

Official

**HOOKSETT PLANNING BOARD MEETING
HOOKSETT TOWN HALL CHAMBERS (Room 105)
35 Main Street
Monday, October 19, 2015**

MEETING CALLED TO ORDER AT 6:00 P.M.

PLEDGE OF ALLEGIANCE

INTRODUCE MEMBERS OF THE BOARD

PRESENT: D. Marshall (Chairman), T. Prasol, Muamer Durakovic, P. Scarpetti, F. Kotowski, and D. Winterton (Town Council Rep.)

ALTERNATES: Denise Grafton

EXCUSED: Tom Walsh (Vice-Chairman) and Michael DiBitetto (Alternate)

STAFF: JoAnn Duffy (Town Planner), Carolyn Cronin (Assistant Town Planner), and Jim Donison (Assistant Director of Public Works/Town Engineer)

APPROVAL OF MINUTES OF 10/5/15

October 5, 2015 Regular Meeting – *D. Grafton motioned to approve the minutes of the October 5, 2015 meeting. Seconded by M. Durakovic. F. Kotowski abstained due to not being in attendance at the October 5, 2015 meeting. Motion carried unanimously.*

COMPLETENESS

MERRIMACK COUNTY SAVINGS BANK (plan #15-18)

1293-1301 Hooksett Rd., Map 25, Lots 53 & 54

Site plan to construct a 2,900 square foot bank.

J. Duffy: The signature block is not the same one we normally use and needs to be corrected. Also, 22 parking spaces have been provided. I believe 15 are required.

Erin Lambert (Nobis Engineering): The revised plans were submitted. Fifteen are required and we are now proposing 20.

J. Duffy: Okay. The application is complete and the public hearing is scheduled for November 16.

J. Donison: I don't have any comments. There was a review letter sent to Nobis Engineering and they have provided responses. The only item outstanding is to add painted crosswalks. I believe there are two and they added access for people who are handicapped to go from Rt. 3 to the bank.

D. Marshall: Will there be waivers to consider at the hearing?

J. Duffy: There are six waivers all dealing with landscaping.

*T. Prasol motioned to find the site plan to construct a 2,900 square foot bank for Merrimack County Savings Bank (plan #15-18), 1293-1301 Hooksett Rd., Map 25, Lots 53 & 54 complete. Seconded by P. Scarpetti. **Motion carried unanimously.***

COMPLETENESS & PUBLIC HEARING

SNHU SHAPIRO LIBRARY (plan #15-22)

2500 N. River Rd., Map 38, Lot 1

Amended site plan to renovate the Shapiro Library building, pedestrian access and landscaping.

J. Duffy: The only thing missing is the signature block.

*P. Scarpetti motioned for completeness. Seconded by D. Grafton. **Motion carried unanimously.***

Open public hearing.

Jeff Kevan (TF Moran): This is the original library building. It is being renovated. They are creating office space inside and consolidating. They are putting in residential life, diversity and international department, enrollment operations, academic affairs, ROTC, and a woman's center. There are groups that are scattered in smaller spaces elsewhere that will be here. They are re-doing the exterior of the building. In the packet I handed out is a proposed 300 sq. ft. addition, and a roofed-in area. They are creating a glass area in the front and are using the same metal panel siding that was used on the dining facility and student center. They will be creating a covered patio area and other outdoor patios and sitting area. We originally proposed similar renovations when doing the quad but held off once they decided to move forward with this. The center walkway somewhat lines up with that patio area. They are putting in all new windows and siding.

D. Marshall: With the exception of the addition you are doing a face-lift?

J. Kevan: Correct.

D. Marshall: The vast majority will be employees?

J. Kevan: Yes.

D. Marshall: Where do they park?

J. Kevan: Next to Belnap, on the opposite side in the large parking lot that was created a couple of years ago, and the lot we created by the railroad at Martin's Ferry. The idea is to get to a walking campus.

D. Marshall: Is there a shuttle service for employees?

Monther Mardini (Southern New Hampshire University): It is our intention to do that.

J. Duffy: I think the quad looks beautiful and is such an improvement.

J. Kevan: Pertaining to the waivers, this is a 50 acre parcel. It is the old side of campus. The building is over 200' away from N. River Road. We are not near any set-back lines. We requested similar waivers that we have requested elsewhere. We have not done a full boundary on the entire west side of campus. Shape, size, and height is the height of the building. We have showed the height of the buildings near us. In this case we have the highway on the south, the river on the west, and this parcel is down to the river at Martin's Ferry. SNUH owns the land on the other side of the road. Landscaping is within 100' of the property. We did not survey the entire parcel. We only did the area that pertained to this small project.

D. Marshall: There are 11 waivers:

1) 11.12 Drainage Design.

2) 11.12.2.h. Minimum cover.

3) Completeness Item 19, Overall boundary survey and metes & bounds description.

4) Completeness Item 20, Existing grades, drainage systems, structures and topographic contours.

5) Completeness Item 24, shape, size, height and location of existing buildings within 200' of the site.

6) Completeness Item 27, Soils information delineated by a Licensed Soil Scientist.

7) Completeness Item 29, location of existing private or public trails within 100 feet of the site.

8) Completeness Item 34, location of existing water supply wells or springs within 200 feet of the site.

9) Completeness Item 31, Size and location of all existing landscaping within 100' of the site.

10) Completeness Item 33, Location of existing utilities within 100' of the site.

11) Completeness Item 35, Sufficient, acceptable information to readily determine location, bearing and length of every street line, lot line and property boundary.

D. Marshall: Do any of the waivers create a problem?

J. Duffy: No.

D. Winterton motioned to grant all eleven waivers with regard to SNHU Shapiro Library (plan #15-22), 2500 N. River Rd., Map 38, Lot 1. Seconded by F. Kotowski. Motion carried unanimously.

P. Scarpetti motioned to approve the site plan. Seconded by F. Kotowski.

P. Scarpetti: I am glad to see you are moving ahead with renovating this building.

D. Winterton: Will this always be known as the former Shapiro Library?

M. Mardini: We are working on a name that is appropriate. Hopefully we will find a name that fits the function of this building.

F. Kotowski: Will it not be named Shapiro?

M. Mardini: We are not sure. We are considering all of the options.

Motion carried unanimously.

Close public hearing.

PUBLIC HEARING

SNHU GUSTAFSON CENTER (plan #15-12)

2500 N. River Rd., Map 33, Lot 67

Proposal to construct a 14,052 sf welcome and career center building.

J. Duffy: The Board needs to decide whether or not this has regional impact. If it is decided that it does, this won't be able to be approved tonight. The City of Manchester would officially have to be notified within 72 hours and Southern New Hampshire Planning would get a chance to comment. This would have to be continued until November. They are looking for conditional approval this evening.

D. Marshall: There are standards that may create a need for regional impact. The first one is proposed development being directly adjacent to a municipal boundary, which this one qualifies for.

J.. Kevan: We met with the Planner in Manchester and the staff in Hooksett prior to making the submittal here. We provided her plans the same day we submitted to Hooksett with the site plan application. We have been working with Public Works and discussing the road and traffic. We have done that with every project that has come through SNHU because that town line runs through the intersection. We have kept them in the loop whether or not that is deemed to have regional impact or not.

D. Marshall: My understanding is that Manchester is developing some concerns. The issue of segmentation has run through a lot of projects in town. I think Manchester may be questioning if the traffic increases are significant enough that there is regional impact. This Board may or may not agree with that. This applies to any proposed non-residential developments that generate 500 or more vehicle trips per day. I do not believe this will generate 500 more vehicles per day.

J. Kevan: We are looking to do some improvements at either end of N. River Road. We have done a traffic study and those were submitted to Manchester Public Works.

M. Mardini: This will house multiple existing groups that are currently scattered throughout the campus. It is the same people on campus that are there now that will convert to this building.

D. Marshall: What will get housed in this?

M. Mardini: Three major programs: Career development center for the students and graduates, admissions for undergraduates and graduates, and marketing.

J. Kevan: Approximately 50-60 employees will be moved to this building.

F. Kotowski: Has Manchester officially contacted us saying they felt this has regional impact?

J. Duffy: I asked Pam Goucher if it was imperative to have regional impact. She sent me an email dated October 19, 2015 that reads: "In my opinion, this project meets the State RSA criteria of a project with regional impact. That said, it is up to the Planning Board to make that determination. The fact is that as the college grows, so does the traffic through Manchester. For that reason alone, I would think the Board would determine it to have Regional Impact."

J. Kevan: They have been on our abutters list from the beginning and have been noticed.

J. Duffy: Jim has been in touch with Kevin Sheppard, the DPW Director in Manchester, regarding the traffic study and Kevin has a copy of it.

J. Donison: I have had discussions with Kevin and he wasn't concerned with this project in particular. The concern is generally about what will happen in the future and was questioning if there would be the need for a light. The traffic impact study, that TF Moran presented, indicated recommendation of a future light at the intersection where this proposed building is. The determination of when that would be required would be based on student housing and another building.

M. Mardini: The main purpose for requesting a signal is the safety of the students.

D. Marshall: This building will be located near the southern entrance of the campus?

J. Kevan: Yes.

J. Duffy: The reason for regional impact is to notify another community that there is a project going on that may affect them. Manchester has been in the loop from the beginning. Carolyn has also spoken with Pam about this project. It is up to the Board whether or not to make it official.

P. Scarpetti: I think because they have been in the loop, and there is a possibility we can approve it tonight, it says a lot that they are not here.

T. Prasol: If this Board were to make the determination that it does not have regional impact, would that prevent us from saying that a future project nearby would not have regional impact?

J. Duffy: No.

D. Winterton motioned that SNHU Gustafson Center (plan #15-12), 2500 N. River Rd., Map 33, Lot 67 has regional impact. Seconded by P. Scarpetti.

D. Winterton: I think this may qualify under a stretch of the definition. Manchester has been in the loop. The last time we had an issue with regional impact with Manchester our Assistant Planner went and spoke at a public hearing. We did our due diligence and that opportunity has been available to Manchester. This won't generate 500 more vehicles per day. I don't think we need to make this a regional impact, therefore, I am voting against my motion.

Motion denied.

D. Marshall: There are 7 waivers:

- 1) *11.12.1 Rainfall Intensity.*
- 2) *11.12.2 h Minimum Cover.*
- 3) *Completeness Item 19, Overall boundary survey and metes & bounds description.*
- 4) *Completeness Item 24, shape, size, height and location of existing buildings within 200' of the site.*
- 5) *Completeness Item 31, Size and location of all existing landscaping within 100' of the site.*
- 6) *Completeness Item 33, Location of existing utilities within 100' of the site.*
- 7) *Completeness Item 35, Sufficient, acceptable information to readily determine location, bearing and length of every street line, lot line and property boundary.*

J. Kevan: This project is on the east side of N. River Road at the intersection of East Side Drive and Mountain View Drive. It is a 210 acre parcel. Being proposed is a welcome center that is 14,050 sq. ft. It is a 2-story building and will house admissions, international admissions, a career development center, a marketing communications department, and institutional advancement. There is no proposed parking. It is restructuring people from other areas to this building. There will be a drop-off/pick-up area. There are two handicapped spaces in that area. We have proposed a "back-door." The driveway coming from the library that goes out to E. Side Drive is gated so we proposed another driveway for the Fire Department. It will act as a sidewalk during day to day operations. There would be brick, cedar shingle for siding and roofing, and glass and wood features on the sides and upper level. Decorative style light poles would be added with low level lighting that would have a pedestrian feel to it. There is adequate parking and during an event we would use remote parking. There is private drainage. Everything is already along the street to bring up and service the building. Sewer is behind the library. That will be tied in by gravity and pumped into the municipal system. We have been before the Sewer Commission and submitted those applications. SNHU surrounds this entire parcel.

F. Kotowski: When you came to the Sewer Commission you talked about the sewer. We were not aware you were taking sewer from the Fort building. Am I correct in thinking that you are taking the septic system that was the old Fort building and are running it into this?

J. Kevan: Bruce asked me to file a separate application for that.

T. Prasol motioned to approve all seven waivers for SNHU Gustafson Center (plan #15-12) 2500 N. River Rd., Map 33, Lot 67. Seconded by F. Kotowski. Motion carried unanimously.

D. Marshall: Jim, you have a memorandum dated October 15, 2015 which lists outstanding items that we need to address.

J. Donison: That was my second review memorandum. Jim responded that he would address each item and he provided documentation via email. I asked him to speak about the traffic report. I believe there are still items that are still outstanding; approvals from Manchester Water Works, NH Alteration of Terrain, and the Hooksett Sewer Commission, and drainage modification with the drainage swale so the

run-off does not go onto River Rd.

J. Kevan: We received letters from Bruce at the Sewer Commission, Manchester Water Works and the other utility companies. The item being discussed is to add a small swale to intercept run-off and we agreed to do that. The Alteration of Terrain has been submitted to the state and we are waiting until it is processed.

D. Marshall: What about the Fire Department?

J. Kevan: We got an email from them. We met with them at the beginning of the project.

D. Marshall: Jim, what about the outstanding comment on providing a preliminary signal design?

J. Donison: Mr. Kevan should speak on that, what the build-out is on this development, when they propose to put in the signal, and how this does not warrant the signal.

J. Kevan: We have been talking for a while about doing something to create entrances at either end of the street and if a round-about would fit in this location and perform properly. We took counts last spring, before the quad, and at the end of September after the quad was completed. The counts worked out reasonable to what our assumptions were. SNHU is on the Manchester bus route. Counts we got were 60 pedestrians per hour at our crossing; peak am is 92 and pm is 69. We are concerned with safety for students and the cuing during those peak hours. There are about 900 to 1000 vehicle trips on N. River Road during those peak hours. Our initial analysis included the intersection the way it is. The Welcome Center does not add to this. Manchester did a review and asked if we would not analyze the right turns as that is a free flowing lane. If you take that out, it puts this into another category and then it meets the peak hour warrant and the four hour warrant. We are not sure if we do or do not have to have that signal. SNHU would like to move forward with that because there are other projects on the horizon and we feel from a safety standpoint it makes sense.

D. Marshall: What is Manchester's position on the traffic light?

J. Kevan: They have not come to a conclusion. They gave us some comments, we took the additional counts, and are in the process of finalizing our response to them. We don't feel it is tied to this project and we don't have to have it for this Welcome Center, but we plan to pursue it. It will be up to Manchester and Hooksett as to whether or not that is appropriate in this location. If it is decided it is warranted we will build it as soon as possible. As part of that, there is a hump in the road across from the safety building driveway. We would probably take out a foot and a half off of the top of that small hill in order to provide better site lines. There would also be widening. We would take the driveway and shift it to where the parking is and put the parking on that side in order to stay at the existing grades.

J. Donison: The City of Manchester provided a preliminary review in July. They are looking at a signal at the intersection of Bicentennial and River Road. When the traffic study is revised, they have asked to speak to the coordination of those lights and the one at the dining facility. I asked TF Moran to look at what the impact would be of lowering the roadway if a light was put in, and I wanted to make sure they won't have to impact building or site work. Jeff stated the existing sidewalk would remain as it is and a retaining wall may have to be constructed. There is 600' of cuing. Victory Road intersects to West Alice Ave. SNHU has indicated there are no plans for it to be used but maybe this is a good opportunity.

D. Marshall: We have had discussions about that and, if it is decided to do that, then you have to address the needs of the people that live along Donati. I understand Manchester's need for putting a light at Bicentennial due to the Derryfield School, and coordinating with it with this signal is a good move. The signal on the top of the hill will not be run by vehicle presence. That will be run by someone pressing the button, and that will interfere with the coordination of the other two.

J. Donison: This one might have a push button as well.

D. Marshall: I would not think that one would be with a cue of 600' and it being vehicle presence. It will be a difficult coordination with the signal on top of the hill. Do you want a preliminary design before we sign a plan?

J. Donison: No. I just wanted them to speak to that fact that this will not result in impacts to this building and they are making us aware of the situation and that at some point there will be the need for a signal.

J. Kevan: Our intention is that we will be back before this Board as well as working with Manchester to pursue this issue as a separate matter.

P. Scarpetti motioned to approve SNHU Gustafson Center (plan #15-12), 2500 N. River Rd., Map 33, Lot 67 with the following conditions: 1) NHDES AOT Permit, 2) Preliminary signalized design plans be prepared and provide to the Town, including North River Road improvements and the opening up of Victory Lane, 3) Include a note on the plans stating that an Excavation Permit will be required for the construction of the East Side Drive drainage crossing, 4) Provide details of the connection to the existing CB#5 on the plans (i.e. core hole and rubber boot), 5) Note #7 be revised to reflect that the site disturbance will be limited to 2.6 acres of the 208 acre site, 6) Change proposed sewer cleanouts to sewer manholes. Seconded by T. Prasol. Motion carried unanimously.

P. Scarpetti: As far as a pedestrian crossing, how difficult would it be to go over or under?

D. Marshall: We discussed that, and to go over requires providing handicapped ramps. Going under presented drainage and safety problems, and that needed ramps as well. Also, a fence would have to be put along both sides of the road so no one could use it.

F. Kotowski: I have watched many people disregard that light, and I am concerned for safety.

CHANGE OF USE

J. Duffy: 1) Dunbarton Tobacco Trust, 209 West River Road, Map 24, lot 30-1. Existing use dry cleaners. Proposed use office, warehouse for distribution of tobacco. – Approved. 2) Bonnie Dumont, 198 Londonderry Tpke, Map 36, lot 45-1. Existing use is warehousing. Proposed use is for warehousing of furniture, electronics, home goods, etc. – needs Pawn Brokers license. 3) Granite State Physical Therapist, 1558 Hooksett Road, Unit #4, Map 13, lot 47 C. Existing use is computer office. Proposed use is physical therapist office. – Approved.

BOARD DISCUSSION

None.

OTHER BUSINESS

D. Marshall: What is the status of the Martins Ferry Road speed limit?

J. Duffy: The Town Council has to make the final decision, however, staff is recommending that they paint narrower lines on the roadway and put in some other striping as traffic calming measures.

D. Marshall: What about the speed limit?

D. Winterton: The speed limit is 30 mph. The motion that was passed was to set it at 30 mph and have the Public Safety Committee meet to come up with speed calming recommendations.

ADJOURNMENT

*P. Scarpetti motioned to adjourn. Seconded by D. Winterton. **Motion carried unanimously.***

The meeting was adjourned at 7:01 pm.

Respectfully submitted by,

**AnnMarie White
Recording Clerk**