

**SOMERSWORTH PLANNING BOARD
MINUTES OF WORKSHOP MEETING
APRIL 19, 2017**

MEMBERS PRESENT: Ron LeHoullier, Chair, Bob Belmore, City Manager, Jeremy Rhodes, Paul Robidas and Mark Fearis, Alternate

MEMBERS ABSENT: Harold Guptill, Vice Chair, David Witham, City Council Representative, Chris Horton, Mark Richardson and Aaron Fournier.

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

The meeting was called to order at 5:36 p.m.

LeHoullier appointed Fearis as a voting member for the workshop meeting.

1) PUBLIC MEETING

A) Discussion on the Site Plan Review Regulations proposed amendments.

Saunders stated that she revised the draft Regulations after the Board's initial review and that she wants to review them tonight page by page (draft Regulations attached). Referred to page 22A.1 and stated that Section 2 regarding applicability seemed confusing so she cleaned it up and clarified what is exempt. Stated that she changed some language on the bottom of page 22A.2 so that it is in line with RSAs. Made changes to the definition of a minor site plan application on page 22A.3 and stated that it includes larger changes of uses and that any change of use under 5000 is handled administratively. Stated that changes of use between 5000 and 10,000 square feet would be a minor site plan. Stated that just because a project is exempt from site plan review doesn't mean it doesn't get any review. Stated that she does a preliminary review. Stated that with Section 7 she cleared up what needs to be submitted with a site plan application. Referred to page 22A.4 and stated that she clarified what an indirect abutter is. Stated that at the top of page 22A.5 is just formalizes that two SRTC are held for each application. Stated that the two SRTC meeting process started in January and seems to have worked so far. Stated that it helps to finalize plans before going to the Planning Board. Stated that at the bottom of the same page she clarified that an existing conditions plan should be submitted and stressed the importance of seeing what is on a site to begin with. Referred to page 22A.7 and stated that it clarifies what studies are required with a site plan application. Discussed changes on page 22A.9 and stated that the City's parking regulations are liberal and this clarifies.

Robidas stated that he likes the mutual use parking.

Fearis asked what would happen though if one of the businesses in the mutual use parking situation closed down and a new one came in.

Saunders stated that there would be signed agreements for the mutual use. Stated that this happens more with a change of use for an existing building and not with a new development. Referred to page 22A.11 and stated that the regulations didn't speak to parallel parking spaces so she added that. Referred to page 22A.12 and stated that vertical curbing can be difficult for wildlife crossing so she added about section about sloped curbing for specific instances.

Fearis stated that there is some of that at the Sunningdale development.

Saunders stated that on the same page she cleared up some vagueness on mitigation for parking. Stated that she thinks the intent was to break up big expanses of pavement. Referred to page 22A.13 and stated that she cleared up buffers for loading facilities.

Robidas stated that 50 feet doesn't seem that far and that it may still be too noisy.

Fearis agreed with Robidas.

Saunders stated that it can be increase to 100 feet. Referred to page 22A.19 and stated that the DPW has changed their driveway permit and regulations so this section will have to be changed for next time.

Fearis asked if a street is designed to City standards if that means it is the City's responsibility to plow it.

Saunders stated that it just means that it has to be designed to the City standards but the Council would have to review and determine if they want to accept it.

Belmore stated that he would like clarification on meeting public street standards even though it is a private street. Suggested referencing State E911 regulations.

Saunders stated that page 22A.20 clarified sidewalks.

Robidas asked if that means that sidewalks are going to be built to 'nowhere'.

Saunders stated that the applicant could submit a waiver request.

Belmore asked about if the City doesn't want the sidewalk.

Saunders stated that in those cases the Planning Board could allow the sidewalk not to be built.

Belmore suggested adding language for an off-site improvement in lieu of sidewalks.

Fearis asked if they should define crosswalks.

Saunders replied yes and stated that she will add that.

Belmore asked if this is for sidewalks and crosswalk on a public street.

Saunders replied that it could be private, which in that case they could request a waiver.

Belmore stated that if they are requiring crosswalks for public streets then suggested maybe having language for extra pedestrian notification like flashing lights for high traffic areas.

Saunders referred to page 22A.28 and stated that she added information on site lighting and being dark sky compliant. Stated that they are trying to minimize light pollution and that this prohibits up lighting except for some historic structures.

Fearis stated that on page 22A.29 the regulations say that the Board *may* require an independent noise study and asked why it isn't required.

Saunders stated that noise isn't an issue with all proposals. Referred to page 22A.30 and stated that the language for a parks and recreation area was odd and a lot of people have asked about it so she made some updates. Stated that the regulations didn't have any information on water and sewer so she reached out to Scott McGlynn and Jamie Wood for input and they provided that the language shown here. Referred to page 22A.32 stormwater regulations and stated that she used language from Laconia as they just updated their

regulations. Stated that it is good to model a 100-year storm as they are happening more frequently.

Belmore stated that he would like more clarification on the water/sewer regulations and the City putting in hydrants.

Saunders referred to page 22A.38 and stated that this new Section 18 was moved from page 22A.44 and that it fits better here. Referred to page 22A.39 regarding site security and stated that the Board has talked in the past about lowering the percentage because it is a burden and that she moved it down to 25.

Belmore stated that he would like to know what other local communities require.

Saunders stated that third party engineering review will still be by a third party as shown on page 22A.40.

Robidas asked if the City Engineer will review the projects.

Belmore replied no. Asked for clarification on as-built plan requirements.

Fearis asked if a CD-ROM is still needed or other media can be used.

Saunders stated that other forms of media can be used and that she will change it to not require a CD-ROM.

Fearis asked if substantial development is defined somewhere.

Saunders stated that State law defines it.

Belmore mentioned the section under Board Action on page 22A.44 that is stricken.

Saunders stated that section moved to page 22A.38. Reviewed the fees section on page 22A.46 and stated that she changed conceptual review fees to zero because she wants to encourage people to come in for initial review. Stated that the definition of 'change of use' needs to be added to the definitions and she will add that.

Robidas asked about advertising fees.

Belmore stated that it would be nice to know what other local communities do regarding advertising fees.

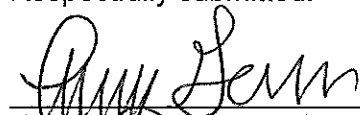
Saunders stated that the Site Plan Review Regulations do not need to go to Council to be adopted but that the Board can do it after a public hearing. Stated that she will make additional changes based on tonight's comments and have another work session in May.

Motion: Belmore moved to adjourn the meeting.

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

Meeting adjourned at 6:25 p.m.

Respectfully submitted:



Tracy Cora, Planning Secretary
Somersworth Planning Board