

1                                   **TOWN OF EXETER**  
2                                   **PLANNING BOARD**  
3                           **NOWAK ROOM – TOWN OFFICE BUILDING**  
4                                   **10 FRONT STREET**  
5                                   **AUGUST 24, 2023**  
6                                   **APPROVED MINUTES**  
7                                   **6:30 PM**

8   **I. PRELIMINARIES:**  
9

10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Pete Cameron, Clerk, Gwen  
11 English, Jennifer Martel, and Nancy Belanger Select Board Representative (remotely)  
12

13 **STAFF PRESENT:** Town Planner Dave Sharples  
14

15 **II. CALL TO ORDER:** Chair Plumer called the meeting to order at 6:35 PM and introduced the  
16 members.  
17

18 **III. OLD BUSINESS**  
19

20 **APPROVAL OF MINUTES**

21  
22 June 8, 2023 - *Tabled*

23  
24 June 22, 2023 – *Tabled*

25  
26 July 13, 2023 – *Tabled*

27  
28 August 10, 2023 – *Tabled*  
29

30 Chair Plumer recommended tabling approval of the minutes given the size of the meeting’s agenda.  
31

32 **IV. NEW BUSINESS:**

33 1. Second Public Hearing on the 2024 Capital Improvements Program (CIP) projects as  
34 presented by the Town Departments. (Copies of the proposed document(s) will be available at  
35 the Planning Department Office prior to the meeting).  
36

37 Chair Plumer read out loud the Public Hearing Notice. Mr. Sharples noted the Department  
38 Heads appeared at the last meeting and presented their project requests for the CIP for the  
39 next five-six years. A draft transmittal letter was provided to send the Board’s  
40 recommendation to the Select Board. He noted the Facility Condition Assessment for the 13  
41 Town facilities was not ready at that time.

42 Chair Plumer opened the hearing at 6:45 for public comment.  
43

44 Mr. Cameron stated that he was very pleased with the detail in which the presentations were  
45 made, and each presenter did a fine job.  
46

47 Chair Plumer commented that Public Works got a lot of funding with grant money and that  
48 doesn't just happen either.  
49

50 Ms. English noted that she had been on the fence about the substation on Epping Road until  
51 hearing the presentation and understands the situation much more clearly. She commented  
52 that it would be a great benefit to the Town and the presenters did a good job outlining the  
53 issues they are facing day to day.  
54

55 Chair Plumer noted that he visited the station and witnessed the lack of space and privacy to  
56 discuss personal issues with residents and the direct impact on the safety and welfare of the  
57 community. He stated he is concerned that officers are going out to their vehicles at the end of  
58 the night and possibly being threatened, which is not acceptable. He proposed stating in the  
59 transmittal letter that the substation is a real need for the community.  
60

61 Ms. Belanger expressed concerns about victims having no private place to be interviewed at the  
62 existing complex. She noted there was a video posted on the Town website that shows the  
63 existing conditions.  
64

65 Ms. Belanger commended Melissa Roy, the Assistant Town Manager, and the volunteers who  
66 had worked aggressively to apply for grant money and for being so successful in saving money.  
67 She noted the first meeting of the Budget Review Committee is on Wednesday, September 27<sup>th</sup>  
68 at 6:30 PM.  
69

70 The Board agreed unanimously to include the recommendation for the safety complex in the  
71 transmittal letter. Mr. Sharples proposed the wording that the Board fully supports the new  
72 safety complex as a priority to protect the health, safety and well-being of the community.  
73

74 Ms. Martel noted that this is a part of planning, and we need to plan for what is happening.  
75 She noted she was impressed with how much goes into getting the numbers and keeping them  
76 low enough that the projects remain viable.  
77

78 Chair Plumer closed the public hearing at 7:00 PM.  
79

80 2. The application of Ross Engineering LLC for a multi-family site plan review and Shoreland  
81 Conditional Use Permit (CUP) for the proposed redevelopment into three condominium units  
82 along with associated site improvements, of the property at  
83 14 Hobart Street  
84 R-2, Single Family Residential zoning district  
85 Tax Map Parcel #74-89  
86 Planning Board Case #23-8

87  
88 Chair Plumer read out loud the Public Hearing Notice.

89  
90 Mr. Sharples indicated the application was complete for review purposes.

91  
92 **Mr. Cameron motioned to open Planning Board Case #23-8. Ms. Martel seconded the motion.**  
93 **A vote was taken, all were in favor, the motion passed 5-0-0.**

94  
95 Mr. Sharples stated that the applicant submitted a multi-family site plan review application,  
96 Shoreland CUP application, plans and supporting documents dated May 30, 2023 which have  
97 been provided to the Board for review. A Technical Review Committee (TRC) meeting was held  
98 on June 22, 2023 with comment letter dated June 26, 2023 provided to the Board for review.  
99 There was no review of the project by Underwood Engineers (UEI) due to the size and scope of  
100 the project. The applicant was granted a Special Exception by the Zoning Board of Adjustments  
101 (ZBA) at their February 21, 2023 meeting with the condition that site plan approval be obtained  
102 from the Planning Board. The ZBA decision letter and meeting minutes have been provided to  
103 the Board for review. The applicant appeared before the Conservation Commission at their  
104 June 13, 2023 meeting and the Commission recommended approval of the Shoreland CUP with  
105 conditions. The June 22, 2023 memo of Chair Andrew Koff was provided to the Board for  
106 review. There are no waivers being requested.

107  
108 Alex Ross, surveyor and engineer, presented the application of Ross Engineering LLC and posted  
109 plans, which he handed out to the Board, for the proposed condominium conversion. He noted  
110 the first sheet showed the one-acre site with grading from Hobart Street to Little River (and the  
111 other side of the river also). He denoted the existing home and leach field and stated there is  
112 municipal water and sewer there. The buildings consist of an existing house, barn, shed and  
113 garage. Unit 1 will be the existing large barn and small shed on the north end. The existing  
114 home will be Unit 2 and to the south, the garage will be Unit 3. The asphalt driveway will be  
115 removed and replaced with pervious surface representing a reduction in impervious surface of  
116 approximately seven (7%) percent. Stormwater will be controlled.

117  
118 Mr. Ross reviewed the stormwater plan on the next sheet and noted that the Conservation  
119 Commission would like the condominium documents to include maintenance of the pervious

120 pavement and to limit fertilizer use in accordance with Section 9.34 F12 of the site plan review  
121 and subdivision regulations (sic Zoning Ordinance) and noted on the plan. The NHDES permit  
122 required has been submitted and approval is expected in a week or so.

123  
124 Mr. Ross reviewed the utilities sheet showing the existing house, sewer and water. He noted he  
125 met with Steve Tucker to discuss the having the structures tie in. Greg Blood is doing the work.  
126 He noted the size of the existing sewer main on the eastern side and showed where it ends on  
127 the eastern side of Hobart Street and the flow of the water line on the west side of Hobart  
128 Street. He noted that 16-18 Hobart Street are slated to be tied in to the sewer line soon.

129  
130 Mr. Sharples questioned TRC comment #4 where it was noted Unit 3, the garage, extended to  
131 the adjacent property and expressed concern that the Board could not approve this without the  
132 approval of the abutter who was not represented here. The surveyor noted new plans were  
133 submitted dated June 30, 2023 and this concern addressed. Mr. Sharples acknowledged that  
134 was satisfactory.

135  
136 Ms. Martel questioned what other revisions were made with the new plan and Mr. Sharples  
137 noted the grading within 5' was moved, the driveway shifted, so that concern has been  
138 satisfied. The three changes to the plan were noted in the submittal letter provided to the  
139 Board. The fertilizer request by the Conservation Commission will be noted on the plan.

140  
141 Ms. English asked about the pervious pavement note of the Commission and Mr. Sharples  
142 indicated that would appear in the condominium documents.

143  
144 Ms. English asked about the gravel by the existing deck/patio of the house and Mr. Ross noted  
145 it will be lawn. She asked if there was a landscape plan and a planted strip on the northside.  
146 Mr. Ross noted there will be shrubs for screening but did not know what they would be  
147 specifically, however, they would adhere to NHDES regulations and be native plantings proper  
148 for the buffer. Chair Plumer stated there is a break between the properties and he would like  
149 to see the property owners work that planting out. Mr. Sharples noted there is no trigger that  
150 requires that. Ms. English agreed she would like the plantings agreed upon with the neighbors.

151  
152 Ms. Martel asked about whether a significant tree survey was done for any trees being  
153 removed in the disturbed area with significant trees identified as having a diameter breast  
154 height caliper of 20." Mr. Sharples requested the information be provided on the final plans  
155 and noted if the plan changes enough the applicant would have to file for review again. Ms.  
156 Martel noted she would like to see the planting plan reviewed with the abutter to reduce the  
157 impact on the neighbors.

158

159 Mr. Cameron asked about the ZBA condition that the condominium units be owner occupied  
160 and Mr. Ross stated they would not be rented out.

161  
162 Chair Plumer opened the hearing to the public for comments and questions at 7:37 PM.

163  
164 Cassandra Shawver of 16-18 Hobart Street expressed concerns with the plantings not being  
165 discussed as she would like adequate privacy screening. She expressed traffic concerns with  
166 two additional units being added and parking concerns with a narrow road and possible  
167 obstruction of traffic by guests. Mr. Ross responded that the plantings would most likely be  
168 small arborvitae and stated that he did not anticipate anything changing with the addition of a  
169 couple of lots. The driveway is fairly long, and guests have room to park off-street, and there  
170 are garages.

171  
172 Ms. Martel asked the number of bedrooms planned for each unit and Mr. Ross indicated the  
173 existing three bedroom, the barn unit will have three bedrooms and the remaining unit will  
174 have one bedroom, so four additional bedrooms. Mr. Sharples noted that typically you see the  
175 addition of four cars for a three bedroom and the scope of the project does not warrant or  
176 trigger a traffic study or upgrades to the street. The additional trips per day would be  
177 approximately 20. He noted there were mechanisms outside of the Planning Board authority to  
178 report traffic or parking issues if they become a concern to come and see him.

179  
180 Mr. Sharples stated the proposed conditions of approval for the CUP:

- 181
- 182 1. That the condominium document to include maintenance requirements of the pervious  
183 pavement; and
  - 184
  - 185 2. The condominium documents reference fertilizer use requirements per zoning ordinance  
186 Section 9.3.4. F12.

187  
188 ***Ms. Martel motioned, after reviewing the criteria for granting a Conditional Use Permit for***  
189 ***Ross Engineering LLC, Planning Board Case #23-8, be approved with the conditions read by***  
190 ***the Town Planner. Ms. English seconded the motion. A vote was taken, all were in favor, the***  
191 ***motion passed 5-0-0.***

192  
193 Mr. Sharples stated the proposed conditions of approval for the multi-family site plan:

- 194
- 195 1. An electronic as-built plan of the property with details acceptable to the Town shall be  
196 provided prior to the issuance of a Certificate of Occupancy (C/O) for any units. This plan must  
197 be in a dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 feet  
198 coordinates;

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2. All monumentation shall be set in accordance with Section 9.25 of the site plan review and subdivision regulations prior to signing the final plans.

3. The stormwater management operations maintenance plan checklist for the stormwater feature onsite shall be provided to the satisfaction of the town planner and town engineer. This checklist shall be completed and submitted to the Town Engineer annually on or before January 31<sup>st</sup>. This requirement shall be an ongoing condition of approval and noted in the condominium documents.

4. All applicable state approval numbers shall be noted on the final plans. All appropriate fees to be paid including but not limited to: sewer/water connection fees, impact fees, and inspection fees (including third party inspections) prior to the issuance of a building permit or a certificate of occupancy, whichever is applicable as determined by the town.

5. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be replaced, no later than the following growing season, as long as the site plan remains valid. This condition is not intended to circumvent the revocation procedures set forth in state statutes.

6. Applicant shall submit the land use and stormwater management information about the project using the PTAPP Online Municipal Tracking Tool. The PTAPP submittal must be accepted by DPW prior to signing the final plans.

7. All condominium documents, including the declaration and by-laws shall be submitted to the Town Planner for review and approval prior to signing the final plans. In the event the Town Planner determines review is needed by the Town Attorney this review shall be at the applicant's expense.

8. Final plans shall show any significant trees to be removed to accommodate the proposed development. If any significant trees are identified to be removed they shall be replaced at a 1:1 ratio with native, deciduous trees with a minimum 3" caliper and shown on the final plans.

9. Applicant shall receive input from the owners of 16-18 Hobart Stret regarding the type of plantings proposed between the two properties, prior to signing final plans.

***Ms. Martel motioned that the Board approve the application of Ross Engineering LLC for a multi-family site plan, Planning Board Case #23-8 with the conditions read by the Town Planner. Mr. Cameron seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.***

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3. The application of Eversource Energy for a Wetland Conditional Use Permit (CUP) for the proposed replacement of 36 existing transmission poles associated with the A126 and H141 lines within the existing Eversource ROW in various locations  
RU-Rural and R-1-Low Density Residential zoning districts  
Tax Map Parcels: #30-8, 30-9, 29-31, 29-32, 28-3, 28-6, 28-13, 28-18, 17-19, 18-3, 19-3, 19-2, 19-1, 19-16, 19-16-1, 24-1, 25-1, 20-8, 24-3 and 24-30  
Planning Board Case #23-9

Chair Plumer read out loud the Public Hearing Notice.

Mr. Sharples indicated the application was complete for review purposes.

Mr. Cameron disclosed that he was formerly an employee of PSNH but did not believe he needed to recuse himself. Ms. Martel disclosed that she is an abutter, although she did not receive the public hearing notice and also did not believe she needed to recuse herself on this application. The Board agreed recusal was not necessary.

Mr. Sharples stated the applicant is replacing 36 transmission poles and will require a CUP. They were heard by the Conservation Commission on June 13<sup>th</sup>, who had no objection and recommended the application as presented. Ms. Murphy provided a memo dated June 27<sup>th</sup> which was provided to the Board for review. There was no TRC review, and no waivers are requested. He had no proposed conditions of approval to recommend.

Matthew Cardin presented the application on behalf of Eversource for the replacement of 36 wood transmission poles to weathered steel. The poles were installed in 1950 and after inspection were deemed to require replacement. A CUP is required for the access easement which will have work done with timber matting to reduce impact, which is temporary and will be restored with loam and seeding. He noted Normandeau & Assoc. and the outreach team that works with the community are present to answer questions.

Ms. English asked about environmental concerns, wildlife impacted and work schedule. Mr. Cardin noted a lot of environmental concerns requiring state approval and the state conditions of approval conditioned on the time of year restrictions so that work will begin in mid-October until winter in sensitive areas. Areas with no concerns can have work start right away, by the end of this month.

Elizabeth Oliver with Normandeau Associates introduced herself as the project’s environmental consultant She shared the area of impact with the Conservation Commission (included in their meeting minutes provided). She noted within the right of way there are 29 wetlands, 7 prime and three contain vernal pools. She noted the 50’ buffer areas will be restored and there will be no permanent impacts.

282 Mr. Cameron raised concerns with illegal use in the ROW by motorized vehicles, snowmobiles  
283 and ATVs. Mr. Cardin noted there were surprisingly few complaints for snowmobiles but more  
284 with ATVs and concerns with trails, erosion and trespassing without permission. He described  
285 the cooperative efforts with neighbors and the police department. He noted that gates,  
286 boulders and timbers are used to keep illegal users out. He noted that if restoration areas were  
287 disturbed, Eversource would go back out and take extra measures to make sure they were  
288 restored.

289  
290 Ms. Martel referenced the work at the Wason Road parking lot a few years ago and stated that  
291 poles there are being replaced again. Mr. Cardin described the serviceable lifespan and  
292 inspection program. Ms. English asked if consideration were given to environmentally sensitive  
293 areas where the poles could be replaced without returning to disturb the sensitive areas. Mr.  
294 Cardin described that they had done so in this project and explained how they follow the  
295 transmission lines as they are in this project.

296  
297 Ms. Martel expressed concerns with work sites in the public areas that could be attractive and  
298 unsafe for children such as large dirt piles. Mr. Cardin described methods used at Raynes Farm  
299 when snow fencing was installed to deter the public and noted there are people on site to  
300 monitor access. He noted they are working with Conservation concerning the trail closures and  
301 getting information out to the public.

302  
303 Chair Plumer opened the hearing to the public for comments and questions at 8:00 PM and  
304 being none closed the hearing to the public for deliberations.

305  
306 Ms. Belanger recommended as a condition that the applicant coordinate with Kristen Murphy  
307 and a member of the Conservation Commission on trail closures and notifying the public. Ms.  
308 Martel agreed.

309  
310 ***Ms. Belanger motioned after reviewing the criteria for granting a CUP for Eversource Energy,***  
311 ***Planning Board Case #23-9 that the Board approves the CUP with the condition that***  
312 ***Eversource has agreed to coordinate with the Conservation Commission member on trail***  
313 ***closure schedules and signage/notification to the public. Mr. Cameron seconded the motion.***  
314 ***A vote was taken, all were in favor, the motion passed 5-0-0.***

315  
316 4. The application of Douglas Rupp and Christine Rupp (on behalf of Richard Schaefer and  
317 Debbi Schaefer) for a minor subdivision of the existing 21 +/- acre parcel to create a new  
318 residential lot with frontage on Powder Mill Road; and a Wetlands Conditional Use Permit  
319 (CUP) for the proposed construction of a driveway for a single-family residence, within the  
320 wetlands and wetlands buffer area. Property located at  
321 24 Powder Mill Road  
322 R-1, Low Density Residential zoning district  
323 Tax Map Parcel #102-4  
324 Planning Board Case #23-11



325  
326 Chair Plumer read the public hearing notice out loud.

327  
328 Mr. Sharples indicated the case was ready for review purposes.

329  
330 **Mr. Cameron motioned to open Planning Board Case #23-11. Ms. Belanger seconded the**  
331 **motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

332  
333 Mr. Sharples summarized the actions taken since the applicant submitted the minor subdivision  
334 plan, after discovering a new wetland. The driveway easement has been removed from the  
335 plan. The new lot will have its own driveway and require CUP. The applicant went before the  
336 Conservation Commission on August 8, 2023 who indicated to the Board they had no objection  
337 to the plan as presented. There are no waivers requested. There are no conditions of approval  
338 recommended by him.

339  
340 Henry Boyd of Millenium Engineering presented the plan. He noted that after heavy rains and a  
341 site visit from the Conservation Commission the wetlands were reflagged as a new wetland  
342 pocket was found. The applicants have selected the shortest crossing outside the buffer. The  
343 driveway will flare so that it is narrow on entrance.

344  
345 Ms. English asked about the well site location and Mr. Boyd pointed it out near the home. He  
346 will add this to the plan as well as the AE zone shown on the old plan.

347  
348 Ms. Martel asked about the driveway crossing along the road culvert and Mr. Boyd described  
349 the 2:1 slope.

350  
351 Chair Plumer opened the hearing to public comment at 8:30 PM and being none closed the  
352 hearing to the public for deliberations.

353  
354 **Ms. Martel motioned that after reviewing the criteria for grant a CUP that the Board approve**  
355 **the request of the Schaefers, Planning Board Case #23-11. Ms. Belanger seconded the**  
356 **motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

357  
358 Mr. Sharples read out loud the proposed conditions of approval for the subdivision:

359  
360 1. A dwg file of the plan shall be provided to the Town Planner showing all property lines and  
361 monumentation prior to signing the final plans. This plan must be in NAD 1983 State Plane New  
362 Hampshire FIPS 2800 feet coordinates; and

363  
364 2. All monumentation shall be set in accordance with Section 9.25 of the site plan review and  
365 subdivision regulations prior to signing the final plans.

366

367 3. The well radius for Lot A shall be fully contained within Lot A and shall be shown on the final  
368 plans; and

369

370 4. Flood zone lines shall be shown on the final plans.

371

372 **Ms. Martel motioned that the request of the Schaefers, Planning Board Case #23-11 for a**  
373 **minor subdivision be approved subject to the conditions read by the Town Planner. Ms.**  
374 **Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

375

376 5. The application of Franklin Associates LLC for a minor subdivision and Wetlands Conditional  
377 Use Permit (CUP) for the proposed subdivision of an existing 8.74-acre parcel into two  
378 residential lots. Property located at

379 18 Beech Hill Road

380 RU-Rural zoning district

381 Tax Map Parcel #32-11

382 Planning Board Case #23-10

383

384 Chair Plumer read out loud the public hearing notice.

385

386 Mr. Sharples indicated the case was ready to be heard for review purposes.

387

388 **Mr. Cameron motioned to open Planning Board Case #23-10. Ms. Belanger seconded the**  
389 **motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

390

391 Mr. Sharples summarized the actions taken since the application for a minor subdivision and  
392 wetland CUP were submitted. There was no TRC meeting triggered. The plans were reviewed  
393 by staff and found to be dimensionally conforming to the zoning ordinance. The Conservation  
394 Commission heard the application at its August 8, 2023 meeting. Two waivers were requested  
395 however Mr. Sharples indicated the buffer waiver is not required in his opinion. The plan needs  
396 to be stamped by a wetland scientist and the well radius is partially outside the parcel.

397

398 Jason Franklin presented the applications on behalf of Franklin Associates, LLC. He noted the  
399 state subdivision approval has not been submitted yet. The well radius has been updated.

400

401 Ms. English asked about the 75' wetland setback and recommended shifting things so that the  
402 site could be as far outside the setback as possible. Ms. Martel agreed the site could be closer  
403 to the street although there would be impact no matter what but anything would help. Mr.  
404 Sharples read the proposed conditions of the CUP that:

405

406 1. Every effort be made to move the leach field as close to the road as possible and move the  
407 house out of the 75' setback and the applicant shall meet with the Town Planner prior to  
408 signing the final plans to see that this condition has been satisfied; and

409

410 2. That the final plans be stamped by certified wetland scientist.

411

412 Mr. Franklin explained the request for a test pit waiver and why it was only practical to do one  
413 rather than the two required because there is only one place for the leach field. Even moving it  
414 closer to the street would not trigger a second test pit to be done.

415

416 Chair Plumer opened the hearing to the public for comments and questions at 8:36 PM.

417

418 **Ms. Belanger moved, after reviewing the criteria for granting waivers, that the request of**  
419 **Frankling Associates, LLC for a waiver from Section 9.21.3.4 requiring two test pits for each**  
420 **individual lot, be granted for Planning Board Case #23-10. Ms. English seconded the motion.**  
421 **A vote was taken, all were in favor, the motion passed 5-0-0.**

422

423 **Ms. Belanger moved, after reviewing the criteria for granting wetlands CUP for Frankling**  
424 **Associates, LLC, Planning Board Case #23-10 that the request for a CUP be approved with the**  
425 **conditions stated by the Town Planner. Mr. Cameron seconded the motion. A vote was**  
426 **taken, all were in favor, the motion passed 5-0-0.**

427

428 Mr. Sharples read out loud the proposed conditions of approval for the minor subdivision:

429

430 1. A dwg file of the plan shall be provided to the Town Planner showing all property lines and  
431 monumentation prior to signing the final plans. This plan must be in a dwg or dxf file format  
432 and in NAD 1983 State Plane New Hampshire FIPS 2800 feet coordinates; and

433

434 2. All monumentation shall be set in accordance with Section 9.25 of the site plan review and  
435 subdivision regulations prior to signing the final plans.

436

437 **Ms. Belanger moved that the request of Franklin Associates, LLC, Planning Board Case #23-10**  
438 **for a minor subdivision approval be approved, subject to the conditions read by the Town**  
439 **Planner. Ms. English seconded the motion. A vote was taken, all were in favor, the motion**  
440 **passed 5-0-0.**

441

442 6. The application of Elizabeth A. Hewson Revocable Trust for a minor subdivision and a  
443 Shoreland Conditional Use Permit (CUP) for the proposed subdivision of an existing 2.30-acre  
444 parcel into three (3) residential lots. Property located at

445 45 Pine Street

446 R-2, Single Family Residential zoning district

447 Tax Map Parcel #83-59

448 Planning Board Case #23-12

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450 Chair Plumer read out loud the public hearing notice.

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452 Mr. Sharpes indicated the case was ready to be heard for review purposes.

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**Mr. Cameron motioned to open Planning Board Case #23-12. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

Mr. Sharples summarized the actions taken since the application for a subdivision was submitted. He indicated the applicant determined a CUP is necessary. There was no TRC review triggered, but the plans were reviewed by staff and CEO and found to be dimensionally conforming to the zoning ordinance. The Conservation Commission reviewed the plans at its August 8, 2023 meeting and requested fertilizer limits in accordance with Section 9.3.4 F12 of the site plan review and subdivision regulations (sic Zoning Ordinance) be added to the plans. No waivers have been requested. Paul Vlasich emailed concerning future availability to connect to water and sewer and the applicants can work with DPW to address that location.

Henry Boyd of Millenium Engineering presented the plan on behalf of the Trustees. He pointed out the location of the river and impacts of the 300' buffer. He showed the locations of the 100' and 150' setback and the 30'x40' home with 24'x24' garage depicted noting this was for representational purposes only to show the impact of a large residence however the owners were not building at this time. He noted that the driveway in his opinion had an unsafe site distance to Court Street so he did move that although there would be more impact as a result. He noted the engineers always like to infiltrate stormwater and detailed the proposed stone drip edge strips to take water from the roof line and on each side of the driveway. He discussed the crown of Nelson Drive and significant impacts of Pine Street's stormwater and the desire not to make existing town drainage problems worse.

Mr. Sharples read out loud the proposed CUP condition:

1. fertilizer limits defined by Section 9.3.4 F12 of the site plan review and subdivision regulations (sic Zoning Ordinance) shall be added as a note on the recorded plans.

**Mr. Cameron motioned, after reviewing the criteria for granting a shoreland CUP that the request of the Elizabeth Hewson Revocable Trust, Planning Board Case #23-12, for a CUP be approved with the condition read out loud by the Town Planner. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

Mr. Sharples read out loud the proposed conditions of approval for the minor subdivision:

1. A dwg file of the plan shall be provide to the Town Planner showing all property lines and monumentation prior to signing the final plans. This plan must be in a dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 feet coordinates;
2. All monumentation shall be set in accordance with Section 9.25 of the site plan review and subdivision regulations prior to signing the final plans.

496 ***Ms. Belanger motioned, that the request of Elizabeth Hewson Revocable Trust, Planning***  
497 ***Board Case #23-12 for a minor subdivision, be approved, subject to the conditions read out***  
498 ***loud by the Town Planner. Mr. Cameron seconded the motion. A vote was taken, all were in***  
499 ***favor, the motion passed 5-0-0.***  
500

501 7. Public Hearing to amend Section 9.9 Wetland and Shoreland Buffers of the Board's Site Plan  
502 Review and Subdivision Regulations, by eliminating the wetland waiver process and therefore  
503 eliminating the duplicity in regulations.

504  
505 Chair Plumer read out loud the public hearing notice.

506  
507 Mr. Sharples summarized that prior to COVID this proposed amendment had been discussed  
508 and voters approved the changes recommended. He noted that CUP and the waivers being  
509 requested under the town ordinance were duplicitous and differed in wording. He  
510 recommended striking Section 9.9 in its entirety and replacing with the wording which he read  
511 out loud:

512  
513 *9.9. Wetland and Shoreland Buffers:*  
514 *Wetland and shoreland setbacks are established to protect a naturally vegetated upland*  
515 *area, or 'buffer' around surface water resources. The vegetation in this buffer area*  
516 *naturally reduces the amount of nutrients and sediment that flows into wetlands thereby*  
517 *affording them greater protection. Applicants shall follow Zoning Ordinance 9.1 and 9.3*  
518 *for evaluation of impact to wetland and shoreland buffers and setbacks.*

519  
520 He noted the effective date would be when posted.

521  
522 Chair Plumer opened the hearing to the public for comments and questions at 9:00 PM and  
523 being none closed the hearing to the public for deliberations.

524  
525 ***Ms. Belanger motioned to adopt the proposal and strike Section 9.9 in its entirety and replace***  
526 ***with the wording contained in the Memo from Kristen Murphy dated June 1, 2023. Ms.***  
527 ***English seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.***

528  
529 **VI. OTHER BUSINESS**

- 530       •       Glerups, Inc., Planning Board Case #22-9 Request for extension of conditional approval  
531       19 Continental Drive, TM Parcel #47-7-2

532  
533       Mr. Sharples read out loud the letter from the applicant, Altus Engineering, requesting  
534       an extension of the conditional approval granted last year. He noted this was the first  
535       request. Eric Saari presented the request. He noted that the Army Corp. permit was

536 obtained in May, building costs have escalated and they will need at least a year and  
537 commented that the owner may sell the project to someone else.

538  
539 ***Ms. Belanger motioned to grant the request of Altus Engineering, on behalf of Glerups,***  
540 ***Inc., Planning Board Case #22-9 for an extension of the conditional approval for one***  
541 ***year until September 8, 2024. Ms. English seconded the motion. A vote was taken, all***  
542 ***were in favor, the motion passed 5-0-0.***

- 543
- 544 • Master Plan Discussion
- 545
- 546 • Field Modifications
- 547
- 548 • Bond and/or Letter of Credit Reductions and Release
- 549

550 Mr. Sharples reported the Department continues working with Finance to  
551 release old, outdated bonds and LOC on a variety of projects. He reported that a  
552 bond release was approved for Sterling Hill. \$50,000 was held for the traffic light  
553 and \$16,000 for shoulder widening, and \$100,000 for general improvements  
554 totaling nearly \$173,000 which went to Town Meeting for voting on the  
555 improvements but was voted down. The funds therefore couldn't be used and  
556 were not spent. The developer did not make a request to have the funds  
557 returned and the Town then needed to track them down. Many developers file  
558 as an LLC with each new development, then they dissolve after the development  
559 is sold off.

560  
561 Ms. Belanger asked if the unclaimed funds could be reported to the state and  
562 Mr. Sharples stated that the town is still making the effort to track them down  
563 before taking other steps.

564 **VII. TOWN PLANNER'S ITEMS**

565 Mr. Sharples reported that the Facility Assessment report came in and the Facility Assessment  
566 Committee made a presentation on it last night. The company looked at the town's 13  
567 buildings starting with the outside of the site, then from basement to roof. He indicated it was  
568 a great report and the findings will help plan maintenance in a way that will keep the tax rate  
569 stable.

570 Ms. Martel asked if efficiency was a component of the report and Mr. Sharples indicated that  
571 was not the primary focus, and code updates etc. or recommended improvements are not  
572 reported on so much as current conditions of components and when they should be replaced.

573 **VIII. CHAIRPERSON'S ITEMS**

574 **IX. PB REPRESENTATIVE’S REPORT ON “OTHER COMMITTEE ACTIVITY”**

575 Ms. Belanger reported that the Housing Advisory Committee has a field trip planned on  
576 Wednesday, September 13<sup>th</sup> at 5 PM to look at workforce housing development initiated by  
577 John & Maggie Randolph for their employees in Dover. Some are “tiny homes.” She emailed  
578 the information from the invitation and requested that those attending RSVP to her so she can  
579 tell the Randolphs how many cars they can expect. The HAC tried to get a bus for the trip but it  
580 didn’t work out.

581 **X. ADJOURN**

582 Chair Plumer adjourned the meeting at 9:15 PM.

583

584 Respectfully submitted.

585 Daniel Hoijer,  
586 Recording Secretary  
587 Via Exeter TV