

**SOMERSWORTH PLANNING BOARD  
MINUTES OF MEETING  
JUNE 18, 2014**

**MEMBERS PRESENT:** Dave Witham, City Council Representative, Bob Belmore, City Manager, Ron LeHoullier, Paul Robidas, Chris Cortez, Alternate and Harold Guptill, Alternate.  
**MEMBERS ABSENT:** Ernest Gallant, Aaron Fournier, Don Berrios, Alternate, Paul Maskwa, Alternate and Thomas McCallion, Alternate.  
**STAFF PRESENT:** Dave Sharples, Director of Planning and Community Development and Tracy Gora, Planning Secretary.

The meeting was called to order at 6:34 pm.

**Motion:** Robidas moved that LeHoullier serve as temporary chairman for tonight's meeting.

Seconded by Cortez. Motion carried with a 6-0 vote.

LeHoullier appointed Cortez and Guptill as voting members for tonight's meeting.

**1) APPROVAL OF MINUTES**

**Motion:** Guptill moved to accept the minutes of the meeting of April 16, 2014.

Seconded by Robidas. Motion carried with a 5-0-1 vote with Witham abstained.

**Motion:** Witham moved to table the minutes of the meeting of May 21, 2014.

Seconded by Guptill. Motion carried with a 6-0 vote.

**2) COMMITTEE REPORTS**

**A) ZBA Report**

Sharples reviewed the attached report and that the Board approved a variance for setback relief. Stated that the use is allowed by right but that the existing building was within the setbacks.

**B) City Council Report**

Witham stated that, regarding the former Police Station on Main Street, the City Council previously authorized the manager to get a cost to demolish the building but that that course of action has changed. Stated that now an RFP for redevelopment of the building will go out instead. Stated that there are other parcels that the Council hopes to put on the market soon. Stated that the City went out to bid for the resurfacing of High Street from the Dover line to about Sinclair Avenue but then chose not to award the bid. Stated that the contracted City Engineer brought up concerns with the quality of the portion that was done last year. Stated that the City had two independent firms take samples of the portion that was done last year and that they are awaiting a report. Stated that upgrading the type of pavement to use has been discussed.

**C) Site Review Technical Committee Report**

Sharples stated that there was no meeting for June.

D) Minor Field Modification Report

Sharples reviewed the attached report and stated that there was one request submitted by Norway Plains on behalf of Michael O'Connell for Clark Way. Stated that they changed the pavement system around the MRI unit but that it didn't change the drainage.

E) Strafford Regional Planning Commission Update

Robidas stated that he has not been able to make it to a meeting and that he has sent an email to Brian Tapscott and the Mayor resigning from that post. Stated that he has a work conflict.

F) Vision 2020 Committee Report

Witham stated that the Committee did not meet last month because there was no quorum and that there is no date for the next meeting yet.

3) OLD BUSINESS

A) Election of Officers

**Motion:** Robidas nominated LeHoullier as Chair of the Planning Board.

Seconded by Guptill.

**Motion:** Witham moved that the nominations be closed.

Motion carried with a 5-0-1 vote with LeHoullier abstained.

**Motion:** Robidas moved to table the nominations for Vice Chair of the Planning Board.

Seconded by Witham. Motion carried with a 6-0 vote.

B) Jeff Todd is seeking site plan approval for a new building with parking and associated site improvements for property located at 361 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48, Lot 23, SITE #05-2014.

**Motion:** Robidas moved that the site plan application of Jeff Todd be removed from the table.

Seconded by Guptill. Motion carried with a 6-0 vote.

Sharples reviewed his memo (see attached) and stated that this applicant was before the Board at the last meeting and that there was a public hearing. Stated that the application was tabled at the last meeting because they hadn't received CLD comments yet. Stated that the City now has the first set of comments from CLD and the applicant has revised the plans. Stated that most items have been addressed but that some need further discussion but that there is nothing substantive. Stated that the applicant is working with the NHDOT to update the driveway permit. Stated that there is no decision on it yet but it appears that the NHDOT will want a south bound slip lane. Stated that he has suggested conditions of approval.

**Geoff Aleva** of Civil Consultants represented the applicant and addressed the Board and stated that the application is for redevelopment of the site. Stated that he received CLD comments last Wednesday and submitted updated plans to the City. Stated that they eliminated three parking spaces that were in the front island, which will be made larger. Stated that they submitted a traffic review to the NHDOT based on the proposed occupancy. Stated that most of the CLD

comments were based on the notes on the plans and drainage and that most of the comments have been addressed. Stated that the changes were minor.

Sharples stated that there is a small rip rap apron in the middle that may shift with the easement.

Aleva showed the drainage outlet pipe on the plans and explained the existing conditions. Stated that it is a catch basin system. Stated that the flow will be less leaving the site than it is now. Stated that he doesn't think there is a need for the easement because they are reducing the flow.

Witham asked what the proposed office building would look like.

Aleva passed out building elevations.

Sharples stated that it is a 6-pitch roof.

Aleva stated that the windows will meet regulations.

Witham asked about façade improvements.

Aleva described the existing building and stated that they will clean it up and take care of the siding. Stated that they will address the windows and that it will be energy efficient. Stated that there will be no overhaul changes; it will just be cosmetic.

Witham asked if the existing building needs to meet the appearance standards.

Sharples stated that the use and the building are staying the same so he doesn't think so. Stated that the SRTC didn't apply the appearance standards to the existing building.

Aleva stated that that was how he figured it as well.

Witham stated that the existing building is not in gross disrepair and that it could use some TLC and that it would be nice to match with the new building but that it sounds like what they are going to do.

Aleva stated that the goal is for it all to be attractive.

Witham asked if they will keep the existing signage.

Aleva stated that the sign will change but stay in the same location.

Witham stated that the prominent island could have landscaping.

Aleva showed the existing conditions plan and stated that the island is in the Route 108 right of way and not on the subject property. Showed the proposed plans and stated that there will be smaller landscaping at the front to not prohibit vehicle view and larger landscaping farther back. Stated that there will be a decent amount of nice landscaping.

Witham stated that there are two entrances but that it looks like there is a slight modification to the south entrance.

Aleva explained on the plans.

Witham asked if the NHDOT will balk at there being two entrances.

Aleva stated that there were no conditions from them to eliminate an entrance.

Sharples stated that the traffic island is in the NHDOT right of way. Stated that the SRTC didn't see the landscaping as robust but they don't want it in the NHDOT right of way.

Aleva showed the shrubs and trees on the plans and stated that they wanted to keep the landscaping low.

Witham stated that there is a ten year plan that involves the NHDOT making changes to Route 108 including having turn lanes and sidewalks. Stated that some of this landscaping could be lost in the future.

Aleva stated that he thinks the traffic island would remain but that there would be items that would need to be relocated, including the sign and the landscaping.

Witham stated that the island is a focal point.

Aleva stated that there is no irrigation proposed but that they will loam and seed. Stated that the traffic island is flat and that it gets a lot of road salt in the winter.

Witham stated that new properties on Route 108 have done a fantastic job with landscaping and that he likes nice curb appeal.

Aleva stated that this is a vast improvement to what is there now.

Witham stated that sometimes there is a landscape architect involved with the plans but sometimes the Board will just have conditions of approval for landscaping.

Aleva stated that they will have salt tolerant shrubs.

Robidas stated that the landscaping needs to be maintained.

Sharples stated that when this proposal went before the SRTC, basically all of the landscaping was within the NHDOT right of way but that he worked with Aleva and discussed the ten year plan.

**Public hearing closed 7:05 pm.**

Sharples read the suggested conditions of approval and stated that most are standard. Added to condition number six regarding future improvements to Route 108.

Witham mentioned a condition of approval for landscaping that is appropriate for the site.

Sharples read the suggested conditions of approval for that.

**Motion:** Cortez moved that the request of Jeff Todd for a site plan for a new building with parking and associated site improvements be **APPROVED WITH THE FOLLOWING CONDITIONS:**

1. An escrow account, in an amount agreeable to the City, will be established for site and building construction inspections prior to any site work;
2. A pre-construction meeting with the City is initiated and scheduled by the applicant and held prior to any site work;
3. An electronic As-Built Plan of the entire property with details acceptable to the City shall be provided prior to the issuance of a Certificate of Occupancy. This plan must be in a

dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;

4. A Maintenance Log and Inspection & Maintenance Checklist for the stormwater management systems shall be provided to the satisfaction of the City prior to signing the final plans. A completed log and checklist shall be submitted to the City annually on or before January 1<sup>st</sup>. This requirement shall be an ongoing condition of approval;
5. All outdoor lighting (including security lights) shall be down lit and shielded so no direct light is visible from adjacent properties and roadways;
6. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be replaced in a timely manner as long as the site plan remains valid. This condition shall include relocating the landscaping should future improvements to Route 108 necessitate removal of any proposed landscaping;
7. The applicant addresses all past and future comments from CLD Consulting Engineers, Inc. to the satisfaction of the City prior to signing the final plans and agrees that any unresolved items shall be brought back to the Planning Board on the next available agenda;
8. All windows on the proposed buildings shall be multi-paned with grills between the glass;
9. No outdoor storage of equipment and/or materials shall be allowed without prior approval from the Planning Board in accordance with Table 4.A.3 of the Zoning Ordinance;
10. The applicant shall provide an updated driveway permit from the NHDOT prior to the issuance of a building permit and any necessary improvements shall be constructed prior to the issuance of a Certificate of Occupancy;
11. The types of plantings shall be approved by the City Planner prior to signing the final plans; and,
12. All conditions of approval shall be noted on the final plans.

Seconded by Robidas. Motion carried with a 6-0 vote.

C) Any other old business that may come before the Board.

None.

**4) NEW BUSINESS**

A) Any new business that may come before the Board.

None.

**5) WORKSHOP BUSINESS**

A) Groundwater Protection District Ordinance discussion.

Sharples reviewed his memo (see attached) and stated that he spoke with Sweeney and they moved this item to the next meeting.

B) Any other workshop business that may come before the Board.

None.

**6) COMMUNICATION AND MISCELLANEOUS**

Witham stated that at the City Council meeting, the Mayor talked about a procedure he will be implementing for all Boards for when a member's term is expiring. Stated that the member will get a postcard with instructions on what to do for reappointment. Stated that the Mayor is

charged with making appointments to Boards and he wants to keep good communication with members. Stated that if there are alternates that desire to be full members, they need to communicate that with the Mayor.

Belmore stated that there is a form available on the City's website or with the City Clerk that needs to be filled out by people wanting to become members of a Board. Asked that Sharples convey that message to all Land Use Board. Stated that it is a process and that they are trying to improve communication. Stated that Sweeney did resign from the Planning Board and thanked him for his time and effort on the Board. Stated that he was a great Chairman and he appreciates having worked with him. Stated that he learned a lot from Sweeney and again thanked him.

LeHoullier agreed with Belmore and thanked Sweeney for his service.

Witham stated that Sweeney was a great member and an excellent Chairman. Stated that in Sweeney's resignation letter he talked about all the work the Board has done. Stated that there have been a lot of changes, implementing new policies, large projects and that Sweeney worked hard through all that.

Robidas stated that Francis Vincent passed away about three weeks ago and wanted to offer his condolences to his family and friends. Stated that he served about 52 years on the Planning Board and was a great person who will be missed.

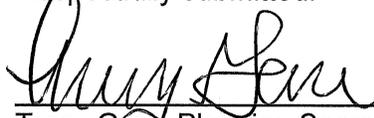
LeHoullier agreed.

**Motion:** Robidas moved to adjourn the meeting.

Seconded by Guptill. Motion carried with a 6-0 vote.

Meeting adjourned at 7:14 pm.

Respectfully submitted:

  
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Tracy Gora, Planning Secretary  
Somersworth Planning Board