

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 November , 2022*)**

**October 19, 2022**

**Call to Order: The meeting was called to order at 6:30 PM.**

**1. ROLL CALL:**

Tom Alberti, *Ch.* – Present at Town Hall  
Tim Moore, *Vice Ch.* - Excused  
Laurie Milette - Present at Town Hall  
Karen Robinson – Present at Town Hall  
Richard Anthony, Alternate – Present at Town Hall  
Darrell Britton, *Selectman's Alt.* - Excused  
Bill Coye, *Selectman's Rep.* – Present at Town Hall  
Sara Tatarczuk, RPC – Present at Town Hall

In the absence of T. Moore, Ch. Alberti appointed R. Anthony as a voting member for the meeting.

**2. MINUTES:**

The Minutes of the October 5, 2022 Planning Board meeting were distributed in advance.

***K. Robinson moved, second by L. Milette, to approve the minutes as written.***

***The motion to approve the minutes passed 4-0-1 (B. Coye).***

**3. PUBLIC HEARINGS:**

Ch. Alberti noted that both applications would be reviewed for completeness but they applicants had requested continuances. It was noted that both application came from the same engineering office, which had some staffing issues and was unable to have someone at this meeting. There was discussion of the deadline for application materials, ongoing submission issues and information dissemination, the timing of the application clock. The Board expressed frustration with not receiving materials on the established time line and whether it could deny a hearing if the materials are not received by the Friday before the hearing date as there would not be adequate time to review and understand everything. There was discomfort

expressed with accepting an application as complete when there was no one present to answer questions. It was agreed to proceed with the hearings.

**PB 22-19:** The completeness of an application from D&P Swimming Pool for an amended site plan. The amended site plan is proposes an additional 3,600 SF storage building and +/-540 SF of pavement with related drainage. The property is located at 9 Garden Rd, Tax Map 25, Lot 25 in the C1 zoning district. The property owner of record is DAP Realty, LLC. If the application is found to be complete the Planning Board may move directly to public hearing on the application.

S. Tatarczuk said that Steve Keach, KNA, had provided review comments for this and there are a few modifications needed on the site plan notes, labels, and other administrative things, as well as clarification of waivers being requested for the amended site plan. There was discussion of what would be needed to not accept the application as complete. S. Tatarczuk said she would provide the staff checklist for the Board moving forward. She also noted that abutter notices had been sent out prior to the applicant becoming aware they could not attend the hearing. It was noted the 65 day clock starts upon acceptance of completeness and that the clock would be reduced by 30 days when the application came before it again.

*B. Coye moved, second by L. Milette, to accept the application for an amended site plan that proposes a 3,600SF storage building with associated parking and drainage at 9 Garden Rd, Tax Map 25, Lot 25, and as noted in Legal Notice PB 22-19 as complete.*

*The motion to accept as complete passed 3(T. Alberti. B. Coye, L. Milette)-2 (R. Anthony, K. Robinson)-0.*

Ch. Alberti noted that the Board will ask for all materials to be provided by the Friday before the hearing, and contain the staff checklist. He continued the hearing to November 16, 2022.

**PB 22-20:** The completeness of an application from Blinn's Family Realty, LLC for an amended site plan. The amended site plan is proposes to replace the storm water basin with a subsurface storm water chamber and for +/- 4,920 SF of pavement for parking and storage. The property is located at 38 Westville Rd, Tax Map 27, Lot 49 in the C1 zoning district. The applicant is the property owner of record. If the application is found to be complete the Planning Board may move directly to public hearing on the application.

*B. Coye moved, second by R. Anthony, to accept the application for an amended site plan that proposes a subsurface chamber drainage system and additional pavement at 38 Westville Rd, Tax Map 27, Lot 49, and as noted in Legal Notice PB 22-20 as complete.*

*The motion to accept as complete passed 3(T. Alberti. B. Coye, L. Milette)-2 (R. Anthony, K. Robinson)-0.*

Ch. Alberti continued the hearing to November 16, 2022.

Ch. Alberti noted the Board asks for all materials to be provided by the Friday before the hearing as stated in the rules of procedure, and contain the staff checklist.

## 4. OLD BUSINESS

### Economic Development Master Plan Survey

S. Tatarczuk presented the final draft of the survey and asked for a general consensus from the Board on the modifications that had been made, and asked for final comments by the end of day on Monday. She asked the Board to take the survey online by then and she would see that their responses be erased before the survey goes live. She said she and Dee Voss would coordinate its distribution.

The survey was reviewed and further refinements were suggested.

There was discussion of where and how to promote taking the survey, and where to leave paper copies. Paper surveys will be returned to D. Voss. A push is needed for the first week the survey is open. The target response rate is 10% but it may not be achieved. 250-400 responses would be good. The survey takes less than 10 minutes to complete.

### HOP Grants

S. Tatarczuk spoke to the Housing Opportunity Planning Grants available through the Invest New Hampshire housing program. There are three:

1. Needs Analysis and Master Planning grant of \$25,000. The application is due mid-January 2023. Once the application is finalized it can be submitted.
2. Regulation Audit grant of \$50,000. This would allow a look at land use regulations as they relate to housing opportunities and what might be changed to increase housing opportunities in the community.
3. Ordinance Development grant up to \$100,000. This would allow the hiring of a consultant to make the amendments.

S. Tatarczuk spoke to the first grant. She said the RPC is drafting the applications for multiple communities, and asked for the vision and the goal the Board sees for this area. There was discussion of what type of property is available in the Town for build out; it was felt there is not much left. S. Tatarczuk suggested it might be used to look at housing tools, one which might be the Town creating a Housing Trust Fund. Ch. Alberti suggested there might be a review of zoning ordinances and if changes would promote housing opportunities; S. Tatarczuk said this could be done through the second grant. The C3 District was discussed as such an area, and potentially the industrial zones.

S. Tatarczuk said the discussion showed interest in the first two grants: Master Plan and Needs analysis would include updates to the Master Plan and build out land availability analysis and some public engagement; and then how these would relate to the Town's zoning ordinances. She said they would start to draft grant applications which she will bring to the Board.

## 5. NEW BUSINESS

Bond Reduction – Brighton Drive/North Ave Subdivision: The request and KNA worksheet were discussed.

***R. Anthony moved, second by K. Robinson, that the construction bond for the Brighton Drive/North Ave Subdivision be reduced to \$99,159.50. In no case shall the bond be reduced to an amount less than \$94,338.00 for the duration of the project,***

***The motion to reduce the bond passed 5-0-0.***

Zoning/Warrant Articles: Ch. Alberti ask Karen Robinson to lead the discussion on potential zoning warrant articles.

K. Robinson said she would like to see a tighter definition of warehouse in the industrial area only. She suggested saying no to all-inclusive distribution/storage warehouses. She stressed the need to keep warehouses/manufacturing facilities from adding distribution to what they are doing. Ch. Alberti said that term warehouse is synonymous with distribution facility but can also include storage to support a business. There was discussion of how to define types of warehouses such as: distribution and manufacturing. Storage and distribution might be an accessory use to a manufacturing warehouse but not an exclusive one. If these types of warehouses can be defined, then for which district you can say whether they are an allowed use. Size restrictions can also be made. Lot coverage was discussed and can also be detailed in the ordinances. It was agreed the zoning issues will be discussed at the next workshop meeting..

S. Tatarczuk noted that the TPC is applying for a grant with the NHDES for source water protection which would allow some of their municipalities to update the storm water regulations to come within compliance of MS4 regulations. Plaistow has been identified as one of these communities. She asked the Bard to sign onto a letter of support for the grant application.

The Board thanked S. Tatarczuk for her work.

K. Robinson asked about the Sanborn Candy lot and complaints about dumping and debris. She asked if anything be done while the lot is in litigation. There was also discussion about dumpsters and containers. It was agreed to reach out to the Code Enforcement Officer with any concerns.

## **ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 8:21 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker