



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709
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LEGAL NOTICE EXETER PLANNING BOARD AGENDA

The Exeter Planning Board will meet on Thursday, May 11, 2023 at 7:00 P.M. in the Nowak Room of the Exeter Town Office building located at 10 Front Street, Exeter, New Hampshire to consider the following:

APPROVAL OF MINUTES: April 13, 2023

NEW BUSINESS:

There are no public hearings scheduled. The Board will continue with its Planning Land Use Series.

OTHER BUSINESS

- Election of Officers
- Master Plan Discussion
- Land Use Regulations Review
- Field Modifications
- Bond and/or Letter of Credit Reductions and Releases

EXETER PLANNING BOARD

Langdon J. Plumer, Chairman

Posted 04/28/23: Exeter Town Office and Town of Exeter website

1 **TOWN OF EXETER**
2 **PLANNING BOARD**
3 **NOWAK ROOM – TOWN OFFICE BUILDING**
4 **10 FRONT STREET**
5 **APRIL 13, 2023**
6 **DRAFT MINUTES**
7 **7:00 PM**

8 **I. PRELIMINARIES:**

9
10 **BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Aaron Brown,
11 Pete Cameron, Clerk, Jennifer Martel, Gwen English, and Nancy Belanger Select Board
12 Representative

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

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

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19 **III. OLD BUSINESS**

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21 **APPROVAL OF MINUTES**

22
23 January 26, 2023

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25 Ms. Belanger and Ms. English recommended edits.

26
27 ***Ms. Belanger motioned to approve the January 26, 2023 meeting minutes, as amended. Ms. English***
28 ***seconded the motion. A vote was taken, Mr. Cameron abstained, the motion passed 5-0-1.***

29
30 February 9, 2023

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32 Mr. Cameron and Ms. English recommended edits.

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34 ***Mr. Cameron motioned to approve the February 9, 2023 meeting minutes, as amended. Ms. Belanger***
35 ***seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.***

36
37 March 23, 2023

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39 Ms. English and Ms. Belanger recommended edits.

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41 ***Ms. Belanger motioned to approve the March 23, 2023 meeting minutes, as amended. Mr. Cameron***
42 ***seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.***

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IV. NEW BUSINESS:

1. The application of Richard Schaefer and Debbi Schaefer for a minor subdivision of the existing 21 +/- acre parcel located at 24 Powder Mill Road. The applicant is proposing to subdivide off a 5.01 +/- acre parcel with frontage on Powder Mill Road for a new residence.
R-1, Low Density Residential zoning district
Tax Map Parcel #102-4
Planning Board Case #23-3

Chair Plumer read out loud the Public Hearing Notice.

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

Mr. Cameron motioned to open Planning Board Case #23-3. Vice-Chair Brown seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.

Mr. Sharples noted the applicants are seeking a minor subdivision and have submitted a minor subdivision plan and supporting documents dated February 23, 2023. Mr. Sharples noted the applicants appeared before the Zoning Board of Adjustment at their November 15, 2022 meeting and were granted a variance for tests pits for an individual sewage disposal system 24 inches to the seasonal high water table. There was no TRC meeting but the application was reviewed by staff. There were no waivers requested.

Mr. Sharples noted that Code Enforcement Officer Doug Eastman determined that the proposal meets the minimum dimensional requirements however the property is located within the special flood hazard area (AE Flood one) and is subject to the recently amended Article 9.4 Floodplain Development Ordinance which prohibits new expansion except to correct a malfunction. The applicant was advised that relief will be necessary from the Zoning Board of Adjustment. Mr. Sharples noted the application was received after posting the ordinance to be adopted and that typically the Planning Board doesn't approve subject to a variance being obtained. Mr. Sharples offered to share the advice of legal counsel in non-public session.

By Roll Call Vice-Chair Brown motioned to go into non-public session pursuant to RSA 91-A:3(II) consideration of advice of legal counsel. Ms. Belanger seconded the motion. A roll call vote was taken: Ms. Belanger voted aye, Ms. English voted aye, Mr. Brown voted aye, Mr. Plumer voted aye, Mr. Cameron voted aye and Ms. Martel voted aye. The motion passed 6-0-0.

The meeting room was closed to the public at 7:24 PM.

Vice-Chair Brown motioned to come out of non-public session. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.

The meeting room was reopened to the public at 7:32 PM.

86

87 Vice-Chair Brown explained to the applicants that they were caught in a weird time frame and for that
88 reason the Board will listen to their presentation but not take action so as to not influence the Zoning
89 Board of Adjustment.

90

91 Henry Boyd of Millennium Engineering presented the application on behalf of the applicants who he
92 noted were subdividing a five-acre lot for the benefit of their daughter. He explained the flood zone and
93 elevations unique to the property and felt it was not possible for flood water to inundate the system,
94 however he noted the applicants were before the Board to subdivide the lot, not to build and building is
95 in the purview of the Building Inspector.

96

97 Mr. Sharples noted that at the time the applicant first went before the Zoning Board of Adjustment the
98 Zoning Board of Adjustment would not have known the specifics of the proposed floodplain ordinance
99 as it had not been finalized or posted before November 15th. Mr. Sharples advised that the filing
100 deadline for the ZBA was May 1st for their May 16th meeting.

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102 ***Vice-Chair Brown motioned to continue the application of Richard Schaefer and Debbi Schaefer,***
103 ***Planning Board Case #23-3 to the Planning Board's May 25, 2023 meeting at 7:00 PM. Ms. English***
104 ***seconded the motion. A vote was taken, all were in favor, the motion passed 6-0-0.***

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106 2. The application of C/A Design, Inc. (Wakefield Thermal) for a site plan review for the proposed
107 construction of a 40,000 SF addition to an existing industrial building, expanded parking, loading areas
108 and associated site improvements on the property located at 131 Portsmouth Avenue.

109 CT-Corporate Technology Park and C-2 Highway Commercial zoning districts

110 Tax Map Parcel #52-112

111 Planning Board Case #23-4

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113 Chair Plumer read out loud the Public Hearing Notice.

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115 Mr. Sharples noted the application was complete for review purposes.

116

117 ***Vice-Chair Brown motioned to open Planning Board Case #23-4. Ms. English seconded the motion. A***
118 ***vote was taken, all were in favor, the motion passed 6-0-0.***

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120 Mr. Sharples noted the applicant was seeking site plan approval for the proposed construction of a
121 40,000 square foot addition to the existing building at 131 Portsmouth Avenue (former OSRAM Sylvania
122 property). The applicant submitted site plan review application, plans and supporting documents dated
123 February 28, 2023. A Technical Review Committee (TRC) meeting was held on March 23, 2023. A copy
124 of the TRC comment letter dated March 24, 2023 and UEI comment letter dated March 24, 2023 were
125 provided to the Board for review.

126 Mr. Sharples noted revised plans and supporting documents, TRC & UEI response comment letters were
127 received on March 31, 2023 and a second UEI comment letter dated April 6, 2023 were provided to the
128 Board for review.

129 Mr. Sharples noted the applicant obtained a variance from the Zoning Board of Adjustment on
130 September 20, 2022 to permit the expansion of the existing non-conforming light industrial use on the
131 property.

132 Mr. Sharples noted the applicant appeared before the Conservation Commission at their February 21,
133 2023 meeting to review the letter from wetland scientist, Jay Aube dated February 14, 2023 and their
134 NH DES Expedited Wetlands Permit application. An email dated March 23, 2023 was provided from
135 Conservation and Sustainability Planner, Kristen Murphy forwarding comments from Chair Andrew Koff
136 to Mr. Sharples dated 2/23/23. No Conditional Use Permit (CUP) was required because the wetlands
137 were manmade and not subject to buffer or CUP requirements. Ms. Murphy indicated the invasive
138 species management plan was satisfactory. There are no waivers being requested.

139 Tom Burns of TF Moran and Matt Van Zile, C/A Design, Inc. (Wakefield Thermal) presented the
140 application for site plan review. Mr. Burns indicated the proposal is to redevelop part of the office,
141 61,000 SF building, second story which is 37' high built in 1978 and existing gravel parking lot. Mr. Burns
142 displayed the proposed plan. He showed the existing access on GTE Drive and proposed second primary
143 access off Holland Drive. He noted the property had sewer, drainage, water and gas. Mr. Burns noted
144 that variance was obtained from the ZBA for expansion of the non-conforming light industrial use in the
145 C2 zoning district. Mr. Burns noted there would be a 40,000 SF addition (shown in red on the plan) on
146 the SW side and the parking area would be rebuilt and expanded and there would be a loading area and
147 parking for 153 cars. Mr. Burns reviewed the traffic analysis and lessened traffic impacts from utilizing
148 Holland Drive.

149 Mr. Burns reviewed the proposed drainage system and stormwater treatment system which would tie
150 into the existing system. He reviewed the NHDES Alteration of Terrain permit application currently
151 under review. He noted they received the dredge and fill permit last week and sewer discharge permit.

152 Mr. Burns reviewed the architectural design of the renovation and addition which would have light gray
153 insulated metal panels and faux wood panels.

154 Mr. Burns noted there were 150 employees proposed with three shifts but they would start with about
155 75 employees.

156 Chair Plumer opened the hearing to the public for comments and questions at 8:08 PM and being none
157 closed the hearing to the public.

158 Mr. Burns reviewed some of the outstanding comments, #7 concerning shallow pipe run which they can
159 adjust to run between structures, although slopes are allowable.

160 Mr. Burns noted buoyancy calculations for groundwater test pits which he asked the surveyor to update.

161 Mr. Burns addressed comment #12 water line on utility plan which he will have the surveyor update.

162 Mr. Burns addressed comment #18 concerning the 2 of 3 pipes shown – will connect.

163 Mr. Burns noted the lines would be turned on the landscaping sheet plans. He noted the tree roots will
164 not interfere with the easement line and offered to relocate another tree. Mr. Burns addressed the
165 loading docks and updating the drain line. He noted on the SE corner a line of trees to be shifted out of

166 the easement. Mr. Burns commented on the detail sheet, the insert should remain until the stormwater
167 system is online.

168 Ms. Martel asked about reviewing the existing tree line for significant trees and Mr. Burns responded
169 that no trees with greater than 20” caliper had been found.

170 Ms. Martel asked about lighting and photometrics and Mr. Burns indicated lighting would be downcast
171 and dark sky compliant and there would be no light spillage off site.

172 Chair Plumer asked if lights would be on all night because the facility is open 24 hours and Mr. Burns
173 responded – yes.

174 Vice-Chair Brown asked about invasive species and Mr. Burns indicated there were no hits at Natural
175 Heritage Bureau (NHB) for species.

176 Chair Plumer asked if the storm water management would handle the weight of trucks and Mr. Burns
177 responded – yes.

178 Chair Plumer asked about the roof line tie-in with the addition and Mr. Van Zile explained the tie-in to
179 the exiting roof.

180 Ms. English asked what the east side of the building would be used for and the white concrete retaining
181 wall. Mr. Burns explained there would be a drive up ramp with wall on either side, the dock as 4’ height
182 doors.

183 Chair Plumer asked about snow storage and Mr. Burns pointed out three areas on the plan.

184 Vice-Chair Brown asked about the fourth paragraph in the memo and whether one day the necessary o
185 the variance would not be required. Mr. Sharples noted the ordinance is proposing to change next year
186 or the year after.

187 Vice-Chair Brown asked about the Conservation Commission’s letter. Mr. Sharples noted it was part of
188 the TRC review and Ms. Murphy had emailed Steve at the DPW.

189 Mr. Cameron asked about electric vehicle charging stations and Mr. Burns showed the location
190 proposed for four stations pointing to the center of the bottom of the building plan. Mr. Cameron asked
191 if they would be for visitors or employees. Mr. Sharples noted the requirement is for readiness,
192 providing conduit and dedicated circuits for two percent. Mr. Burns noted there would likely be two
193 stations for four parking spaces.

194 Ms. Martel remarked that a future concern could be the equity of EV charging stations to be ADA
195 compliant and Vice-Chair Brown agreed that an employee could foreseeably require that.

196 Mr. Cameron asked if delivery trucks would be parked overnight and Mr. Van Zile responded that they
197 did not have a fleet of trucks and typically the trucks would come in and go out.

198 Ms. Belanger commented that she didn’t remember the school being taken into consideration in the
199 traffic analysis.

200 Ms. English asked about constructing solar panels and Mr. Van Zile responded that they are considering
201 it.

202 Ms. Martel asked if they had considered partnering to reduce the amount of paving. Mr. Burns noted
203 they looked at connecting but the grading was a steep difference at the corner. Mr. Burns noted the
204 access would improve truck circulation. Mr. Sharples explained that taking a left onto GTE Drive could
205 be a long wait and they discussed partnering at the TRC meeting.

206 Ms. Martel asked if anyone wanted to conduct a site walk and the Board seemed satisfied that a site
207 walk was not necessary.

208 Mr. Sharples noted that for future cases Section 9.2.3 of the regulations state that architectural design
209 guidelines may apply to industrial buildings. It does not appear that any part of this building will be
210 visible from the roadway but in future situations where the building is highly visible the "may" will mean
211 yes.

212 Mr. Sharples reviewed the proposed conditions of approval.

213 1. An electronic as-built plan of the entire property with details acceptable to the Town shall be
214 provided prior to the issuance of a Certificate of Occupancy. This plan must be in a dwg or dxf file
215 format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;

216 2. All monumentation shall be set in accordance with Section 9.25 of the Site Plan Review and
217 Subdivision Regulations prior to signing the final plans.

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

221 i. The SWPPP (stormwater pollution prevent plan), if applicable, be submitted to and received
222 for approval by DPW prior to preconstruction meeting; and

223 ii. A project schedule and construction cost estimate.

224 4.. Third party construction inspection fees shall be paid prior to scheduling the preconstruction
225 meeting.

226 5. All comments in the Underwood Engineers Inc. review letter dated 4/6/23 shall be addressed to the
227 satisfaction of the Town Planner prior to signing the final plans.

228 6. All outdoor lighting (including security lights) shall be down lit and shielded so no direct light is visible
229 from adjacent properties and/or roadways.

230 7. The three forms in the stormwater management report dated 2/20/23 rev. 3/31/23 which are:

231 i. stormwater operation and maintenance plan;

232 ii. de-icing lot; and

233 iii. jellyfish filter inspection and maintenance log

234 shall all be submitted to the Town Engineer annually on or before January 31st. This requirement shall
235 be an ongoing condition of approval.

236 8. All applicable State permit approval numbers shall be noted on the final plans.

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

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

243 11. If determined applicable by the Exeter Department of Public Works, the applicant shall submit the
244 land use and stormwater management information about the project using the PTAPP Online Municipal
245 Tracking Tool. The PTAPP submittal must be accepted by DPW prior to the pre-construction meeting.

246 Vice-Chair Brown asked about the April 23, 2023 UEI letter, Page 2, outstanding items and Mr. Sharples
247 added that those should be consistent with what was presented this evening.

248 Mr. Sharples proposed:

249 12. The responses to the April 6, 2023 UEI comment letter shall be consistent with what was presented
250 this evening.

251 Mr. Burns commented on condition #2 monumentation and noted that was put in when the subdivision
252 was done. Mr. Sharples asked that he update the final plans.

253 ***Vice-Chair Brown motioned that the request of C/A Design, Inc. – Wakefield Thermal, Planning Board***
254 ***Case #23-4, for Site Plan approval be approved with the conditions outlined by Town Planner Dave***
255 ***Sharples. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed***
256 ***6-0-0.***

257 VI. OTHER BUSINESS

- 258 • Master Plan Discussion

259 Mr. Sharples noted there would be a Master Plan Oversight Committee meeting next Thursday
260 at 8:15 AM.

- 261 • Land Use Regulations Review

262

- 263 • Field Modifications

264

265 Mr. Sharples reported on the 12-lot Carlisle subdivision off Watson. The potential buyer had
266 dropped the steep grade of the road and DPW and UEI are reviewing the proposal and there is
267 no change to any of the lots.

268

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

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

272 **VIII. CHAIRPERSON'S ITEMS**

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

274 **X. ADJOURN**

275 *Vice-Chair Brown motioned to adjourn the meeting at 9:05 PM. Ms. Belanger seconded the motion.*
276 *A vote was taken all were in favor, the motion passed 5-0-0.*

277 Respectfully submitted,

278 Daniel Hoijer,
279 Recording Secretary
280 Via Exeter TV