

**SOMERSWORTH PLANNING BOARD  
MINUTES OF MEETING  
NOVEMBER 16, 2016**

**MEMBERS PRESENT:** Ron LeHoullier, Chair, Harold Guptill, Vice Chair, Bob Belmore, City Manager, Dave Witham, City Council Representative, Aaron Fournier, Paul Robidas, Jeremy Rhodes, Mark Richardson and Mark Fearis, Alternate.

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Shanna Saunders, Director of Planning and Community Development and Tracy Gora, Planning Secretary.

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

LeHoullier appointed Fearis as a voting member for tonight's meeting.

**1) APPROVAL OF MINUTES**

**Motion:** Robidas moved to accept the minutes of the meeting of October 19, 2016.

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

**2) COMMITTEE REPORTS**

**A) ZBA Report**

See attached report.

**B) City Council Report**

Witham stated that the Council has moved forward with obtaining the deed for Breton Cleaners on 1 Winter Street. Stated that the NHDES made a presentation to the Council and that there is progress made for the phase one and two environmental studies. Stated that it tees the City up to submit for a Brownfields grant. Stated that there is a tight window but that if the application makes it in for the next deadline then there will be fewer other applications to compete with. Stated that they are moving forward with the former police station and the Hilltop School and that there are just minor items that need to be addressed. Stated that there is positive development for existing infrastructure in the City.

**C) Site Review Technical Committee Report**

See attached report.

**D) Minor Field Modification Report**

See attached report.

**E) Strafford Regional Planning Commission Update**

Fearis stated that there is nothing to add from the email updates that have been sent but the quarterly meeting is coming up soon and will report on that.

**F) Vision 2020 Committee Report**

None.

### 3) OLD BUSINESS

- A) Cumberland Farms, Inc. is seeking a lot line adjustment and site plan approval for a retail motor fuel outlet with associated site improvements on properties located at 208 & 216 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 62, Lots 09 & 11, SUB #03-2016 and SITE #10-2016.

Fournier recused himself from the Board.

**Motion:** Witham moved that this item be removed from the tabled.

Seconded by Guptill. Motion carried with an 8-0 vote.

**FX Bruton** with Bruton & Berube represented the applicant and addressed the Board. Stated that the Regional Manager of Cumberland Farms, Jeff Cutting is here also tonight. Stated that they had asked to remain on the table last meeting and that it was helpful for continuing their discussion with the NHDOT. Stated that the major changes are that the right turn in only from Route 108 has been eliminated and that the entrance from Blackwater Road has been moved back farther down the road. Stated that the NHDOT recommended that change as well. Stated that a Board members recommended that a sound study be done and that it was and the conclusion was appropriate. Stated that the regulations require sidewalks along Route 108 and Blackwater Road but that the Planner recommended the funds for the sidewalks be held in an escrow in accordance with the State RSA. Stated that if the sidewalks were put in now then they might have to be moved in the future for the Complete Streets Project. Stated that there has been discussion on a roundabout and that he hasn't seen a sketch of one. Stated that the State is in the process of hiring a consultant to see what improvements make sense. Stated that this is in the Ten-year plan but that sometimes those things don't happen at all. Stated that Saunders has suggested conditions of approval and one relates to the yard drain and showed on the plans. Stated that it was requested that the yard drain be moved back and they can do that and the engineer will describe more. Stated that there was a request that the freestanding sign be moved back but they don't feel this is necessary. Stated that they went to the ZBA twice to deal with the sign and that they did get some relief but that moving it back would be difficult. Stated that another suggestion for the sign is to remove the planter around its base.

**Chris Tymula** with MHF Design represented the applicant and addressed the Board. Stated that they got their peer review comments from DuBois & King and that they have been addressed and showed on the plans. Stated that the right turn in only has been removed and that there will be planting there instead. Stated that the driveway off Blackwater Road has been shifted ten feet back and is in line with the NHDOT recommendations. Stated that they struggled with how far to push that driveway back because of the buffer from the adjacent residential use. Stated that he thinks that the current plan meets the needs of the NHDOT and the Planning Board. Stated that because of the changes they made they had to re-grade the entire site. Stated that one parking space had to be eliminated but that they still meet the requirements. Stated that they upgraded the bio retention area in the back. Stated that regarding possible roadway upgrades in the future, there is a lot of space from the property line to the center point of the right of way. Stated that the yard drain is just to pick up runoff from the road to prevent flooding or pooling on the property. Stated that the road gets improved then the yard drain won't be needed. Stated that they don't feel that they have to push the sign back anymore.

**Jason Plourde** with Tighe & Bond, Inc. addressed the Board and stated that road widening for a bike lane and sidewalk would be 12 feet so there is still plenty of distance. Stated that all comments from the NHDOT were provided to the City. Stated that there is no impact to the

traffic signal so no improvements were needed. Stated that they are moving the Blackwater Road driveway back and now its location exceeds the 95<sup>th</sup> percentile queue.

Richardson stated that he appreciates that one entrance has been eliminated and one was moved back. Stated that not only are they trying to design for today and also trying to figure out if a roundabout will go in there. Thanked the applicant for making the changes and stated that he is glad that the trucks can still enter and exit the site safely.

Witham stated that they should keep the sign and the planter in its proposed location. Stated that the type of roundabout that the State has been talking about would extend 90 feet from the center of the roadway. Stated that he generally likes roundabouts but that he is not sure if it would work here. Asked Saunders about the exaction for the sidewalk and asked if they need to be met within a certain timeframe.

Saunders stated that they can only be kept for six years unless the applicant agrees to extend it. Stated that the City will know at that point what will be happening.

Witham stated that his concern is the traffic queue on Blackwater Road and that he doubts the NHDOT is worried about that because it is not a State road. Asked about the release of traffic.

Plourde stated that he has spoken with the people at the NHDOT District Office and that yes, their number one concern is the traffic flow on the State road. Stated that the driveway has been designed with no timing adjustments and the queue won't back up to the driveway entrance.

Saunders stated that the NHDOT told her that traffic timing is the easy thing to fix.

Plourde stated that the State does one to two years of monitoring of all traffic signals as part of their maintenance program. Stated that the driveway will be over 60 feet from the signal and that they are beyond the requirements.

Bruton stated that the property across the street will probably be redeveloped so there will be a chance to readdress the traffic queuing. Stated that they have done the best they can with what they have.

Witham stated that he agrees with Richardson that the elimination of the right turn only lane is excellent. Stated that he thinks he is good with the project and that he is not in favor of moving the yard drain or the sign and planter.

Guptill asked if the applicant could provide a traffic study after the project is complete to see how it is going.

Saunders stated that it is something that can be proposed but that it is so far out in the future and that there could be other changes that impact traffic after build out of this site.

Guptill stated that he was more talking about signal timing.

Saunders stated that the NHDOT didn't seem to think that it would be an issue and that she doesn't get the impression that it would be a burden on the City.

Guptill stated that he thinks the issue is on Blackwater Road.

Saunders stated that the NHDOT's answer was in context with the traffic flow on Blackwater Road.

Belmore stated that the site plan regulations require a sidewalk and that he doesn't see a waiver request.

Bruton stated that they have agreed to put the sidewalk funds into an escrow as suggested by the Planner. Stated that the City may not even want them on Route 108.

Belmore asked what the amount of that would be. Stated that the possible upgrade to the road is a State project and that he is worried about direct benefit to the City.

Bruton stated that the proposed condition of approval is for both streets and is a specific distance so that is what they took into consideration. Stated that he feels it is akin to a surety bond and that they usually work with the City.

Belmore stated that he would like to hear the actual number. Stated that they haven't required this from other developers on Route 108. Stated that he needs to see an actual number for him to vote on it. Asked if there are other improvements that could be done.

Bruton stated that he doesn't have the cost of the sidewalk right now. Stated that he has the request of the City and they say yes to it. Stated that if they supply a number it would be something that the City engineer could approve. Stated that the City's regulations require sidewalks and that it isn't the applicant's burning desire to have them. Stated that he feels that it is reasonable to show a budget and have the City engineer sign off on it. Stated that he doesn't want this to hold up the project.

LeHoullier stated that there is also a request for a lot line adjustment.

Bruton stated that this proposal involves three parcels and showed on the plans. Stated that it would shift the property line to the south and they would take some of the neighbor's land. Stated that there will be lot consolidation also to achieve the required frontage.

Robidas asked if there is just a general standard for the per-foot cost of a sidewalk.

Witham stated that maybe they don't need an actual number tonight and that in lieu of sidewalks the money get used for pedestrian improvements and enhancements. Stated that maybe the money could be used for sidewalks but maybe something else.

Bruton stated that they don't object to that at all.

Witham stated that the cost would be reasonable with construction standards.

Bruton stated that the actual number doesn't change the application and that they are not opposed to it.

Robidas stated that he doesn't want to hold up the project and that they have done a great job incorporating suggested changes. Stated that he agrees to let the City work it out with the developer.

Witham stated that he feels that the condition of approval should be that they agree to an exaction equal to the cost of sidewalk construction to be used for sidewalk improvements and maintenance.

Belmore stated that it would be at the full discretion of the City.

Bruton stated that they agree to unrestricted use.

Fearis stated that the noise was his concern and thanked the applicant for supplying the noise study. Stated that he is satisfied with the findings.

**Motion:** Robidas moved that the request of Cumberland Farms, Inc. for a lot line adjustment be **APPROVED**.

Seconded by Rhodes. Motion carried with an 8-0 vote.

Saunders reviewed the suggested conditional of approval from her memo.

Witham suggested that they strike conditions 1a and 1b.

Robidas agreed with that. Also suggested striking 1c since it is already depicted on the plans.

**Motion:** Robidas moved that the request of Cumberland Farms, Inc. for a site plan for a retail motor fuel outlet with associated site improvements be **APPROVED WITH THE FOLLOWING CONDITIONS:**

**CONDITIONS THAT MUST BE MET PRIOR TO FINAL APPROVAL:**

- a. Construction Cost estimate for this project shall be submitted to the Division of Economic Development and Planning;
- b. The estimate of what it would have cost to install sidewalks for the 337 feet of frontage on Route 108 and the 258 feet of frontage on Blackwater Road shall be submitted to the Division of Economic Development and Planning so that the City can calculate an in-lieu payment for sidewalks to be held in escrow. This escrow is being submitted for the City to use for pedestrian related infrastructure and its associated costs thereof, in-lieu of Cumberland Farms constructing a sidewalk. The escrow shall be submitted prior to site construction; and,
- c. The final plans shall bear the stamp and signature of the engineer, licensed land surveyor, and the landscape architect. Please submit one rolled and six folded 24" x 36" paper copies of the full set of plans to the Division of Economic Development and Planning for final endorsement. Please provide a check in the amount of \$28.50 plus applicable postage payable to the Strafford County Registry of Deeds to cover the recording costs. This fee includes the cost of recording a one-page 24" x 36" plan. The postage fee covers the cost of returning the plat back to the Engineer after recording. In addition, please provide a check in the amount of \$25.00 made payable to the Strafford County Registry of Deeds to cover the L-CHIP surcharge associated with each recorded plan. Please visit [www.nhdeeds.com](http://www.nhdeeds.com) for other recording fees if applicable.

**CONDITIONS TO BE COMPLETED PRIOR TO THE START OF SITE WORK:**

- a. A preconstruction meeting is required prior to the start of work. Please contact the Division of Economic Development and Planning to schedule this at least 1 week prior to breaking ground;
- b. An escrow account, in an amount set by the City's contract Engineer and agreeable to the Division of Economic Development and Planning, will be established for site and building construction inspections prior to any site work;
- c. A performance surety, in an amount agreeable to the Division of Economic Development and Planning, but no less than 110% of the cost of construction determined by the engineer's estimate of construction value, will be established for on-site erosion control and site restoration prior to any site work. If all site work is completed as proposed this account will be refunded;
- d. The applicant will be required to pay standard water and sewer connection fees assessed on new properties connecting to the water and sewer system. Water fees will be based on the size of water meter needed and the sewer connection fees will be based on estimate of water used and equivalent number of bedrooms; and,

- e. Erosion control shall be properly installed on site PRIOR to any construction. Erosion control shall be properly maintained throughout construction; any breaks or breeches shall be repaired within 48 hours of the storm event.

**CONDITIONS APPLICABLE DURING AND AFTER CONSTRUCTION:**

- a. There shall be no wetlands degradation during construction;
- b. An electronic As-Built Plan of the proposed development with details acceptable to the Division of Economic Development and Planning shall be provided prior to the issuance of a Certificate of Occupancy (C/O). This plan must be in a dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;
- c. A copy of the completed Inspection & Maintenance Log shall be provided to the Division of Economic Development and Planning annually on or before January 1st. This requirement shall be an ongoing condition of approval and noted on the final plans;
- d. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be replaced in a timely manner as long as this site plan remains valid;
- e. All outdoor lighting (including security lights) shall be down lit and shielded so no direct light is visible from adjacent properties and roadways; and,
- f. The new drainage infrastructure must be constructed prior to construction of the new building and associated parking. If the infrastructure is used as a temporary settling area during construction, the infrastructure shall be cleaned out and brought down to proposed bottom elevation prior to CO of new building.

Seconded by Guptill. Motion carried with an 8-0 vote.

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

None.

Fournier rejoined the Board.

**4) NEW BUSINESS**

- A) B Well Fitness, LLC., on behalf of Richard Fall and Morris Pigeon is seeking site plan approval with waivers to construct a new building with associated site improvements on property located on Willand Drive, in the Commercial Industrial (CI) District, Assessor's Map 43, Lot 1H, SITE #13-2016.

Saunders reviewed her memo (see attached) and passed out the memos from Norway Plains Associates that the City received on Monday. Stated that one memo is a waiver request and the other is a response to the DuBois & King review. Stated that there were two items brought up in the DuBois & King review and one was regarding the need for a waiver, which she just passed out and the other has to do the pipe that crosses Willand Drive. Stated that this pipe was flagged as maybe needing a capacity study since there is nothing on file with the City. Stated that she doesn't recommend putting this on the applicant but to have it reviewed what the City considers the road for acceptance.

**Scott Lawler** with Norway Plains Associates, Inc. represented the applicant and addressed the Board. Stated that there is a purchase and sales agreement for this property pending approvals. Stated that this vacant lot is located on Willand Drive near the intersection with Commercial Drive. Stated that this section of the road is still privately owned. Stated that the lot abuts Sherwood Glen MHP to the rear and another commercial use to the south. Reviewed the features of the lot. Stated that the applicant is aware that the road is privately owned and that there will be no City plowing until the City accepts the road. Stated that the use will have City water and sewer. Stated that the utilities on Willand Drive are overhead and they will continue like that down to this site. Stated that they are proposing a 6400 square foot, wood

framed building with clapboard siding and a metal roof. Stated that there will be a paved parking lot with 46 spaces. Stated that there will be sidewalks around part of the building and that it will be sprinklered. Stated that the business currently has between four and six employees and that they are relocating the business from its current facility at The Works. Stated that the project was designed with stormwater management and that they are relying on Low Impact Development (LID). Stated that the soils are extremely sandy and that all the water will be channelized. Talked about drainage and stated that there will be rain gardens. Stated that they are requesting three waivers and that the first is for a reduction on the required perimeter trees. Stated that according to the regulations, they would need 22 trees but that the applicant is concerned with visibility and being at the end of the road. Stated that they worked with a landscape architect and are only proposing 17 trees. Stated that the lot will still be well landscaped. Stated that the second waiver that they are proposing is for the bufferyard and stated that although they abut Sherwood Glen MHP, this site is about 18 feet below the elevation of the mobile home park so you would see over the screening. Stated that the third waiver is regarding stormwater management. Talked about drainage and stated that there will be an insignificant amount of runoff that they are unable to contain.

Witham stated that he wants to focus on the building design and stated that it will be a wood clad building with a barn appearance and a lot of windows. Stated that he would like to know what the building looks like from the road and parking lot.

Lawler showed on the plans.

Witham asked about granite curbing and stated that it is required.

Lawler stated that they are proposing concrete and that it is built into the sidewalk.

Witham asked if a waiver request is needed.

Lawler stated that they are trying to be aesthetic but that granite may not be financially feasible to the applicant.

Witham stated that he would be fine with that waiver. Stated that this is a generally industrial area and it is not needed for runoff. Asked about having another streetlight or moving the one they are proposing. Stated that he would like to see it closer to the property line to provide more light by the road. Stated that he feels that the proposed fixtures work well here.

Lawler stated that they are okay with that.

Witham stated that he would like that as a condition of approval.

Belmore stated that he wants to point out that this is not on a City accepted road and there won't be City plowing and that they may want to keep the light pole on their own property.

Lawler stated that is fine and that they can shift the pole and have a new fixture.

Witham stated that he agrees about the pipe in the road and that it isn't a City accepted road so it is not an issue now.

Robidas stated that his concern with the granite curbing waiver request is that what does it do for other projects. Stated that they are trying to make it affordable but what does that mean for other projects that come in.

Witham stated that Robidas makes a good point but that they Board did allow it for sections of the Tara Fields development. Stated that the curbing isn't for stormwater management and it won't get struck by a plow.

**Impact on parking lots waiver motion:** Witham moved that the request of B Well Fitness, LLC for a waiver from Section 11.4.b.viii of the Site Plan Review Regulations regarding parking lot tree density be **APPROVED**.

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

**Class B Bufferyard waiver motion:** Witham moved that the request of B Well Fitness, LLC for a waiver from Section 11.6.d.ix of the Site Plan Review Regulations regarding opaque screening be **APPROVED**.

Seconded by Robidas.

Witham stated that he doesn't usually support this type of waiver because a bufferyard is very important but that with this property the abutting neighbor is much higher and a bufferyard would be a moot point here.

Motion carried with a 9-0 vote.

Lawler stated that the third waiver is needed because the regulations require a zero increase of runoff from pre to post development but we will have a small section of driveway runoff that can't be captured. Stated that it is only about 16 feet and that it creates a slight increase.

Saunders stated that staff supports with waiver.

**Stormwater waiver request:** Witham moved that the request of B Well Fitness, LLC for a waiver from Section 11.17.a.ii.2 of the Site Plan Review Regulations regarding the post development peak rate of stormwater runoff be **APPROVED**.

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

**Granite curbing waiver request:** Witham moved that the request of B Well Fitness, LLC for a waiver from Section 11.4.b.iv of the Site Plan Review Regulations regarding granite curbing be **APPROVED**.

Seconded by Rhodes. Motion carried with an 8-0 vote with Robidas opposed.

Saunders reviewed the suggested conditions of approval.

Witham asked if the performance surety referenced in the conditional of approval is for a bond.

Saunders stated that it can be cash or a letter of credit.

Witham asked if the applicant is agreeable to that.

Saunders stated that the City requires that 110% of construction costs be held so that if the project falls through, the City has the money to take care of the site.

Belmore stated that this regulation has been in the ordinance since he has worked here and that applicants usually submit a letter of credit. Stated that staff is looking into that regulations to see if it needs to be lowered in the future.



Witham asked if that percentage can be lowered and stated that this amount has been an issue on a recent project that the Board approved. Stated that the City would want to secure the site but would never look to finish the project.

**Motion:** Witham moved that suggested condition of approval 3c from the City Planner's memo dated November 10, 2016 be reduced to "no less than 50%".

Seconded by Robidas.

Witham stated that staff is looking at this as an ordinance change and that he understands the intent but that he feels it is too high.

Belmore stated that he will abstain from this vote. Stated that he doesn't know what the cost would and that he doesn't feel like he has enough information to act on it.

Motion carried with an 8-0-1 vote with Belmore abstained.

**Site plan motion:** Robidas moved that the request of B Well Fitness, LLC for a site plan to construct a new building with associated site improvements be **APPROVED WITH THE FOLLOWING CONDITIONS:**

**PLAN REVISIONS:**

- a. Please see if the location of the 2nd stage regulator is too close to the doors and if so, relocate it and protect with bollards;
- b. Show the location of the bike rack on the plans;
- c. Show all EBUs on the plans;
- d. Show the height of the freestanding sign;
- e. The plans show the domestic water service being tapped off the fire service. This type of configuration is not permitted. We would require that both the fire service and domestic service be tapped individually from the main and that each be valved at the property line. Please revise on plan;
- f. The plans indicate the fire service will be ductile iron. We did not see a pipe spec for the domestic water service. The 2" domestic pipe must be copper tube, type k, up to the valve servicing the property. The developer may use an AWWA approved plastic pipe after the service valve if they wish to do so;
- g. Because this is a commercial property, a testable reduced pressure zone (RPZ) type back flow device must be installed directly after the meter and before any other connections;
- h. Note that the property owner understands that the City of Somersworth has not been asked by the site developer to accept the portion of Willand Drive Extension that runs along the frontage of this property. To that the end it is understood that the City does not have maintenance jurisdiction on Willand Drive Extension at this time;
- i. The applicant will be required to pay standard water and sewer connection fees assessed on new properties connecting to the water and sewer system. Water fees will be based on the size of the water meter needed and the sewer connection fees will be based on estimates of water used and equivalent number of bedrooms;
- j. Please address all comments in the third party Engineering Review report dated November 7, 2016 except the following two:
  - i. Item number 2 – waiver was submitted and approved.
  - ii. Item number 3 – We recognize that run off will be discharged into a private system, although also recognize that the private property owner is taking steps to request the road become public, so we have referred to it as public in keeping with it intended use. The point by the 3rd party reviewer is valid – that 24 inch RCP under Willand Drive may very well be undersized. We have no idea, as the 2004 development and subdivision plan of that roadway provided no stormwater calculations. The review of system capacity analysis will not be the responsibility

of the developer of this lot but instead the responsibility of the private property owner of the roadway prior to the City accepting the road as public.

**CONDITIONS THAT MUST BE MET PRIOR TO FINAL APPROVAL:**

- a. Construction Cost estimate for this project shall be submitted to the Division of Economic Development and Planning and,
- b. The final plans shall bear the stamp and signature of the engineer, licensed land surveyor, and the landscape architect. Please submit six folded 24" x 36" paper copies of the full set of plans to the Division of Economic Development and Planning for final endorsement.

**CONDITIONS TO BE COMPLETED PRIOR TO THE START OF SITE WORK:**

- a. A preconstruction meeting is required prior to the start of work. Please contact the Division of Economic Development and Planning to schedule this at least 1 week prior to breaking ground;
- b. An escrow account, in an amount set by the City's contract Engineer and agreeable to the Division of Economic Development and Planning, will be established for site and building construction inspections prior to any site work;
- c. A performance surety, in an amount agreeable to the Division of Economic Development and Planning, but no less than 50% of the cost of construction determined by the engineer's estimate of construction value, will be established for on-site erosion control and site restoration prior to any site work. If all site work is completed as proposed this account will be refunded; and,
- d. Erosion control shall be properly installed on site PRIOR to any construction. Erosion control shall be properly maintained throughout construction; any breaks or breaches shall be repaired within 48 hours of the storm event.

**CONDITIONS APPLICABLE DURING AND AFTER CONSTRUCTION:**

- a. There shall be no wetlands degradation during construction;
- b. An electronic As-Built Plan of the proposed development with details acceptable to the Division of Economic Development and Planning shall be provided prior to the issuance of a Certificate of Occupancy (C/O). This plan must be in a dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;
- c. A copy of the completed Inspection & Maintenance Log shall be provided to the Division of Economic Development and Planning annually on or before January 1st. This requirement shall be an ongoing condition of approval and noted on the final plans;
- d. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be replaced in a timely manner as long as this site plan remains valid;
- e. All outdoor lighting (including security lights) shall be down lit and shielded so no direct light is visible from adjacent properties and roadways; and,
- f. The new drainage swale must be constructed prior to construction of the new building and associated parking. If the pond is used as a temporary settling pond during construction, the pond shall be cleaned out and brought down to proposed bottom elevation prior to CO of new building.

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

- B) White Worth Realty, LLC and Prime Storage Somersworth, LLC are seeking a lot line adjustment and site plan approval to expand the existing mini storage facility on properties located at 380 Route 108 and 115 Whitehouse Road, in the Commercial Industrial (CI) District, Assessor's Maps 57 & 58, Lot 4, SUB 04-2016 and SITE #14-2016.

Saunders stated that this applicant asked to remain on the table until the December 21, 2016 Planning Board meeting.

**Motion:** Witham moved that the application of Prime Storage, LLC be placed on the table until the December 21, 2016 Planning Board meeting.

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

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

None.

**5) WORKSHOP BUSINESS**

A) Discussion on Site Plan Review Regulations proposed amendments.

This item not addressed tonight.

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

Saunders pointed out that the SRTC and Planning Board deadline and meeting schedule was emailed to everyone today and that there is a new format. Stated that the process has been expanded so that an applicant goes to two SRTC meeting before going to the Planning Board. Stated that this is for staff to review the updated plans to make sure all concerns were addressed from the first meeting.

Belmore stated that he feels that the issue of the performance surety needs to be addressed sooner rather than later. Stated that he would like it taken care of in the next meeting or two. Stated that he does need to know more about it though and would like to know what other communities do. Stated that there are lots of questions to consider when securing a project for the City.

Robidas asked if it is like a bond.

Belmore stated that it is an irrevocable letter of credit that gets called by a certain day unless it is renewed.

Saunders stated that it basically allows the City to draw on a reserve amount.

Witham stated that some projects starting off may not have the equity yet.

**6) COMMUNICATION AND MISCELLANEOUS**

Witham stated that he has a problem with a couple of properties in town because Certificates of Occupancy (C/O) have been issued and he is interested in when the projects are going to finish up. Stated that people have moved into the Mill but they haven't fulfilled their conditions of approval.

Fournier stated that they are actively working on their lighting.

Saunders stated that the site plan was approved with four conditions. Stated that Chinburg is working with the owner of the pizza shop for lighting on the back of his building for the bridge. Stated that they have added lighting along the face of the building. Stated that the pedestrian bridge is still outstanding and that lighting has been backordered. Stated that they are intending to install those and that she will follow up. Stated that regarding Roger's Auto, she doesn't think that a final CO has been issued and that they are still monitoring construction. Stated that DuBois & King are still inspecting the site regularly. Stated that it is still an active project.

Witham stated that regarding Roger's Auto, there were wetland issues and they need to remove the vehicle perch. Stated that while driving here tonight he noticed U-Haul trucks parked along the property line at Atlantic Mini Storage and that they are parked on the grass and they are blocking sight lines.

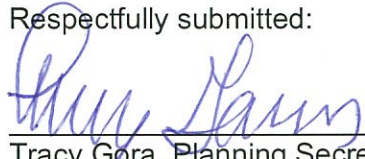
Saunders stated that she will look into that.

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

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

Meeting adjourned at 8:10 pm.

Respectfully submitted:



---

Tracy Gora, Planning Secretary  
Somersworth Planning Board