

**SOMERSWORTH SITE REVIEW TECHNICAL COMMITTEE
MINUTES OF MEETING
November 30, 2022**

MEMBERS PRESENT: Michelle Mears, Paul Robidas, Jeff Gallant, John Sunderland, George Kramlinger, Mike Hoage, Michael Bobinsky

STAFF PRESENT: Dana Crossley, Planning Secretary

The meeting was called to order at 10:30 AM

1. **Approval of the minutes:** Robidas MOTION to approve the 11/9/2022 meeting minutes.

The MOTION is SECONDED by Gallant.

The MOTION CARRIES 6-0-1 (Sunderland abstained)

2. **OLD BUSINESS**

- a. Any old business that may come before the Committee. – No old business.

3. **NEW BUSINESS**

- a. **KMT Management, LLC is seeking a minor site plan for a professional office in a property located at 441 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 42 Lot 04, SITE#19-2022 PUBLIC HEARING**

Mears stated the applicant is proposing to convert the existing single family home structure to a professional office space for the Select Cabinetree business. Applicant was granted a use Variance by the ZBA to allow for commercial use – professional business office – in October of 2022.

Bob Stowell of Tritech Engineering and **Karen Tilson** of KMT Management LLC were in attendance to represent the application.

Stowell stated the existing structure is about 1,000 SF and previously used as a single-family residence. He stated the proposal is to turn the structure into office space to support the abutting business, Select Cabinetree also owned by Tilson. Stated they were granted a variance to allow the office use without the required lot size and frontage for a commercial use. There are no proposed changes to the exterior of the site nor utilities. Office will be for staff to use for design space and other office work and would not have customers coming to this site.

Bobinsky stated the applicant may need to apply for an updated water/sewer application, does not think there would be much change with that though.

Stowell stated they have discussed that from a practice standpoint and anticipate less usage.

Bobinsky inquired if there would be onsite storage.

Stowell stated cabinets do not get shipped to the place of business, there may be an odd cabinet but there is space within the basement that it could be stored if needed. There will be no outside storage.

Bobinsky clarified this site was converted from a septic to City Sewer.

Stowell stated yes, prior to the current owner purchasing.

Bobinsky asked about the plan for trash removal from this site.

Stowell stated there is a dumpster as part of the Select Cabinetree site that they would utilize.

Gallant stated no comment.

Robidas stated no comment.

Kramlinger asked what the prior use was and if there was proposed public access to this office. Stowell stated it was a single-family residence and no public would go to this site, only used for staff.

Kramlinger stated there will need to be plan that shows the existing fire system (CO detectors/smoke alarms/fire extinguishers) the plan would need to show that what is there is sufficient. Not to the level of requiring a FPE.

Mears inquired if the landscaping in the bufferyard is existing.

Stowell stated yes.

Mears inquired if there would be any changes to the architecture.

Stowell stated not at this time, they may add a walkway between the two sites in the future.

Mears stated that would likely require an easement since they are separate lots and changes to the existing architecture could require further site plan review. Inquired if there would be signage or a dumpster.

Stowell stated no signage, because they want to make sure to point everyone to the Midway Park location and they would utilize that dumpster.

Mears requested a note be added to the plan that indicates the applicant is responsible for trash removal from the site, unless otherwise authorized by Chapter 7 – Solid Waste & Recycling Ordinance.

Mears opened the public hearing.

No comments received.

Mears closed the public hearing.

Kramlinger inquired how many employees would be on site.

Stowell stated estimated 2-3.

Kramlinger asked if the garage would stay and if there would be any parking on site.

Stowell stated yes the garage is intended to stay. Primarily would park at the Midway Park site but the owner and office manager may park at this site.

Mears asked what was planned for interior changes.

Tilson stated new carpet and paint and other aesthetic updates.

MOTION: Bobinsky stated I move that the request of KMT Management, LLC for a minor site plan to allow a professional office at 441 High Street be APPROVED.

The MOTION is SECONDED by Kramlinger.

The MOTION CARRIES 7-0.

4. Any other new business that may come before the Committee.

MOTION: Robidas MOTION to ADJOURN at 10:42 PM

The MOTION is SECONDED by Kramlinger

The MOTION CARRIES 7-0.

Respectively submitted:

Dana Crossley,
Planning Secretary Site Review Technical Committee