

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
November 16, 2022**

Present: Ron Poltak, Chairman. Jeff Porter, Vice-Chairman. Michael O’Callaghan & Jill Dross, Members. Paula Marzloff & Jess Edwards, Alternate Members. Michael Rolfe, Selectmen’s Representative. Minutes prepared by Denise Royce.

Absent: None.

The meeting was being held at the Town Hall. Mr. Poltak called the meeting to order at 7:01pm.

Mr. Poltak wanted to share with the Board that Longmeadow Church was going to be on the agenda tonight as Mr. Wood requested to be on the agenda. Mr. Poltak explained to the Board what the issue was, which started with the signage at that location. Mr. Poltak stated that Mr. Wood followed the regulations, and the outcome was what was installed at the site. After speaking with Mr. Wood, Mr. Poltak asked Mr. Wood to downsize the size of the signs. Mr. Wood would be exchanging the signs to a more appropriate size sign. Mr. Poltak went on to talk about the paving that was to occur at the property and how the temperature was not warm enough for Continental Paving to conduct the paving at that time. Mr. Rolfe commented that, that was for topcoat and not for binder. Mr. Poltak added that it has been rescheduled for tomorrow. A brief discussion ensued with regard to paving the Longmeadow Church parking lot as it was only putting down the binder coarse. In the end, Mr. Poltak stated that Mr. Wood wanted to know what would happen if he could not pave the parking lot at this time.

GENERAL BUSINESS

**Informal – Matthew Peterson
TMT Real Estate Development, LLC (Jay Nixon)
792 Londonderry Turnpike, Tax Map 1, Lot 19
Discuss Status of 2008 Site Plan**

Mr. Poltak informed the Board members that they are looking to come back before this Board to complete building “Building D” and the question is whether or not they are vested. With that said, Mr. Poltak stated that they asked to be placed on the agenda tonight and as of late this morning Ms. Royce received an email from the applicant requesting to postpone this meeting until December 14th because they need to do some more research.

**Auburn Self-Storage Facility
404 Hooksett Road, Tax Map 9, Lot 16
Discuss Foundation Only Permits**

Mr. Poltak explained that this project has been approved and believed this was fairly simple and straightforward and would be looking for a motion in that respect. Mr. Poltak further explained that Severino has been doing some work over there and that their Bank have approved the funding for the project, but the Board of Directors have to meet to put their approval on it and they aren't meeting until the first week in December. Mr. Poltak went on to say that they are now asking if they can put in their foundations since Severino is all set to go. Mr. Poltak indicated that he had a long conversation with Mrs. Rouleau-Cote, Building Inspector and that they are in agreement that they would not issue any building permits for the building portion until such time as that surety vote has been taken by the Board. Mr. Poltak read a section of Mrs. Rouleau-Cote's memorandum where she says *"I am amenable to this request. I feel it will help with the progression of the site improvements during favorable weather conditions and in harmony with a reasonable construction sequence."* With that said, Mr. Poltak asked for a motion to approve the request.

Mr. Porter made a motion to approve the request for foundation only permits conditioned upon no fabrication of buildings until appropriate surety ins in place for Auburn Self-Storage Facility, Tax Map 9, Lot 16. Mr. O'Callaghan seconded the motion. A vote was taken, and all were in favor and the motion passed.

PUBLIC HEARING

**Michael & Julie Tourville
It's a Child's World, LLC
341 Wilson's Crossing Road, Tax Map 2, Lot 6-3
Minor Site Plan Review
Continued from November 2, 2022**

Mr. Poltak stated that he has spoken with town counsel regarding 341 Wilson's Crossing Road of the applicant's intent to convert her house to a learning center for young children and have an accessory use of an apartment upstairs. Mr. Poltak posed the question to the attorney that the application was not complete and that the Board sent her with the advice to speak with an engineer. Mr. Poltak explained to the Board that, Mrs. Tourville has withdrawn her application and would be extending her lease where she currently is located within the center of town. At this time, Mr. Poltak read her request aloud to the Board members. A copy of which can be found within the file. Regardless of the request, the Planning Board needs to make a motion denying her initial application as it was incomplete.

Mr. Porter made a motion regarding the application for 341 Wilson's Crossing Road, Tax Map 2, Lot 6-3 not to be accepted because of an incomplete application. Mr. Rolfe seconded the motion. A vote was taken, and all were in favor and the motion passed.

MINUTES

Mr. Porter moved to approve the minutes for November 2nd, 2022, as written. Ms. Dross seconded the motion. A vote was taken, and all were in favor and the motion passed.

OTHER BUSINESS

Mr. Poltak asked if anyone had any new business to discuss. None were noted.

Mr. Poltak brought up a Zoning Amendment that Mrs. Rouleau-Cote suggested should be changed regarding the 55 + regulations pertaining to removing the verbiage regarding *"at grade access and the requirement of an elevator"*. Mr. Poltak asked the Board if they would like him to work with Mrs. Rouleau-Cote to have this before town meeting and did not believe they needed a motion to do it. The Board all agreed that it would be a good idea to make this change.

At this time, Mr. Poltak asked for a motion to adjourn.

ADJOURN

Mr. Porter made a motion to adjourn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor and the meeting stood adjourned at 7:44pm.

The next Planning Board meeting is scheduled for Wednesday, December 14th, 2022 at 7:00 pm. This meeting will be held at the Auburn Town Hall, 47 Chester Road. This date is subject to change.