

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



**PLANNING BOARD MEETING MINUTES (*DRAFT MINUTES – Subject to change once approved and amended by the board at its next meeting on May 3, 2023*)**

April 19, 2023

**Call to Order:** The meeting was called to order at 6:31 PM.

Ch. Alberti noted that something had come up for Jenn Rowland may or may not be able to attend the meeting.

**1. ROLL CALL:**

Tom Alberti, *Ch.* – Present at Town Hall  
Chuck Fowler – Present at Town Hall  
Laurie Milette - Present at Town Hall  
Karen Robinson – Excused  
Richard Anthony, Alternate – Present at Town Hall  
Jay DeRoche, *Selectman's Alt.* - Excused  
Bill Coye, *Selectman's Rep.* – Present at Town Hall  
Jennifer Rowden, RPC – Present at Town Hall  
Victoria Healey, RPC – Present at Town Hall

Also Present: Daniel Koravos. DK Engineering, LLC

Ch. Alberti appointed Richard Anthony a voting member for the meeting in the absence of Karen Robinson. J. Rowland introduced Victoria Healey.

**2. MINUTES:**

The minutes of the April 5, 2023 meeting had been distributed prior to the meeting. Ch. Alberti noted two typos needing correction

***C. Fowler moved, second by R. Anthony, to accept the minutes of the April 5, 2023 meeting as corrected.***

***The motion passed 5-0-0***

T. Moore said he made an incorrect statement at the last meeting and wished to correct it. During the meeting, he had said that an ex-officio member could not chair a Planning Board meeting; he reported that as incorrect, and an ex-officio member could chair a meeting as it would only be a temporary situation. J. Rowland said it is State law that an ex-officio member cannot be the chair but can fill in temporarily. .

### **3. PUBLIC HEARING**

**PB 23-03:** The completeness of an application from Frank Muraco that proposes a change of use from Retail to Office/Transportation business use. The property is located at 27 Garden Road, Tax Map 26, Lot 53 in the C1 Zoning District. The property owner of record is Randonia, LLC. If the application is found to be complete, the Planning Board may immediately conduct the public hearing.

Applicant's Representative Daniel Koravos, DK Engineering, LLC, Chester, NH spoke to the application. He noted the applicant wants to change the permitted use from retail to office/transportation facility (small). He said the business will have small buses to transport a maximum of 25 people, noting two buses of that capacity and two smaller buses. He reviewed the existing conditions plan of a few months ago and noted a long narrow building on the lower part of the property which houses the Rockingham Trading Post and Village Coin. He said the site had become condominiums several years ago and noted there are four units in that building.

There was discussion of what is currently paved and the paving that is going on this day and what paving had been approved. L. Milette noted she had gone by the sight and the party buses are already parked out back. J. Rowland said the corrective action for that would be to get Planning Board approval which they are here for this evening. There was discussion about what other type of parking would be needed for employees and customers. It was also noted there are several businesses being run from the site, and the need to have adequate parking for them all or control the amount of vehicles. The potential need for the Code Enforcement Officer to become involved was discussed.

There was discussion of the septic system, noting that it has been functioning since 2007. D. Koravos noted that he had called DES for a copy of the plan and they have no record of it. J. Rowland said that may have been an approved contingency plan, and that it would be within the Board's rights to require a renewed septic contingency design as it is likely to be a very old septic system. There was discussion of the probability of washing the vehicles on the site. J. Rowland said a condition of approval might be no vehicle washing is allowed on site as it risks ground water contamination.

The potential for other types of businesses coming on site was discussed. It was noted that any office would be allowed, but an office that required storage of materials on site would be a change of use and would have to come to the Planning Board. There should be adequate parking for any office use proposed.

D. Koravos discussed the lighting and landscaping waivers the applicant has requested. There was discussion of the free standing sign out front, which is on the abutter's property, and was not on the original site plan.

***R. Anthony moved, second by B. Coye, to accept the application for an amended site plan that proposes a change of use from retail to office/transportation facility (small) for the property located at 27 Garden Road, Tax Map 26, Lot 53 and as noted in the legal notice PB 23-03, as complete***

***The motion to accept the application as complete passed 5-0-0***

The waivers were discussed again. It was suggested that a site walk and additional information would help the Board make more informed decisions.

***L. Milette moved, second by R. Anthony, to conduct a site walk at 27 Garden St. on May 17, 2023 at 5:30 PM***

***The motion to conduct a site walk passed 5-0-0***

The Board asked the applicant to provide clarification on the landscaping, the location of the free-standing sign and any easement, the lighting, and existing business types associated with the location, their vehicles and the number of employees for each.

***B. Coye moved, second by C. Fowler, to continue the Public Hearing to May 17, 2023 at 6:30 PM with the Site Walk at 5:30 PM***

***The motion to continue the hearing passed 5-0-0***

The Public Hearing was closed at 7:49 PM.

#### **4. OLD BUSINESS**

a) Economic Development Survey. J. Rowland discussed the role of the Planning Board with Master Plans and implementation. She noted that Master Plans are the purview of the Planning Board, and the Economic Development survey was well done, but while implementation plans are part of the Master Plan, the Planning Board is not responsible for doing all the implementation by itself. It may be that the Board would revisit these things on an annual basis. There was specific discussion about how the municipal water infrastructure works into this. An annual meeting of all Boards to consider the Town's initiatives was discussed. Creating an implementation plan and sending to the appropriate Board was discussed. J. Rowland will draft an action/ implementation plan for the next workshop meeting.

T. Moore suggested writing an Economic Development chapter for the Master Plan. J. Rowland said that some information will be coming from the HOP grant work, though they would not be writing the chapter. She suggested annual budget funding for updating the Master Plan at \$10,000.

b) HOP Grant Housing Academy: J. Rowland gave an update. She noted that registration should be done by May 5<sup>th</sup> and that it would be helpful to have Board members/staff attend.

J. Rowland offered to do a short presentation on the regional housing needs assessment at an upcoming workshop meeting.

J. Rowland noted that some storm water MS4 regulations still need to be updated, and some grant money has been made available, and that one moderate zoning amendment may come from this. A lot of this is technical. A commitment letter would be needed every February from the Board. J. Rowland will

#### **4. NEW BUSINESS**

Rules of Procedure: The changes will be brought up in full context at the next meeting.

The Board's involvement with the Greater Salem Chamber of Commerce was discussed briefly. R. Anthony agreed to become the point person to stay in touch with them.

J. Rowland reported that she will be at the next two meetings and then V. Healey will be taking over as the point person at meetings. V. Healey provided her education and work background to the Board.

Document Retention: R. Anthony referenced the email from the town's attorney and asked if we should have the attorney speak with the Board. J. Rowland suggested having a specific email address or folder that has all the Board materials and folders to make it easier when there is a Right to Know request. She reiterated not to speak about specific applications, active or ongoing or threatened by litigation. It was suggested asking Atty. Cleary to speak to the Board about these things.

#### **ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker