

**ATKINSON PLANNING BOARD MEETING
MINUTES
WEDNESDAY, AUGUST 19, 2015**

Members Present:

Sue Killam, Chair
Mike Turell, Vice Chair
Paul DiMaggio
Barbara Brown

Other's Present:

Jim Krzywicki
Steve Keach, Keach and Nordstrom
Julie LaBranche, Rockingham Planning
Paul Carideo, The Dubay Group

Call to order:

Chair Killam called the workshop meeting of the Atkinson Planning Board to order on Wednesday, August 19, 2015 at 7:52 pm.

Approval of Minutes: July 15, 2015 - deferred

Correspondence:

- Revised Project Improvement Guarantee for the Sawmill Development signed by Chair Killam for the Planning Board.
- August 11, 2015 subsurface bond has been posted
- Town of Bedford letter for a special exception to construct a ground mount wireless communications facility 190 feet above ground on Cubbick Road, Bedford, New Hampshire
- Town of Salem notice to abutters site plan for 152 Zion Hill Road for 100 foot tall personal wireless facility for Verizon
- Letter from the Town of Haverhill regarding an August document 101 petition to discontinue a portion of Wall Street in the area of Harbor Place
- Letter from Keach Nordstrom dated August 18, 2015 with the comments on the hearing
- Alteration of Terrain Permit for Sawmill Ridge dated August 14, 2015 issued. There will be a preconstruction meeting tomorrow, August 20, 2015.
- Sawmill Ridge - subdivision approval dated 8/17/15
- Office of Energy and Planning survey
- Email from Department of Agriculture regarding the emerald ash borer
- Letter from Emmaus House re the work they do
- Letter from Julie to Member T. Stewart reminding him to get sworn in
- City of Haverhill requesting a zoning amendment for Stevens Street Hale Street Industrial zone
- City of Haverhill letter requesting amendment for waterfront zoning district on Merrimack Street
- Letter regarding a code enforcement issue on 6 Industrial Way - Clinton Teague - site improved to the point that Selectmen released the lien.
- Saturday September 26, 2015, Raising New Hampshire is holding a regional planning and development meeting at Peterborough House admission is \$40
- Inspection report for Lot 16 Industrial Way - preconstruction meeting with Sean Mahoney

Public Hearings: Chair Killam opened the public hearing at 8:00 PM

Paul Carideo from the Dubay Group appeared before the Planning Board regarding the property at 15 Industrial Way. The site plan for Mr. Sean Mahoney, Bay State Containers has been approved. There were issues when the applicant started to prepare the site so Chair Killam requested Mr. Carideo appear before the Atkinson Planning Board to review the changes. Mr. Carideo explained that the basic footprint will not change. There were a couple of things wrong with the building plan. First, there was an 8 foot jog in front of the building. Everything on the plan that is in red was rejected, everything in black was approved. The original plan was to move the building back. There was an 8 foot setback. However, the buildings are not on a concrete foundation they are on Morton piles. The foundation has to be perfectly level. There is a 2 foot drop to the front of the building that has to be perfectly level. They were going to modify some grading, then Mr. Carideo realized that the building was 2 floors. Only one floor was approved. The applicant is pushing the building back so there will be more room for parking necessary for a two story building. The applicant is amending the plan for a 2 story building. The driveway on the left had to be moved to it is opposite the proposed building. It feeds between the office building and the garage. The lower parking entrance has a 14% driveway grade, which is too steep for trash trucks. The grading was modified, the cache basin at the bottom had a higher elevation than the driveway. A pipe had to be taken out because the top was at the top of the pavement. Modifying the grading to accommodate the pad and to keep the water from draining in front of the garage doors.

Mr. Mahoney has been working with the fire department to install cistern tanks for fire suppression. They will be on the left of the garage, next to the building and above ground with a roof over them. The garbage dumpster was moved to the left to allow room for the cistern tanks.

The grading will be modified, both driveways will be relocated and both gates will be relocated. Mr. Mahoney was told there was a berm, however there is a curbing. A berm has been placed by the road. The new trees are in red. A swale was created along the side of the road and it collects in the open pipe. There will be no curbed entrances because there is a gutter line. The approved septic will have to be modified because the well is inside the building. The applicant would like to continue with the site process and the garage.

Chair Killam asked what the time frame is for making the changes. Mr. Carideo stated that he would like to have it ready for the next meeting.

The garage has not moved. A small dock house may be added on the left to cover the cisterns.

Mr. Keach stated that the issues with the plan came to his attention at the revision meeting. He spoke to Mr. Carideo, and if you look at the plan collectively, the pad area will not change. The applicant is in the process of preparing the pad area. The bond is in place. The garage location will not change. Mr. Keach would allow the work on the garage to move ahead.

Chair Killam asked the applicant if the revised plan could be ready for the Wednesday, September 16, 2015 meeting of the Planning Board. It would have to be submitted on Tuesday, September 1, 2015. Mr. Carideo responded that he could complete the revision by then.

Chair Killam stated that the existing site plan has not been recorded and asked if it should be. Mr. Keach stated that the plan should be recorded now and signed as a plan of reference. The modified plan would have to be recorded, too.

Chair Killam asked if there were any changes to the other lot. Mr. Carideo replied that there is a pile of dirt that the applicant would like to use for berms and landscaping. There will be a berm around one edge.

Chair Killam explained that the reason for the discussion is to ask the Board if a new site plan is needed. Vice Chair Turell responded that a new site plan should be submitted, the elevation lines are off, too.

Ms. LaBranche suggested that the revised application include elevations. The applicant agreed to submit a new site plan with the elevations included.

2) 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. Continued from July 15, 2015 and jurisdiction was taken July 15, 2015

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

Chair Killam received in hand a letter dated August 19, 2015 from James Lavelle Associates, requesting continuation. The applicant is still in the process of fulfilling the requirements in the review letter from Keach Nordstrom. The applicant requested a continuance to September 2, 2015. Chair Killam asked the Board if the September 2, 2015 date was satisfactory for them. The Board decided to wait for the September 16, 2015 meeting.

Vice Chair Turell moved 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 continue the hearing to September 16, 2015. Member Barbara Brown seconded the motion. All members of the Atkinson Planning Board present voted in favor. Vote: 4/0/0.

Mr. Keach left the meeting.

2) Public Hearing to adopt new Master Plan Chapter titled "Vision Chapter."

Ms. Julie LaBranche, Rockingham Planning Board appeared before the Board to review the Vision Chapter.

Chair Killam reviewed the changes made to the Master Plan. There was a major rewrite of the natural resources inventory in 2011 by Ms. LaBranche in conjunction with the Conservation Commission. The existing land use chapter was updated and adopted in April of 2012. An update of the Community Profile Chapter was adopted in 2007 and also an update of the Community Housing Chapter. The Community Facilities Chapter was updated in 2012. A Chapter entitled Energy Efficiency and Sustainable Development was adopted in 2009. Under the RSA's the final chapter needed for the Master Plan is the Vision Chapter which will supplant the current introduction. Once it is done, a committee can be created for a capital improvement plan.

The Board has reviewed the plan.

Ms. Brown stated that on page 3 it should say "The Town seeks to retain a desirable residential...".

Ms. LaBranche stated that the vision chapter is an incorporation of the 1996 introduction, the goals objectives and policies document and a summary of public input and comments from the Master Plan visioning session in 2012 and public meetings. Ms. LaBranche has a couple minor edits:

Page 1 the last sentence should be struck
Page 5 before section "C" - strike the work "new"

Page 2 under "B" Goals - strike "the following goals should be prepared for consideration..."

Ms. LaBranche aggregated the high priority action items and the low priority action items from the survey. The last section is a summary of the bullet points. The Vision Chapter will reflect the desires of the public.

Chair Killam will give it to the Selectmen to review. The Board is supplanting the Introduction with the Vision Chapter. The Historical Cultural and Resource chapter has not been changed. There are maps for each section. Community facilities, natural resources, existing land use and future land use, the community profile, the community profile, and the housing element have all been updated. Transportation has not been updated. The last section of the 1998 plan, capital improvement and budget will be updated. Member DiMaggio suggested that the transportation section should be looked at. Julie LaBranche stated that the transportation section of the Rockingham County Master Plan has been updated and she could look at the Atkinson transportation chapter of the Atkinson Master Plan and it could easily be updated.

Member Paul DiMaggio made a motion to adopt the revision to the Master Plan to add the Vision Chapter of the Town of Atkinson Master Plan to supplant the Introduction. Vice Chair Mike Turell seconded the motion. All members of the Atkinson Planning Board present voted in favor. Vote: 4/0/0.

Ms. LaBranche stated that she would make the edits, put the adoption date on and send the file to the Planning Board. She suggested that the Historical Resources Chapter be made an appendix. Ms. LaBranche suggested a table of contents and asked if a paper book would be needed. Chair Killam said that some paper copies would be necessary. Ms. LaBranche offered to make a Table of Contents and put everything in PDF format.

Other:

Ms. Killam stated that there was outgoing correspondence from the planning office to the owner of 16 Industrial Way. The application was taken under jurisdiction in March. The owner and consultant did not show up at the June Planning Board Meeting and end of jurisdiction was looming and there was no request for an extension. The Board voted to deny. In subsequent conversations, the consultant informed her that there would be another application. Ms. Killam sent a letter to the applicant, but she has not heard anything regarding resubmitting an application. The cutoff would be September 1, 2015 for the next public hearing on September 16, 2015. Ms. Killam will appear at the next meeting of the Selectmen to inform them of the situation.

Member DiMaggio asked if there were code enforcement issues and Ms. Killam responded that those issues are the responsibility of the Selectmen.

There are three lots being cleared on Main Street. There will be two houses going up. There are five active new constructions in Atkinson. Two on Main Street, two on East Road and the last lot on Winslow Drive. Lewis Builders is planning on building 50 units in the Sawmill Ridge subdivision in 2016. They have received the alteration of terrain permit and the subdivision permit. The bond is in place They are awaiting a letter from Keach Nordstrom before they bring in the Mylar. Once everything is in place, the Board will be asked to sign it.

Member Brown mentioned that there were some comments in the Vision Chapter regarding the Brown farm. The Board agreed that the issues commented on in the surveys had been fulfilled.

Chair Killam requested a motion to adjourn.

Member Mike Turell made a motion to adjourn the August 19, 2015 meeting of the Atkinson Planning Board at 8:48 PM. Member Barbara Brown seconded the motion. All members of the Atkinson Planning Board present voted in favor. Vote: 4/0/0.

The next Planning Board meeting is Wednesday, September 16, 2015.