

**ATKINSON PLANNING BOARD MEETING  
MINUTES  
WEDNESDAY, JULY 15, 2015**

**Members Present:**

Sue Killam, Chair  
Mike Turell, Vice Chair  
Paul DiMaggio  
Tim Dziechowski  
John Wolters  
Ted Stewart

**Other's Present:**

Tim Lavelle, Lavelle Associates  
Steve Keach, Keach and Nordstrom  
Julie LaBranche, Rockingham Planning  
Jim Krzywicki

**Call to order:**

Chairperson Killam called the workshop meeting of the Atkinson Planning Board to order on Wednesday, July 15, 2015 at 7:45 pm.

**Approval of Minutes:** June 17, 2015

- Page 3 last sentence 3rd paragraph up "frontage" not "frontages"

**Vice Chair Mike Turell made a motion to approve the minutes of the June 17, 2015 meeting of the Atkinson Planning Board as corrected. Member Paul DiMaggio seconded the motion. 4 members of the Atkinson Planning Board voted in favor with Members Tim Dziechowski and Ted Stewart abstaining. Vote: 4/0/2.**

**Correspondence:**

- Email from Steve Keach regarding construction monitoring inspection fees are \$135 for the Sawmill Ridge development, Phase One; Fees for AROD Realty Group, LLC to develop a 2,340 SF Office Building and 4,680 SF Garage on property located at 15 Industrial Way, Map 16 Lot 16 in the CI Zone will be \$3,500
- The most recent version of the Sawmill Ridge site plan
- Email from Tim Dziechowski to the Town Attorney and Member DiMaggio regarding the trail easement at the Sawmill Ridge development

Discussion: Member Dziechowski was not happy with the trail easement description, the trail was not in the right place, and the easement documents did not mention the hole in the stone wall allowing access to the Lane property. The easement goes up to the hole and then goes south.

- Memo dated July 6, 2015 from the Town Attorney to Member Dziechowski and Member DiMaggio regarding the Sawmill Ridge Warranty Deed for the trail easement

Discussion: There are problems with the description using map and lot. The Board is awaiting comment from the Town Attorney. Chair Killam read the email. There is also an issue with liability and who will construct the trail. Member DiMaggio has not discussed the issues with the Town Attorney. Member Dziechowski has discussed the trail easement with the Town Attorney. Member Dziechowski showed the Board his proposed easement on the map. Member Dziechowski explained that access to the proposed trail across the Sawmill Ridge Development is in Hampstead. It is a public access easement. Ted Stewart asked if the landowner in Hampstead posts the trail. Repair and maintenance is also an issue.

- June 25, 2015 memo from Steve Keach stating that his recommendation for the Phase 1 construction bond for the Sawmill Ridge development is \$111,011 dollars. Discussion: Member Ted Stewart informed the Board that the applicant has graveled to the site but not to the first phase. They are still logging.
- Emails from Steve Keach regarding construction monitoring
- The circuit rider contract letter was signed by Selectman Harold Morse and Planning Board Chair Killam.

**Public Hearings:** 8:00 PM

**Application for Site Plan submitted by Lavelle Associates and Four Commerce Drive LLC to develop a 9,000 SF Office Building and Warehouse on property located at 4 Commerce Drive, Map 20 Lot 43 in the CI Zone.**

Abutters: 13 Hall Farm Road, LLC - present; 4 Commerce Drive LLC - present; Eunice Godowsky Realty Trust c/o the MEG Companies, Mike Sharon; Durkin Realty Trust; Gregsak Engineering, Inc.; and James Lavelle, Associates - present

Mr. Tim Lavelle appeared before the Board for the applicant. Jim Krzywicki is also present.

Chair Killam informed the Board that Commerce Drive LLC is associated with Palmer Gas. The proposal is to construct a 9,000 square foot and office building. The main purpose of the building is warehouse and garage areas for plumbing and heating equipment such as gas and oil furnaces and cooling; as well as associated offices. There will be a mezzanine and conference room on the second floor. The access will be directly from Commerce Drive and a rear access which can be gated and accesses the Palmer Gas site. This will enable the applicant to go directly to the warehouse. Gregsak Engineering performed the drainage calculations. There will be a retention pond on the north side of the property as well as some cache basins and ditching. There will be pavement all around the building for fire access. The septic system will be in the front under the parking lot and is shown on the plan. Mr. Lavelle received a letter from Steve Keach. Mr. Gregsak will take most of the items mentioned in the letter. There are a lot of clean up items. The landscaping and lighting is on the plan. They will both be broken out on separate sheets. The applicant has allowed for more parking and a large area for maneuvering so tractor trailers and large trucks can back up to the building. Mr. Lavelle informed the Board that about 80% of the site will be impervious. The Board discussed how much of the site is allowed to be impervious. The drainage study allows for the pond to capture and discharge into the ground. There was not a lot of ledge when the test pits were dug. The number 3 test pit shows that it appears to be ledge but the ledge is six to seven feet deep. The seasonal high water table for Test Pit 2 could be an issue but that area will not be used for septic.

The site is in the Commercial/Industrial zone.

Mr. Keach informed the Board that there is some work left to complete the plan, but there are no major issues. One issue could be the front yard. It shows as 75 feet, but there is an appendage from the building that looks like it goes into the front yard. A variance may be required. Julie LaBranche said the appendage could be 7 to 10 feet, it is not square. Mr. Lavelle stated the applicant will look at it. Julie LaBranche informed the applicant that if the building were moved

closer to the other lot line, there would not be a problem with the set back. Mr. Lavelle agreed to look at the issue and try to fix it rather than requesting a zoning.

Page 3 of the letter from Steve Keach discusses parking. There are 288 square feet for parking and there are 2 different drives, one for the office and one for the warehouse. Considering how parking is figured with so much for employees and so much for the size of the buildings. There are 15 employees for the warehouse and 5 employees for the office in the plan. There is about 5000 square feet of warehouse and office space. The parking requirements calculated by square footage amounts to 37 spaces, which seems excessive for the plan. Most of the traffic is transient so that many spaces would not be needed. It is possible to get a waiver for the number of spaces. The intent of the large parking lot was to allow semi trucks to turn around. Two handicap spots are needed.

Chair Killam asked if the applicant had anything else. Mr. Lavelle asked if the Board had any questions.

Julie LaBranche asked if oil and grease separators are included in the drainage system. Steve Keach replied that there is a gas and oil separator in the drainage system. It is shown on page 4. It is structure OS-1 and there is a note.

Chair Killam asked if the Board was ready to take jurisdiction of the plan.

**Vice Chair Mike Turell made a motion to take the Application for Site Plan submitted by Lavelle Associates and Four Commerce Drive LLC to develop a 9,000 SF Office Building and Warehouse on property located at 4 Commerce Drive, Map 20 Lot 43 in the CI Zone. under jurisdiction. Member Paul DiMaggio seconded the motion. There was no discussion. All members of the Atkinson Planning Board present voted in favor. Vote: 6/0/0.**

Mr. Lavelle stated that Gregsak Engineering could address most of the issues in the letter from Keach Nordstrom in about a week and a half.

Chair Killam requested a motion to continue the Application for Site Plan submitted by Lavelle Associates and Four Commerce Drive LLC to develop a 9,000 SF Office Building and Warehouse on property located at 4 Commerce Drive, Map 20 Lot 43 in the CI Zone.

**Vice Chair Mike Turell made a motion to continue the Application for Site Plan submitted by Lavelle Associates and Four Commerce Drive LLC to develop a 9,000 SF Office Building and Warehouse on property located at 4 Commerce Drive, Map 20 Lot 43 in the CI Zone to the August 19, 2015 meeting of the Atkinson Planning Board. Member Paul DiMaggio seconded the motion. All members of Atkinson Planning Board present voted in favor to continue the Application for Site Plan submitted by Lavelle Associates and Four Commerce Drive LLC to develop a 9,000 SF Office Building and Warehouse on property located at 4 Commerce Drive, Map 20 Lot 43 in the CI Zone. to the August 19, 2015 meeting of the Atkinson Planning Board. Vote: 6/0/0.**

**Other:** Member Dziechowski received a memo from DES regarding the Stacey lot at 26 Hall Farm Road. The wetland issues are on track. The wetlands restoration plan for the lot has been approved.

Chair Killam asked Mr. Lavelle if there were plans for the third lot on Industrial Way and Mr. Lavelle replied that he would have something in a couple of months.

Mr. Stewart informed the Board that there is a metal building on the ground at the second lot on Industrial Way. It is on a pallet and has not been constructed. It is where the applicant did the cutting.

Chair Killam requested a motion to adjourn.

**Member Mike Turell made a motion to adjourn the July 15, 2015 meeting of the Atkinson Planning Board at 8:25 PM. Member Paul DiMaggio seconded the motion. All regular members of the Atkinson Planning Board present voted in favor. Vote: 6/0/0.**

**The next Planning Board meeting is Wednesday, August 19, 2015.**