

**SOMERSWORTH PLANNING BOARD
MINUTES OF MEETING
AUGUST 20, 2014**

MEMBERS PRESENT: Ron LeHoullier, Chair, Dave Witham, City Council Representative, Bob Belmore, City Manager, Ernest Gallant, Aaron Fournier, Harold Guptill, Mark Richardson, Paul Maskwa, Alternate, Chris Cortez, Alternate and Don Berrios, Alternate.

MEMBERS ABSENT: Paul Robidas.

STAFF PRESENT: Dave Sharples, Director of Planning and Community Development and Tracy Gora, Planning Secretary.

The meeting was called to order at 6:30 pm.

1) APPROVAL OF MINUTES

Motion: Maskwa moved to accept the minutes of the meeting of July 16, 2014.

Seconded by Guptill. Motion carried with a 6-0-3 vote with Witham, Gallant and Cortez abstained.

2) COMMITTEE REPORTS

A) ZBA Report

Sharples referred to the attached report and stated that the ZBA granted a variance for a cell phone business in a district that prohibits the use. Stated that it was formally a hair salon, which it received a variance for but that now the variance is to allow retail uses.

B) City Council Report

Witham reviewed the attached report and stated that work is ongoing with the downtown improvement project, some curbing has been installed and that the project is on schedule. Stated that the project is slightly over budget but that there is an ordinance before the Council to fund it. Stated that the additional funds will not have an impact on the City's tax rate. Stated that the Somersworth/Berwick Bridge project is ongoing. Referred to the High Street re-paving project from High Street to Ellswick Street. Stated that there was discussion on just doing an overlay coat but realized that wasn't the way to go. Stated that no bond or outlay for the Hilltop School was approved so the Mayor will continue to work on that.

C) Site Review Technical Committee Report

Sharples referred to the attached report and stated that the proposals for the American Legion and Nemen, Inc. are before the Board tonight. Stated that Roger Therrien is looking for an addition and is expected to be on the September Planning Board agenda.

D) Minor Field Modification Report

None.

E) Strafford Regional Planning Commission Update

Witham stated that he spoke with Tapscott who informed him that there is a vacancy on the Commission.

Belmore stated that a nomination to fill the vacancy should come from the Planning Board and then go to the City Council for approval.

F) Vision 2020 Committee Report

Witham stated that the Committee has not met over the summer but will start meeting again in the fall.

3) OLD BUSINESS

LeHoullier appointed Cortez, Maskwa and Berrios as voting members for tonight's meeting and welcomed new member Mark Richardson to the Board.

A) Election of Officers

LeHoullier stated that they need a nomination to fill the Vice Chair vacancy.

Witham stated that he and Belmore cannot take that position and that it cannot be an alternate either. Stated that Gallant has been on the Board the longest of those here.

Motion: Witham nominated Gallant as Vice Chair of the Planning Board.

Seconded by Belmore.

Motion: Witham moved that the nominations be closed.

Seconded by Belmore.

Motion carried with a 7-0 vote.

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

None.

4) NEW BUSINESS

A) The American Legion is seeking site plan approval for a building addition on property located at 45 Washington Street, in the Business (B) District, Assessor's Map 10, Lot 164, SITE #07-2014.

Sharples stated that this proposal was presented to the SRTC as an addition but that the plans have changed and now they are putting in what can be best described as a bus shelter on a pad. Stated that this does not need site plan approval but will just need a building permit from the Office of Code Enforcement.

B) Nemen Inc. is seeking site plan approval for a building addition on property located at 9 Interstate Drive, in the Commercial Industrial (CI) District, Assessor's Map 58, Lot 06, SITE #08-2014.

Sharples reviewed his memo (see attached) and stated that the proposal is to construct an addition. Stated that they did receive site plan approval in 2010 for a building addition with site improvements. Stated that this proposal has been reviewed by CLD Consultants and the SRTC and that most comments have been satisfactorily addressed. Stated that they are requesting four waivers from the Site Plan Regulations. Stated that the SRTC discussed the waiver

request for the number of parking spaces because of possible redevelopment in the future but that they have adequate land to expand parking if needed later on. Stated that they are requesting a waiver from submitting a traffic analysis because this addition will only add two additional employees per shift and that it is more of an equipment expansion. Stated that the Board granted a waiver for a traffic analysis with the 2010 site plan. Stated that they are requesting a waiver of the appearance standards so they can use metal siding to match what exists. Stated that the Board granted this same waiver with the 2010 site plan.

Scott Lawler with Norway Plain Associates, Inc. represented the applicant and addressed the Board. Stated that the proposal is for a 20,000 square foot building addition to the existing 86,000 square foot building. Stated that the eight-acre property is in the Commercial Industrial district and has City water and sewer and underground utilities. Stated that the proposed addition will be in front of the 2010 addition where there is currently parking. Stated that they will replace the parking spaces and add two more. Stated that this parking was shown and approved as future parking for the 2010 site plan. Stated that there is no increase in stormwater. Stated there is a gravel maintenance path around the building that they would like to pave for year-round use. Stated that they will relocate some mechanical equipment but that it will be screened. Stated that the addition is mainly for equipment so they are only adding two employees per shift and they have a three shift system. Stated that they are requesting a waiver for number of parking spaces and will go from 130 spaces to 132 spaces. Showed on the plans where about 85 additional parking spaces could go if needed in the future. Stated that they are requesting a waiver from appearance standards so that they can match the existing building and showed elevations. Stated that it will have a flat roof and roof drains. Stated that they are also requesting waivers from a traffic analysis and for parking mitigation for interior landscaping. Stated that this property has two frontages and that having 10% landscaping would require them to reconfigure the entire parking lot.

Ed Cotter, president of Contitech Thermopol addressed the Board and stated that he has been with the company since 2006. Stated that the company has grown so fast and stated they need to open up for more room for the process. Stated that they manufacture hoses for automotive components. Stated that the technology has changed from manual to robotics. Stated that part of the business is also in 10 Interstate Drive. Stated that they stagger their shift time and explained. Stated that they are committed to Somersworth and that they are the only Contitech manufacturing site in the United States.

Witham stated that, speaking broadly, the waiver requests make sense like they did in 2010. Stated that regarding design standards, that waiver makes sense as it is the same material as what is there and they don't want the addition to stick out. Stated that regarding the traffic analysis they are not adding a sizable work force so this seems like a legitimate request. Stated that he generally supports the waiver requests. Stated that they use both 9 and 10 Interstate Drive and that a cross walk was shown on the plans but that he doesn't remember seeing one. Asked if there will be pedestrian signs and what that will be like.

Cotter stated that it won't change from what exists today. Stated that 10 Interstate Drive is mainly used for purchasing, human resources, engineering, logistics, etc.

Witham stated that the parking at 10 Interstate Drive doesn't seem to get completely used.

Cotter stated that there is a painted cross walk.

Parking Lot Mitigation Waiver Request: Witham moved that the request of Nemen Inc. for a waiver from Section 11.4.b.viii of the Site Plan Review Regulations regarding parking lot mitigation be APPROVED.

Seconded by Guptill. Motion carried with a 9-0 vote.

Parking Spaces Waiver Request: Cortez moved that the request of Nemen Inc. for a waiver from Section 11.4.a.iii of the Site Plan Review Regulations regarding the number of parking spaces be APPROVED.

Seconded by Gallant. Motion carried with a 9-0 vote.

Traffic Impact Analysis Waiver Request: Maskwa moved that the request of Nemen Inc. for a waiver from Section 11.4.d of the Site Plan Review Regulations regarding a Traffic Impact Analysis be APPROVED.

Seconded by Gallant.

Witham stated that he generally supports this but that intersection was described as problematic and asked what that is about.

Cotter stated that there are other businesses on Interstate Drive but that he tried to work with them for shift patterns because of traffic.

Witham stated that there is a lot of traffic that leaves at once. Stated that Route 108 is on the ten-year plan and asked if there is room for upgrades.

Sharples stated that it would depend on the design.

Witham stated that both properties would be impacted if there were roadway enhancements. Stated that there seems to be adequate space. Suggested having a condition of approval if upgrades are needed.

Cotter stated that the road flares out there already.

Sharples stated that it seems like a reasonable condition of approval but that he is not sure what the design would be.

Witham stated that he is concerned if there is a big upgrade in the future and they need the room for a dedicated turn lane.

Cotter stated that he can't speak to that because he owns the business but not the land.

Belmore stated that he appreciates the concern but that it would be up to whoever is doing the upgrade in the future to negotiate a resolution.

Motion carried with a 9-0 vote.

Appearance Criteria Waiver Request: Witham moved that the request of Nemen Inc. for a waiver from Section 11.7.b.i, ii, iii & ix of the Site Plan Review Regulations be APPROVED.

Seconded by Guptill. Motion carried with a 9-0 vote.

Sharples passed out and read suggested conditions of approval.

Site Plan Motion: Guptill moved that the request of Nemen Inc. for a site plan for a building addition 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 Foot 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 1st. 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 within a year as long as the site plan remains valid;
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; and,
8. All conditions of approval shall be noted on the final plans.

Seconded by Cortez.

Witham thanked Contitech Thermopol for their support and dedication to the Hilltop City. Stated that they are doing a great job and that he is happy they are here.

Guptill echoed Witham's comments and stated that he is grateful Contitech is staying in Somersworth.

Motion carried with a 9-0 vote.

- C) John J. Flatley is seeking a two-lot minor subdivision for property located at 1-9 Tri City Road, in the Business (B) District, Assessor's Map 39, Lot 02, SUB #03-2014.

Sharples reviewed his memo (see attached) and stated that the proposal is for a two-lot subdivision for property on Tri City Road. Stated that currently there are nine apartment buildings with 270 residential units. Stated that the property is in the Business (B) district where there are no density requirements. Stated that the proposal will create an 18.6 acre lot where all the existing improvements are located and the remaining land is undeveloped. Stated that the new undeveloped lot will maintain 50 feet of frontage on Tri City Road. Read suggested conditions of approval.

Nathan Chamberlin with Fieldstone Land Consultants, PLLC represented the applicant and addressed the Board. Referred to the plans and stated that they would like to cut the property in half and that the owner is doing so for financial purposes. Stated that there is a portion of the land in Rollinsford. Stated that they have no problems with the suggested conditions of approval. Stated that the property has City water and sewer, overhead utilities and many easements on the property.

Belmore asked if the owner is looking to sell the lot.

Chamberlin stated that he doesn't believe so.

Sharples stated that this property was recently granted a variance for additional residential units on the back piece of the property but that he would need site plan approval to build them.

Witham stated that the larger piece is undeveloped now but could be developed and have access from Tri City Road.

Sharples stated that they could extend Tri City Road and that it meets road width requirements.

Witham confirmed that the old telephone company building is a separate lot.

Sharples confirmed.

Subdivision Motion: Gallant moved that the request of John J. Flatley for a two-lot minor subdivision be **APPROVED WITH THE FOLLOWING CONDITIONS:**

1. An electronic plan of the entire property with details acceptable to the City shall be provided prior to recording the Mylar. This electronic plan must be in dwg file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;
2. The monumentation shown on the plans shall be set prior to recording the Final Plan; and,
3. Granite bounds shall be installed in accordance with Section 11.2 of the Subdivision Regulations on both corners where proposed Lot 39-3 abuts Tri-City Road and these bounds shall be shown on the Final Plan.

Seconded by Witham. Motion carried with a 9-0 vote.

D) Any other new business that may come before the Board.

None.

5) WORKSHOP BUSINESS

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

None.

6) COMMUNICATION AND MISCELLANEOUS

Sharples stated that the City Economic Development Manager, Christine Soutter is here tonight. Passed out a flyer for the fall session of the Municipal Law Lecture Series and stated that all lectures seem valuable but highlighted lecture two on September 10. Encouraged Planning Board members to attend and stated that it is held at the McConnell Center in Dover.

Belmore stated that the City will pay the registration fee.

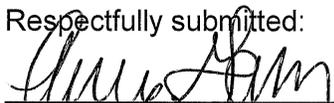
Witham stated over the years he has attended lectures like this and that he finds them beneficial and informative and a great way to network.

Motion: Maskwa moved to adjourn the meeting.

Seconded by Guptill. Motion carried with a 9-0 vote.

Meeting adjourned at 7:30 pm.

Respectfully submitted:



Tracy Gora, Planning Secretary
Somersworth Planning Board