

1 **TOWN OF EXETER**
2 **PLANNING BOARD**
3 **NOWAK MEETING ROOM**
4 **10 FRONT STREET**
5 **DECEMBER 7, 2023**
6 **APPROVED MINUTES**
7 **6:30 PM**

8 **I. PRELIMINARIES:**
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10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Aaron Brown, Pete
11 Cameron, Clerk, Jennifer Martel, John Grueter, and Nancy Belanger Select Board Representative
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13 **STAFF PRESENT:** Town Planner Dave Sharples
14

15 **II. JOINT MEETING WITH CONSERVATION COMMISSION, HERITAGE COMMISSION AND**
16 **HISTORIC DISTRICT COMMISSION**
17

18 **CONSERVATION COMMISSION**

19 **BOARD MEMBERS PRESENT:** Chair Andrew Koff, Vice-Chair Trevor Mattera, Dave Short, Keith
20 Whitehouse, Kyle Welch, Don Clement, Alternate (active), and Nancy Belanger, Select Board
21 Representative
22

23 **STAFF PRESENT:** Kristen Murphy, Conservation & Sustainability Planner
24

25 **HERITAGE COMMISSION**

26 **BOARD MEMBERS PRESENT:** Vice-Chair John Merkle, Francoise Elise, Pam Gjetturn (HDC Rep), John
27 Grueter (PB Rep), and Julie Gilman (Select Board Rep)
28

29 **HISTORIC DISTRICT COMMISSION**

30 **BOARD MEMBERS PRESENT:** Chair Grayson Shephard, Vice-Chair Kevin Kahn, Pam Gjetturn, Clerk
31 and Julie Gilman (Select Board Rep).
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33 **OTHERS PRESENT:** Darren Winham, Economic Development Director, Doug Eastman, Code
34 Enforcement Officer, Barbara McEvoy, Deputy Code Enforcement Officer and Greg Bisson, Parks &
35 Recreation Director
36

37 The Joint Meeting began at 6:30 PM.
38

39 1. Request for board/commission recommendation on the acquisition of 23 Water St (Map 72, Lot 39)
40 from Pairpoint, LLC, owners Elliott Berkowitz and Nancy Phillips, for the purposes of retaining the
41 property as public park.

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Darren Winham, Town of Exeter Economic Development Director presented the proposal by Ms. Phillips and Mr. Berkowitz of Pairpoint Group, LLC who want to donate 23 Water Street to the Town of Exeter for use as a public park. Mr. Winham noted that per RSA 41:14 the Select Board can buy, sell and acquire property with the recommendation of the Planning Board and Conservation Commission The Historic District Commission and Heritage Commission are involved as well due to the historic location of the property. He noted the Select Board would have two public hearings, one tomorrow morning and the second, which must occur within ten to 14 days, will be on December 18th. He noted there will be some fundraising to make improvements to the park and some local donation of work by Keith Whitehouse through his lawn care company.

Don Clement noted improvements will be needed and that is what the fundraising is about. He asked about state approvals and filling in the old foundation and asked that Conservation Commission be kept in the loop.

Mr. Grueter noted there had been a building there but it had burned down. When it comes time to design the park construction on the street facing edge will reflect the original purpose of the commercial building.

Pam Gjettum asked about the fish ladder and Mr. Clement noted the fish ladder had been removed when the dam was removed.

Mr. Cameron asked the sequence of safety improvements to be made to the proposed park. Greg Bisson noted the first step would be putting up a fence.

Ms. Martel asked if a design committee would be formed and who might be on it. Mr. Winham noted Nancy Phillips, Greg Bisson and Dave Sharples would likely be but it would be a Select Board decision.

Mr. Grueter motioned to send a memo to the Select Board that the Planning Board recommends the acquisition of the Pairpoint Group, LLC property at 23 Water Street, Tax Map #72-39, for the purpose of creating a public park. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.

Chair Grayson motioned to send a memo to the Select Board that the Historic District Commission recommends the acquisition of the Pairpoint Group, LLC property at 23 Water Street, Tax Map #72-39, for the purpose of creating a public park. Vie-Chair Kahn seconded the motion. A vote was taken, all were in favor, the motion passed 4-0-0.

Ms. Gilman motioned to send a memo to the Select Board that the Heritage Commission recommends the acquisition of the Pairpoint Group, LLC property at 23 Water Street, Tax Map #72-39, for the purpose of creating a public park. Ms. Elise seconded the motion. A vote was taken, all were in favor, the motion passed 4-0-0.

85 **Chair Koff motioned to send a memo to the Select Board that the Conservation Commission**
86 **recommends the acquisition of the Pairpoint Group, LLC property at 23 Water Street, Tax Map #72-39**
87 **for the purpose of creating a public park. Mr. Short seconded the motion. A vote was taken, all were**
88 **in favor, the motion passed 6-0-0.**

89
90 Planning Board Chair Plumer expressed his sincere appreciation and gratitude to Pairpoint Group, LLC
91 for this gift to the Town.

92
93 Ms. Belanger noted that the Select Board meeting is tomorrow morning is at 8:00 AM.

94
95 Ms. Belanger noted that the second public hearing of the Select Board on December 18th begins with a
96 presentation from 6:30 PM to 7:30 PM followed by an open house until 8:30 PM.

97
98 Chair Plumer took a brief recess at 7:28 PM.
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100 **III. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM and introduced the
101 members.

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103 **IV. OLD BUSINESS**

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105 **APPROVAL OF MINUTES**

106
107 November 2, 2023

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109 Ms. Belanger recommended edits.

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111 **Mr. Grueter motioned to approve the November 2, 2023 minutes, as amended. Ms. Belanger**
112 **seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.**

113
114 November 16, 2023 – Tabled

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116 Mr. Cameron asked that the discussion he had concerning the reason for the lot line adjustment and Mr.
117 Murray's response be included in the minutes. Mr. Sharples will ask the recording secretary to review
118 the recording of the meeting.

119
120 **Ms. Belanger motioned to table approval of the November 16, 2023 meeting minutes. Mr. Grueter**
121 **seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.**

122
123 **V. NEW BUSINESS:**

124 1. The continued application of Granite State Construction Services, LLC for a lot line adjustment
125 between the properties at 12 Little River Road and 12A Little River Road (formerly Calvary Baptist
126 Church)
127 R-2, Single Family Residential zoning district

128 Tax Map Parcels #62-90 and #62-90-1
129 Planning Board Case #23-15

130

131 Chair Plumer read out loud the Public Hearing Notice.

132

133 Mr. Sharples noted that the applicant appeared at the Planning Board's November 15th meeting
134 and the Board approved the lot line adjustment and waiver for the vegetated perimeter strip
135 with conditions. There were concerns over the waiver for storm water management
136 regulations and the hearing was continued to meet with him for further discussions. The
137 applicant submitted revised plans and Mr. Sharples noted that he consulted with UEI and felt
138 the proposal would meet stormwater management regulations and Mr. Sharples withdrew his
139 objection.

140

141 Christian Smith of Beals Assoc. noted that Sam Makurkar was present from Granite State
142 Construction. He noted in addition to the drip edges the proposal meets the nutrient removal
143 regulations aside from 5% total nitrogen. Bioretention swales were added. There will be loam
144 and seeding Impervious was reduced by 34%. Mr. Smith noted the roofs are not substantial
145 contributors to nutrient runoff other than leaf drop and bird poop. He noted a simple change
146 to the force main sewer cover. He noted the existing manhole was moved 20' back and
147 reviewed by Paul Vlasich. He noted the criteria for the waiver was read into the record at the
148 last meeting. The dimensions of the building boxes were added (38'x46' and 52'x55').

149

150 Chair Plumer opened the hearing to the public for comments and questions at 7:21 PM and
151 being none closed the hearing to the public.

152

153 Ms. Martel asked about the driveway, if it would be crowned and Mr. Smith indicated yes. She
154 noted she was concerned with water sheet flowing and Mr. Smith noted the high point and
155 showed the direction of water flow to the swale.

156

157 Vice-Chair Brown asked the number of bedrooms and Mr. Smith indicated 3 bedroom 2.5 bath
158 with two car garage.

159

160 Vice-Chair Brown asked about maintenance of the trees and fence and Mr. Smith noted these
161 will be addressed in the condo docs. Ms. Martel noted the fence was a condition of approval at
162 the previous meeting.

163

164 Vice-Chair Brown asked Mr. Sharples his position on the waiver request and Mr. Sharples noted
165 the applicant came back with bioretention and drip edge and he had talked to UEI and agreed if
166 done would meet the criteria and he is comfortable with no objection.

167

168 Ms. Martel expressed concerns that waiving the stormwater report requirement would trigger
169 a lot of other applicants to request the same. Mr. Smith noted this case was unique and there
170 is a vast reduction in overall impervious so it would not set a precedent. Vice-Chair Brown
171 agreed it was unique and the stormwater was being treated.

172

173 Ms. Martel asked about lawns and fertilizer runoff. Mr. Smith indicated the regulations don't
174 talk about treatment of vegetated areas. Mr. Sharples noted there is a fertilizer ordinance.

175

176 Vice-Chair Brown asked that there be a condition that the treatment systems are maintained.
177 Mr. Sharples read the condition out loud:

178

179 A stormwater maintenance and inspection log shall be submitted with the final plans to the
180 Town Planner for review and approval. This log shall be referenced in the HOA documents and
181 completed and submitted to the Town Engineer annually on or before January 31st. This shall
182 be an ongoing condition of approval.

183

184 ***Vice-Chair Brown motioned that after reviewing the criteria for granting waivers that the***
185 ***request of Granite State Construction, LLC, Planning Board Case #23-15 for a waiver from***
186 ***Section 9.3.2 of the site plan review and subdivision regulations regarding stormwater***
187 ***management requirements for redevelopment be approved with the condition read by the***
188 ***Town Planner. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the***
189 ***motion passed 6-0-0.***

190

191 Mr. Sharples read out loud the proposed conditions for the site plan approval:

192

193 1. A dwg file of the site plan shall be provided to the Town Planner showing all property lines
194 and monumentation prior to signing the final plans. This plan must be in NAD 1983 State Plane
195 New Hampshire FIPS 2800 Feet coordinates.

196

197 2. All monumentation shall be set prior to the issuance of a Certificate of Occupancy.

198

199 3. A preconstruction meeting shall be arranged by the applicant and their contractor with the
200 Town Engineer prior to any site work commencing. The following must be submitted for review
201 and approval prior to the preconstruction meeting:

202

203 i. The SWPPP (storm water pollutant prevention plan), if applicable, be submitted to
204 and received for approval by DPW prior to preconstruction meeting; and

205

206

ii. A project schedule and construction cost estimate.

207 4. All comments in the UEI and TRC comment letters, and any subsequent comments as a
208 result of further review, shall be addressed to the satisfaction of the Town Planner prior to
209 signing the final plans.

210
211 5. All appropriate fees to be paid including but not limited to: sewer/water connection fees,
212 impact fees and inspection fees (including third party inspections) prior to the issuance of a
213 building permit or a Certificate of Occupancy whichever is applicable as determined by the
214 Town.

215
216 6. All applicable state permit approval numbers shall be noted on the final plans.

217
218 7. All condominium documents including declaration and by-laws shall be submitted to the
219 Town Planner for review and approval prior to signing the final plans. In the event the Town
220 Planner deems that review is needed by the Town Attorney then this review shall be at the
221 applicant's expense.

222
223 8. The limit of cut/disturbance shall be flagged in the field prior to any site work and these flags
224 shall be maintained until a Certificate of Occupancy has been issued.

225
226 9. The applicant shall submit the land use and stormwater management information about the
227 project using the PTAPP Online Municipal Tracking Tool. The PTAPP submittal must be
228 accepted by the DPW prior to the pre-construction meeting.

229
230 10. Assurances for completion of all proposed common improvements shall be provided in
231 accordance with Section 12 of the Site Plan Review and Subdivision Regulations prior to any site
232 work.

233
234 Mr. Smith asked about bonding and Mr. Sharples noted bonding is for common improvements
235 unless wait until transfer until all common improvements are done.

236
237 ***Ms. Belanger motioned that the request of Granite State Construction, LLC, Planning Board***
238 ***Case #23-15 for site plan approval be approved subject to the conditions read by the Town***
239 ***Planner. Mr. Grueter seconded the motion. A vote was taken, all were in favor, the motion***
240 ***passed 6-0-0.***

241
242 2. The application of Mario A. Ponte for a multi-family site plan review for the proposed
243 construction of additional retail and residential units within the existing structure at
244 85-87 Water Street
245 WC-Waterfront Commercial zoning district
246 Tax Map Parcel #72-79

247 Planning Board Case #23-18

248

249 Ms. Belanger recused herself and sat with the public.

250

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

253

254 ***Vice-Chair Brown motioned to open Planning Board case #23-18. Mr. Cameron seconded the***
255 ***motion. A vote was taken, all were in favor, the motion passed 6-0-0.***

256

257 Mr. Sharples noted the applicant is seeking site plan approval for the proposed renovation to
258 accommodate two retail and 9 residential units of which three are existing. The applicant
259 submitted application, plans and documents dated October 10, 2023. The applicant appeared
260 before the Zoning Board of Adjustment for relief from the minimum rear yard setbacks and a
261 Wetlands Conditional Use Permit. The applicant appeared before the ZBA for relief from the
262 minimum parking requirements. A copy of the decision letter and draft minutes were provided.
263 Mr. Sharples noted a waiver will be requested from Section 9.13.1 for parking as set forth in
264 article 5.6.6 of the zoning ordinance. The applicant got HDC approval. Mr. Sharples noted he
265 has proposed conditions of approval ready.

266

267 Chair Plumer opened the hearing to the public for comments and questions at 8:00 PM and
268 being none closed the hearing to the public.

269

270 Mr. Cameron expressed concerns with cumulative effect and asked where cars would go when
271 it snows. Mr. Sharples indicated there were spaces on Court and Elliot Street. Mr. Sharples
272 noted plenty of capacity if the Town manages public parking properly. He noted Stantec is
273 doing an analysis now and will address those issues.

274

275 ***Mr. Grueter motioned after reviewing the criteria for granting waivers that the request of***
276 ***Mario Ponte, Planning Board Case #23-18 for a waiver from Section 9.13.1 to permit less off-***
277 ***street parking than required in accordance with Section 5.6.6 of the zoning ordinance, be***
278 ***approved. Vice-Chair Brown seconded the motion. A vote was taken, Mr. Cameron voted***
279 ***nay. The motion passed 4-1-0.***

280

281 Mr. Sharples read out loud the conditions of approval:

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283 1. All outdoor lighting (including security lights) shall be down lit and shielded so that no direct
284 light is visible from adjacent properties and/or roadways.

285

286 ***Ms. Grueter motioned that the request of Mario Ponte, Planning Board Case #23-18 for a***
287 ***minor site plan approval be approved subject to the condition read by the Town Planner. Ms.***
288 ***Martel seconded the motion. A vote was taken, Mr. Cameron abstained. The motion passed***
289 ***4-0-1.***

290

291 Ms. Belanger returned to the meeting table.

292

293 **VI. OTHER BUSINESS**

294

295 • Master Plan Discussion

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297 • Field Modifications

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299 • Bond and/or Letter of Credit Reductions and Release

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

302 Mr. Sharples noted that at the December 28, 2023 meeting Nate Kelly will be present to go over zoning
303 amendments. Vice-Chair Brown noted it would be helpful to have a public discussion about downtown
304 parking. Mr. Sharples noted that Stantec would be having a presentation at 6:30 PM on Wednesday and
305 it will be recorded. Ms. Belanger noted she watched the recording of the public parking lot and cars
306 were not moving but agreed with Mr. Sharples that there is ample parking, if it is managed and
307 indicated the Select Board will be working on parking ban parking.

308 **VIII. CHAIRPERSON'S ITEMS**

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

310 **X. ADJOURN**

311 ***Ms. Belanger motioned to adjourn the meeting at 8:48 PM. Vice-Chair Brown seconded the***
312 ***motion. A vote was taken, all were in favor, the motion passed 6-0-0.***

313 Respectfully submitted.

314 Daniel Hoijer,

315 Recording Secretary

316 Via Exeter TV