

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
September 2, 2020

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

Also Present: William Herman, Town Administrator, Eric Mitchell, Matthew Scott, Dan Tatem

Absent: None.

Mr. Poltak called the meeting to order at 7:02pm. Mr. Poltak explained the procedures for tonight's hearing and stated that, he would be utilizing this meeting tonight as a trial run for when we have a formal hearing. Mr. Poltak began by reading the Meeting Preamble During COVID-19 Emergency which is as follows:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Planning Board, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that any public gathering of people may pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19 and is reinforced by Emergency Order #16 issued by the Governor on March 23rd. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be

disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote as required by RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member is called please state your name, and also please state whether you are physically attending the meeting or are remotely attending the meeting. If you are remotely in attendance, is there is anyone in the room with you during this meeting, which is required under the Right-to-Know law (RSA 91-A:2, III (c)).

Mr. Poltak moved on to the roll call of attendees and began with the Board members and asked them to introduce themselves and to state whether they were alone or if anyone was present with them tonight and began as follows:

Mr. Poltak introduced himself as Chairman of the Planning Board and indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Steve Grillo indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Jeff Porter indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Rolfe indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Lacroix indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mrs. Paula Marzloff indicated that no one else was in the room with her and that she consented to this meeting being recorded.

Mr. Jess Edwards indicated that his wife was walking around in the background and that he consented to this meeting being recorded.

Mr. Eric Mitchell indicated that he was alone and that he consented to this meeting being recorded and that he would be representing both applicants.

Mr. Bill Calder, Longmeadow Trustee indicated that he was alone.

Mr. Bill Wood, Longmeadow Trustee indicated that he was alone.

Mr. Harry Handy, Longmeadow Trustee indicated that he was alone.

Mr. Dan Tatem of Stantec indicated that he was alone.

Mr. Bill Herman, Town Administrator indicated that he was alone.

Mr. Matthew Scott, HQ Properties, Applicant indicated that he was alone.

Mr. Poltak moved on to approval of the August 5th meeting minutes.

MINUTES

Mr. Grillo moved to approve the minutes for August 5th, 2020 as written. Mr. Porter seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Rolfe voted to approve, Mr. Lacroix voted to approve, and, Mr. Porter voted to approve, all were in favor and the motion passed.

At this time, Mr. Poltak moved right into the informal discussions.

GENERAL BUSINESS

**Informal – Eric Mitchell
Longmeadow Congregational Church
4 Wilsons Crossing Road, Tax Map 20, Lot 11-A
Discuss Church Parking Lot**

Mr. Poltak began by saying that, there was a plan and proposal that was distributed to all members of the Board regarding Longmeadow Church, 4 Wilsons Crossing Road and we are going to be discussing the new proposal which is the expansion of the parking lot. With that said, Mr. Poltak turned the discussion over to Mr. Mitchell, who is representing Longmeadow Church.

Mr. Mitchell stated that, they have been before the Planning Board with a proposal to pave the gravel parking lot for Longmeadow Church. Mr. Mitchell pointed out that, they have received comments from both the Planning Board and the Conservation Commission and one of the comments was that they would like to see more parking available than what is existing now. They also had a two-way driveway coming in and going out to what is the gravel portion which was suggested that they that a one way exit and to also make the entrance section a one way entrance into the site from the existing pavement. Mr. Mitchell explained the traffic flow pattern into the parking area and also exiting the parking area at the upper portion. Mr. Mitchell stated that, it would give an additional 10 parking spaces. Initially there were 33 parking spaces and with the proposal as they show it, it would give them 43 parking spaces in total. Mr. Mitchell went on to say that, they would need a Dredge and Fill Permit because of the ditch line at the end of the

road which is technically a wetland because the ditch is below the water table and there is some vegetation in there so they do propose to give an easement to the town for one 36 inch pipe to be put in. Mr. Mitchell pointed out to the Board members that Sheet #4 does show the traffic pattern. For the most part they are looking at paving approximately 5,000 to 6,000 square feet.

In conclusion, Mr. Mitchell stated that, that was all he had but didn't know if anyone from the church wanted to comment but they wanted to get the Boards input because they want to know what they have to do next. Mr. Mitchell stated that, this has been before the Board before and they did not know if they had to come back for a full site plan or if this would be considered a minor site plan. Mr. Poltak had some questions but wanted to let the Board members go first but asked if any of the church members had anything they wanted to add. Mr. Wood stated that he would go along with what Mr. Mitchell said and they will listen to any questions or comments from the Board. Mr. Mitchell didn't know if Mr. Wood wanted to comment on the extra parking because they do have events there but obviously they have not had any events this summer but he has looked at cars that have been at previous events. Mr. Wood believed that Mr. Mitchell summed it up and would leave it at that.

Mr. Poltak commented that, he believed that it would be a minor site plan revision. A brief discussion ensued regarding the new parking spaces and what the total number of parking spaces would be. Mr. Mitchell explained that, there would be 30 parking spaces in the upper parking lot and 13 parking spaces down low for a total of 43 parking spaces. Mr. Mitchell indicated that there would be a net increase of 10 parking spaces where the existing gravel parking lot is. With that said, Mr. Poltak asked the Board members for questions or comments. Mr. Grillo indicated that, he had no comments or questions. Mr. Porter thanked Mr. Mitchell and the applicant for their efforts and believed it would be a well-received benefit to the town. A brief discussion ensued regarding what has occurred within the Planning Board and the Longmeadow Church. Mr. Wood went on to say that, a long time ago they had a plan to pave the upper parking lot in the future and they approached the Board approximately a year or two to complete that proposal to pave the parking lot. The Board's thought was, to achieve additional parking within the parking lot to alleviate excess parking on Wilsons Crossing Road. Mrs. Marzloff asked if it would increase the capacity for either the church or Tiny Tots. Mr. Wood said no that the capacity for Tiny Tots was based on square footage of the facility so therefore no increase in capacity for either the church or Tiny Tots would occur.

Mr. Poltak believed that they would be moving forward with a minor site plan amendment which would require a Public Hearing and asked the applicant if they have been in contact with the abutters. Mr. Mitchell commented that, they have not spoken with the abutters and did not know if anyone in the church did. Mr. Poltak wanted to point out a few requirements which one was regarding lot coverage and read a section that said, no more than 40% of the lot shall be covered by impervious material including but not limited to building, concrete, asphalt, etc... Mr. Poltak went on to say that, we have a requirement that a minimum of 40% of the site shall remain as green area or undeveloped space. Mr. Poltak asked Mr. Mitchell if there was any problem with either one of these issues. Mr.

Mitchell pointed out that on Sheet #1 it was spelled out on how much building coverage and impervious they would have as well as how much green space they would have. Mr. Mitchell indicated that, 40% of green space is required and they provided 52.5%. Then 20% of maximum building and they only have 4.4%, and then its maximum 40% impervious and they have 19.3% so they are under all of those.

Lastly, Mr. Poltak wanted to talk about the importance of drainage and water runoff of the site and did not want to see additional runoff into the town right of way because he believed that there would be additional runoff by going from gravel to pavement. Mr. Poltak stated that, this was his major concern. Mr. Mitchell explained that, when they did the culvert at the street that they actually did drainage calculations and they actually went all the way up to Hunting Road which was more than 1,500 feet just to see where all the runoff was coming from. The culvert that they show is a 36-inch culvert at Wilsons Crossing Road which is a really big culvert. Mr. Mitchell further explained the runoff and in conclusion, Mr. Mitchell believed that they could look at any depressions where some of that water can be put in so that it did not head towards Wilsons Crossing Road but they have done the drainage calculations for the culvert and they do not plan to increase that. A brief discussion ensued regarding runoff. Mr. Poltak asked Mr. Tatem if he would be taking a look at this. Mr. Tatem said yes and agreed with Mr. Mitchell and did not believe there would be any additional runoff and was sure that his calculations would show all of that.

Mr. Poltak asked if anyone else had any questions. Mr. Rolfe pointed out that, he did not see a stop sign exiting the new parking lot and maybe some signage indicating that it was one-way. Mr. Poltak asked if anyone else had any questions or comments. None were noted at this time.

Mr. Poltak went on to say that, to sum this up, asked what the churches timetable was in getting this done and asked if they were planning on doing it this year. Mr. Wood said yes. Mr. Poltak informed the applicant that, they would have to have a Public Hearing and that they had a few major hearings coming up on September 23rd which would be a lengthy hearing. Mr. Poltak asked Ms. Royce when they could do this. Ms. Royce commented that, it depended on how quickly they could get the application in to her as they were still early on in September. Ms. Royce stated that, they could do it the first Wednesday in October which would be October 7th, or they could wait until October 21st. She would need the application and all documentation by Monday, September 14th. Mr. Poltak asked Mr. Mitchell if they would be ready for October 7th. Mr. Mitchell asked if there would be time for Mr. Tatem to review the plans to have a Public Hearing on October 7th. Mr. Tatem said that if everything were in by the 14th of September that it would be plenty of time for him to review it. Mr. Mitchell said that they could meet that schedule.

In conclusion, Mr. Poltak stated that we would take this up at a Public Hearing on Wednesday, October 7th. Mr. Poltak asked if anyone phoned in during the discussion of this meeting that would like to speak. None were noted. With that said, Mr. Poltak stated that he would close the informal discussion regarding Longmeadow Church parking lot.

Informal – Eric Mitchell
Matthew Scott – HQ Properties
29 King Street, Tax Map 25, Lot 47
Discuss Potential Site Plan Amendment

Mr. Poltak moved on to the next informal discussion of which Mr. Mitchell would be presenting on behalf of the applicant, Matthew Scott. Mr. Mitchell began by saying that, Mr. Scott was also present tonight. Mr. Mitchell explained that, the property is located on King Street and they have been before the Planning Board for a site plan and also a revision to the site plan in the past. Currently, there is a bus depot there and Mr. Scott has a landscaping building that can be moved. What they are proposing to do is take that building and move it over to the north side of the site which would be Phase I. If the building is unable to be moved that, he would put a smaller building up there as he is looking to relocate his landscaping facility which is mostly warehousing. Mr. Mitchell went on to say that, the bus depot would remain where it is. At some point, after the building is moved in Phase I that, Phase II would be the second thing to be done but no timeline is set at the moment. Mr. Mitchell moved on to Phase III, which would be for 11 extra contracting units and some extra storage units. What Mr. Scott is looking to do is to basically maximize the site. There had been discussions in the past whereby the Board wanted to see what he was proposing up front as opposed to piece by piece so that is why they are showing everything before the Board right now. Mr. Mitchell stated that, they were pretty close to 40 percent right now but that, if they do the improvements the way they proposed then they would be over that as they would be closer to 56 percent impervious. They have looked at the adjacent properties on King Street of which a lot of those are well over 50 percent. Mr. Mitchell also noted that, they may have to seek some relief for that. Mr. Mitchell indicated that, building coverage would be okay as it would be just impervious. Mr. Mitchell pointed out that, this property was located within the industrial zone and noted that there would be a lot of pavement but believed it was an appropriate use for the location. With that said, Mr. Mitchell stated that, he would be happy to answer any questions that the Board may have and commented that, this was for discussion purposes tonight and that hopefully they could finish up plans and come before the Board next seeking an approved site plan.

Mr. Poltak wanted to share with Mr. Mitchell that, the Zoning Board of Adjustment back in 2012 approved for the site. Mr. Poltak informed Mr. Mitchell that, this was sent to every member of the Board whereby the ZBA made a motion for a Variance and when the motion was made as follows: “the Variance based on a Multi-Unit Commercial Establishment within the Industrial zone conditioned upon that there be no more than two buildings and to allow limited Industrial use within the Commercial Establishment as described in this evenings testimony” which was seconded and passed unanimously. Mr. Poltak further added that, he was having difficulty in terms of thinking of the future of this site absent bringing into this discussion tonight, the necessity of any future development being conditioned upon further consideration an action on the part of the Zoning Board of Adjustment. Mr. Poltak asked Mr. Mitchell and Mr. Scott if they had a chance to review that decision. Mr. Mitchell stated that, he was not aware of that so he did not have an answer for that but believed that the types of uses that they were showing are industrial

uses that they are showing such as contractor warehouses as well as the landscaping business are permitted uses. At this time, a brief discussion ensued with regard to what is currently existing and what will remain. It was understood that the dome would be moved to the north end of the property and the bus depot would remain in its current location.

Mr. Grillo asked Mr. Mitchell to go through the Phases again. Mr. Mitchell went through what is proposed in Phase I, II and III and that the bus depot is to remain. If the bus depot were to leave that, there would be 13 contractor units to be put on site but that the bus depot has no intention of leaving currently. Mr. Grillo commented that, he was uncomfortable approving a plan that was open ended with no completion date. Mr. Poltak and the Board members discussed what is being proposed. Mr. Scott commented that, he has had lengthy discussions with his tenant of which they have been told that, they are welcome to stay on site for as long as they want to. It is not their intention whatsoever for them to leave. With that said, Mr. Scott believed that they would be submitting a master plan of Phase I being moving the dome which is the first thing that needs to happen immediately. The next is Phase II which would be to install the 6 contractor bays which would be placed where the dome was. Phase III is where the buses are parked right now and the existing building that they lease. Mr. Scott stated that, they wanted to show a master plan to show if they ever decided to leave but it is not their intention to have them leave at all. They have a lease in place, and they are happy tenants. Mr. Scott added that, they would like to submit a plan as a whole and they if they must put a timetable with it that they could and yes, Phase III would be open. Mr. Grillo commented that, he definitely understands what Mr. Scott is asking for but is unsure that they could grant that because it would grandfather this plan for any changes from now until infinity. Mr. Grillo mentioned the Zoning Board and pointed out that, the way Mr. Scott has it on the plan that, there is the potential for roughly 15 different businesses but that the ZBA granted only two (2) buildings and no more than two (2) buildings. Mr. Scott understood and believed that the ZBA did not want to leave it open ended and that they limited them to only the two (2) buildings at that time because that was what they were proposing to do at that time and the Board did not want to leave it open ended. Mr. Scott believed that doing this definitely mimics the surrounding area.

Mr. Mitchell stated that, he was unfamiliar with the Variance that has been talked about but if they have to go to the Zoning Board of Adjustment for clarification then they will do that. Mr. Mitchell believed that if the contractor units are industrial uses and are permitted in the zone then the fact that there are as many as 19 different businesses on there may not be material because it is a permitted use. Mr. Mitchell added that, this would be something that they would have to look into and talk to Mrs. Rouleau-Cote about but the fact that it has been brought up would be something that they will have to try to address.

Mrs. Marzloff added that, her concern was coverage on this lot because there is so much area that is dedicated to drainage that we now have a very densely developed property which may be overly developed. Mrs. Marzloff sees issues with traffic and she also sees issues with density and would only support this only with the approval by the Zoning Board of Adjustment to update their prior vote. Mrs. Marzloff mentioned that, the ZBA, in their

minute's talks about two (2) establishments and that is not what we're going to have here. Mr. Grillo commented that, it was unfair to keep hitting Mr. Mitchell with the ZBA decision because he has not had a chance to review it.

Mr. Poltak explained that, he has gone there last Thursday and stated that he was overwhelmed by the activity in that area. Mr. Poltak mentioned the huge issue was parking in that area. A brief discussion ensued with regard to parking and Mr. Scott indicated that, he provides a parking spot for every single bus driver and every single manager and every single employee that works onsite. Mr. Scott believed that there was sufficient parking onsite and that there was no need to park on the street. Mr. Poltak wanted Mr. Scott to take into consideration that, what he is anticipating in the future did not know how he could put all he wanted to accommodate on this site. He is very skeptical on how all he is proposing to do can take place in totality. Secondly, Mr. Poltak stated that, if in fact this is going to have three (3) Phases that all Phases have to be approvable upfront respectful of the site being able to accommodate the proposal.

Mr. Poltak asked Mr. Scott about each unit and the number of clients. Mr. Scott stated that there would be one client in each unit and that each unit would be 20-foot-wide by 60-foot-long and it has a 14-foot-high garage door with 16-foot ceilings. Mr. Scott talked about the mini storage units in Phase III that would have a second floor. Mr. Mitchell explained that, the contractor units may be two stories tall but the majority of the site is going to racking and storage on the sides and there is a possibility that there may be a mezzanine on the second floor where the office might be for that particular business. Mr. Mitchell added that there would be three (3) parking spaces per unit plus one space for their work man to go in.

Mr. Scott reiterated that, Phase II is Units #1 through #6 and that Phase III is Units #1 through #11. Mr. Poltak asked what the number of buildings would be for this property. Mr. Mitchell indicated that there would be 4 buildings proposed.

In conclusion, Mr. Poltak asked if there were any further questions. Mr. Grillo asked if the storage units were for personal use. Mr. Scott said it could be, but it is mostly contractors who would rent them. Mr. Grillo was concerned with parking spaces #61, #62, #63 and #58 seem really tight with the turn into the property so when coming before the Board for a final that he recommended that he was concerned about a car backing up and a car coming into the lot. Mrs. Marzloff was concerned about the mini storage units because members of the public would be traveling in and out of this site in conflict with other traffic that is involved with the site. Mr. Mitchell commented that, at least the mini storage units would be located at the upper end which would have a separate entrance with the dome.

Mr. Poltak asked if there were any further questions. Mr. Rolfe stated that, from someone who has done winter maintenance, believed that this would be a winter maintenance nightmare and could not figure out how they would ever be able to plow these areas and where would they put it all. Mr. Scott stated that this would be more open than it is now, and they have snow storage areas and explained the areas.

Mr. Poltak again asked if there were any other questions. None were noted. Mr. Poltak wanted to thank both Mr. Mitchell and Mr. Scott for coming before the Board. Mr. Poltak stated that, their take home is two (2) comments with the first being the Board's concern with the previous approval of the property with the Zoning Board of Adjustment and to speak with Mrs. Rouleau-Cote with regard to their ability to move forward. Mr. Poltak wanted to also point out that the Board was concerned with the intensity of development in terms of the density. Mr. Poltak stated that, he would only entertain this site plan revision in its totality meaning they would not be coming back to revisit this again for a Phase III. When you come in next it is going to be taken up right through Phase III. Basically, Mr. Poltak stated that, he did not want to see this back for a Phase II and then a Phase III and that it would be taken up all together. With that said, Mr. Poltak wanted to see if anybody else had anything to add. None were noted. Mr. Poltak asked Mr. Mitchell if he understood what he was saying. Mr. Mitchell said yes. Mr. Scott just wanted to say that, he designed this to be an exact duplicate of what is across the street at 40 King Street. Mr. Scott was basing this on 24 King Street and 40 King Street where everything was basically the same.

Mr. Poltak asked Mr. Tatem if he had anything to add. Mr. Tatem said no, not at this time but when they submit a design review then he would comment. With that said, Mr. Poltak thanked everyone, and this discussion ended. Both Mr. Mitchell and Mr. Scott thanked the Board for their time.

OTHER BUSINESS

Mr. Poltak wanted to move on to the Lighting Ordinance and informed the Board that, they received the final draft about two (2) days ago and asked the Board if they had enough time to review it. Mr. Poltak asked the Board if they were comfortable with moving forward with it tonight. Mr. Poltak indicated that, they have the option of reviewing it further and then finalize it on the 23rd. Mrs. Marzloff asked about the 23rd of September. Mr. Poltak explained that, on the 23rd, the Board will be having an informal on the Senior Housing proposal that will be before them of which we will be engaged with the applicant regarding their proposal. This will be the first time that they will be before the Board and this informal will have documentation that will be provided by the applicant sent to the abutters with a letter alerting them to this informal so they will have an opportunity to participate in this discussion.

Mr. Tatem went through the Lighting Ordinance page by page with the Board members. Mr. Tatem explained that, approximately 6 months ago, the Board met and went over the ordinance and that there were no major revisions. Mr. Poltak asked the Board if they were comfortable going through this tonight. Mr. Grillo stated that he read it and had only 3 comments but otherwise was comfortable with the Lighting Ordinance in which they could adopt it tonight. Mr. Poltak asked the rest of the Board for their thoughts. Mr. Rolfe stated that, they were here so they might as well go through it.

At this time, Mr. Grillo went through the 3 comments he had and began with Section D on page 1 with regard to 1 hour after business closes. It was decided to get rid of midnight and leave it to say, "one hour after business closes." Mr. Grillo went on to the next item on Page 7 use the same verbiage as Section D. Mr. Grillo moved on to Page 9(v) with regard to replacement in kind. Mr. Tatem commented that, it should read "it must be a replacement in kind of existing luminaires must match". The very last comment was regarding the sign can change every 20 minutes. Mr. Tatem stated that, the Board wanted it to be 20 minutes. Mr. Grillo said he was fine with that if the rest of the Board was okay with it. Mr. Poltak asked for a motion to accept.

Mr. Grillo moved to accept the Lighting Ordinance, Section 10:13 of the Site Plan Regulations. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Rolfe voted to approve, Mr. Lacroix voted to approve, and, Mr. Porter voted to approve, all were in favor and the motion passed.

Mr. Poltak again reiterated that, there will be an informal on the Senior Housing on September 23rd and they may have a few other items as well.

ADJOURN

Mr. Poltak asked the Board members if anyone had anything else to add tonight. Mr. Edwards asked about the speed limit on Haven Drive and asked what the process would be to look at the speed limit. Mr. Poltak believed it was the Board of Selectmen. Mr. Tatem stated that he could answer that question. Mr. Tatem explained that, that was the town standard because all of the roads are 35 mph. Mr. Herman commented that, 35 mph was actually set it state statute for roads and there would have to be an engineering study to indicate that the road was not designed to handle 35 mph. Mr. Poltak thanked Mr. Herman.

At this time, Mr. Poltak thanked everyone for their participation tonight and asked for a motion to adjourn.

Mr. Porter made a motion to adjourn. Mr. Grillo seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Porter voted to approve, Mr. Rolfe voted to approve, and Mr. Lacroix voted to approve, all were in favor and the meeting stood adjourned at 9:15pm.

The Planning Board's next scheduled meeting would be for September 23rd, 2020 at 7:00 pm. Due to Governor Sununu's Emergency Order #12 on March 23rd, all meetings will be held via teleconference until further notice.