

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**PUBLIC HEARING**  
**October 3, 2018**

**Present:** Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Tom LaCroix, Paula Marzloff & Jess Edwards, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

**Absent:** No one.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight.

**MINUTES**

**Mr. Porter moved to approve the minutes for September 19<sup>th</sup>, 2018 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.**

**GENERAL BUSINESS**

Mr. Poltak pointed out that we needed a few minutes as Mr. Rene LaBranche of Stantec and Mr. Bill Herman, Town Administrator were present tonight to talk about the CIP and how we're going to move forward in the future. At this time, Mr. Poltak turned the meeting over to Mr. LaBranche and Mr. Herman.

Mr. LaBranche began by saying that, Mr. Herman contacted their office regarding the CIP that was completed last year and approved by the Planning Board. Mr. LaBranche went on to say that, some municipalities update their CIP annually but since some of the projects were fairly dynamic that, Mr. Herman asked them if they could start doing this annually. Mr. Herman sent over a spreadsheet to them to begin the process. Mr. LaBranche explained the spreadsheet and what the next step would be which would be for the Planning Board to assess those items. Mr. LaBranche further added that, he would like to schedule a time with the Planning Board to review each item in detail and allow the Planning Board to determine what they want to put as a priority or a value on each one of them.

Mr. Herman commented that, Mr. LaBranche pretty much explained it all and that the decision was basically the Planning Board or to at least do the initial layout of it. Mr. Poltak only had one question and asked, if we are going to be doing this annually that, at

what step in the process does the Planning Board get engaged in the setting of priorities. Mr. Poltak talked about the budget and the like and Mr. LaBranche commented that, they were doing this in advance of the budget process. Mr. Herman pointed out that, the Board should be doing this earlier than they are currently. Discussion ensued with regard to when the Board should be starting the process and it was stated that, the budget process begins in September so that the Board should be looking at the CIP during the months of June, July and August. Mr. Poltak asked what Stantec's role after the Board has set their priorities. Mr. Herman answered by saying that, they were really there just to make sure that they complete the document.

A brief discussion ensued with regard to completing the CIP annually which pertains to things that will occur within the next 10 years. Mr. Poltak asked if anyone else had any comments. None were noted. Mr. LaBranche indicated that he had to make some changes to the spreadsheet but would get the revised spreadsheet to the Board members. Mr. Poltak informed Mr. LaBranche that the Planning Board's next meeting was October 17<sup>th</sup> and that we had a hefty agenda on the 17<sup>th</sup> with three (3) Public Hearings and an Informal as well as some other discussions. Mr. LaBranche indicated that they would be ready by then. The discussion ended and Mr. Poltak thanked Mr. LaBranche and Mr. Herman for their input.

## **PUBLIC HEARING**

***254 Rockingham Auburn, LLC  
254 Rockingham Road, Tax Map 25, Lot 45  
Major Site Plan Review  
Zoned Industrial  
(6,000 sq. ft. Industrial Building)  
(Continued from September 19, 2018)***

Mr. Poltak informed everyone present that, at the last meeting they accepted the application and that Ms. McCourt has been working with Stantec to resolve the list of issues that Stantec had in their review letter dated September 18, 2018. At this time, Mr. Poltak turned the meeting over to Ms. McCourt to begin her presentation.

Ms. McCourt began by going down Stantec's letter that was received today, October 3, 2018. Ms. McCourt went through each one as follows:

## **GENERAL**

#1 Ms. McCourt's been working with the Fire Department regarding fire protection requirements for the building.

#2 Ms. McCourt stated that they are still waiting for Manchester Water Works to approve the connection to the building.

#4 With regard to the septic design plan that she was just waiting for tonight as they ran out of time but will get it to Mrs. Rouleau-Cote, Building Inspector and then get it up to the state NHDES.

### **EXISTING CONDITIONS (2 of 8)**

#10 Ms. McCourt indicated that the Board should have an existing condition plan that shows the abutting lots with the actual uses on it.

### **SITE PLAN (3 of 8)**

#16 Per the Zoning Ordinance, the 10-foot side setback needs to be determined by the Planning Board if acceptable. There was a big discussion with regard to the 10-foot side setback and that a few days later there was a discussion with the abutter and it was decided that a 6-foot fence approximately 110-feet starting at the edge of the building going back would be acceptable. Ms. McCourt indicated that, they had discussed vegetation and that it was decided on the fence so she did place it on the plan.

#17 Considering this sheet will be recorded, the variances and waivers granted must be listed on the sheet and will be included on the plan. Ms. McCourt again pointed out that she wanted to wait until tonight to put the waivers on the plan for recording and to basically wait until she receives the Notice of Decision for the Planning Board to grant them.

### **LANDSCAPING & LIGHTING PLAN (5 of 8)**

#24 Landscaping requirements. Ms. McCourt talked about the wall packs and the pole lights on the plan that meets the lighting criteria. Mr. Poltak asked who's lighting criteria. Ms. McCourt stated that it met the Town of Auburn's requirements. A brief discussion ensued with regard to the lighting plan and Mr. Poltak asked if it was approved by the abutter. Ms. McCourt stated that she did not go through the lighting plan with the abutter.

Ms. McCourt also talked about the drainage and the proposed plan to include a culvert that will carry the water under the driveway entrance into a detention pond to the left side of the property.

#25 The plan has been stamped by a licensed Landscape Architect.

Ms. McCourt pointed out that, putting shrubs or trees to the right of the parking area that the shrubs and trees would not fair well due to the amount of water and how shaded that area was. Ms. McCourt informed the Board members that, they tried to work with the area as much as possible noting the amount of water on the property and that there was a two in a half foot depression on the side of the parking lot and stone wall.

Mr. Edwards asked about the wall and how degraded the wall was and if it would be repaired. Ms. McCourt stated that there was a section that needed to be repaired but wanted to divert the question to Mr. Erwin as she was not a structural engineer. Mr. Erwin commented that they would try to shore it up a bit to make sure it's not going to fall over. Mr. Edwards asked about the fence that will be placed on Mr. Lacey's property and if Mr. Lacey would be the owner of the fence and if he would be the one to maintain the fence. Ms. McCourt said yes and Mr. Lacey said that is what he'd like. At this time, discussion ensued with regard to the trees and the fence.

Mr. Edwards asked about the lighting and if it would be shining into Mr. Lacey's house. Ms. McCourt pointed out that it was at zero on the plan when they looked on the abutters property and also mentioned that they would be leaving at 4:30pm every day and would be going out a half hour to an hour after they close up shop for the day.

Discussion also ensued with regard to security lighting for the building. Mr. Lacey's concern is regarding the headlights shining onto his property. It was pointed out to Mr. Lacey that the building would be closing at 4:30pm daily.

Mr. Poltak asked Mr. LaBranche if he had anything to add. Mr. LaBranche stated that, the only issue was that the Town of Auburn's regulations stated that there shall be screening for abutting properties from parking lots but noted that there was a two in a half foot depression but that there was also going to be a fence placed between the two properties. Mr. LaBranche also suggested placing another tree by the dumpster to screen that a little more. Mr. LaBranche also pointed out the issue with the wall being in failure and that there was nothing in the plan about the wall and if they were going to fix it that it would be nice to have it be part of the project. Mr. Edwards believed that it would be easier to fix part of the wall prior to the building being put in place. Mr. Poltak commented that, it was his belief that the wall was on both properties. Ms. McCourt said that was correct. Mr. Lacey understood that the wall needed work and had no issue if they wanted to repair it. Mr. Poltak wanted to be sure that the wall would be addressed from a long-term standpoint meaning it's going to be fixed and wanted it noted in the record. Mr. Grillo asked if there should be a structural engineer look at the wall because everyone was stating that they were not an engineer. Mr. Poltak believed that Stantec had structural engineers in their office. Discussion ensued with regard to the wall and possibly doing a property line adjustment or have an Easement prepared. Ms. McCourt believed that an Easement would be easier.

Mr. Poltak asked if the abutters had anything they wanted to add. Mr. Lacey said that he had two (2) issues and began by saying that the fence where it is shown on the plan that there was a willow tree. Mr. Lacey indicated that, when they begin to dig for the foundation of the building that they would definitely disturb the roots of the willow tree. Mr. Lacey stated that the second issue was regarding the parking spaces and how they are situated and that basically the headlights would be going into his house because his house was right there. Ms. McCourt believed that the headlights would be below as the house was located above the parking lot. Mr. Rolfe added that the building would be closing at 4:30pm and that he did not believe it would affect Mr. Lacey as it would not be

occurring all night. Mr. Poltak asked about possibly putting a shield on the back of the light. Ms. McCourt did not believe that a shield could be placed on that type of a light fixture. Mr. LaBranche believed if they came up with an agreement to deal with the wall that they could probably incorporate a fence behind the wall to address the screening issue. At this time, Mr. Erwin and Mr. Lacey discussed possibly moving the fence forward to block the headlights shining onto Mr. Lacey's property. Mr. Lacey's business associate, Chet Garvin tried to assist Mr. Lacey.

Mr. Poltak recapped what the Board was looking to achieve which was a necessity for the applicant and abutter to work on determining an Easement for a permanency and improvement made to the wall. They are going to agree somehow to fix that wall as well as to have in single ownership through the Easement.

Mr. Poltak went on to say that, with regard to the Landscaping is that, the primary concern that this Board has respectful of this site which was stated at the last Public Hearing was water run-off. From his perspective, the plantings to the left of the property is acceptable from where they are coming from. Mr. Poltak went on to talk about the trees to be planted and the willow tree to be removed. Mr. Rolfe asked about the tree by the dumpster and if they place it there where would they put the snow storage. It was decided that no tree would be placed by the dumpster as that was where the snow storage would be placed.

Mr. Rolfe asked if they would be storing hazardous waste. Mr. Erwin said all they have is water soluble oil. Mr. Rolfe also asked about machine noise. Mr. Erwin said that they have machine noise but that it was not loud but basically was fairly quiet. Mr. Edwards recalled that the offices would be placed on the side of the building that is closest to Mr. Lacey's house and that all the machine shop section would be on the other side of the building.

Mr. Poltak asked about the Fire Department. Ms. McCourt explained that, with regard to the site plan, the way it's laid out is 100% in accordance with NFPA1. Ms. McCourt went on to say that, while speaking with the Fire Department that it would be dealt with through the building permit review and when he actually sees the building with regard to the fire walls. Ms. McCourt presented Mr. Poltak with an e-mail from James Saulnier, Fire Captain dated October 2, 2018 (a copy of which is in the file). Ms. McCourt read the e-mail for the Board members. Mr. Poltak pointed out that, he understood that the Building Inspector would state any concerns that the Fire Department may have and see it through.

At this time, Mr. Poltak went through the items in Stantec's letter dated October 3, 2018 with Ms. McCourt. Mr. Poltak moved on to the waiver requests which are as follows:

1. Detention Pond Waiver Request – Section 10.07.9 & 37 of the Subdivision Review Regulations which specifies that detention/retention ponds be designed to have at least 1-foot of freeboard at the peak of the 100-year storm event and they would like to have 5½ inches of freeboard.

2. Driveway Slope Waiver Request – Section 10.08(3) of the site plan regulations specify that the slope away from the Town roadway be at a grade of 2% for 70-feet from the edge of pavement is required for all new site plans and they would like to have a grade of 1½% for 10-feet and then up at 4% to accommodate the water onsite. Mr. LaBranche was okay with this request.

Mr. Grillo asked Mr. Poltak about the wall and if there would be a condition on that. Mr. Poltak said yes, that it would be conditioned that a mutual agreement as it relates to the execution of an easement which would be a condition of approval. Mr. Poltak stated that it was a two-phase thing which was to assign individual ownership to that wall relative to property and assumption of liability and the reconstruction of the wall will be done as well.

A brief discussion ensued with regard to the fence again. It was decided and agreed upon by Mr. Lacey to move the fence down to cover the parking spaces and that shrubs would be placed on top of the wall as well to impede the headlights.

**Mr. Grillo made a motion to grant the waiver for the reduction of Driveway Slope from 70-feet at 2% down to 10-feet at 1½% for Major Site Plan Review for Tax Map 25, Lot 45, 254 Rockingham Road. Mr. Porter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mr. Grillo made a motion to grant the waiver for Detention Pond Waiver to reduce the freeboard height requirement from 1-foot down to 5½ inches for Major Site Plan Review for Tax Map 25, Lot 45, 254 Rockingham Road. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Poltak stated that they've taken care of the two (2) waiver request and now turned to Mr. LaBranche and asked if there was anything on the remaining concerns that would preclude them from giving conditional approval of the project pending competition of these items. Mr. LaBranche said no. Mr. Poltak believed that they could receive conditional approval conditioned upon the rest of these items being addressed within Stantec's letter dated October 3, 2018. Mr. LaBranche stated that would be their thought as well.

Mr. Poltak asked the Board members if they were satisfied with that as well. The Board members all agreed. Mr. Poltak stated that, before he moves forward with a vote that he wanted to ask if anyone had any concerns about what needed to be done. Ms. McCourt asked about the tree near the dumpster and if she needed to put it in or not. Mr. Porter asked if the tree would impede the snow storage. Ms. McCourt said yes. Mr. Rolfe believed it was a vacant lot next door and stated that he wouldn't have a problem with them eliminating installing that tree. Mr. LaBranche stated that, if it was going to impede snow storage then he would suggest that no tree be placed there. The Board all agreed.

Mr. LaBranche commented that, he's been hearing it quite often about the abutters concerns about headlights coming onto his property. Again, discussion ensued with moving the fence forward to block the headlights from the parking lot. Mr. Poltak explained that the lighting plan would work with the abutter with regard to light spillage onto the abutter's property. The Board discussed the headlights of vehicles coming and

going and pointed out that the hours of operation would be 7:00am until 4:30pm and that the cars would be coming in and parking in the morning and leaving around 4:30pm period. In conclusion, both the abutter and the applicant agreed to move the fence down to cover the five (5) parking spots located on 254 Rockingham Road.

Mr. Poltak asked for a motion to grant conditional approval.

**Mr. Grillo made a motion to grant conditional approval for Major Site Plan Review for Tax Map 25, Lot 45, 254 Rockingham Road with the following conditions:**

- 1 Applicant addressing all comments prepared by Town Engineer, Stantec; and,**
- 2 Written agreement between applicant and abutter identifying sole ownership of the stonewall through the establishment of an Easement and, physical repair of the stonewall.**

**Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Discussion ensued with regard to the willow tree and Mr. Erwin stated that, they had discussions with Mr. Lacey and they were only going to cut the tree down as it was rotted and not replace the tree. Mr. Poltak stated that, if Mr. Lacey is in agreement with that then the Planning Board would be fine with that.

Mr. Poltak reiterated the two (2) conditions and that it would be worked out with the Town Engineer, Stantec.

Ms. McCourt and Mr. Erwin thanked the Board members and exited the meeting. Mr. LaBranche and Mr. Herman also exited the meeting at this time.

## **OTHER BUSINESS**

Mr. Poltak began to go over what was previously discussed at the last meeting and moved on to say that they are eliminating the Master Plan cost as it has been completed. Mr. Poltak believed that they would move forward on giving some study consideration on 55+ housing. Mr. Poltak believed it would cost them between \$3,500 to \$5,000. Mr. Poltak stated that they have approximately \$10,000 total to work with. Mr. Poltak went on to point out the following:

1. 55+ Housing – cost between \$3,500 to \$5,000.
2. Village District – and the elimination of the Village District.
3. Subdivision and Site Plan Regulations – deal with Landscaping issue and Staging Areas within subdivisions.
4. Architectural Design Standards for Commercial and Industrial Buildings.
5. Revamp our Sign Regulations and Lighting Regulation.

Mr. Poltak stated that they threw out Solar which was a no go. A brief discussion ensued with regard to sign regulations and lighting regulations. Also, looking at Architectural Design Standards and signage within the Commercial and Industrial zones as well. The Board mentioned flag signage throughout the Town of Auburn.

In conclusion, Mr. Poltak indicated that \$10,000 was budgeted and therefore would be working on the following:

1. 55+ Housing
2. Upgrade our Lighting
3. Architectural Design Standards
4. Sign Regulations

Mr. Poltak basically informed the Board that these are the areas that he would like to specifically work on. Mr. Poltak ended with talking about the 55+ housing and said, where are you going to put it, what is it going to look like and are they going to be detached and are they going to be condos.

## **ADJOURN**

**Mr. Porter moved to adjourn the Hearing. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 8:55p.m.**

***The next Planning Board meeting will be held on Wednesday, October 17<sup>th</sup>, 2018 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.***