



## PLANNING BOARD MEETING

Monday, July 9, 2018 7:00 PM  
Council Chambers, City Hall

### MINUTES

Approved 7/23/2018

Chairman Wahrlich called the meeting to order at 7:01 PM and asked for a roll call.

#### I. Roll Call

**Present:** Charlene Lovett, Marilyn Harris, Bruce Kolenda, David Putnam, Richard Wahrlich, David Pacetti

**Absent:** Allen Damren, William Greenrose, Marlene Jordan, Nick Koloski, James Short

**City Staff:** Michael McCrory, City Planner

#### II. Review of Minutes

##### A. June 25, 2018

**Motion:** To accept the minutes of June 25<sup>th</sup>

**Made by:** Mr. Kolenda      **Second:** Mayor Lovett

**Vote:** Unanimous in favor

#### III. Old Business – None.

#### IV. New Business

##### A. Public Hearing

1. **(PB 2018-00004) Donna Provost, 124 Myrtle Street** – Application for a lot line adjustment at **124 Myrtle Street and Memorial Drive**. Map 119, Lots 18 & 18-1.  
Zoning District: CR-1

Mr. Wahrlich read the public notice and deferred to Mr. McCrory.

#### Planner's Report

Mr. McCrory said:

- this is a straight forward lot line adjustment;
- both lots are owned by the same person;
- 2400 SF of land is being transferred from one lot to the other;
- no new lots are being created;
- The owner is preparing for the sale of one of the lots.

- Both lots will remain conforming.

### **Applicant's Presentation**

Mr. Dombroski, agent for the applicant/owner, had nothing further to add.

Mr. McCrory said that in his opinion the application as complete.

**Motion:** To accept the application as complete

**Made by:** Mr. Putnam     **Second:** Mayor Lovett

**Vote:** Unanimous in favor

Mr. Wahrlich asked for an abutters roll call, following which he opened the public hearing. No one was present to speak. Mr. Wahrlich closed the hearing.

**Motion:** To approve the application

**Made by:** Mr. Putnam     **Second:** Mayor Lovett

**Vote:** Unanimous in favor

### **B. Conceptual Review**

**1. Jason Hill, TF Moran:** Conceptual review/non-binding discussion of plans for a warehouse and office building at **435 River Road**. Map 174, Lot 5. Zoning District: I-1.

Mr. McCrory stated that this is a conceptual discussion only – no one would be bound by any suggestions or statements made at this meeting. The applicant is simply looking for input and feedback on the proposal.

Jason Hill, engineer from TF Moran, handed out an updated plan (one that was slightly different from the plan received by the board members in the meeting packet).

Applicant/owner Chris Morley, was also present.

Mr. Hill and Mr. Morley stated:

- The site is a 2.5-acre vacant lot on River Road with woodland and a meadow/pasture mix landscape.
- There are old stone walls crossing the lot.
- The lot is in an industrial zoning district served by City water and sewer.
- The applicant would like to construct a 6000SF warehouse for storage and sales of HVAC equipment and an adjacent 1500SF office building.
- There will be a new curb cut off of River Road – DOT is still processing the application.

- There will also be a new curb cut onto Balcom Place (the owner has deeded rights to the access) to give truck access to the loading dock on the back of the warehouse.
- There will be 9 parking spaces provided in the front of the buildings. (Note for the record: The plans submitted in the planning board meeting packet show 10 parking spaces.)
- The two curb cuts give proper traffic circulation through the lot.
- They expect minimal traffic and employees.
- The business will be open 8 AM to 5 PM.
- Everything will be stored inside.
- The use is permitted in the I-1 district in which the property is located.
- Landscaping and drainage design are still being worked out.
- There will be no manufacturing on site.
- Contractors can come to the site to buy/pick up equipment.
- Balcom Place is paved.
- The lighting plan is still being developed. Lighting will be minimal and primarily for security purposes. Fixtures will be full cut-off, shielded LEDs, wall pacs to eliminate poles.
- Some of the stone walls will be integrated into the landscape design.
- They have met with the staff who mainly support the proposal.
- Signage has not yet been completed. It will be presented to the board as part of the site plan package.
- Cut and fill will be balanced as much as possible. There are no plans to bring in a lot of fill material.
- Evergreen trees will provide year-round screening for the adjacent lot on the north boundary.
- Solar fixtures were not considered for this project. However, all energy fixtures will be the most energy-efficient available. They are integrating low impact design elements and best practices throughout the site such as rain gardens for surface drainage management and use of native vegetation to minimize watering.

Mr. Hill said he is planning to submit the application for review in August.

Mr. Putnam asked if the applicant had considered using renewable energy. Mr. Morley replied that he would if incentives were available.

The board was pleased with the plan as presented.

### C. Consultation

**1. Norm St. Aubin:** Consultation regarding condition on a previously approved subdivision on **East Green Mountain Road**

Mr. St. Aubin was not present at the meeting. Mr. McCrory recommended waiting to discuss Mr. Aubin's request until he could attend.

Mr. McCrory gave the board some background information about the 2007 subdivision and the conditions set by the board on its approval of it.

Mr. St. Aubin would like to sell the lots created by the subdivision, but has not completed the conditions of approval. He wants to know if the conditions must be complete for him to sell the lots. He also would like to change/eliminate one of the conditions. Mr. McCrory said that in his opinion the board is bound by the conditions. The conditions were based on an analysis performed by M & W Soils. No new analyses have been performed since the one in 2007. The analysis methodology employed in 2007 hasn't changed. The current DPW director is aware of situation.

#### **V. Reports from Boards and Commissions**

The new energy advisory committee will be meeting soon (this summer).

#### **VI. Other**

Mr. Putnam pointed out that the standard conditions were not included in the motion to approve the lot line adjustment.

**Motion:** To include the standard conditions

**Made by:** Mr. Putnam      **Second:** Mayor Lovett

**Vote:** Unanimous in favor

Mr. McCrory announced that the department had been awarded the technical assistance grant for hiring a consultant to look at land use regulations as they relate to housing. He said he will be looking for board members who might like to serve on the steering committee. He wants to form the committee in August. The department is currently drafting the RFP for the consultant.

#### **VII. Correspondence**

A. Request for Project Review by the NH DOR – Velco Transmission line

#### **VIII. Adjournment**

**Motion:** To adjourn the meeting

**Made by:** Mr. Putnam      **Second:** Mr. Pacetti

**Vote:** Unanimous in favor

The meeting adjourned at 7:52 PM

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator