

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, August 20, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

Town Staff Present: Director of Planning and Community Development Kathy Menici, Department Secretary Bette Anne Gallagher

Public Present: Neil Johnson, Jack Mettee, Dana Ricker, Danny Ricker, Stuart Pease

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**

At 6:03 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

- **Review and approve Meeting Minutes of August 6, 2013**

Charlie King motioned to approve the minutes of August 6, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Continued discussion with Mettee Planning Consultants for Community Planning Grant on Outreach Plan and TIF districts**

Jack Mettee said he had several items to discuss with the Board. He did not have enough copies for everyone of the revised maps for the Route 11 Business Node/TIF District and the Downtown TIF/79-e District so the Planner offered to make copies for the Board.

At 6:06 pm Charlie King motioned for a five minute recess; 2nd David Kestner. Motion carried with all in favor. Meeting reconvened at 6:13 pm.

The copies were distributed and Mr. Mettee said adjustments for the Route 11 Business Node/TIF District had been made to the map with some properties deleted and some added. The area between Route 153 and Coheco Road on the east side of the map had been expanded.

He said that on the west side of the map there was a problem because the electronic tax map from Strafford Regional Planning Commission he was using differs somewhat from the tax maps in Town so he didn't know exactly where to draw the boundary line.

Planner Menici said that she had used the Town map to approximate the 500 Club property's boundary. Mr. Mettee said he recalled that at the last meeting removing the tail on Route 11 had been discussed but he had kept it in. The Planner said that leaving it off would be cleaner and avoid questions from other property owners as to why their property had not been included.

Mr. Mettee said that the Downtown TIF/79-e is essentially the same as at the last meeting except they included an additional property they discussed. Planner Menici said it had been missed because it was not zoned and that this was a data input error requiring correction.

Mr. Mettee said he met with Barry Elliott on Monday and Mr. Elliott talked about the Union Telephone property on Grove Street that is used as a staging area and suggested including the three lots because they could be developed later on. The lots are identified as 189, 189-1 and 188 Grove Street and Mr. Mettee indicated their location on the map. The Board members agreed that it would be okay to add those properties. Planner Menici advised that would present a zoning issue. She said the properties owned by TDS are currently zoned urban residential and on the other side of the street there are residential uses. She said the goal is not to add new encroachment of commercial into residential in the downtown area.

Chairman Parker said he did not view this as an encroachment but as a goal of 79-e to include all the property owned by TDS. He said it would be an advantage if renovations could be done. The Planner pointed out that these are undeveloped lots that are used only as a staging area and there are no renovations to be done. Additionally, if TDS wanted to use the three lots on Grove Street for anything other than the current use, a variance would be required. Mr. Mettee said that there is an eight foot wall that separates the street level from the storage area.

David Kestner said there are current issues with clean up where the switch building is located although he was not sure if there were any clean up issues on these three lots. He agreed with the Planner about encroachment on a residential street adding that these lots provide a buffer and should be kept as is. The other Board members agreed with Mr. Kestner and the Chairman changed his opinion and agreed that the lots should be left as is.

Mr. Mettee reviewed the resident survey for Hay Day with the Board and said he would get the final version to Planner Menici. He asked how the Board wanted the survey printed. Planner Menici said it would be done on the Town's copy machine. Mr. Mettee distributed for Board approval the sign for display in the plastic holders over the drop boxes and a letter with instructions for the volunteers. It was suggested that the instruction letter include that the surveys can be completed on site, mailed or dropped off at the municipal office building. Mr. Mettee said that one of the drop boxes could be set up in the lobby on Monday.

The surveys and drop boxes will be at three booths: the BOS booth, the Democratic Committee Booth and at the Business Expo. Planner Menici said she had not had a response from the EDC chair about the surveys and suggested that the surveys could be set up on a table at the entrance. Charlie King said he would coordinate it with the EDC. Martin Laferte will be at the Democratic Booth for part of the day and Charlie King will be at the BOS booth for most of the morning.

The drop boxes and plastic stands will be brought to the Planning office no later than Thursday and Planner Menici said pencils will be needed at each location and asked Mr. Mettee to include those as well.

Setting up a drop box at the exterior of the municipal building was briefly discussed but the Board decided not to do so. Mr. Mettee reminded the Board that at the end of the day the boxes needed to be collected and brought to the Town offices. Charlie King said he would make sure that was done.

Mr. Mettee said the next item was the days at the Transfer Station and asked if the Board wanted him to call and set those up. Planner Menici said she would speak with Dale Sprague to choose and set up the dates.

Charles Doke said that right after Labor Day people start hauling stuff to the transfer station and that would be a good time to be there. The first two Saturdays, September 7th and September 14th, were chosen with the hours between 8:00 am and 11:00 am. Charles Doke and Paul Parker will each take a Saturday and either Jack Mettee or Ashlee Iber will be there as well.

The same drop boxes will be used and ways to hand out and collect the survey were discussed. It was decided that the survey will be given out as residents come in and collected on the way out so there won't be a delay at the entrance.

Mr. Mettee asked if there had been any success in getting gift cards. Planner Menici said because she had been out of the office for a week she had not had an opportunity to call TD Bank. Mr. Mettee said Ms. Iber had tried but had not heard back with regard to either an interview or a gift card. Some suggestions for businesses to approach were: Subway, Farmer's Kitchen, Imperial Garden, Farmington House of Pizza, Crowley's Variety and Grill and South Main Pizza. The Planner will contact the businesses.

Mr. Mettee handed out an updated engagement plan and said that Ms. Iber had been trying to reach people without a lot of success. He said that he had not heard from Gail Young of the EDC. He spoke with the Town Administrator, Keith Trefethen, and will be meeting with the department heads on September 11th. He said he has had some success in setting up meetings and the list will continue to change.

Mr. Mettee met with both Duane White from Farmer's Kitchen and Barry Elliott this week and both meetings were positive.

Something that came out during his conversation with Mr. White is that he has both a private well and septic that is pumped every three months. Mr. Mettee said the Board should think about bringing municipal services to the lots facing the Irving station. Mr. White said he is interested in the future of expanding not only the restaurant but adding a conference center. He spoke about a multiple use development that would not be a strip mall but something more in keeping with the New England character and for that he would like to be on municipal services. Mr. Mettee said he was very upbeat and would like to work with the Town to develop the area.

Mr. Mettee said Barry Elliott's vision for downtown would be to have higher quality businesses such as a sit down coffee shop. He said parking was a problem and talked about redevelopment of the empty lot on Mechanic Street. Mr. Elliott suggested that Joel Chagnon of Mr. Chag's Den might be interested in getting the downtown association up and going again and also recommended speaking with Chief Willey and the Women's Club. Mr. Elliott felt the best way to sell TIF and 79-e was to go door to door to the downtown businesses.

Any information the Board members would like to pass on can be given to the Planner who will let Mr. Mettee know.

Paul Parker motioned to continue any other Board business and the public hearing on proposed amendments to the Town of Farmington's Road and Driveway Standards to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

Application for Minor Site Plan Review By: Dana's Collision (Tax Map R-14 Lot 4): To allow for the sale of used automobiles. The parcel is located at 265 NH Route 11 in the Commercial Business Zoning District.

Dana Ricker and Danny Ricker presented the application. Mr. Ricker said he currently runs an auto collision center and would like to sell some used cars to both improve his revenue and help customers who are in need of a vehicle. The map provided showed the layout of the buildings and the parking spaces.

Chairman Parker commented that the business is currently on Route 11 and the additional space is being utilized to expand into used auto sales. He asked the hours of operation. Mr. Ricker said they are open Monday through Friday from 8:00 am to 5:00 pm and on Saturday from 8:00 am to 12:00 pm.

The Chairman asked if the applicant wanted to add anything else. Mr. Ricker said Dwain Perillo is moving out so he will be using that space and changing the parking. He said the used cars will be out in front and parking will be front to back alongside of the building with some out in the double parking area.

Chairman Parker said the area is currently gravel but Mr. Ricker clarified that the whole area is paved and has been for a number of years.

Planner Menici said there were no concerns. There are two structures on the property and two commercial spaces in each building. In the building where Mr. Ricker is now located he will be combining his space with the one being vacated. The other building has Frenette's Auto and Truck Center and a contractor who uses his area for storage.

The Planner said there is more than adequate parking for the uses proposed and referenced in the Site Plan Regulations the table beginning on page 19 which lists uses and the spaces required. This particular use is not listed so it falls into "other" and the number of spaces is determined by the Planning Board. She said that the sketch indicates there are 53 spaces and up to 15 would be utilized for used car display with another few used by customers. The Chairman said the Regulations specify that for retail sales of autos one space is required for every 500 square feet. The Planner said that is not an exact fit for this application as it appears to be for a new car dealership with interior and exterior retail sales.

The Planner said there were no other concerns about the proposed auto sales. A TRC meeting was not held because of the minor nature of the application (change of use) but comments were solicited by email and the department heads had no concerns.

Martin Laferte asked what the plans are for signage. Mr. Ricker said this is a minor function of his business and he does not plan on any additional signs. He said the cars will have prices on them but there will be no signs.

The Chairman brought up impervious surfaces and Planner Menici said there was no proposed change. Chairman Parker asked how much of the lot is now covered by impervious surfaces if the area is all paved. The Planner said there are no changes proposed to the existing impervious surface and therefore impervious surface was not a consideration.

Charlie King asked if there was handicap parking on site. Mr. Ricker said it will be in front of the shop and he will do the stripping when Mr. Perillo leaves. The Chairman said the ADA requirement may be more than one handicap space. Planner Menici said CEO Roseberry will work with them on that and it can be a condition of approval that Mr. Ricker satisfies all ADA requirements.

David Kestner said there are 53 spots and even if size requirements mean losing a couple of those there should be no problem. He asked if the applicant would add a north/south arrow on his map so the Board could orient the layout. Mr. Ricker agreed and also showed the large map from which the smaller one included with the packets had been taken.

Mr. Kestner added that this application is of minimal impact since Mr. Ricker already does vehicle repair. Also, making the assumption that he will lose two spots to ADA requirements and there are ten vehicles up for sale then there are still 41 spots left for parking. He said that this is a fine area for Mr. Ricker's business and that he already has two accesses onto Route 11. Mr. Ricker said he had already obtained State approval for the current accesses for the change of use and will bring a copy of the approval to the Planner tomorrow.

Chairman Parker asked if there were any drainage concerns. The Planner said there were no changes to the site proposed. The Chairman then asked if there were any requirements to be met under the Site Plan Regulations. Planner Menici said there were no changes to the site and this was just a change of use.

Chairman Parker opened the hearing to public comment. There were none and the Chairman asked the Board for any further comments.

Glen Demers asked if the Board needed a copy of Mr. Ricker's large plan for the record. The Planner said it did not add anything to the application so a copy was not needed and the Town probably already had a copy with Mr. Ricker's original application some years ago.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to accept the application as substantially complete; 2nd Josh Carlsen. Motion carried with all in favor.

Charlie King motioned to approve the application for Minor Site Plan Review by Dana's Collision (Tax Map R-14 Lot 4) at 265 NH Route 11 to allow for the sale of used automobiles with the following conditions:

- ***All ADA requirements on site as determined by the Code Enforcement Officer to be met by the applicant;***
- ***Copy of NH DOT approval for accesses to be provided to the Town;***
- ***North arrow to be added to the plan; and***
- ***Subject to all applicable local, state and federal requirements.***

2nd Glen Demers. Motion carried with all in favor.

At 7:09 pm Martin Laferte motioned to take a 5 minute recess; 2nd Charlie King. Motion carried with all in favor. Meeting reconvened at 7:17 pm.

Application for Minor Site Plan Approval By: B. Stuart Pease II (Tax Map U06 Lot 021): To allow the conversion of a 1st floor commercial space to a residential use. The parcel is located at 407 Main Street in the Village Center Zoning District.

Charles Doke recused himself because of the personal relationship between Mr. Pease and himself. He left the table and moved to the public seats.

Stuart Pease said on August 1st the ZBA granted a Special Exception to change part of his first floor commercial space to residential use. He explained that the flower shop will become 40 percent smaller and the rest of the space will be converted to a handicap accessible apartment for his mother thus repurposing an existing space that has been empty for two and one-half years. The space was used for residential purposes from the mid 1940's to the 1950's. Mr. Pease said he was told that one concern would be parking and he reviewed the parking plan originally drawn by Randy Tetreault.

On the exterior Mr. Pease will be removing the outside staircase on the right side and building a porch instead. The second egress will be provided through a 36 inch by 54 inch window with fire escape. He said this was not required by the Fire Chief who was satisfied that there were roofs in back for escape but by his insurance company. Entrance to the second floor apartment is in the back.

Mr. Pease explained that on the Main Street side where there are now two entry doors there will be one entry door for the apartment as well as a window and there will be a window display for the flower shop. The entrance for the flower shop will be around the corner of the building from the pedestrian walkway and he explained that the display window will have directions to the entry. He showed the Board where access to the new apartment, the upstairs apartment and the flower shop will be.

Planner Menici said there were no concerns from staff. Charlie King asked if the Code Enforcement Officer had reviewed the plans for building code and life safety code compliance. The Planner said Mr. Pease had met with

CEO Roseberry. Mr. King asked about signage. Mr. Pease explained that the existing sign on Main Street will be reused and a new sign will be back off Main Street on the second story.

David Kestner said this appeared to be a good reuse of existing conditions and the other members when polled were in agreement.

Chairman Parker opened the hearing to public comment. There were no comments and the Chairman asked if there were any more questions from the Board. There were none. The Chairman closed the hearing to public comment.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Charlie King motioned to approve the application for Minor Site Plan Review for Tax Map U06 Lot 021 to allow the conversion of the first floor commercial space to residential use with the following conditions:

- ***All building renovations to meet building codes and life safety codes per the Code Enforcement Officer***

2nd Martin Laferte. Motion carried with all in favor.

Charles Doke resumed his place on the Board.

Proposed amendments to the Town of Farmington's Road and Driveway Standards

The Board reviewed Draft 3 that included all diagrams and there were no comments.

Planner Menici said this was a properly noticed public hearing and the Board can now adopt the Standards for inclusion in the recently adopted Subdivision Regulations. It is a separate policy document that will be an appendix to the Subdivision Regulations. Charlie King said it would also be part of the Site Plan Regulations. The Planner said it would be eventually when the Site Plan Regulations are revised.

Chairman Parker opened the hearing to public comment. There was none and he closed public comment.

David Kestner pointed out an omission in the references for Table 1. This was determined to be a scrivener's error that the Planner will correct.

Martin Laferte motioned to adopt the Road and Driveway Standards as written; 2nd Charlie King. Motion carried with all in favor.

- **Any other business to come before the Board**

David Kestner mentioned that he might not be at the September 3rd meeting.

At 7:36 pm Martin Laferte motioned to adjourn the meeting; 2nd Charlie King. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker