

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
November 6, 2019

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff, Alternate. Keith Leclair, Selectmen's Representative. Minutes recorded by Patricia Rousseau and prepared by Denise Royce.

Absent: Jess Edwards & Tom Lacroix, Alternates.

Mr. Poltak called the meeting to order at 7:01pm. Mr. Poltak moved on to approval of the October 16th meeting minutes.

MINUTES

Mr. Grillo moved to approve the minutes for October 16th, 2019 as written. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.

At this time, Mr. Poltak moved on to discuss the first item on the agenda.

GENERAL BUSINESS

**Keith Martel/Illesley Hill Subdivision
Copley Court, Tax Map 8, Lot 29
Discuss Surety Reduction & Road Acceptance
For Copley Court**

Mr. Poltak began by saying that there were two items to talk about and one was to reduce the surety and the second is a general discussion concerning Liberty Woods status. Mr. Poltak asked Mr. Tatem to speak with regard to the recommendation. Mr. Tatem began by saying that, there were two letters sent to the Board with regard to Nathaniel Way and Copley Court and that there was a miscommunication where by Stantec recommended that the surety being held be reduced and there recommendation still stands where those items have been completed so the letter sent on the 15th is still their recommendation. Mr. Tatem wanted to give the Board an update on both of those projects and informed the Board that, they have walked both of those roads with town staff including the road agent and there were a couple of minor items of which Mr. Martel has addressed them. All of the work to these two projects has been done prior to the November 1st deadline. The deeds for these roads along with the easements for the drainage are pending and they will be submitted to the town for review. The last thing to be done would be the As-Built to be submitted and therefore suggested to Mr. Martel that it not be accepted as conditional and will be asked to be on the next meeting in two weeks for the acceptance

of the roads where he will have everything in place. In conclusion, their recommendation that it be reduced down to \$11,873.75 still stands. Mr. Poltak asked the Board members if they had any questions or comments. None were noted. Mr. Poltak indicated that, a motion would be in order.

Mr. Grillo made a motion to reduce the surety bond for Copley Court, Tax Map 8, Lot 29 to \$11,873.75. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

**Keith Martel/Liberty Woods Subdivision
Discuss Update on Liberty Woods
Subdivision, Tax Map 8, Lot 42**

Mr. Poltak asked Mr. Martel to give a brief update of what has occurred with regard to the Liberty Woods Subdivision. Mr. Martel began by saying that the base pavement has been put in place and that they are in the process of cleaning up swales and housekeeping sort of things. They have a cistern that is due to be put in place sometime at the end of the month and they have a wetland crossing to do on an individual driveway and once those things are completed, he will ask Mr. Tatem to prepare a performance surety because they are still under a reclamation surety as they intend to start building houses over the winter. Mr. Martel talked about the staging area along with the lots within the Liberty Woods Subdivision which included 16 lots within the subdivision. Mr. Martel talked about the diversion swale along the property line which was complete.

Mr. Poltak asked the Board members if there were any questions or comments for Mr. Martel. None were noted. Mr. Poltak thanked Mr. Martel for the update and Mr. Martel also thanked the Board and exited the meeting.

**Keith Martel/Tilton Place Subdivision
Nathaniel Way, Tax Map 5, Lot 104
Discuss Road Acceptance for
Nathaniel Way**

The acceptance of Nathaniel Way will take place at the next Planning Board Public Hearing to be held on November 20th along with Copley Court being accepted as well.

**Matthew Scott/HQ Properties
29 King Street, Tax Map 25, Lot 47
Request Release of Reclamation Surety**

Mr. Poltak asked Mr. Tatem to speak with regard to this project. Mr. Tatem stated that this project is complete and has been complete and therefore requested that the surety be released. Mr. Tatem asked the Board if they wanted to act on that and then they would talk about the lighting.

Mr. Grillo made a motion to approve the release of the remaining reclamation surety in the amount of \$6,820 for 29 King Street, Tax Map 25, Lot 47. Mr. Porter seconded the motion. All were in favor, the motion passed unanimously.

Mr. Poltak asked to talk about the lighting. Mr. Tatem began by saying that, when the Board went out to review the lighting at C-Squared on Dartmouth Drive that somebody noted the lighting located at the bus terminal and indicated that, that was the brightest light ever seen and it is very bright. Mr. Tatem explained that, Mr. Scott has a tenant that changed the light fixture without permission and just did it. Discussion ensued with regard to the wall packs that were put in place. Mr. Tatem explained that, Mr. Scott would like to remove both of those wall packs and replace it with two compliant wall packs and call it a day and believed it was the appropriate thing to do. Mr. Tatem did not believe that Mr. Scott needed to do a lighting plan for such a small issue. The Board members were in agreement and Mr. Scott indicated that he would have it done by the end of the month.

With that said, Mr. Poltak thanked Mr. Scott and Mr. Scott in turn thanked the Board and exited the meeting.

**Eric C. Mitchell
Longmeadow Congregational Church
Wilsons Crossing Road, Tax Map 5, Lot 50
Discuss Completion of Church Parking Lot**

Mr. Poltak turned the discussion over to Mr. Mitchell with regard to the Longmeadow Church parking lot. Mr. Mitchell began by saying that he has small plans and big plans and passed out copies to each of the Board members. Mr. Mitchell indicated that, at the last meeting Mr. Hickey was present and stated that there were some comments with regard to the layout that they had and therefore wanted to address those to see if they were going down the right path. Mr. Mitchell talked about the plan and the entrance and exit to the site. Mr. Mitchell then moved on to discuss the parking availability and came up with 19 parking spaces on top and 13 below with a few being handicap parking. Mr. Mitchell stated that, he wasn't here at the last meeting and asked the Board if they had any questions or comments that he would be happy to answer.

At this time, the Board reviewed the proposed plan. Mr. Poltak asked the Board members if they had any questions or comments. None were noted from the Board members. Mr. Poltak asked if 32 spaces total was enough parking for their biggest event. Mr. Wood said no, that it would max it out. Mr. Poltak asked if they would be putting one-way signs up. Mr. Woods said they just discussed this and believed that they would probably put "enter only" and "exit only" signs. Mr. Mitchell commented that, because of the angle of the parking spaces that you pretty much have to go out that exit and added that they could put up a "Do Not Enter" sign at the top so that they do not go down into the lower parking area and so that all the traffic is moving in one direction.

Mr. Poltak stated that, his major concern going in and his major concern going out is what they just touched upon with regard to the culvert and stormwater runoff. Mr. Poltak went on to say that, he views this as an amendment to the site plan and asked Mr. Mitchell if the church had a site plan. Mr. Woods commented that, he believed there was a site plan on file and suggested that they ask Mrs. Rouleau-Cote. Mr. Poltak asked Mr. Mitchell if they were planning on coming back to the Planning Board with a formal site plan as he believed this was a conceptual discussion tonight. Mr. Mitchell commented that, since there was a gravel parking area already there that he did not believe this was even considered a minor site plan but if it is required then they could do that. Mr. Poltak believed that it would be viewed as a site plan amendment so that they would still need state approval due to the exit area. A brief discussion ensued with regard to state approval. In conclusion, Mr. Poltak believed that conceptually he believed it would work and looked to the Board members for approval and that they would then be looking for them to work with the Board to formalize the process and amend the site plan so that there are no questions thereafter. Mr. Mitchell agreed. Mr. Poltak reiterated that, they can proceed with state approval and then bring it back before the Board and they can approve it as final. Mr. Poltak asked Mr. Tatem if he had a question. Mr. Tatem had one comment which was regarding the culvert upstream from the church which was 24 inches and just suggested that they check to make sure that the culvert is appropriately sized. Mr. Tatem also suggested that they request a waiver to not do a drainage analysis because the parking lot is existing. Mr. Mitchell understood what the Board was saying and asking.

Lastly, Mr. Poltak asked when all of this would be done. Mr. Mitchell stated that, they would get the wetland permit submitted within the next 3 or 4 weeks and that they would have to meet with the Conservation Commission and believed that they would be back before the Board before the frost leaves the ground.

Mr. Poltak thanked Mr. Mitchell and Mr. Mitchell in turn thanked the Board for their time and exited the meeting.

**Dane Development
Mountain Road, Tax Map 9, Lot 4
Release of Remaining Surety**

At this time, the Board did not discuss this request.

OTHER BUSINESS

Discuss Zoning Ordinance Changes

- **Senior Housing**
- **Lighting**

Mr. Poltak began by saying that everyone should have a draft of the Senior Housing proposal before them and that he would have Mr. Tatem address any questions or comments that the Board may have. Mr. Poltak suggested that they have a discussion with regard to the draft Senior Housing Ordinance. At this time, the Board reviewed the draft Senior Housing Ordinance and discussed different things throughout the development of Senior Housing development. Mr. Porter brought up the idea of having a meeting room which was conditional upon the number of units. Mr. Tatem talked about a location being available for parking RV's in a particular area off the road and not seen from the road. Mr. Tatem wanted to point out an area that they may want to require with regard to landscaping would be to put a statement that they can not obstruct site distance.

Mr. Poltak talked about the four (4) Senior Housing developments that he has visited over the last six (6) months go to 2,100 square feet and talked about a minimum and a maximum and believed that 1,800 square feet would be favorite number but would be something that the Board would need to think about. Mr. Poltak moved on to talk about the Planning Board having the say as to what will occur within these developments and keep it them going to the Zoning Board of Adjustment to seek a Variance for anything.

Mr. Leclair talked about the idea of calling it Elderly and if it was aged 62 to 65 and also possibly listing it as 55 and older. Mr. Tatem stated that they could actually call it 55 and older housing. A brief discussion ensued with regard to changing the title on what to call this. In conclusion, the Board and Mr. Tatem decided on 55 and older. The Board moved on to talk about ownership and making that it is under one ownership.

Mr. Poltak and the Board discussed the possibility of it being condos if it's four (4) units together. Mr. Poltak wanted to remind everyone that, tonight was only for discussion purposes and that they will need to hold two (2) Public Hearings in order to have this for vote at town meeting. Mr. Poltak also pointed out that they were also working on the Lighting Ordinance. Mr. Leclair brought up the idea of suggesting that they include adequate parking for homeowners within these developments. Mr. Tatem reiterated that, they could say "depending on the size and layout of the development that the Board may require additional visitor parking." The Board all agreed with the wording and removing the word "adequate". The Board discussed sizes of each unit and the ability for the Board to approve anything that may be slightly over or slightly under but the thing that the Board does not want is to have a 3,500 square foot unit within these 55 and older developments. Mr. Leclair talked about RSA 354-A:15 – Housing for Older Persons. A brief discussion ensued with regard to this RSA. Mr. Leclair pointed out another item within the draft Elderly Ordinance Section 8.05(11) – Regulations and Design Criteria – Road Construction where it says "liability shall be given to the Town in a form acceptable to Town Counsel." Mr. Leclair moved on to "Fire Suppression Systems" and asked if this meant sprinkler systems. Mr. Tatem said yes and highly recommended this part of the ordinance. A brief discussion ensued with regard to these items.

Mr. Leclair also commented on the section for "Maximum Allowable Attached Units" which says, the maximum allowable attached units shall be four (4), with single and duplex units preferred. Mr. Tatem explained that it was only a recommendation and that the Board

could change it. Mr. Poltak commented that, he did not know if they wanted to limit it to four (4) when we're talking single floors and believed that six (6) would give them more flexibility. Mr. Tatem also pointed out that they could limit it to square footage for each unit. Mr. Poltak wanted the Board to think about this one and that they would revisit it in two (2) weeks.

In conclusion, Mr. Poltak wanted to leave Mr. Tatem with a list of what they would like to focus on which are as follows:

- Limit of 8 units and between 5 to 8 units kicks in a different perspective.

Mr. Leclair commented that, he did not find it egregious to have a pod of four (4) units alone. Mr. Leclair believed that a minimum of 10 acres would work. Mr. Villeneuve commented that you would be looking at 20 units with 10 acres because it would not be feasible to put on four (4) units. Mr. Tatem thought they could change it to put in 10 acres of useable land. Mr. Leclair stated that, if the Board really wants to accomplish this and we want these types of developments in town then we need to be a little more flexible. Mr. Tatem also agreed with Mr. Leclair and did not believe that the Board would want to go with less than 10 acres.

Mr. Grillo commented that, if a developer wanted to build something like this that the Town should not incur the fee for Town Counsel to review documents, that it should be all covered by the developer. Mr. Grillo also mentioned buffers and driveways and if it would be all put on the site plan. Mr. Tatem stated that, it would be part of the site plan review. A brief discussion ensued and Mr. Poltak read a section of the draft ordinance about "Buffers" to the Board. Mr. Poltak asked the Board members if they had anything else to add. None were noted.

Lastly, Mr. Poltak commented that, the idea was to come back on the 20th and finalize this. Mr. Tatem said that he was not available on the 20th as he would be on vacation. Mr. Poltak commented that, he was getting worried with regard to timeframe to get this on the agenda for town meeting. Mr. Tatem indicated that he could get a rough draft out to the Board members before he leaves for vacation to give the Board time to review it. Mr. Poltak then believed that they could finalize it and get it to Town Counsel for review for their first meeting in December which is scheduled for December 4th. Mr. Poltak thanked the Board and Mr. Tatem for their input and asked for a motion to adjourn.

ADJOURN

Mr. Grillo moved to adjourn the Hearing. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 8:45p.m.

The next Planning Board meeting will be held on Wednesday, November 20th, 2019 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.