

Planning Board

Draft Minutes

August 24th, 2017

1. Call to Order

The members of the board present are Dave Sharples, Katherine Woolhouse, Aaron Brown, Kathy Corson, Langdon Plumer, Nicholas Gray, Pete Cameron, and Gwen English. Chair Langdon Plumer began the meeting at 7:00pm in the Nowak Room of the Exeter Town Offices building.

2. The application of W. Scott Carlisle III for a subdivision of a 10+/- parcel located off of Epping Road into three parcels. The subject property is located in the I-Industrial zoning district. Tax Map Parcel # 40-12. Case #17-26.

MOTION: Ms. English moved to open the hearing for this case number 17-26. Mr. Cameron seconded, and it passed unanimously.

Dave Sharples began by describing the property. The applicants are proposing a subdivision off of Epping Road, which is located in the industrial zoning district. No development is being proposed. They are seeking to divide the property into 3 lots which will be accessed by the TIF road. The conceptual plans showed that there may a cul-de-sac added. Until the TIF road is designed, nothing else can be designed. The applicant may be responsible for the cul-de-sac. The applicant is requesting two waivers which will be covered during this meeting. The applicant met with planning, and they meet all the dimensional requirements. There were a few conditions of approval brought up. They also need a design for the unbuilt portion of the TIF road and the roadway and cul-de-sac.

Jonathan Ring, of Jones and Beach Engineering, came to microphone to speak. He showed the board the plan for the subdivision. They met in May to determine the preliminary site plan, and have not done the design for specific pieces (the hotel, restaurant, and convention center) or the roadway design. They are prepared to work with the town engineer to design a cul-de-sac. There was some confusion over the numbers of waivers that were needed, but it was decided that only 1 and 2 would be covered during tonight's meeting.

The first waiver was about section 7.4.7 about relocating significant trees of 16" diameter or more. The applicant is requesting a waiver because the expense of relocating all of the trees would be too high. The second waiver requested in Section 7.5.4, about the high intensity soil survey (HISS) information for the site, including the wetlands that needed to be filled. The applicant is requesting a waiver because there are not wetlands proposed to be filled. The site plan development does include a wetland to be filled, but that would be in the future. They are seeking to get the subdivision plan reviewed and approved.

Mr. Ring showed the wetland on the plan as well as the intermittent stream crossing. He showed the existing conditions which included the topography of the land. He also showed the active adult community property line and where they meet the Carlisle property, where they are proposing a cul-de-sac. The bottom point on this chart has some discrepancy over the survey, where it had shifted

about 10 feet depending on the survey used. As a result, about 4,000 square feet is in question. They will have this problem resolved.

Ms. English asked who the cul-de-sac would belong to. Mr. Sharples replied that it is a separate section and could belong to the town if it was a part of the public road. Ms. English was concerned that the applicants could have a change of heart. Mr. Sharples said that approval cannot happen until the cul-de-sac and the TIF road are designed, and that it would go back to being a single lot. Mr. Brown asked, in relation to the first waiver, if it would carry over to future applications. Mr. Sharples said that it was only for this application and that they could make a condition of that.

Ms. Corson asked if the discrepancy between property lines would have to be a condition as well. Mr. Ring said they are not sure how it will be resolved yet, but that it will be resolved before the plan is recorded. Ms. Corson asked if the intent was to create a roundabout. Mr. Ring showed the preliminary plan from May, and pointed out the cul-de-sac on the chart. The idea is that once the TIF road is accepted by the town, the TIF engineer could design it. The cul-de-sac would then be conveyed to the town. Mr. Gray asked why the subdivision plan is separated from the overall proposal. Mr. Ring answered that in this case it is due to the applicant's and real estate broker's preferences. Scott Carlisle, the applicant, spoke that the overall objective is to provide useful and well-regarded entities. He is subdividing to do that and to have more control over what is happening on each lot. He is willing to resolve the lot line dispute.

MOTION: Mr. Cameron moved to approve the first waiver from section 7.4.7 about the removal of significant trees, and that this waiver shall not apply to any other subdivision application in the future submitted by the property. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

MOTION: Mr. Brown moved to approve the second waiver from section 7.5.4 about the HISS information for the site, and that this waiver shall not apply to any other subdivision application in the future submitted by the property. Mr. Gray seconded the motion, and it passed unanimously by roll call vote.

Mr. Sharples next read the conditions for the site approval. First, a dwg file of the subdivision plan will be provided to the town planner prior to signing the final plan. Second, the approval will not be final until the applicant presents to the board, and they approve, the TIF road going to the property and the roadway and cul-de-sac within the property. These conditions will be met prior to recording the subdivision plan. Also, the potential discrepancy between the common boundary line must be resolved between the property owners. He asked who would determine if it's resolved.

Mr. Brown said that there is not a lot of information regarding the dispute, and that the town should act on what is in front of them tonight. Mr. Sharples was worried about the potential dispute between owners. Mr. Cameron asked if the TIF road impacts this at all, but it does not. Mr. Ring said that the surveyor said that they could split the difference or they could accept the other surveyor's line from the other property. The rights of the sliver would be given to CKT, and the acreages on the plan would reduce by 4,000 square feet. The lot line adjustment would take care of it. Mr. Sharples was comfortable with this solution.

MOTION: Ms. Corson moved to approve the request of W. Scott Carlisle III for the subdivision approval with the conditions as read by Mr. Dave Sharples. Ms. English seconded the vote, and it passed unanimously by roll call vote.

3. Charron Circle Bond Reduction PB Case #21421

Mr. Plumer started by saying this is bond reduction number 2. The following bond reduction was recommended. The original amount is 470,927.59 dollars. There is a 20% retainage of 94,185.52 dollars. The value of the work remaining is 16,100 dollars. The subtotal of the retainage and work remaining is 110,285.52 dollars. That leaves a current bond balance of 244,144.11 dollars. The recommended bond release is 133,858.59 dollars. This would leave a bond balance of 110,285.52 dollars.

Mr. Brown pointed out that the retainage seems high, and what is the point of it. Mr. Sharples said that it is required by site and subdivision requirements. It carries over after it's done, and the 20% is just being held until it's released.

MOTION: Ms. English moved to reduce the Charron Circle bond amount by 133,858.59 dollars, leaving a remaining balance of 110,285.52 dollars. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

4. Conditional Extension for 22 Industrial Drive

Mr. Plumer said there is a conditional approval of a 30,000-square foot office building expansion located at 22 Industrial Drive in Exeter. They are asking for an extension of 12 months.

MOTION: Ms. English moved to approve an extension for East Coast Ventures Enterprises, Inc. for a 12-month extension from September 22nd, 2017 to September 22nd, 2018. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

5. The application of Exeter Lumber Properties LLC for a plan amendment to a previously approved site plan for the construction of a 6,500-square foot lumber storage rack building. The amendment is for paving of existing gravel areas on the property. The subject property is located at 120 Portsmouth Avenue, in the C-2, Highway Commercial zoning district. Tax Map Parcel #52-53. Case #17-22.

MOTION: Mr. Cameron moved to open case number 17-22. Ms. Corson seconded the motion, and it passed unanimously.

Mr. Sharples started by saying that the site plan was approved at the June 8th meeting, and is located in the C-2 highway commercial zoning district. He wanted to make sure that all runoff will go to the catch basin on site and not to adjacent properties. He ran it by UEI, and got an email from them about a few concerns which the applicants will cover. The applicants are also requesting a few waivers.

Jonathan Ring came to the microphone and said that the applicant became concerned about the dust from the existing gravel areas, and would like approval to pave to reduce erosion and sedimentation. Mr. Ring showed the board on the plan where they would like to pave, and it would be about 40,000 square feet. Most of the area slopes to the existing catch basin, which he showed on the plan. The drainage for the basin takes in account the stormwater. He showed where the pipes are on the property. He also explained that they have replaced the headwell. He showed the watersheds on the

plan. He also showed a swale on the plan. The intention is for the erosion occurring on the gravel to be alleviated by paving. The Leary Court drainage piece has been ordered.

They have reviewed the drainage calculations, there is a less than 1% increase in the drainage flow. The calculations show that it can handle the stormwater. Catch basin 2000 has a rim of 18.35, which is about a foot below the edge of the gravel. The water from an extreme storm would go into the basin without affecting the neighbors. It would be expensive to pave all of it.

As far as the waivers are concerned, the first is regarding section 7.4.7, about significant trees more than 16" in diameter. They are requesting the waiver because there are no trees of that diameter within the plan. The second waiver is 7.5.4, about the HISS for wetland filling. They are requesting a waiver because there are no wetlands to be filled. The third waiver is section 9.3.1, about the pre-and post development flow rate, they are requesting a waiver because there will be a less than 1% increase in flow rate. Finally, section 9.5.1.4 about grading within 5 feet of the property line, they are seeking a waiver due to the storage rack building and the newly proposed pavement. A fenceline that was installed prior to the survey was mentioned, and it was moved.

Ms. English had some concerns over putting down so much pavement on the lot, but understood how it could be beneficial. She expressed her concern over the environmental impact. Ms. Corson agreed with this statement. Mr. Cameron asked if more vehicles would be parked on the property. It was said that the hard surface would be used to store materials. The paving would also help the vehicles not get stuck. The customers would park in the front.

Marjorie Taft came to the microphone. She is a nearby resident. She expressed her support about paving the landscape, and said that it would help to direct the flow of water. She asked if there was a basin that held water off of the Exeter Lumber property. Mr. Ring showed the catch basin 2000 on the plan and mentioned again the headwall.

MOTION: Ms. Corson moved to approve the waiver for section 7.4.7 about significant trees. Mr. Gray seconded the motion. It passed unanimously by roll call vote.

MOTION: Mr. Gray moved to approve the waiver for section 7.5.4 about the HISS of wetlands on the property to be filled. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

MOTION: Ms. Corson moved to approve the waiver for section 9.3.1 about the post-development flow rate increase. Mr. Cameron seconded the motion, and it passed unanimously by roll call vote.

MOTION: Ms. Corson moved to approve the waiver for section 9.5.1.4 about the grading within 5 feet of the property line. Mr. Gray seconded the motion, and it passed unanimously by roll call vote.

Mr. Sharples clarified 3 conditions of approval. The first is that all newly paved areas should be sloped towards the existing catch basins/headwall or to the stormwater management features, so no stormwater shall run off to the properties to the north or east. The second condition is that all of the concerns from UEI shall be addressed prior to the signing of the final plans. The third condition is that the approval is for the plan titled sketchplan paved, with the latest revision date of 8/23/17 due to the added spot grades. Mr. Ring said the date may be changed to the 24th or the 25th. Mr. Sharples suggested forgetting the third condition.

Mr. Brown asked about the second bullet on the note where it says, "it should be noted", and asked if they were at 46.1 or less than 46.1. Mr. Ring responded that the pave change is 46.1, which is the less than 1% increase. Mr. Brown noted the discrepancy between the waiver and the note. Mr. Sharples said that the waiver overrode that.

MOTION: Ms. Corson moved that the request of Exeter Lumber Properties LLC for the site plan amendment be approved with the conditions read by Dave Sharples. Mr. Cameron seconded the motion, and it passed unanimously by roll call vote.

6. Continued public hearing on the application of Varsity Wireless Investors, LLC for a minor site plan review, Wetland Conditional Use Permit and Shoreland Conditional Use Permit for the proposed construction of a wireless communication facility and associated site improvements on the property located at 8 Kingston Road. The subject property is in the NP Neighborhood Professional zoning district. Tax Map Parcel #81-49. Case #17-20.

Mr. Plumer said the board is expecting the results of the ZBA, and did the site walk this afternoon. Mr. Sharples recommended that the board tabled the hearing until the September 28th meeting.

MOTION: Mr. Cameron moved to table the hearing until the September 28th meeting. Ms. English seconded, and it passed unanimously.

7. Continued public hearing on the 2018 Capital Improvements Program (CIP) projects as presented by the Town Departments. Copies of the proposed document(s) will be available at the Planning Department Office prior to the meeting.

Mr. Cameron mentioned a group of people not being happy with the recreation department proposal due to the proximity of the areas. Ms. Corson clarified that if the plan was approved, it would come before the planning board. There are concerns about children running around the lot. The recreation department is aware of this problem and are looking at options to fix it. Mr. Cameron asked if there was any feedback from the condominiums next door regarding the project. Ms. Corson answered that they did not have a condo association yet. She also brought up a concern about plowing the parking lot, and suggested possibly relocating the tennis courts. Mr. Plumer asked if they are trying to put too much on one property.

Mr. Cameron pointed out the usefulness of the library meeting room, and suggested another meeting room within the library. He did not want to lose the meeting room. Ms. Corson said that they are looking at spaces within the third floor. She also said that she was amazed by the amount of resources that the library had, and how many people use the library. Ms. Corson also talked about the HVAC issues that need to be corrected. Mr. Plumer asked about the street underneath, and thought maybe that should be looked at again. Mr. Gray noted that many members of the board wanted the exterior to be made of brick. Ms. Corson suggested another texture as well. Mr. Cameron disagreed and thought it should be brick. Mr. Sharples said there would be more meetings in the future to discuss these projects.

Ms. English asked about the boardwalk on the river replacement project, asking about potential safety rails or barriers along the side. She expressed her concern about this due to children using the boardwalk. Ms. Corson said they were just showing a potential plan, and could add that. Mr. Plumer said that he liked hearing that the equipment from the recreation department was shared with public works.

As far as the fire department plan, Ms. Corson said that she feels like the public safety complex needs a lot of renovations. She wants to spend the existing money first. Mr. Cameron mentioned the risk of liability issues with poor safety complexes and equipment. Ms. Corson wants to make the public safety building more accessible to people. The downtown traffic parking analysis, Mr. Sharples said that they did not want to be too proactive. He mentioned it was in the CIP for 2019. Ms. Corson would like to tackle the infrastructure first. She also mentioned the highway grant money just given to the city by the State of NH. Mr. Plumer mentioned that Winter Street is now paved.

Ms. English said that there were a lot of changes made on Lincoln Street, but said that they didn't necessarily have a plan for these changes. She wants a vision of what the town wants it to look like, and wants to know what they will do with parking by the train station. Mr. Sharples said that there was 200,000 set aside for the project on Lincoln Street, and there was a meeting and a charrette done. They are looking at a complete streets design for the roadway. There might be some school parking designated as new train station parking. They could also acquire an adjacent property for parking. As far as Epping Road, it will be taken to the TIF advisory board and a corridor study may be included. He stressed the importance of getting the public involved and keeping the planning board in the loop. Mr. Plumer agreed with that.

8. Town Planner's Report

Mr. Sharples talked about the Thirsty Moose. He found out that the outdoor seating area plan may be over 1,000 square feet. If it is, it could be waived by the town planner as long as no impervious surface area is added, which there is not. For zoning amendments, he mentioned two. He talked to the HDC to have a minimal impact process in the historic district. He is revising it with their comments. For stormwater regulations, he handed out a memo to the board. It was passed to DPW who had some concerns with it, then was given to Mr. Sharples again earlier that week. They are recommendations from Wright Pierce. The master plan draft action plan has been reviewed, and there is still discussion to be had. There is a master plan meeting next week. Landscaping at Exeter Lumber, they have agreed to maintain the landscaping along the front and a deciduous tree was added. Finally, at 2 Hampton Road, the area will be cleaned up and have mowed.

9. Approval of Minutes

a. August 10th, 2017

Ms. Woolhouse suggested that the author of the minutes make a note of their name on the bottom. She also pointed out a typo on page 1, paragraph beginning with "Anthony", where it says spoke about the "importance" of the river. Ms. English said that on page 2, second paragraph, last sentence, Unitil is spelled incorrectly. And, Seacoast United should be capitalized. She also pointed out that on page 4, the last three sentences should be moved up to the paragraph talking about the portable radios. The next paragraph should start with "Mr. Cameron commented". She also said that in page 5, first paragraph, the sentence where she comments on the possibility of a roundabout should be deleted. And on page 5, where it says the review of surface water, it should say the surface water treatment plant.

MOTION: Ms. Corson moved to approve the minutes as amended. Mr. Gray seconded the motion. It passed unanimously.

10. Adjournment

The meeting was adjourned by Chairman Plumer at 9:30pm.

Respectfully submitted by Samantha Cave.