

**EXETER PLANNING BOARD
DRAFT MINUTES
MAY 12, 2016**

1. CALL TO ORDER:

Chair Kelly Bergeron called the session to order at 7:00 pm.

2. INTRODUCTION OF MEMBERS AND STAFF:

Don Clement (BOS Representative), Pete Cameron, Clerk, Chair Kelly Bergeron, Vice Chair Katherine Woolhouse, Langdon Plumer, Gwen English, and Aaron Brown (7:25 pm). The Chair announced that everyone will be voting tonight.

Staff present were Dave Sharples, Planner, and David Pancoast, Recording Secretary. Members of the public were also present.

3. NEW BUSINESS: PUBLIC HEARINGS:

The Chair read the public hearing notice as follows:

The application of 2 Hampton Road LLC for a non-residential site plan review for the proposed construction of an 8,000 square foot professional office building and associated site improvements on property located off of Winsdor Lane (former 2 Hampton Road). The subject property is located in the PP-Professional/Technology Park zoning district. Tax Map Parcel #69-3. Case #21605.

Mr. Sharples stated the project filing is complete for review purposes. Mr. Clement moved to accept the stated case for jurisdiction and open the public hearing and it was seconded by Ms. English and approved by unanimous vote.

Christopher Berry, with Berry Engineering presented the matter. The submitted plans have been updated. He passed out 'architecturals' to the

board. They appeared in late 2014 and construction began in early 2015 for 68 units. Mostly townhouse units with larger structure in back, across from the old courthouse. Professional office space is to the west. They are here again to get guidance/input for an 8,000 square foot two story building with a 4,000 square foot footprint, plus a small commercial office building toward the front in the southwest corner of the lot. Many of the proposed structures have been built, but not the larger structure. All proposed stormwater features are constructed. Access is proposed off of Windsor Lane so no additional curb-cut is needed onto Hampton Road. It will come in via the former location of an ancillary parking area, with parking on the side and front of the proposed new structure. They prepared/submitted a traffic impact analysis. The two projects are complimentary to each other as off-peak from each other regarding traffic flows and their traffic engineer thought flows and prior layout were sufficient and no further action was required. The former dumpster location will become the new entry to the proposed structure.

Some changes have to do with access into project and moving a small parking lot for a fire truck back up area. Entry is now a sweeping entry, not hard corners. Removed 2 parking spaces at that entry area as not required and aids softening of the sweeping entry. Also removing 2 spaces to the west for a small backup area for fire equipment. Stormwater impacts are controlled through a rain garden and designed to sheet flow to the front first to a pretreatment swale and then to a bioretention swale and then to a large rain garden to the rear of the building site and from there water is discharged overland 75 feet before it reaches the closest jurisdictional wetlands. All new structure storm flow and all offsite storm flow was taken into consideration with new features and the site is still drastically below the limits. Volumetric flows were decreased on the site. We need an Alteration of Terrain Permit which we've submitted to be reviewed soon and nothing else is required but an EPA permit if this is approved by board. Utilities will also be taken from Windsor Lane, so no further impact to Hampton Rd. The Planner suggested a small walkway connection which we've done by walkways between residential and commercial uses, with a loop for walking. We have a letter from Underwood Engineers on the board's behalf that we are addressing in the materials, with 10 comments, plus 18 comments on the TRC letter. Revised plans coming this coming week.

Mr. Sharples then stated that ZBA has determined that no further zoning relief is required, letter from chair in packet. TRC comments are about driveway configuration, which is being softened. Also the landscape plan of prior approval, at left into new use. Examine that to add robust plantings to make it look like second parcel/different site. Some waiver requests may be forthcoming, but none yet. Did not prepare conditions of approval due to plan changes coming. Revisions should be reviewed by staff and board before take action.

Ms. English then discussed the ancillary parking area element. Mr. Berry explained that their discussion with applicant and future tenants was about removal of spaces and they will do a formal agreement or lease agreement to cover that. On prior plans and these revisions, 5 spaces have been removed, closest to residential area. Visitor uses there would be after hours or on weekends, so it's a complimentary use. Ms. English then raised the rain garden aspects, which were explained by Mr. Berry, it's really one rain garden with two components, first one flowing into other one. Ms. English asked where buffer plantings would go? Mr. Berry goes to plan of original design. There are two hard corners existing, so exiting headlights would point to units. Change is sweeping movement so headlights point to side of structures not the fronts. Enhance area to separate the two uses and also prohibit headlights from glaring into units. The discussion was to have plantings up by peninsula and Mr. Berry agreed to look into that.

Ms. English asked if more signage is forthcoming and what it will be. Mr. Berry said that island signage is forthcoming and maybe a small sign at the intersection for turning. There is a misprint on the plan about the 7 more parking spaces than were required. We removed them prior to TRC submission and reduced by one or two spaces for fire equipment. Tenant needs 32 spaces and zoning requires 34 so we are proposing 32 at the building and 2 more up where the dumpster was.

Ms. English asked about the extent of clearing on the western side? Mr. Berry said it would be about 5-10 feet and explained the vegetation layout. Ms. English asked that it be updated on the next submission and Mr. Berry agreed.

Mr. Plumer then discussed the standing trees and Mr. Berry explained the clearing and staging area and said the current tree-line comes out by the rain garden. Part un-vegetated where clearing occurred and part is vegetated.

Mr. Cameron had questions on traffic. New study indicates due to time of occupancy, there seems to be no significant increase in traffic, but still concerned about this heavily traveled road.

Mr. Clement then inquired about the site distance from edge front parking lot to the roadway sidewalk. How much buffer is there? Mr. Berry said it's about 30 feet. Mr. Clement then asked if that was good enough? Mr. Berry stated that the CEO says they don't need more. Mr. Clement then asked if leaving trees is fine with the client re: their visibility to road? Mr. Berry said they haven't specifically discussed that element with them but they've reviewed and approved the site plan.

Ms. English then asked about the lighting plans for pedestrian safety. Mr. Berry said the original package lighting plan doesn't change substantially. Have lighting on building and at dumpster and entrance. Sidewalk is lit all night. She then echoed Mr. Cameron's comment on the traffic concerns.

Mr. Plumer added that there's a lot of traffic there with schools and such and buses there-it's a very busy road.

Mr. Brown asked about signage for building area. Mr. Berry said there will be signage on the building, at entry intersection and at the turning point, which will all be added to the site plan.

Mr. Plumer asked about the traffic study taking into consideration the aspect of Holland Way? Mr. Berry stated that the original study was of the entrance, and Holland Way and High St., so it's all included in the study.

There was discussion about the number of employees there. Mr. Berry said it would be about 35 or so. There is no retail in the building. It's zoned for professional office and they are tailoring it for a specific law office. Discussion then was about the residential units as a phased approach and how

this fits into that. Mr. Berry said that they want to break ground as soon as they can. This project stands on its own and affects nothing else.

Public comments:

Chris Hilton, Esq., Partner of Donohoe, Tucker and Ciandella, attorneys, are the intended tenant there. He lives nearby and is on the firm's building committee, and he is not concerned with traffic. They employ about 30 people not 35. The attorneys get in early and leave late, the staff comes in later and leaves earlier with a gradual come and go and their clients come in periodically during day. He encouraged the board to give the applicant the relief sought.

There were no other public comments.

Mr. Clement asked about any changes of water and/or sewer connections? Mr. Berry said it is an 8 inch line which is perfect for this site. It's a gravity line with no change in flow. It's low flow due to commercial nature of site.

There were no other board comments. Ms. Bergeron said there is more work to be done on plan sets and revisions and responses forthcoming on the comment letters, so this will have to be continued to a future session.

Mr. Plumer asked about a site walk? Ms. Woolhouse said she is curious about these changes. There was discussion on the site walk., to be done before the next meeting. The board decided on a date of Thursday 5/19 at 9 am. Discussion was then had on plan revision submissions to the board by 5/18/16, before the site meeting.

Mr. Sharples asked that the engineers pin building corners and flag the limit of cut and entrance into it will be staked/pinned.

Mr. Plumer moved to continue case #21605 to our next meeting on 5/26. Ms. English seconded and there was unanimous approval.

4. OTHER BUSINESS:

The Chair read the notice for the matter of Jeremy & Dianna Russman – Highland Street - PB Case #21602, amendment to subdivision plan for change to driveway drainage improvements.

Mr. Clement moved to reopen the case and Mr. Cameron seconded. There was unanimous approval.

Mr. Sharples said there was March 25th approval on this, with two leaching catch basins approved for the south end of the driveway. Applicant wants to substitute two stone infiltration trenches 3 ft x 100 ft each and this was discussed with Planner and DPW. It's just a different form of BMP but will work. The applicant did drainage analysis but they want a watershed analysis. There is a proposed condition: Applicant shall provide a watershed analysis, submitted to public works for approval prior to signing of the final plans. Applicant seeking to amend sewer lines on the plan re: they want to provide separate sewer service lines to each building. Staff is good with both amendment requests.

Mr. Clement initiated discussion on the stormwater trenches accommodating stormwater runoff for driveway. The driveway is crowned to send water to each side to the trenches and prevent water from getting to Highland Street. It's based on a 25 year storm event, so if 50 year event occurs, it will overflow. It's to be crushed stone with a perforated pipe under it. Ms. English asked if there was a 100 year storm, would it move the stone? Mr. Sharples responded that it might get some migration of stone. Mr. Brown said that maintenance by owners is likely because it's driveway drainage so they won't want it to hold water or back up.

Public comments:

Gerry Russman-one of owners: gives board a profile of the driveway and the drainage. Driveway when it's completed will have top to it with 2% grade off the crown to either side. These are substantial infiltration trenches: 2 ft deep x 3 ft wide, with ¾" stone on bottom at pipe, then filter fabric, and on top 3"-6" sized angular rip rap, which size will prevent any migration of stone below it.

It will be raked so no grass clippings remain on top of the stone. Sewer manhole in street at the end of the driveway for drainage. This will handle all issues.

No further public comments.

There were no further questions of the board.

Mr. Sharples suggested approval of the proposed motion at end of his memo to amend the conditional approval of this minor subdivision.

Mr. Plumer moved to conditionally approve Case #21602, in accordance with the proposed Amendment Plan of April 12, 2016 with the following condition that the applicant shall provide a watershed analysis to support the submitted drainage report to be reviewed and approved by DPW prior to approval of the final plan. Mr. Clement seconded and on discussion, the watershed analysis was questioned, due to small project. Mr. Sharples stated that there are usually two parts to a drainage submission, but the area that the drainage report covers was not shown. Just need to have it in the file. Mr. Russman said his engineer will provide it by tomorrow or Monday morning, to the Planner. The area to be shown is about 50' x 150' area. The Chair took a roll call vote that was unanimous.

Next matter:

Exeter Village Shops Condominiums – PB Case #21501-Request for Bond Release

Chair Bergeron reads the request letter and town engineer's letter into the record. There is a \$239,741 bond. DPW recommends release of full amount due to project completion. Mr. Clement moved release of bond amount \$239,741 in case #21502. Mr. Cameron seconded and the vote was unanimous for approval.

Next matter:

LTPL Holdings, LLC (Exeter Swim & Racquet Club) – PB Case #21502; 19 Centennial Drive-Request for extension of Conditional Approval (expires 5/14/16)

Chair: This request has been withdrawn. There was discussion that aspect. Mr. Sharples said that if no extension, they would have to resubmit for site plan approval, then would have to redo the whole submission but nothing changes on that, so they can get it ok. He got an email, can't renew at this time, because they don't own land. Discussion on approval running with the land.

The request was withdrawn. No action required.

Election of Officers

Board of Selectmen appointed Mr. Plumer as a voting member.

Mr. Cameron, Clerk asked if there were any nominations. Mr. Clement moved Mr. Cameron continue as Clerk for the coming year. Mr. Plumer seconded. There were no other nominations for Clerk. The Chair took a roll call vote and the approval was unanimous, with Mr. Cameron abstaining.

Mr. Plumer then nominated Katherine Woolhouse as Vice Chair. For another year. Ms. English seconded it and the roll call vote was unanimous, with Ms. Woolhouse abstaining.

Mr. Plumer then nominated Ms. Bergeron as Chair for another year. Ms. English seconded and a roll call vote was unanimous, with Ms. Bergeron abstaining.

4. APPROVAL OF MINUTES:

Minutes of 3/24/16: there was discussion on length of minutes and on comments to be forthcoming. Mr. Clement asked that they be tabled to 5/26. The Chair agreed but they must be approved next time.

Minutes of 4/14/16: there was discussion on necessary changes and Mr. Plumer moved to approve the minutes with the changes and corrections noted. Ms. English seconded and the Chair took a roll call vote, with

unanimous approval except Ms. Bergeron who abstained due to being absent from that session.

Minutes of 4/28/16 there was discussion on necessary changes and Mr. Plumer moved to approve the minutes with the changes and corrections noted. Mr. Clement seconded and the Chair took a roll call vote, with unanimous approval except Ms. Woolhouse who abstained due to being absent from that session.

5. TOWN PLANNER'S REPORT:

Mr. Sharples gave a Master Plan Steering Committee Update-the first meeting is at the Library at 6 pm next Tuesday 5/17. They hope to have an RFP in the next week or so after that. The session is open to the public.

He has given the board the revised Schedule of Review and Public Hearings.

The TRC meetings clashed with the Planning Board's meetings, so he moved them back a week to a Thursday that is 3 weeks before Planning Board to allow folks to go to TRC and still have time to respond to comments before Planning Board sessions. There was discussion on site walks and the protocols for doing them legally and practically, with markers and such in place beforehand where possible. The board was fine with the changes.

The Economic Development Commission requested to be allowed to make an appointment to the Master Plan Steering Committee. Discussion ensued and the board was in favors of the appointment request. Mr. Clement moved approval and Ms. English seconded and approval was unanimous.

He said they are still seeking representatives from the hospital, PEA, Heritage Committee and School Dept.

He gave construction updates for 80 Epping Rd., Lincoln St Demo permit in place, and Gourmet Gift Baskets site is active. There was a pre-construction meeting last month and there is now broken ground on Continental/Epping Rd. The Academy has started theatre and dance project. At 80 Epping Rd site work will begin after a permit is in place. There are three pieces to it, 91 units residential and Aroma Joes going in, there is nothing forthcoming yet in the front of it.

6. OTHER COMMITTEE REPORTS:

Mr. English gave an update on healthy lawns/clean water forum on 5/4.

Mr. Woolhouse updated on Accessory Dwellings meeting where they discussed zoning amendments. We have it in the zoning. Mr. Clement pointed out that it is not compliant with regulations. Mr. Sharples said it is on his radar, they are allowed, but he will double check it and report back.

Mr. Plumer raised the All Boards meeting on 6/15. Mr. Sharples will have a flow chart of the planning process for that meeting, including Conservation matters in Planning projects and the order of submissions. He will have a flow chart based on current regulations and streamlining the process.

Mr. Clement raised the MS 4 permit on municipal stormwater to be issued in next couple of months, but not effective until April 2017. We still have the existing MS4 permit. Any change in impervious surface must be reported. Another reason to have a stormwater ordinance here in his view.

Mr. Clement also raised the last fish ladder tour is after the lawns event described earlier above. .

7. ADJOURNMENT:

There being no further business, Mr. Plumer moved to adjourn, which was seconded by Mr. Cameron and was unanimously approved. The session was adjourned at 9:10pm

Respectfully submitted by David Pancoast, Recording Secretary

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