



**Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH 03865**

**PLANNING BOARD MINUTES
April 05, 2017**

Call to Order: The meeting was called to order at 6:32 PM

ROLL CALL: Tim Moore, *Chair*
Gennifer Silva, *Vice Chair*
Laurie Milette
Lisa Lambert
Steve Ranlett, *Selectman Ex-Officio*
Geoffrey Adams, *Alternate*

Also present: Greg Jones, *Town Planner*

T. Moore noted that the staff column on the agendas needs to be updated to include newly-elected member Lisa Lambert.

Agenda Item 2: Minutes of March 15, 2017 Meeting

★G. Silva moved, second by L. Milette to approve the minutes of the March 15, 2017. There was no discussion on the motion. The vote was 2-0-3 (Silva, Lambert and Ranlett abstaining).

Agenda Item 4: Election of Officers

★L. Milette moved, second by S. Ranlett to nominate Tim Moore as chair of the Planning Board. There were no other nominations. The vote was 5-0-0 U/A

★S. Ranlett moved, second by T. Moore to nominate Gennifer Silva as vice chair of the Planning Board. There were no other nominations. The vote was 5-0-0 U/A

T. Moore noted that there was a bill before the NH House that would allow alternates to be appointed for three-year terms. Currently their appointments are one-year terms. The bill would also allow the Board of Selectmen (BOS) to appoint any town official as an alternate board appointee. This would be most beneficial to towns with only three (3) members on their BOS.

T. Moore added that representatives to Rockingham Planning Commission (RPC) would need to be appointed.

S. Ranlett offered that the Board of Selectmen had appointed T. Moore and Selectmen Julian Kiszka as RPC representatives at their last meeting.

T. Moore added that there needed to be representation for the Transportation Advisory Committee (TAC), which is a four (4) year appointment.

Agenda Item 3: Sullivan Tire – Application for a Small Business Event

Desiree Peterson, Assistant Manager Sullivan Tire, was present for the application.

D. Peterson explained that they were seeking permission to allow non-profits like the scouts or cheer groups to have car washes at their location. They were also seeking permission for semi-annual car shows and an annual customer appreciation day.

S. Ranlett asked if this was a one-time application or annual events.

D. Peterson offered that the car washes would be as they were requested. She added that they would be small scale in nature with safety being the top priority. Ms. Peterson added that there would be police detail obtained for the car shows as well as the customer appreciation day. She noted that the car shows could be as many as three (3) or as few as one (1).

T. Moore questioned the vendor tables and asked if there would be food at these events.

D. Peterson replied that they were mostly for vendors, like Senter Auto, Auto Zone, etc and for trophies to be set up at car shows. She also noted that if any food were to be served that she would make sure to contact the Health Department.

There was discussion regarding the scale of the events and whether or not there should be a threshold that would trigger Sullivan Tire to come back and submitted a minor site plan amendment with more detail. Concern was mostly for the car show and the number of vehicles than can be drawn to such an event. There was discussion regarding possibly limiting events to the spring and summer months. It was noted that there could be the potential to host a snowmobiling event so it was decided not to limit the time. It was also noted that should events become too large or create any issues the Code Enforcement Office would send them back to the Planning Board for further review.

D. Peterson offered to notify the Department of Building Safety and/or the Planning Office in advance of each event with the exact date.

★S. Ranlett moved, second by G. Silva to approve the small business event application for Sullivan Tire. There was no discussion on the motion. The vote was 5-0-0 U/A

Agenda Item 5: PB17-05 - WITHDRAWAL - A Public Hearing for a Minor Site Plan application submitted by the owner of record, Francis J. & Charlene J. Berube, to seek approval for the establishment of proposed office space and selection room within an existing building located at 118 Main street (Map 42, Lot 33), Plaistow NH, 03865, within the Village Center Zoning Overlay District.

G. Jones noted that a letter requesting to withdraw the application for a minor site plan was being withdrawn. He noted that it was discovered after the minor site plan application was filed that there was no existing site plan on file for the site. The applicant will be back with a full site plan application.

T. Moore stated that the letter to withdraw the application closed the public hearing on the matter.

Reading of communication to and from the Board.

- 16 Danville Road - Declaration of Revocation Process - Update

G. Jones noted that Planning Board Attorney, Charlie Cleary had been contacted regarding the procedure to revoke the plan and he was just waiting for the property owner to come in and sign the application.

- Joanne Drive Extension Priority Project List - Update

G. Jones noted the project was before a steering committee to be included on the CEDS priority list. He added that if it wasn't included in the CEDS program then there could be other avenues to seek funding for the project.

- Westville Road Bridge Replacement Project – Update

G. Jones noted that the project is on track and construction schedules were being discussed. The discussion focused mostly on whether or not to close the road in the area of construction or leave one (1) lane open. Complete closure would result in a faster completion and less interruption overall.

G. Adams asked if the Planning Board would be making a recommendation on whether or not to shut down the road.

S. Ranlett replied that they could, but the decision would be made by the BOS in consultation with the Police and Fire Departments as well the Highway Safety Committee. He added that if they went with the complete shutdown could be done while school is out for the summer and then would not disrupt school bus service.

- Safe Routes to School Project – Update

G. Jones reported that they were still working with the State to see if there would be a reallocation of funds to cover the \$100,000 shortfall when a previous allocation was revoked.

- Water Resources Chapter – Master Plan – Update

G. Jones offered that the draft copy has been under staff review (Planning, Health Department and Conservation Commission) and that he had received updated maps from Steve Woodman of Resilience. He added that they were on target to bring it to the Boards (Planning and BOS) in May and then hold a Water Summit. He also noted that this chapter would set the stage for future chapters of the Master Plan.

S. Ranlett requested that the draft of the Water Resources Chapter be sent out to the entire Planning Board.

G. Jones suggested that it also be reviewed by Normandeau Associates who are working on potable water projects with the Town.

S. Ranlett replied that it might be best to wait until after the Board reviews a draft to send it to Normandeau.

- Recreation Impact Fee – Update

G. Jones noted that staff would be meeting with Bruce Mayberry on the coming Friday to continue to work on the Recreation Impact Fee Update, but everything was still on schedule at this time.

- Route 125 Widening Project – Landscaped Islands – Update

G. Jones reported that there has been concerns expressed over the landscaping of the Route 125 islands and who would be responsible for maintenance. There are also concerns over the potential for fires in the materials used.

S. Ranlett offered that he had been talking to Interim Town Manager, Mark Pearson and the matter has been put to rest.

G. Jones added that the State has agreed to use salt-tolerant, low maintenance plants. He added that the islands could not be covered in concrete as they are part of the water infiltration system.

It was noted that the project should be finished up over the summer with the final top coat of paving and striping.

L. Milette asked about the Recreation Impact Fee and whether or not there would be an adjustment and if so, up or down.

G. Jones noted that was what the review would decide.

T. Moore added that the review was to have the proper justification for whatever Recreation Impact Fee the Town charges, no matter the amount. He added that the CIP Committee would be more closely monitoring the Impact Fees in general.

Other Business

D. Voss noted that Bill Bartlett was successful with his variance application for lot coverage at 155 Main Street (The Depot). He will be re-applying to go forward with his site plan application.

There was no additional business before the Board and the meeting was adjourned at 7:14 p.m.

Respectfully Submitted,

Dee Voss
Recording Secretary