

**PRESENT:** Todd Santora, Chairman; Charlyn Brown, Vice-Chairman; Shawn Hanson, Andy Brubaker, Abigail Tonry, Lisa Brown-Kucharski, Members; Richard McDermott, Selectmen's Representative; Glenn Coppelman, Circuit Rider Planner; Mark Sikorski, Building Inspector; Susan Ayer, Secretary

**CALL TO ORDER:** The Chairman called the meeting to order at 7:03 PM and introduced the Board.

## **PUBLIC HEARING**

**CONTINUED FROM JUNE 27, 2017 - CASE #17-06-01:** Application from Committed Collision for Final Public Hearing for Site Plan Review for proposed construction of a new 18,000 square foot building with associated parking, access, utilities and landscaping, for property located at 41 Lafayette Road in the Business District South, Map 7, Lot 61, Waivers Requested; **and**

**CASE #17-06-01:** Application from Committed Collision for Final Public Hearing for a Wetlands Special Use Permit to permit re-development of the site including construction of a building, associated parking/access/egress, storm water management structures, a new well, a subsurface sewage disposal system, and grading & associated landscaping, for property located at 41 Lafayette Road in the Business District South, Map 7, Lot 61.

In attendance to discuss the case were applicant Derek Lighthall, Doug LaRosa from Ambit Engineering, Brandon Holben of Winter Holben Architecture, and Wetland Scientist Steven Riker, as well as Tony Franciosa of Compass Point Properties.

The Chairman reviewed the points raised on a memo submitted by G. Coppelman:

1. Lighting: Article VIII, Section 8.8.1 of Site Plan Review Regulations states that "lighting shall be down shielded to prevent emission above a horizontal plane." The plans show some lighting (particularly on the building) that emit light outward. This should be corrected to comply with the Regulation, or the Applicant must request a waiver for such.

D. LaRosa said that lighting specifications had been provided showing the lighting is down shielded and "dark-skies" compliant. G. Coppelman said that he did not see this noted on the latest plan set. D. LaRosa will add this to sheet L1. C. Brown requested that it be added to Note #5.

2. Performance Security (Special Use Permit): If the Board grants the Special Use Permit requested, "the applicant shall agree to submit a performance security to the Board of Selectmen."

It was agreed that the Chairman will talk to the Town Administrator regarding this step, and the amount of security required.

3. Number of Businesses: The applicant has indicated that a second business will be located in this building. The plans should show where this business will be located, and the type of business anticipated.

D. LaRosa pointed out where the second business, "Pit Stop" is shown on sheet A1.1. D. Lighthall said the customer area will be shared with Committed Collision but that Pit Stop will also have its own entrance. He said that the business hours will be similar to Committed Collision. C. Brown said that the second business should appear on sheet C2. She added that the hours of operation need to be formally approved by the Board.

There was a lengthy discussion of the second business, as it was noted this was not clear in discussion on June 27. A. Tonry questioned if the addition of a second business would affect traffic flow and parking. D. Lighthall said that all numbers presented in June took the second business into account.

In discussion it was learned that Pit Stop will be a mechanical repair shop where oil changes can also be done; it is not a "quick oil change" business. D. Lighthall said that it will take up 3,000 square feet of space in the

building, and perform repairs as needed to cars that come into the body shop, as well as walk-in business. A. Tonry questioned the amount of activity to be generated by Pit Stop. Based on his current business, D. Lighthall said that he expects overall business to the property will be 80% for Committed Collision and 20% for Pit Stop. Work performed by Pit Stop alone was estimated to be 60% repairs off the street and 40% Committed Collision referrals.

R. McDermott asked if Pit Stop would be under separate ownership; D. Lighthall answered that it may be. T. Santora asked how critical having the mechanical shop on the premises is to the success of Committed Collision; D. Lighthall likened it to going to a doctor's office that has a laboratory on the premises.

A. Tonry cited concerns about the quantity of cars going in and out of the property, and that there is nothing stopping the other areas of the building, currently denoted as "Wash Bay", "Body Shop" and "Paint Shop" on Sheet A1.1 from being split into yet more independent businesses. To solve this issue, it was agreed to change the names of the areas to "CC Body Shop", "CC Wash Bay" and "CC Paint Shop."

T. Santora commented that if the cars from Committed Collision needed to be brought to a different repair shop that would increase traffic to and from the property. It is already noted on the plans that used cars may not be sold on the property.

The Chairman then read a memo returned by the Police Chief via email:

"I have two concerns. One is that the lot be configured (ex. parking and landscaping) so traffic exiting from Brimmer still has good visibility. The second is that vehicles being stored for repair can be stored securely (ex. fenced area/lighting/video security) to help reduce theft of the vehicles and their components."

D. LaRosa said that visibility for the site is good, and that no landscaping obstructs the view. The tallest trees are set back from the road. D. Lighthall said that there will be security video, but no fencing is planned right away. L. Brown-Kucharski cited prior discussion in which it was noted that most of the cars would be kept inside at night. D. Lighthall said that the only vehicles outside would be collision vehicles waiting to be brought into the shop.

T. Santora opened discussion of highlights of the engineering review letter from Town engineers Jones and Beach dated July 17, 2017. A response to some of the points raised has been received from Ambit Engineering dated July 25, 2017. and these were also reviewed.

At this time it was also determined that new plan sets were available with changes made since the engineering review was received; these plans (dated July 20) as well as architectural plans were provided to the Board.

Points clarified included:

- Plan sheets to be recorded at the Registry are the cover sheet and C2.
- State Septic, Shoreland and Major Wetlands permits have been approved. The Groundwater Registration Permit for the holding tank will be obtained in the building permit stage.
- The applicant has met with the Fire Chief on several occasions and it was determined that the turning radius for emergency vehicles is acceptable.
- Hours of operation appear on Sheet L1 and C2: Limited to 6:00 AM to 7:30 PM Monday through Friday, and 7:30 AM to 6:00 PM Saturday and Sunday. These hours were made consistent wherever they appear, and were approved by the Board.
- The Parking Analysis note which Jones & Beach said should be revised to 1 space per 300 SF according to their reading of Town requirements was discussed at length. Indoor parking does not count in this regard, but it was noted that these do effectively add to parking spaces. The Board concluded that it was appropriate to apply Article IV, Section 5.1.9 of the parking requirements, in which one space per 400 square feet of gross floor area may be used for Auto Service since this use is not enumerated in the zoning

ordinance, to this property. D. LaRosa will provide a municipal parking guideline to take away ambiguity about what is being agreed to.

- Wetland placard markers are required to be installed per Article 7.4 of Site Plan Regulations. The applicant submitted a written waiver request that the marker placement be allowed at the limit of construction rather than at the limit of the wetland buffer setback, because the limit of the wetland buffer setback falls within areas of pavement on the site.
- Jones & Beach suggested a sediment forebay treatment area should be provided at the southwest stone apron from the Brimmer Lane driveway paved area prior to the detention pond. The plan has been revised to show such a treatment area, according to D. LaRosa, but he has not received an answer from Jones & Beach when he sent them the more detailed summary analysis plans. D. LaRosa said that because of this delay, he does not have a complete answer to drainage analysis issues.

The Board read the Waiver request submitted with regard to the placement of wetland placard markers: “This letter requests a Waiver from Site Review Article 7.4 which requires that wetland buffer markers be placed at the limit of the wetland buffer setback. Given the fact that the limit of the wetland buffer would fall mostly within areas of pavement on the site under post-construction conditions, placement of markers is not feasible in these areas.

However, the applicant agrees to place wetland buffer markers at the limit of construction, which will serve the same purpose under post construction condition.”

**MOTION:** To approve the applicant’s request for Waiver from Article VII Section 7.4 of Site Plan Regulations, for the reasons stated.

**MOTION:** C. Brown

**SECOND:** L. Brown-Kucharski

**UNANIMOUS**

After some discussion of outstanding questions and unresolved issues, especially with regard to drainage, the Board was in agreement that conditional approval is premature at this time.

**MOTION:** To continue Case #17-06-01: Application from Committed Collision for Site Plan Review, and Application from Committed Collision for Wetlands Special Use Permit, to August 22 at 7:00 PM.

**MOTION:** C. Brown

**SECOND:** S. Hanson

**UNANIMOUS**

D. LaRosa will send Ambit Engineering’s revised plans digitally to Jones & Beach. The response letter will be augmented with changes to Sheet A1.1 and other changes mentioned tonight and sent along with the drainage report and new plan set.

**OTHER BUSINESS:** (This agenda item was taken out of order to accommodate School Board officials present to discuss school renovation projects.)

**SCHOOL RENOVATION PROJECTS:** Greg Parish and Mark Lane of the Lincoln Akerman School (LAS) Board shared progress made on window restoration at the elementary school. Following advice of the Historical Society, old windows facing the Town Common are being restored with new tracks, pulleys and ropes rather than being replaced with new windows. The cost per window is around \$100 as opposed to around \$275 each for new windows. This project is ongoing, and another project, the replacement of old electrical wiring and panel in the old wing of the school, is on schedule.

A project to install a mobile classroom is set to begin by the end of August and be completed by early October. G. Parish shared drawings of the modular building, which will be leased rather than purchased. A second classroom will be leased next year if a bond for permanent space construction does not pass at the 2018 Town election, and likewise a third classroom in 2019. The first classroom will be placed next to the playground and connect to the main building with a hallway; it will be used as a music room.

There was a brief discussion of details regarding the building, including that it will be connected to the main building for communications, and also has its own fire suppression system. T. Santora thanked G. Parish and M. Lane for coming, and they replied that they would like to keep the Planning Board apprised of these projects even though they do not need approval.

**STATE FUNDING FOR TOWNS:** T. Santora read excerpts from an article in the Concord newspaper, regarding State funds to be distributed to New Hampshire towns for road infrastructure needs. There was a discussion of this money, to be distributed automatically in amounts based on miles of roadway and population. R. McDermott shared that money for unbudgeted Highway projects is expected, and has been discussed at Board of Selectmen meetings.

**DEPOT DOCK PROJECT:** A. Brubaker informed the Board of a project in design phase with the Town Improvement Committee, to install floating docks at the end of Depot Road. The Committee met at the Depot together with Eben Lewis of the state Department of Environmental Services (DES) recently. Jones & Beach is working with the DES for permits for the proposed docks, expected to be 50 feet long and 6 feet wide, and to be used for access to the water for kayaks, canoes and small boats. Funding for the project will partly from the Recreation Commission and partly private funding.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES: June 27, 2017**

**MOTION:** To approve the minutes of the meeting of June 27, 2017, as written.

**MOTION:** S. Hanson

**SECOND:** L. Brown -Kucharski

**UNANIMOUS**

**COMMUNICATIONS TO BOARD**

C. Brown offered the summer edition of Supply Lines with the Source to board members to borrow. It will be in the Secretary's office.

**MOTION:** To adjourn at 9:15 PM

**MOTION:** S. Hanson

**SECOND:** L. Brown-Kucharski

**UNANIMOUS**