



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

**PLANNING BOARD MINUTES
July 19, 2017**

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

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

Also present: Greg Jones, *Town Planner* and P. Michael Dorman, *Chief Building Official*

★G. Adams was appointed as a voting member for this meeting in place of G. Silva.

Agenda Item 2: Minutes of June 21, 2017 Meeting

★S. Ranlett moved, second by G. Adams to approve the minutes of the June 21, 2017. There was no discussion on the motion. The vote was 4-0-1 (Ranlett abstaining).

Agenda Item 3: PB17-07: A Public Hearing for an application submitted by the owner of record, David Durling (DJ Durling Enterprises), 6 Salem Road, Atkinson, NH 03811, to seek approval for a consolidation & site plan amendment which proposes to consolidate Tax Map 30 Lot 79 (19 Danville Road) and Tax Map 30 Lot 80 (17 Danville Road), add 4,700 square feet of paved parking in support of an existing auto repair business at 17 Danville Road, and add a 1,200 square foot storage building in support of an existing residential use at 19 Danville Road. These sites are located within the Commercial 1 (C1) Zoning District.

Charlie Zilch, Survey Engineering & Consulting, was present for the application.

C. Zilch noted the following regarding the application:

- The proposed plan is for a lot consolidation and amended site plan
- In October of 2014 the property owner of 17 Danville Rd (David Durling) applied for a change of use site plan to locate his auto service business at the location
- The business is going well enough that Mr. Durling has acquired the adjacent parcel at 19 Danville Road in order to add parking to the business use
- 19 Danville Rd
 - o Tax Map 30, Lot 79, 0.72 acres with 152 feet of frontage on Danville Rd
 - o Currently there is a single-family dwelling with a detached garage
- Both sites are serviced by their own on-site well and septic systems
- Both parcels are located in the Commercial 1 District as well as the Danville Road Overlay District
- The lots are to be consolidated
- The business use and the residential are allowed as a combined use in the Danville Road Overlay District, provided either the residential use or business use are owner-occupied
- Mr. Durling will continue to own and operate the auto service business and rent the single-family dwelling

- An additional 4800 +/- sq. ft. of pavement is proposed, which will provide an additional twenty-one (21) parking spaces, all dedicated to the business use.
- An additional 1200 sq. ft. of one-story structure is proposed as a private garage storage for the property owner
- One additional light, an access light over the personal garage space, is proposed

C. Zilch explained the drainage of the site. He noted that there are four (4) leaching catch basins currently located in the four (4) corners of the lot that are capable of picking up any additional runoff caused by additional pavement and structure. He noted that this has been confirmed by James Hanley of Civil Design Consultants, Inc.

- The lot coverage for the combined lots will be 48%, well less than the 75% allowable

G. Adams questioned if the existing garage would be remaining.

C. Zilch responded that it would be as it was currently being used by the residential tenant. He noted that some fencing would be added to protect the tenant from the business use.

L. Lambert noted on the checklist there was a note next to an item "distance to next similar use" and asked what that meant. It was explained that one of the site plan checklist items is that the distance to the next similar use was to be noted on any commercial site plan. This is because some business uses, such as motor vehicle sales, have restrictions on how close they can be to the same business use. It was noted there is no restriction for an auto service/repair use.

C. Zilch offered that there were no new State approvals needed; there will be no change in traffic impact and all applicable setbacks are maintained.

There was a brief discussion as to what was meant by "owner-occupied." It was explained that in the Danville Road Overlay District a combined residential-business use is allowed as long as either the residential or business use is owner-occupied. Mr. Durling is the owner of the property as well as the business use.

T. Moore asked if the Board had any questions, there were none. He asked if there was anyone in the gallery with a question or concern. There was no one.

★S. Ranlett moved, second by G. Adams to accept the lot consolidation and amended site plan for 17 and 19 Danville Road as complete. There was no discussion on the motion. The vote was 5-0-0 U/A.

WAIVER REQUESTS:

Article I, §230-14.1.F – Escrow Account – The applicant notes that there are no significant changes to drainage or sewage that would require an engineering review by CLD and therefore are requesting a waiver of the escrow requirement.

★S. Ranlett moved, second by G. Adams to grant the request to waive Article I, §230-14.1.F – Escrow Account for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.II – Additional Plans (Lighting) – The applicant notes that this is an amendment to an existing site and lighting is established. The extra light for the garage is noted on the amended site plan and the request is to not have to provide separate plan for these features.

★S. Ranlett moved, second by G. Adams to grant the request to waive Article I, §230-14.1.II – Additional Plans (Lighting) for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.HH – Additional Plans (Landscaping) – The applicant notes that this is an amendment to an existing site landscaping is established. All existing landscaping is noted on the main site plan; therefore a separate landscape plan sheet should not be required.

★S. Ranlett moved, second by G. Adams to grant the request to waive Article I, §230-14.1.HH – Additional Plans (Landscaping) for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

★S. Ranlett moved, second by L. Lambert to approve the lot consolidation and amended site plan for 17 & 19 Danville Rd (no conditions noted). There was no discussion on the motion. The vote was 5-0-0 U/A.

Agenda Item 4: PB17-08: A Public Hearing for an application submitted by the owners of record, Francis J. & Charlene J. Berube, 116 Main Street, Plaistow, NH 03865, to seek approval for a Major Site Plan which proposes to create additional office and selection room space (for burial), as well as additional site work and landscaping. This 0.4 AC site located at 118 Main Street (Tax Map 40, Lot 33) is located within the Village Center District (VD) Zoning District.

Dan Johnson, Plaistow Consultants, was present for the application.

D. Johnson noted the following regarding the application:

- The residential parcel was purchased to provide expanded office space for the Brookside Funeral Home at 116 Main St
- The property is located in the C2/VC overlay (Note: the Village Center is no longer an overlay, but its own designated district)
- The residential parcel has 100 feet of frontage on Main Street and formerly housed a hair salon
- Parking Calculations:
 - o 1 space/330 sq. ft. office = 2
 - o 1 space/employee = 3
 - o 5 spaces are required, 6 will be provided
 - o The handicapped access (HCA) space will have marked icon on pavement as well as upright signage. All other parking is proposed to be unmarked
- The septic is located to the rear of the building and NHDES (New Hampshire Department of Environmental Services) has approved a contingency design
- All exterior lighting is to remain the same
- Shrubs and other landscaping will be added by property owner
- The building is 2395 sq. ft. with a 510 sq. ft. concrete patio to the rear
- There are stockade and vinyl fences to shield Pollard School. The business is not visible from the first floor of the school, but may be from the second floor.
- The garage is being closed off to provide additional storage
- The front steps will be removed and redesigned to provide a HCA ramp, which will also include steps
- A "Selection Room" will be added inside the building to the existing footprint
- The NHDOT (New Hampshire Department of Transportation) driveway permit is still pending

G. Adams asked if there was a second means of egress from the building.

D. Johnson replied that there was a sliding door off the back.

M. Dorman added that the building could not be occupied unless there were the two means of egress. He added that only one egress was required to HCA.

There was discussion about the proposed porous pavement for the driveway. Examples, such as Great Elm Plaza, where the pavement was being successfully used where noted. It was noted that there is virtually no runoff as the pavement perks into itself. This allows water to be cleaned before it recharges into the ground.

T. Moore asked if the Board had any questions, there were none. He asked if there was anyone in the gallery with a question or concern. There was no one.

★S. Ranlett moved, second by L. Milette to accept the site plan for 118 Main St as complete. There was no discussion on the motion. The vote was 5-0-0 U/A.

WAIVER REQUESTS:

Article I, §230-14.1.HH – Additional Plans (Landscaping) – The applicant noted that changes to the site are minimal and all existing and proposed landscaping are noted on the main site plan sheet. Therefore a separate landscape plan is not necessary.

★S. Ranlett moved, second by G. Adams to grant the request to waive Article I, §230-14.1.HH – Additional Plans (Landscaping) for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.II – Additional Plans (Lighting) – The applicant noted that the building is existing and there are no changes proposed for the exterior lighting. All existing lighting is noted on the main site plan sheet; therefore a separate lighting plan isn't needed.

★S. Ranlett moved, second by L. Lambert to grant the request to waive Article I, §230-14.1.II – Additional Plans (Lighting) for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.CC – Location of Abutting Wells and Septic Systems – The applicant noted that this business use is of low impact to the abutting properties and all wells and septic systems are existing and will not be changing.

★S. Ranlett moved, second by L. Milette to grant the request to waive Article I, §230-14.1.CC – Location of Abutting Wells and Septic Systems for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.YY – Additional Plans (Building Elevation) – The building is existing and there are no significant changes proposed to the exterior of the building other than to close off the residential garage and to add a HCA ramp and porous pavement. Therefore a building elevation plan shouldn't be required.

★S. Ranlett moved, second by L. Lambert to grant the request to waive Article I, §230-14.1.YY – Additional Plans (Building Elevation) for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-12.H.2.(1) – Bituminous Pavement – The applicant noted that allowing porous pavement instead of bituminous would allow for additional parking and reduce runoff. The request is also that the parking, with the exception of the HCA designated spot, not be required to be marked out.

★S. Ranlett moved, second by L. Lambert to grant the request to waive Article I, §230-12.H.2(1) Bituminous Pavement for the reason stated by the applicant. There was no discussion on the motion. The vote was 5-0-0 U/A.

Article I, §230-14.1.F – Escrow Account – The applicant notes that there are no significant changes to the existing site that would require an engineering review by CLD and therefore are requesting a waiver of the escrow requirement.

★S. Ranlett moved, second by G. Adams to grant the request to waive Article I, §230-14.1.F – Escrow Account for the reason stated by the applicant.

G. Adams noted that the note for this waiver request is not listed on the proposed site plan.

It was suggested that it could be a condition of approving the plan.

There was no additional discussion on the motion. The vote was 5-0-0 U/A.

★S. Ranlett moved, second by L. Milette to approve the lot consolidation and amended site plan for 118 Main St with the following conditions:

- **Receipt of NHDOT Driveway Permit**
- **Note for Escrow Waiver (Article I, §230-14.1.F) be added to plan**

There was no discussion on the motion. The vote was 5-0-0 U/A.

Agenda Item 5: Water Resources Chapter – Final Review

G. Jones noted that the final draft of the Master Plan Water Resources Chapter was in the member's folders. He explained that it has been updated to include all comments made during the review process. The Public Hearing to adopt the Chapter will be scheduled for August 2, 2017. This Chapter will be used as a template for future Master Plan Chapter updates.

There was discussion regarding the first item on the Action Plan list, which is about the potential of Kingston Water Authority being a viable resource for potable water. It was suggested that it be removed because it has been disproven. It was also suggested that instead of deleting the item it should be left in, but updated as being investigated and found to not be viable.

Other Business and Updates

G. Jones gave the following updates:

- Westville Road Bridge – Still on schedule for spring of 2018. Based on existing approved Warrant Articles funding is a little behind currently estimated construction costs. New Warrant Articles are being considered.
- Safe Routes to Schools (SRTS) – There has been a meeting with local utilities to coordinate relocation of some poles within the project area. There is still no word from NHDOT (New Hampshire Department of Transportation) regarding request for additional funding to complete the scope of work. A contingency plan is being worked on in the event that the additional funding is not approved.

There was discussion regarding some work that was currently being done by the State on the sidewalk HCA "tipdowns," in light of SRTS project. It was seen as a waste of money if things were only going to be torn up next year as part of the project. It was noted that the Town Manager has brought it to the State's attention and the work on the sidewalks will continue, but the repaving of Main Street will be stayed and coordinated with the SRTS project. There was a

discussion about the parking spaces where the tipdowns are. It was noted that most of the tipdowns are located at intersections or crosswalks where parking is not allowed.

It was also noted that there was a requirement in the SRTS agreement that mandates the Town to maintain the sidewalks in the winter. Funding options for either new sidewalk plowing equipment or possible private contracting are being explored to meet this responsibility. It was noted that this applies only to the sidewalks in the SRTS area, not all sidewalks in town.

- Energy Committee – Affinity lighting made a presentation regarding converting street lights to LED. Discussion continues regarding updating the Plaistow Public Library to LED
- Capital Improvement Plan (CIP) – There will be a CIP meeting on Thursday. It was noted that most Departments have their requests into the committee and work can begin on updating the plan.
- Recreation Impact Fee Update – Bruce Mayberry will be at the August 2, 2017 Planning Board meeting to finalize updates to the Zoning Ordinance to coincide with the updates to the methodology
- Special Event Applications – It was noted that there is a large fundraising event being planned by a member of a local church. There is no real application form available that is adequate for the scope that is being discussed. G. Jones noted that he has been researching what other towns use as well as talking to NHMA (New Hampshire Municipal Association) and Planning Board Attorney Charlie Cleary to see what would be needed on any application form. G. Jones will have a draft special event application(s) available at the next meeting for the Board's review.

There was discussion regarding what is known about the proposed event, which is proposed to span over three (3) properties. It was noted that other communities, such as Amesbury MA have had issues with similar events. It was also noted that other Departments, such as Police, Fire and Health should be involved in the review process. There was concurrence that all abutters to all three (3) properties should be notified when the event comes to the Planning Board for review.

- Pollard Rd/Congressional Ave Drainage – Normandeau Associates has submitted an updated proposal for the engineering costs to resolve the long-standing drainage issue at the intersection of Pollard Road and Congressional Ave. This proposed amount of \$20,000 will be included in the CIP

M. Dorman gave the following update for the Board:

- The first building is completed and occupied at Chandler Place (18 Chandler Ave) and a permit has been issued for the second foundation
- NTB (11 Plaistow Rd) – completed and open
- Diesel World (87 Plaistow Rd) – only top coat of pavement remains to be done
- Moe's Southwest Grill (5 Plaistow Rd) – scheduled to open next week
- Skip's Garage (157 Plaistow Rd) – approved by the Planning Board at the last meeting
- Hoyt Farm Rd (off Forrest St) – 6-lot (5 new) subdivision is under construction. All perimeter controls are in place
- PetSmart (11 Plaistow Rd) – has submitted building plans
- Approved Auto (17 Danville Rd) – approved by the Planning Board at last meeting
- Berube (118 Main St) – approved at this meeting and they should be starting as soon as all conditions are met
- MBT Worldwide (88 Plaistow Rd) – has finalized the purchase of the property and will be going to the Zoning Board of Adjustment (ZBA) for a variance to acquire part of an abutting parcel

S. Ranlett noted that Zoo Creatures (149 Plaistow Rd) had a huge event, an open house, over the weekend. He added that there were cars parked everywhere including in the street and

across the street. There is no event approval for this project. Department of Building Safety will follow-up.

D. Voss noted there are two (2) applications before the ZBA at their July meeting; the previously mentioned MBT Worldwide and a home occupation.

S. Ranlett noted that he would not be attending the August 2, 2017 meeting.

There was no additional business before the Board and the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

Dee Voss
Recording Secretary