various department heads including the Police and Fire Chiefs, Road Agent, Superintendent of the Water and Sewer Department, representative of the Conservation Commission, and Zoning Administrator shall pass along verbal or written comments to the Planning Board via the monthly Peer Review process. The final site plan improvements shall be signed off by all of the above department heads prior to occupancy per Article XII of these regulations.
 4. Names and addresses of owners of record and names of abutting landowners; (Names and addresses of owners, abutters, engineer, architect, surveyor, or soil scientist shall also be provided on a separate 8.5" x 11" sheet of paper);
 5. A Site Location Map, shown as an inset on the Site Plan Map, which shall show the proposed development in relation to major roads of the town;
 6. North point, bar scale, date of preparation and dates of any revisions;
 7. Name, address and seal, if applicable, of person or firm preparing the map;
 8. The shape, size and location of existing and proposed structures;
 9. Existing and proposed contours at an interval of no more than two (2) feet. If the site is relatively level, sufficient spot elevations shall be provided to indicate topography.
 10. Any existing streams or wetlands, marshes, lakes or ponds, whether natural or manmade; Abutter's water rights.
 11. Existing and proposed streets, driveways, parking spaces and sidewalks with indications of direction of travel for one-way streets or driveways. The width of streets, driveways and sidewalks and the layout of parking spaces and facilities associated with any structure on the site shall be shown, as well as the grades of all streets and driveways in the project. Profiles shall be provided where street or drive length exceeds 500'. A copy of the application documents submitted to the State of New Hampshire D.O.T. for driveway access permits shall also be submitted to the Planning Board;
 12. Layout of sewage disposal system, including septic tanks(s), leach field and associated piping or tie-in to the Town sewer, including the size and type of all new sewage pipe; location of abutters wells, and septic systems. A copy of the application documents submitted to the State of New Hampshire DES for the septic system and water supply (if necessary) approvals shall also be submitted to the Planning Board.
 13. Proposed landscaping plan including buffering plans along adjacent properties and public highways;

14. Plans for water supply, fire protection, power and telephone, including location of wells, water supply pipes, power and telephone poles and lines, including the location and size of all existing and proposed utility lines and easements;
 15. Exterior lighting plan and proposed signs to be located on the site;
 16. Drainage design showing location and site of existing and proposed drainage structures including culverts, pipes, catch basins, manholes, ditches, detention or retention basins. This shall be supported by copies of the design computations based on a 25-year flood design frequency for all major culverts and brooks that affect any Town or State highway and by documentation showing that all existing and proposed drainage is adequate to prevent increased run-off onto adjacent lands;
 17. Right-of-way and travel surface of all fronting streets;
 18. Location of any retaining walls, fences, and outside storage areas;
 19. A notation on the site plan outlining the proposed use(s) and area of building(s) in square feet devoted to each use.
 20. Plans for any toxic waste storage or discharge.
 21. Items noted in D2 Below
 22. Location of fire alarms and sprinkler systems.
- B. Prior to Final Site Plan Approval, one copy of each of the following shall be submitted - if required.
1. A copy of "Special Exception" or "Variance" approval by the ZBA, if required;
 2. (Deleted 04/11/2019)
 3. New Hampshire Department of Environmental Services approvals. Permits that may be required from the state are:
 - a) Subsurface Sewage Disposal Approval
 - b) Alteration of Terrain Approval
 - c) Water Supply Approval
 - d) Wetlands Approval
 - e) Shoreland Approval
 4. New Hampshire Department of Public Works and highways access driveway approval for driveways accessing onto a State highway
 5. Entrance/Exit approvals from the Sunapee Road Agent for proposals with access points on town roads;
 6. A statement of deed restrictions upon the involved parcel;
 7. Easements and covenants;
 8. Any and all other required permits or authorizations.
- C. The Planning Board may require such additional other information as it deems necessary in order to evaluate the Proposal in relation to the purposes and scope of these regulations including but not limited to environmental impact studies, engineering reviews, etc.
- D. Application for Site Plan approval for agriculture uses and home business (as determined by the Planning Board) shall be accompanied by:
1. A sketch of the property showing:
 - (a) location and dimensions of existing and proposed structures, drives, and parking areas;
 - (b) lot lines and setbacks;
 - (c) outdoor lighting;
 - (d) size and location of outdoor signs and displays;
 - (e) indoor and outdoor areas to be used for business;
 - (f) name and address of the owner, tax map and lot number, date;
 - (g) names of abutters.The sketch does not have to be drawn to exact scale but must be clear and accurate enough to enable Planning Board review of the proposal.

2. A written statement including:
 - (a) description of the business activity;
 - (b) number of employees;
 - (c) estimated number of customers or other measure of increased traffic flow or increase in required parking such as truck deliveries;
 - (d) days and hours of operation;
 - (e) change in water usage or sewage flow;
 - (f) provisions for fire protection.
 3. Names and addresses of abutters on a separate 8.5" x 11" sheet.
 4. Copy of deed, covenants, easements.
 5. Any and all necessary State permits.
 6. Such additional information as deemed necessary by the Planning Board to evaluate the proposal in relation to the purpose and scope of these regulations.
- E. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334.
- F. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
- G. The Planning Board shall require the applicant to submit evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
- (i) all such proposals are consistent with the need to minimize flood damage;
 - (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
 - (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

(Amended 11/16/20060

ARTICLE VI: STANDARDS AND CRITERIA.

The Planning Board shall approve the proposed Site Plan only upon a determination by the Board that the Site Plan conforms with the following standards and criteria. The Appendix included in this ordinance is intended as a guideline and not necessarily as a specific requirement.

- A. Adequacy, safety and arrangement of vehicular traffic access and circulation including intersections, road widths, channelization structures and traffic controls.
- B. Adequacy, safety and arrangement of pedestrian traffic access and circulation including: separation of pedestrian from vehicular traffic, and pedestrian convenience.
- C. Adequacy of the location, arrangement, size and design of buildings, lighting and signs.
- D. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual, and/or a noise deterring buffer between this and adjoining lands.
- E. In the case of an apartment house or multiple dwellings, the adequacy of usable open space for playgrounds and informal recreation.
- F. Adequacy of structure, roadways and landscaping in areas with moderate to high susceptibility to flooding and ponding and/or erosion.

- G. Adequacy of storm water and sanitary waste disposal facilities.
- H. Adequacy of protection of adjacent properties against noise, glare, unsightliness, odor, or other objectionable features.
- I. Adequacy of fire protection measures including adequate access, building construction, water supply and other protection such as sprinkler or alarm Systems.
- J. The development should conform to the extent appropriate to the natural topography of the site. Major cut and fill should be discouraged. Site clearing should be kept to the minimum required for the construction of buildings and improvements, taking into consideration the need for pedestrian and vehicular safety and the need for light and air. Natural cover should be retained to supplement required landscaping to the extent possible and reasonable. Landscaping should be provided which is in keeping with the character of the area where the site is located, the purpose of the development, and the location of buildings and improvements.
- K. Adequacy of location, arrangement of off-street parking and loading.
- L. Standards for Personal Wireless Facilities are as follows:

1. PERFORMANCE AND DESIGN STANDARDS

Visibility

(a) Visual impacts are measured on the basis of:

- i) Change in community scale, as exhibited in relative height, mass or proportion of the personal wireless service facility within their proposed surroundings.
- ii) New visible elements proposed on a contrasting background.
- iii) Different colors and textures proposed against a contrasting background.
- iv) Use of materials that are foreign to the existing built environment.

(b) Enhancements are measured on the basis of:

- i) Conservation of opportunities to maintain community scale; e.g. buffering areas and low-lying buildings should not be compromised so as to start a trend away from the existing community scale.
- ii) Amount and type of landscaping and/or natural vegetation.
- iii) Preservation of view corridors and vistas.
- iv) Continuation of existing colors, textures, and materials.

(c) Visibility focuses on:

- i) Eliminating or mitigating visual impact.
- ii) Protecting, continuing, and enhancing the existing environment.

(d) Camouflage for Facilities on Existing Buildings or Structures – Roof Mounts: When a personal wireless service facility extends above the roof height of a building on which it is mounted, it shall be concealed or camouflaged within or behind existing or new architectural features to limit its visibility from public ways. Facilities mounted on a roof shall be stepped back from the front facade in order to limit their impact on the building's silhouette.

Any alteration made to an historic structure to accommodate a personal wireless service facility shall be fully reversible.

- (e) Camouflage for Facilities on Existing Buildings or Structures – Side Mounts: Personal wireless service facilities which are side mounted shall blend with the existing building’s architecture and, if individual antenna panels are over five (5) square feet, the panels shall be painted or shielded with material consistent with the design features and materials of the building.
- (f) Camouflage for Ground Mounted Facilities: All ground-mounted personal wireless service facilities shall be surrounded by a buffer of dense tree growth that extends continuously for a minimum distance of one hundred and fifty (150) feet from the mount, security barrier, or designated area for access to equipment, whichever is greatest, and screens views of the facility in all directions. These trees must be existing on the subject property, planted on site, or be within a landscape easement on an adjoining site. The Planning Board shall have the authority to decrease, relocate, or alter the required buffer based on site conditions. The one hundred and fifty (150) foot vegetative buffer area shall be protected by a landscape easement or be within the area of the carrier’s lease. The easement or lease shall specify that the trees within the buffer shall not be removed or topped, unless the trees are dead or dying and present a hazard to persons or property. Existing mature tree growth and natural landforms on the site shall be preserved to the maximum extent possible. In some cases, such as towers sited on large, wooded lots, natural growth around the property may be deemed a sufficient buffer.
- (g) Color – To the extent that any personal wireless service facilities extend above the height of the vegetation immediately surrounding it, they shall be of a color which blends with the background or surroundings. Flat, non-reflective paint shall be used.

Equipment Shelters – Equipment shelters for personal wireless service facilities shall be designed consistent with one of the following design standards:

- (a) Equipment shelters shall be located in underground vaults; or
- (b) Equipment shelters shall be designed so that the shelters are architecturally consistent, with respect to materials and appearance, to the buildings in the area of the personal wireless service facility; or
- (c) Equipment shelters shall be camouflaged behind an effective year-round landscape buffer, equal to the height of the proposed building, and /or wooden fence. The Planning Board shall determine the style of fencing and/or landscape buffer that is compatible with the neighborhood; or
- (d) If mounted on a rooftop, the equipment shelter shall be concealed or camouflaged so that the shelter either is not visible at grade or appears to be part of the original structure.

Lighting, Signage, and Security

- (a) Lighting: Personal wireless service facilities shall not be lighted.
- (b) Signage: Signs shall be limited to those needed to identify the property and the owner and warn of any danger. Signs are limited to two square feet in area and must be mounted six (6) feet or less above ground level.
- (c) Security Barrier: The Planning Board shall have final authority on whether a ground mounted personal wireless service facility should be surrounded by a security barrier and the height and material used.

Scenic Landscapes and Vistas – Ground-mounted facilities shall not be located within open areas that are clearly visible from public roads, recreational areas, or abutting properties. All ground- mounted personal wireless service facilities shall be surrounded by a buffer of dense tree growth as per Section I(f)

Driveways – If available, existing entrances and driveways to serve a personal wireless service facility

shall be utilized, unless the applicant can demonstrate that a new entrance and driveway will result in less visual, traffic, and environmental impact. New driveways to serve a personal wireless service facility shall not exceed twelve (12) feet in width and shall include a curve or turn so that the service facility is not visible from the entrance to the driveway.

Antenna Types – Any antenna array placed upon an existing or proposed ground mount, utility pole, or transmission line mount shall have a diameter of no more than four (4) feet, including the diameter of the mount. A larger diameter antenna array may be permitted after a finding by the Planning Board that the visual impacts of a larger antenna array are negligible.

Ground and Roof Mounts – All ground mounts shall be of a mast type mount. Lattice towers and guyed towers are expressly prohibited.

Power Lines – Power lines must follow the access road within the buffer zone, or if they run cross-country within the facility buffer zone, they must be buried.

Hazardous Waste – No hazardous waste shall be discharged on the site of any personal wireless service facility. If any hazardous materials are to be used on site, there shall be provisions for full containments of such materials. An enclosed containment area shall be provided with a sealed floor, designed to contain at least one hundred and ten percent (110%) of the volume of the hazardous materials stored or used on the site.

Noise – Personal wireless service facilities shall not generate noise that may be heard at 100 feet from the site or from beyond the boundaries of the site, whichever is less.

Radio Frequency Radiation (RFR) Standards – All equipment proposed for a personal wireless service facility shall be fully compliant with the FCC Guidelines for Evaluating the Environmental Effects of Radio Frequency Radiation (FCC Guidelines), under Report and Order, FCC 96-326, published on August 1, 1996, and all subsequent amendments.

2. MONITORING AND MAINTENANCE

Maintenance – The owner of the facility shall maintain the personal wireless service facility in good condition. Such maintenance shall include, but shall not be limited to, painting, structural integrity of the mount and security barrier, and maintenance of the buffer areas and landscaping. Driveways shall be maintained in good and serviceable condition.

Monitoring – As part of the issuance of the Site Plan approval or building permit, the property owner shall agree that the Town of Sunapee may enter the subject property to obtain RFR measurements and noise measurements at the expense of the carrier. The Town shall provide reasonable written notice to the carrier and landowner, providing them the opportunity to accompany the Town representatives when the measurements are conducted.

Security for Removal – Recognizing the hazardous situation presented by abandoned and unmonitored telecommunications facilities, the Planning Board shall set the form and amount of security that represents the cost for removal and disposal of abandoned telecommunications facilities in the event that a facility is abandoned and the facility owner is unwilling or unable to remove the facility in accordance with Section 2(b). An irrevocable letter of credit or bond issued by a major bank shall be the preferred form of security. The amount of the security shall be based upon the removal and disposal costs plus, fifteen percent (15%), as determined by the Planning

Board and as certified by a professional civil engineer licensed in New Hampshire at the expense of the applicant. The owner of the facility shall provide the Planning Board with a revised removal cost estimate and structural evaluation prepared by a professional civil engineer licensed in New Hampshire every five (5) years from the date of the Planning Board's approval of the site plan. If the cost has increased more than ten percent (10%), then the owner of the facility shall provide additional security in the amount of the increase, plus 15%.

Abandonment or Discontinuance of Use.

Whenever an owner or carrier plans to abandon or discontinue use of a personal wireless service facility, he shall comply with the following:

- (a) Notification: At such time that an owner or carrier plans to abandon or discontinue operation of a personal wireless service facility, such entity will notify the Town by certified U.S. mail of the proposed date of abandonment or discontinuation of operation. Such notice shall be given no less than thirty (30) days prior to abandonment or discontinuation of operation. In the event that the entity fails to give such notice, the personal wireless service facility shall be considered abandoned upon such discontinuation of operation.
- (b) Removal: Upon abandonment or discontinuation of use, the owner of the land and facility shall both be equally responsible to physically remove the personal wireless service facility within ninety (90) days from the date of abandonment or discontinuation of use. "Physically remove" shall include, but not be limited to:
 - i) Removal of antennas, foundations, equipment shelters, security barriers, and all other structures and equipment placed on site or constructed in relation to the operation or support of the personal wireless service facility from the subject property.
 - ii) Proper disposal of the waste materials from the site in accordance with local and state solid waste disposal regulations.
 - iii) Restoring the location of the personal wireless service facility to its natural condition, except that any landscaping and grading shall remain in the after condition.
- (c) Failure to Remove: If the owner of the facility or the owner of the land upon which it is located does not remove the facility upon the Selectmen's order, then the Selectmen shall, after holding a public hearing with notice to the owner and abutters, issue a declaration of abandonment. The owner of the facility and/or the land shall dismantle and remove the facility within ninety (90) days of receipt of the declaration of abandonment by the Selectmen. If the abandoned facility is not removed within ninety (90) days, the Town may execute the security to pay for this action, and take such action as may be appropriate under prevailing law to abate a land use violation, to include a request for injunction, civil fines, and other appropriate relief.

3. INSURANCE

The Planning Board shall require the annual submission of a certificate of adequate insurance covering personal and property liability. Such insurance shall provide for a minimum of thirty (30) days notice of cancellation to the Town. Absence of said insurance shall constitute abandonment of said facility.

M. Landscaping requirements shall be as follows:

1. Intent. The following Landscape Design Guidelines and Standards are intended to preserve and enhance the appearance and natural beauty of the Town and to protect property values (1) through the preservation of existing site topography and vegetation and (2) the establishment of new screening and landscaping material. Specifically these guidelines and standards are intended to moderate heat, noise, glare and accumulation of dust, to shade, to provide privacy from noise and visual intrusion and to

prevent the erosion of soil, excess run-off of drainage water and the pollution of water bodies, watercourses, wetlands and aquifers and to guide the safe circulation of cars and pedestrians.

2. Landscape Design Guidelines: The Development should conform to the extent appropriate to the natural topography of the site. Grade changing and site clearing should be kept to the minimum required for the construction of buildings and improvements, taking into consideration the goal of minimizing the adverse environmental and visual impact of the project.
 - (a) Natural (existing) grades and vegetative cover should be retained to the extent possible and reasonable.
 - (b) Provisions should be made for the conservation and retention (where feasible) of natural features, before, during and after construction. Natural features include streams, lakes, ponds, wetlands, and vegetative cover.
 - (c) Landscaping and screening should be provided with regard to adjacent properties, the public highway and within the site including interior landscaping of large parking areas (over two double rows).
 - (d) Landscaping should be provided which is in keeping with the character of the area where the site is located, the purpose of the development, and location of buildings and improvements. The Board feels that the quality of the proposed site development is directly related to the extent of the landscaping effort expended particularly for commercial site development.
 - (e) A buffer should be provided to assure that the development of the project conforms at its boundaries with the character of the adjoining land and its uses. These buffer areas should be of sufficient width to provide privacy and noise protection, but in no case should the width of such buffer be less than the setbacks otherwise required in that zoning district.
 - (f) Wherever possible, the above requirements should be met by the retention of existing plants. Within 25 feet of a street, existing trees, dense hedgerow, or existing earth berms providing similar visual screening should be encouraged to remain unless dictated by plant health or access safety.
 - (g) The Board encourages the main emphasis of the landscaping effort be expended enhancing the “front door” image of the property as viewed from the adjacent public streets and enhancing the image of the property as viewed from existing or potential neighboring residences.

3. Landscape Design Standards
 - (a) In the Village & Mixed-Use Districts, the landscaped buffer between the street right-of-way and the edge of the on-site parking lot shall be no less than five (5) feet wide.
 - (b) Parking lots in excess of ten spaces shall include landscaping to provide shading of parking areas, break up the mass of parking areas, or facilitate pedestrian and traffic flow safety. A minimum of four 2-½ inch caliper deciduous trees shall be provided for each ten parking spaces. Curbing or wheel stops shall be used to protect these landscaped islands.
 - (c) Proposed plantings shall include both trees and evergreen shrubs, and preferably will include ones existing on the site. Plantings preferably will be grouped, not evenly spaced and shall be located or trimmed to avoid blocking egress visibility.
 - (d) A minimum of 5% of the interior area of parking lots containing 10 or more parking spaces must be planted. A minimum of one tree and four shrubs exclusive of perimeter plantings must be planted for every 3,000 square feet of parking lot or for each 25’ of parking space front curbing, whichever requires a greater number of plantings. Planting areas must each contain not less than 30 square feet of unpaved soil area. Trees and soil plots shall be so located as to provide visual relief and wind interruption within the parking area, and to assure safe patterns of internal circulation.

- (e) Landscaping shall also be dispersed throughout parking areas to diminish the overall impact of such areas. The design of and choices of plant species in any landscape plan in and around parking areas shall address the need for adequate and safe snow removal and winter protection of the landscaping.
- (f) All landscape plans shall provide visual clearance at corners with no obstructions of intersections.
- (g) Areas between a parking lot and a roadway shall be appropriately landscaped. All parking spaces shall be safely separated from walkways, sidewalks, and streets by curbing, landscaping, berms, islands or other appropriate measures.

4. Minimum Plan Information

- (a) Minimum Plan Information. Any landscape plan shall be considered incomplete unless it shall contain specific types, sizes, locations and quantities of species to be planted, coordinated with a graphic plan, drawn at suitable scale, to show the plan. The detailed area shall include the allowable building envelope exclusive of Zoning setbacks, Conservation setbacks, easements, etc.
- (b) Site Features Inventory. Natural features such as streams, marshes, lakes, or ponds. Man made features such as, but not limited to, existing roads and structures shall be shown on the site survey. Such site survey shall indicate which features are to be retained and which are to be removed or altered. The mapped area shall be inclusive of all buildable area within Zoning setbacks.

N. Standards for Solar Energy Systems are as follows:

- 1. All Commercial Solar Energy Systems, as defined in Section 4.75 of the Zoning Ordinance, and subject to Site Plan Review, shall comply with the following standards in addition to all other applicable provisions of these Regulations.
- 2. VEGETATIVE BUFFERING AND SCREENING
 - (a) Minimum Vegetative Buffer
 - i) Ground-mounted solar energy systems shall be surrounded by a vegetative buffer sufficient to screen the system from abutting residential properties and public ways.
 - ii) The minimum width of the buffer shall be:
 - 50 feet where abutting a residential use or residential zoning district.
 - 25 feet where abutting a non-residential use.
 - 25 feet from the right-of-way of all roads.
 - iii) The Planning Board shall have the authority to increase, decrease, relocate, or alter the required buffer where topography, visibility, or scale of the installation warrants additional screening.
 - iv) Where fencing is required for safety or security purposes, fencing shall be located on the solar energy system side of the vegetative buffer whenever feasible.

(b) Maintenance of Vegetative Buffer

- i) The vegetative buffer shall be maintained for the life of the system.
- ii) Dead, diseased, or damaged plantings shall be replaced within the next growing season.
- iii) Removal of vegetation within the buffer area is prohibited except for:
 - Removal of dead or hazardous trees;
 - Invasive species control;
 - Approved maintenance activities.
- iv) The buffer area shall be protected by a landscape easement or shown as a designated “No-Cut Buffer Area” on the approved Site Plan.

(c) Roof-Mounted Systems

- i) Where roof-mounted solar systems are visible from public ways or abutting residential properties, the Planning Board shall have the authority to require architectural screening, parapets, or other measures to minimize visual impacts.

3. GLARE, VISUAL, AND ENVIRONMENTAL IMPACT

- (a) Solar panels shall be constructed of non-reflective materials and designed to minimize glare.
- (b) The Planning Board shall have the authority to require submission of glare analysis or manufacturer specifications demonstrating anti-reflective properties.
- (c) Systems shall be designed and located to minimize visual impact on scenic viewsheds, roads, and neighboring residential properties.
- (d) All solar energy systems shall comply with the Stormwater Management and Erosion Control requirements set forth in Article V of these Site Plan Review Regulations. A Stormwater Management Plan and Erosion and Sedimentation Control Plan shall be submitted, as applicable, demonstrating that post-development runoff will not adversely impact adjacent properties, roadways, or natural resources.
- (e) All areas beneath and surrounding ground-mounted solar energy systems shall be stabilized to prevent erosion and sedimentation. Stabilization methods shall include, but are not limited to:
 - i) Native or low-growth vegetative cover;
 - ii) Pollinator-friendly seed mixes;
 - iii) Approved ground cover or erosion control materials.

Such stabilization shall be consistent with applicable New Hampshire Department of Environmental Services (NHDES) requirements and maintained for the life of the system.

- (f) Noise generated by solar energy systems, including inverters and associated equipment, shall not exceed 40 decibels as measured at any property line.

4. DECOMMISSIONING REQUIREMENTS

- (a) All solar energy systems subject to Site Plan Review shall comply with the following decommissioning standards:
- i) A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life.
 - ii) A solar energy system shall be considered abandoned if it ceases operation for a continuous period of twelve (12) months, consistent with Section 4.75 of the Zoning Ordinance.
 - iii) Upon abandonment or discontinuance of use, the owner of the system and the property owner shall be jointly and severally responsible for:
 - Removal of all solar panels, racking systems, inverters, foundations, wiring, utility connections, fencing, and associated equipment;
 - Proper disposal or recycling of materials in accordance with applicable state and federal regulations;
 - Restoration of the site to a stable and safe condition, including:
 - Regrading disturbed areas;
 - Reseeding or replanting to prevent erosion;
 - Removal of access roads unless otherwise approved by the Planning Board.
 - iv) For Solar Energy Systems, the Planning Board shall require financial surety in a form acceptable to the Town (e.g., bond, irrevocable letter of credit, or other security) to ensure proper removal and site restoration
 - The amount of surety shall be based upon a removal cost estimate prepared by a qualified professional and reviewed by the Planning Board or its consultant.
 - The cost estimate shall include removal, disposal, site stabilization, and administrative costs.
 - The surety shall be reviewed and updated at intervals not to exceed five (5) years to reflect current removal costs.
 - Failure to maintain required surety shall constitute a violation of Site Plan approval.
The Planning Board shall have the authority to increase, decrease, or alter the financial surety.

5. MAINTENANCE

- (a) Solar energy systems should be maintained in good working order and in compliance with all approved Site Plan conditions. This shall include:
- i) Maintenance of screening and vegetative buffers;
 - ii) Repair or removal of damaged panels;
 - iii) Maintenance and upkeep of approved stormwater and erosion control plan.

ARTICLE VII: WAIVER PROCEDURE.

The Planning Board may waive provisions of these regulations provided that:

1. Such waiver will not be contrary to the purpose or intent of these regulations;
2. No such waiver creates a conflict with other applicable regulations;
3. Such waivers shall be recorded in the minutes of the Planning Board and shall be shown on the approved Site Plan, if applicable.
4. Compliance would pose an unnecessary hardship on the applicant.

ARTICLE VIII: AMENDMENTS.

Amendments to these Site Plan Review Regulations shall be made in the same manner in which amendments to subdivision regulations are made.

ARTICLE IX: SEPARABILITY.

If any provision herein shall be held to be invalid for any reason by a Court, such holding shall not invalidate in any manner any other provision contained herein.

ARTICLE X. BONDING.

The Planning Board shall, where any site improvements are proposed by the applicant or required by the Planning Board, as a condition of approval, require the applicant to provide security of the completion of said improvements within the time period established by the Planning Board, as it determines to be appropriate. Such security may be in the form of a performance bond, letter of credit from a New Hampshire Bank or such other form as the Planning Board shall determine to be appropriate. The amount of security required shall be no less than a fair estimate of the costs of the improvements plus an appropriate amount to account for future inflation as the project size diminishes the security amount

may be reduced accordingly. Security shall be in the form of a bond or letter of credit from a bank or other financial institution. Where the cost is nominal, the Planning Board may waive this requirement. The security shall not expire until the improvements are completed and accepted by the Town, or at a reasonable future time, allowing post construction inspection to assure adequacy.

ARTICLE XI. APPEALS.

Any person, aggrieved by an official action of the Board, may appeal therefrom in accordance with the provisions of RSA 677:15.

Article XII Certificate of Zoning Compliance

No building or zoning permit shall be issued for the construction of any structure, including additions, covered by these Site Plan Regulations unless the applicant first presents a Site Plan approved the Planning Board to the Board of Selectmen or Agent.

At least two weeks prior to the completion of site plan improvements, the property owner shall apply for a Certificate of Site Plan Compliance. The purpose of the application is to allow site visits, project review and signoffs by the Planning/Zoning Department and any applicable Department Heads noted in Article V A (3) as to adherence and completion of the approved Site Plan.

ARTICLE XIII: COMPLIANCE HEARINGS.

In cases where the Board has placed conditions precedent (one to be fulfilled before the project can be built), there must be a noticed public hearing in which the abutters have a chance to review and comment on compliance with conditions precedent. A hearing will not be required if the only condition precedent is the receipt of state permit(s). Approval of a site plan, subject to condition(s) precedent is conditional approval. It is not final approval. Site plans shall not be signed by the Board until all condition’s precedent have been met. A compliance hearing may be waived for small projects such as agricultural uses and home businesses

ARTICLE XIV: DEFINITIONS.

The definitions contained within the Sunapee Zoning Ordinance shall apply.

ARTICLE XV: EFFECTIVE DATE.

These Site Plan Regulations shall take effect upon their passage,

Adopted March 10, 1987
Amended March 12, 1992
Amended February 18, 1999
Amended August 16, 2001
Amended November 16, 2006
Amended April 11, 2019
Amended December 10, 2020
Amended May 16, 2024
Amended May XX, 2026

Effective July 7, 1987
Effective March 12, 1992
Effective February 18, 1999
Effective August 16, 2001
Effective November 16, 2006
Effective April 11, 2019
Effective December 10, 2020
Effective May 16, 2024
Effective May XX, 2026

Reviewed by,

Allyson Traeger, Land Use Administrator

Michael Marquise, Town Planner

APPENDIX

The figures, dimensions, distances, percentages, etc. listed in this section are intended to be utilized by both the Planning Board and the developer and are not specifically intended to be definitive regulation requirements.

A. Parking Space Dimensions

(1) Cars, SUVs and light trucks require a rectangular space of at least 9 ft. x 18 ft. Other vehicles may require larger spaces.

(2) Angled Parking:

Parking Angle	45	60	70	90
Stall Width	10 ft.	10 ft.	10 ft.	10 ft.
Aisle Width	12 ft.	18 ft.	22 ft.	24 ft.

(3) Handicap accessible spaces shall be provided at a rate of 1 space per each 25 parking spaces. A normal handicap accessible space shall be 1.5 times as wide as a regular parking space and a van handicap accessible space shall be 2 times as wide as a regular parking space.

B. Landscaping and Maintenance – See Article IV, Section M for specific details.

(1) Landscaping Parking Area

Large parking areas (greater than 10 spaces) should consider screening and berming. Layout should consider aesthetics as well as traffic flow and practically – snow removal, ice control, etc..

(2) Parking Area Maintenance

Large parking areas and/or parking areas with heavy traffic flow should give special attention to drainage, erosion, dust, and excessive water flow across public ways or property of others.

C. Guidelines for minimum number of parking spaces required. (applicant may

show that specific proposal may require more or less spaces based on planning standards specific to project)

- | | |
|--|--|
| (1) Multi-Family Dwelling | 1 space/unit plus ½ space/bedroom over one (e.g. 2 bedrooms needs 1 ½ spaces) |
| (2) Motels & Hotels | 1.25/unit |
| (3) Hospitals/Treatment Facilities | 1.5/bed |
| (4) Educations Facilities | 1 space/seats in largest room or
1 space/staff member, whichever is greater |
| (5) Rest Home or Nursing Home | 1 space/4 beds |
| Assisted Living Facility | 1 space/3 beds |
| (6) Place of Assembly (such as church,
funeral parlor, auditorium,
restaurant, theater, etc..) | 1 space/3 seats |
| (7) Banks | 1 space/200 sq. ft. total floor area |
| Shopping Centers | 1 space/200 sq. ft. total floor area |
| Office Space | 1 space/300 sq. ft. total floor area |
| Warehouse/Storage | 1 space/200 sq. ft. total floor area |
| (8) Flea Market | 2.5 spaces/vendor |
| (9) Marinas | 1.5 spaces/slip |
| (10) Service Stations | 1 space/100 sq. ft. in service bays |
| (11) Additional Considerations | |
| (a) | 1 space for each employee shall be provided |
| (b) | parking requirements for non-residential usage may be reduced if municipal parking is available. |

D. Loading Spaces.
Loading spaces shall be a minimum of 12 ft. in width, 14 ft in height, and 30 ft. in depth.
Consideration should be given to the approach, thereby not requiring repeated maneuvering within a public way.

E. Grade Criteria for Drives/Roads

(1) Minimum = 0.5%

(2) Maximum = 10%

(3) Deleted 04/11/19

All driveways shall meet town road intersection requirements as found in Section 5.09 of the Subdivision Regulations

F. Fee Schedule – All fees will be set by the Selectboard

DRAFT