

1 **TOWN OF EXETER**
2 **PLANNING BOARD**
3 **NOWAK ROOM – TOWN OFFICE BUILDING**
4 **10 FRONT STREET**
5 **OCTOBER 12, 2023**
6 **APPROVED MINUTES**
7 **7:00 PM**

8 **I. PRELIMINARIES:**

9
10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Pete Cameron, Clerk (@7:02
11 PM), John Grueter, Jennifer Martel, and Nancy Belanger Select Board Representative
12

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

15 **II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM and introduced the
16 members.
17

18 **III. OLD BUSINESS**

19
20 **APPROVAL OF MINUTES**

21
22 September 28, 2023
23

24 ***Mr. Grueter motioned to approve the September 28 2023 minutes. Ms. Belanger seconded the***
25 ***motion. A vote was taken, all were in favor, the motion passed 4-0-0.***
26

27 **IV. NEW BUSINESS:**

- 28 1. The application of Michael Lampert for a minor subdivision of the existing 3.8+/- acre parcel located
29 at 158 Epping Road into two lots
30 C-3, Epping Road Highway Commercial zoning district
31 Tax Map Parcel #47-1-2
32 Planning Board Case #23-17
33

34 Chair Plumer read out loud the Public Hearing Notice and asked Mr. Sharples if the case was ready to be
35 heard. Mr. Sharples indicated the case was ready for review purposes.
36

37 ***Mr. Grueter motioned to open Planning Board Case #23-17. Ms. Martel seconded the motion. A vote***
38 ***was taken, all were in favor, the motion passed 5-0-0.***
39

40 Mr. Sharples indicated the applicant has requested to subdivide and create a two-acre lot on
41 Continental Drive and the one-acre lot which is leased to Noria Fuel which has frontage on Continental

42 Drive. There are no waivers requested and no TRC review. Mr. Sharples indicated he would have two
43 standard conditions prepared for minor subdivision.

44

45 Michael Lampert presented the application.

46

47 Chair Plumer opened the hearing to the public for comments at 7:05 PM and being none closed the
48 hearing to public comment.

49

50 Mr. Sharples read out loud the proposed conditions of approval:

51

- 52 1. A dwg file of the subdivision plan shall be provided to the Town Planner showing all property
53 lines and monumentation prior to signing the final plans. This plan must be in NAD 1983 State
54 Plane New Hampshire FIPS 2800 Feet coordinates; and
- 55 2. All monumentation shall be set in accordance with Section 9.25 of the Site Plan Review and
56 Subdivision Regulations prior to signing the final plans.

57

58 ***Ms. Belanger motioned to approve the request of Michael Lampert, Planning Board Case #23-17 for***
59 ***minor subdivision be approved, with the conditions stated by the Town Planner Dave Sharples. Mr.***
60 ***Cameron seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.***

61

- 62 2. The application of TF Moran, Inc. (on behalf of C31) for site plan review and Wetland and Shoreland
63 Conditional Use Permits for the proposed construction of two (2), two-story additions, on the east
64 end and west end of the existing building along with additional parking and associated site
65 improvements
66 8 Commerce Way
67 I-Industrial zoning district
68 Tax Map Parcel #48-3
69 Planning Board Case #23-13

70

71 Chair Plumer read out loud the Public Hearing Notice and asked Mr. Sharples if the case was ready to be
72 heard. Mr. Sharples indicated the case was ready for review purposes.

73

74 ***Mr. Cameron motioned to open Planning Board Case #23-13. Ms. Belanger seconded the motion. A***
75 ***vote was taken, all were in favor, the motion passed 5-0-0.***

76

77 Mr. Sharples indicated that the applicant is seeking site approval for the proposed expansion and
78 proposing to construct two, two-story additions along with additional parking. The applicant has
79 submitted applications for site plan review, Wetland and Shoreland Conditional Use Permits, plans and
80 supporting documents dated August 11, 2023. The applicant appeared before the Conservation
81 Commission at their August 8, 2023 meeting to present the Wetland and Shoreland CUP and the
82 Commission had no objection to either application. A memo was provided by Kristen Murphy dated
83 August 27, 2023. TRC met on September 14, 2023 and UEI provided a comment letter dated September
84 14, 2023. The applicant submitted revised plans and supporting documents dated October 4, 2023

85 addressing TRC and UEI comments. The applicant has provided a revised waiver request letter dated
86 October 4, 2023 for 9.3.4 (F)(12), fertilizer, which is a temporary waiver for one year to establish grass
87 vegetation, and 9.7.5.5, the curbed planting islands (between every 10-15 parking spaces) as they
88 needed more space since the expansion was larger than planned for the industrial site. Mr. Sharples
89 indicated he would be prepared with suggested standard conditions of approval.

90

91 Jack McTigue of TF Moran presented the applications on behalf of the owner. He noted that Joe Ricci
92 with Joe Ricci Construction and architect Robert Boyd Moore with Winter Holben were also in
93 attendance.

94

95 Mr. McTigue posted the plan and pointed out the existing building, pavement, loading zone in the back
96 and proposed additional parking for more office employees. He noted the dock would be pushed out
97 and shed will be removed. He described the wetland and proposed bioretention.

98

99 Ms. Martel asked about the pushed out loading zone for the truck turnaround works and Mr. McTigue
100 identified how trucks would exit. Ms. Martel asked about the material for the turnaround and he noted
101 gravel. Mr. McTigue noted Aot permit would be required.

102

103 Mr. Cameron asked about the traffic study and Mr. Sharples indicated a report was provided, although
104 not required; six to seven trips were added, safety is accommodated and adjacent roadway is the
105 responsibility of the town and built to standards for the industrial area. The majority of additional
106 vehicles will be cars.

107

108 Chair Plumer asked about landscaping. Ms. Martel noted three maple trees and three apple trees.

109

110 Chair Plumer opened the hearing to the public for comments and questions at 7:22 PM and being none
111 closed the hearing to the public.

112

113 Ms. Martel asked about tree removal and suggested removal could be avoided on the east side.

114

115 Chair Plumer asked the Board if they were satisfied with review of the criteria for the two waivers
116 requested and they indicated they were ready to proceed.

117

118 **Mr. Cameron motioned after reviewing the criteria for granting waivers that the request of TF Moran,**
119 **on behalf of 3C1, Planning Board Case #23-13 for a waiver from section 9.7.5.5 of the site plan review**
120 **and subdivision regulations for curbed landscape islands between every 10-15 parking spaces, be**
121 **approved. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed**
122 **5-0-0.**

123

124 **Mr. Cameron motioned after reviewing the criteria for granting waivers that the request of TF Moran,**
125 **on behalf of 3C1, Planning Board Case #23-13 for a waiver from section 9.3.4.F.12 of the zoning**
126 **ordinance regulating the use of fertilizer be approved for one year. Ms. Belanger seconded the**
127 **motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

128

129 The Board discussed when the year would begin. Mr. Sharples recommended from the date of approval
130 however Mr. Grueter raised concerns with when construction might begin. The Board agreed the year
131 would begin as of the date of approval and if they required more time they could come back for an
132 extension.

133 Mr. Sharples read out loud the proposed conditions of approval for the site plan review:
134

- 135 1. A dwg file of the site plan shall be provided to the Town Planner showing all property lines and
136 monumentation prior to signing the final plans. This plan shall be in NAD 1983 State Plane New
137 Hampshire FIPS 2800 Feet coordinates.
- 138 2. An electronic as-built plan of the entire property with details acceptable to the Town shall be
139 provided prior to the issuance of a certificate of occupancy (C/O). This plan must be in dwg or
140 dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates.
- 141 3. A preconstruction meeting shall be arranged by the applicant and their contractor with the
142 Town Engineer prior to any site work commencing. The following must be submitted for review
143 and approval prior to the preconstruction meeting:
 - 144 i. The SWPPP (storm water pollution prevention plan), if applicable, be submitted to and
145 received for approval by DPW prior to preconstruction meeting; and
 - 146 ii. A project schedule and construction cost estimate.
- 147 4. All comments in the UEI review letter dated September 14, 2023 shall be addressed to the
148 satisfaction of the Town Planner prior to signing the final plans.
- 149 5. All appropriate fees to be paid including but not limited to: sewer/water connection fees,
150 impact fees, and inspection fees (including third party inspections) prior to the issuance of a
151 building permit or a C/O whichever is applicable as determined by the Town.
- 152 6. All outdoor lighting (including security lights) shall be down lit and shielded so no direct light is
153 visible from adjacent properties and/or roadways.
- 154 7. Stormwater Operations and Maintenance Plan and Inspection Report in the document
155 referenced above shall be completed and submitted to the Town Engineer annually on or before
156 January 31. This condition shall be an ongoing condition of approval.
- 157 8. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be
158 replaced, no later than the following growing season, as long as the site plan remains valid. This
159 condition is not intended to circumvent the revocation procedures set forth in state statutes.
- 160 9. All applicable state permit approval numbers shall be noted on the final plans.
- 161 10. The limit of cut/disturbance shall be flagged in the field prior to any site work and these flags
162 shall be maintained until a C/O has been issued.
- 163 11. A good faith effort shall be taken to avoid removal of significant trees shown on the site plan.
164
165
166

167 Mr. Sharples indicated he had no conditions of approval for the two CUPs.
168

169 **Mr. Grueter motioned after reviewing the criteria for granting Wetland Conditional Use Permit, that**
170 **the request of TF Moran, on behalf of 3C1, Planning Board Case #23-13, for a Wetland Conditional Use**
171 **Permit, be approved. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the**
172 **motion passed 5-0-0.**

173
174 **Mr. Grueter motioned after reviewing the criteria for granting Shoreland Conditional Use Permit, that**
175 **the request of TF Moran, on behalf of 3C1, Planning Board Case #23-13, for a Shoreland Conditional**
176 **Use Permit, be approved. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the**
177 **motion passed 5-0-0.**

178
179 **Ms. Belanger motioned that the request of TF Moran, on behalf of 3C1, Planning Board Case #23-13,**
180 **for site plan approval be approved with the conditions read by the Town Planner, Dave Sharples. Mr.**
181 **Grueter seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.**

182
183

184 **VI. OTHER BUSINESS**

- 185 • Master Plan Discussion

186 Mr. Sharples thanked the Master Plan Oversight Committee for meeting for weeks now
187 with Rockingham Planning Commission to finalize the bike and pedestrian plan. Mr.
188 Cameron noted that Scott Bogel (Senior Transportation Planner) did an excellent job
189 with his presentation.

190 Mr. Sharples discussed the data collected by Stantec regarding the downtown parking
191 analysis presented on October 4th at the open house. There was a focus group and
192 there is a survey, which had 326 responses, posted online on the homepage until
193 October 14th.

- 194 • Field Modifications

195

- 196 • Bond and/or Letter of Credit Reductions and Release

197

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

199 **VIII. CHAIRPERSON'S ITEMS**

200 Chair Plumer reported that the All Board's Meeting provided a lot of great meeting tips, especially on
201 how to help Exeter TV with their recordings by making sure the microphone is placed 4-6" from the
202 speaker, how the speaker can turn their head while speaking into the microphone and not rattling
203 papers or having side bar conversations or using cellphones during the meeting. Zoom rules were
204 reviewed for those participating electronically and provided reminders on rules like announcing whether
205 other people are in the room, etc.

206 **IX. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

207 Ms. Belanger reported the All Board's Meeting took place on Wednesday, October 11th and was
208 recorded as well as the parking and pedestrian study.

209 Ms. Belanger reminded that there is a Right to Know Law workshop on Wednesday, October
210 18th at 6:30 PM at the library.

211 Ms. Belanger reported that the workforce housing tour in Dover that had to be rescheduled
212 due to weather will be on October 19th and those wishing to participate should RSVP by
213 tomorrow. There is a Parks & Recreation van taking participants to the tour. There is
214 conservation land as part of this project.

215 **X. ADJOURN**

216 ***Chair Plumer motioned to adjourn the meeting at 7:48 PM. Ms. Belanger seconded the***
217 ***motion. A vote was taken, all were in favor, the motion passed 5-0-0.***

218

219 Respectfully submitted.

220 Daniel Hoijer,
221 Recording Secretary
222 Via Exeter TV