

1 **LONDONDERRY, NH PLANNING BOARD**  
2 **MINUTES OF THE MEETING OF JUNE 11, 2014 AT THE MOOSE HILL**  
3 **COUNCIL CHAMBERS**

4  
5 Members Present: Art Rugg; Mary Soares; Lynn Wiles; Laura El-Azem; Chris  
6 Davies; Rick Brideau, CNHA, Ex-Officio; Maria Newman, alternate member; and Al  
7 Sypek, alternate member

8  
9 Also Present: Cynthia May, ASLA, Town Planner and Planning and Economic  
10 Development Department Manager; John R. Trottier, P.E., Assistant Director of  
11 Public Works and Engineering; and Jaye Trottier, Associate Planner

12  
13 A. Rugg called the meeting to order at 7:00 PM. He appointed M. Newman to vote  
14 for M. Soares until she arrived and appointed A. Sypek to vote for Scott Benson.

15  
16 **Administrative Board Work**

17  
18 A. Extension Request – Precision Place @ Wentworth, LLC (Owner and Applicant)  
19 Site Plan, Map 14 Lot 44-35 at 49 Wentworth Avenue, Zoned I-II [Conditionally  
20 Approved August 1, 2012].

21  
22 C. May referred to a letter from Patrick Connaughton, Vice President of  
23 Precision Letter Corporation, requesting a one year extension of the site plan  
24 that will expire on June 30, 2014 (see Attachment #1). The applicant is not  
25 prepared at this time to proceed with the project.

26  
27 **L. Wiles made a motion to grant a one year extension to June 30, 2015.**

28 **R. Brideau seconded the motion.** No discussion. **Vote on the motion:**  
29 **7-0-0.** The extension for one year was granted.

30  
31 [M. Soares arrived at 7:04 PM].

32  
33 B. Discussions with Town Staff

- 34  
35 • Tower Hill Plaza – Map 15 Lot 61-2

36  
37 C. May referred to an existing conditions plan for Map 15 Lot 61-2 (see  
38 Attachment #2) to ask on behalf of the property owner if the Board  
39 would allow Staff to administratively handle a proposed change to  
40 parking on that site. The proposal is to remove ten parking spaces on  
41 the eastern end of the most northern parking lot and convert the space  
42 to additional play area for the daycare located in building #1. Even with  
43 the ten spaces removed, C. May there would still be an adequate  
44 amount of parking for the site. The consensus of the Board was to allow  
45 Staff to handle the issue administratively.

46

- 1 • Capital Improvement Plan (CIP) Committee

2  
3 R. Brideau noted that the first meeting of the CIP Committee took place  
4 June 9, at which time the Chair (John Farrell) and Vice Chair (Leitha  
5 Reilly) were elected. The meeting at which individual presentations will  
6 take place was set for August 25.

- 7  
8 • Master Plan Implementation Committee

9  
10 A. Rugg stated that the next meeting of the Master Plan Implementation  
11 Committee will take place on June 25 at 7 PM in the Moose Hill Council  
12 Chambers.

### 13 **Public Hearings/Workshops/Conceptual Discussions**

- 14  
15  
16 A. Wallace Farm, LLC (Owner and Applicant), Tax Map 16 Lots 1 and 3 -  
17 Application Acceptance and Public Hearing for formal review of a site plan to  
18 construct 240 rental apartment inclusionary/workforce housing units in  
19 accordance with RSA 674:58-61 and the Londonderry Zoning Ordinance  
20 Section 2.2.5 at 48 and 62 Perkins Road, Zoned AR-I [Continued from the May  
21 7, 2014 Planning Board meeting].

22  
23 C. May explained that this was a continuation of a public hearing held on May  
24 7, 2014, at which time the Board granted the majority of the waivers  
25 requested by the applicant. Attorney Jay Leonard introduced the applicant and  
26 the project's design team and communicated that direction given by the Board  
27 on May 7 was used to accomplish the tasks required with a goal of obtaining  
28 conditional approval of the site plan this evening. J. R. Trottier detailed the  
29 outstanding items from the May 7 meeting that have been corrected, i.e.  
30 obtaining a utility clearance letter from Manchester Water Works, finalizing  
31 conceptual off-site improvements at the intersection of Perkins Road and  
32 Rockingham Road (see Attachment #3) and providing an interior crosswalk to  
33 the proposed "pork chop" island at that intersection. He reported that Staff  
34 and the NH Department of Transportation (DOT) are satisfied with the  
35 conceptual design for the off-site improvements and the turning radii it will  
36 provide, as well as with other previous concerns and questions about the  
37 project. Assuming the Board grants the final waiver being requested and the  
38 two Conditional Use Permits (CUPs) associated with the site plan, Staff would  
39 recommend conditional approval.

40  
41 J. R. Trottier read the additional waiver into the record from the Staff  
42 Recommendation memo:

- 43  
44 1. The Applicant is requesting a waiver to Section 3.09.R, Table 1 of the  
45 Subdivision Regulations to allow a temporary cul-de-sac length up to  
46 1,700 feet where 1,200 feet maximum is allowed. The Applicant has  
47 provided a loop road design with this project to extend through a future

1 development to the south. The entire loop road system would be  
2 constructed prior to the issuance of any certificates of occupancy for  
3 Building #10 or the last building to be constructed, with the exception of  
4 placing the final wearing course for the segment between the end of  
5 Phase 3 and the southerly intersection with Perkins Road. Staff  
6 recommends **granting** the waiver because this is a temporary situation,  
7 and full access will be provided as previously noted. The Applicant shall  
8 be required to finish the loop road to the binder course before  
9 Certificates of Occupancy can be issued for any unit in building #10. The  
10 Applicant shall be required to place the wearing course within 2 years of  
11 placing the binder course.  
12

13 J. R. Trottier summarized the design review items from the Planning  
14 Department/Department of Public Works memo (see Attachment #4).  
15

16 C. May read the two CUP requests into the record:  
17

- 18 1. The Applicant is proposing improvements within the Conservation  
19 Overlay District (COD) that will require a Conditional Use Permit  
20 approval by the Planning Board. The application is to allow a total of  
21 44,320 square feet of COD buffer encroachments to accommodate a  
22 private access road. On May 28, 2014, The Conservation Commission  
23 recommended approval of the CUP with the following conditions: 1) the  
24 mitigation being performed in accordance with agreements with DES and  
25 the Army Corps of Engineers; and 2) the COD signage being placed in  
26 sufficient numbers so as to be intervisible, where no less than 2 signs  
27 are visible from any vantage point. The Conservation Commission  
28 confirmed on May 28th that the specifics about the project have not  
29 changed, even though total buffer impacts differed from the original  
30 presentation to the Commission in January. Staff recommends  
31 **granting** the Conditional Use Permit with the conditions recommended  
32 by the Conservation Commission.  
33
- 34 2. The Applicant is proposing to construct workforce housing in the AR-1  
35 Zone, which requires a Conditional Use Permit and approval by the  
36 Planning Board. Sections 1.5.2 and 2.3.3.7.1 of the Town of  
37 Londonderry Zoning Ordinance contain the criteria for granting a CUP  
38 for multifamily workforce housing (please see the Applicant's  
39 Conditional Use letter, dated March 19, 2014 for the Applicant's  
40 response to the criteria). Staff recommends **granting** the Conditional  
41 Use Permit because the applicant has shown that they meet the criteria.  
42

43 A. Rugg asked for Board input.  
44

45 C. Davies confirmed that Lot 2 on Map 16 is no longer considered part of this  
46 site plan, but will be a part of the 55 and over housing the applicant is  
47 considering for the remainder of this land to the south of the workforce housing

1 development. J. Leonard explained that the applicant does not know enough  
2 specifics about that project yet to give the Board an idea of its layout or view  
3 from Perkins Road as some had requested, but assured the Board that like the  
4 workforce housing plan, the applicant is well aware of the Board's preference  
5 for density to be kept away from Perkins Road and for adequate vegetated  
6 screening along the road. L. Wiles inquired about the "Assurance of Continued  
7 Affordability" required by Section 2.3.3.10 of the Zoning Ordinance. C. May  
8 said the Town Attorney is reviewing the applicant's submission to comply with  
9 that requirement and that it will be available to the Board prior to plan  
10 signature. J. Leonard said a document will be recorded with the Rockingham  
11 County Registry of Deeds that will address all criteria in the Town's  
12 Inclusionary Housing Ordinance and this document is noted in the  
13 Development Agreement with the Town. L. El-Azem asked how incomes of  
14 those who apply for workforce housing units are verified. J. Leonard replied  
15 that tax documents are reviewed and renters sign affidavits to confirm that  
16 their income does not exceed 60% of the median income in the region for a  
17 family of three. By law, he added, the rent for workforce housing units must  
18 include the cost of utilities. In this development, 50% of the apartments will  
19 qualify as workforce housing while the remainder will be rented at market rate,  
20 although there will be no difference in the apartments themselves. L. El-Azem  
21 also asked if the Conservation Commission had reviewed the plan in view of  
22 the COD buffer impacts being sought. C. May explained that the applicant had  
23 been before the Commission on four occasions, most recently to confirm the  
24 total square footage of buffer impacts, as noted in the earlier description of the  
25 CUP. Because of those meetings, she noted, there was a significant reduction  
26 in the amount of overall buffer intrusion. L. El-Azem also confirmed that the  
27 interior road, Bridle Path, will not be a Town maintained road. C. May added  
28 that under School Board policy, the school bus will not travel down a private  
29 road, therefore steps were taken to find a safe place for school children to  
30 congregate. A bus shelter was not possible because the land where Bridle Path  
31 meets Perkins Road is under easement with the abutting property to the north.  
32 The solution was to ask the applicant to widen the sidewalk at the base of  
33 Bridle Path to create a safe place where children can wait for the bus. M.  
34 Soares confirmed that the sidewalks will be kept plowed.

35  
36 A. Rugg asked for public input.

37  
38 Ann Chiampa, 28 Wedgewood Drive, made a general comment unrelated to  
39 this site plan about the need in town for affordable single family 1-story  
40 housing.

41  
42 There was no further public input.

43  
44 **M. Soares made a motion to approve the applicant's request for the**  
45 **additional waiver as outlined in Staff's Recommendation memo dated**  
46 **June 11, 2014. L. Wiles seconded the motion. No discussion. Vote on**  
47 **the motion: 7-0-0.** The additional waiver was granted.

1  
2 **M. Soares made a motion that the Planning Board grant the Conditional**  
3 **Use Permit to allow 44,320 square feet of COD buffer encroachments**  
4 **to accommodate a private access road, as noted in Staff's**  
5 **Recommendation memorandum dated June 11, 2014, and in**  
6 **accordance with the Conservation Commission's recommended**  
7 **conditions that the mitigation being performed in accordance with**  
8 **agreements with DES and the Army Corps of Engineers; and that the**  
9 **COD signage being placed in sufficient numbers so as to be**  
10 **intervisible. L. Wiles seconded the motion. No discussion. Vote on the**  
11 **motion: 7-0-0. The Conditional Use Permit was granted.**

12  
13 **M. Soares made a motion that the Planning Board Grant the**  
14 **Conditional Use Permit to allow construction of workforce housing in**  
15 **the AR-1 Zone as noted in Staff's Recommendation memorandum**  
16 **dated June 11, 2014. L. Wiles seconded the motion. No discussion.**  
17 **Vote on the motion: 7-0-0. The Conditional Use Permit was granted.**

18  
19 **M. Soares made a motion to grant final approval to a site plan to**  
20 **construct 240 rental apartment units with associated site**  
21 **improvements under the inclusionary workforce housing provisions of**  
22 **the Londonderry Zoning Ordinance for Wallace Farm, LLC (Owner and**  
23 **Applicant), Tax Map 16, Lots 1 & 3, in accordance with the plans**  
24 **prepared by The Dubay Group, Inc., dated January 22, 2014, and last**  
25 **revised May 20, 2014, with the precedent conditions to be fulfilled**  
26 **within 120 days of the approval and prior to plan signature, and the**  
27 **general and subsequent conditions of approval to be fulfilled as noted**  
28 **in the Staff memorandum, dated June 11, 2014.\* L. Wiles seconded**  
29 **the motion. No discussion. Vote on the motion: 7-0-0.**

30  
31 (\*See Attachment #5)

32  
33 The site plan was conditionally approved.

34  
35 B. Conceptual Discussion Regarding a Proposed Auditorium

36  
37 Tony DeFrancesco, 1 Cheshire Court, presented a conceptual community  
38 auditorium as Chairman of the Londonderry School Community Auditorium  
39 Committee. The Committee was charged by the School Board to establish the  
40 need, size and cost of an auditorium to service both the high school and larger  
41 community and thereby enable the School Board to make an informed decision  
42 as to whether to move forward with the project. A final report will be delivered  
43 to the School Board on August 26, at which time the estimated cost associated  
44 with the plan being presented to the Planning Board will be announced. After  
45 much consideration, the site chosen is the same that was selected by the last  
46 auditorium committee in 2006; directly south of the high school cafeteria and  
47 due north from the Cable Studio on the other side of Robert Lincoln Way.

1  
2 A. Rugg asked for Staff input. There was none.  
3

4 A. Rugg asked for Board input. Board members asked questions about what  
5 other locations had been considered, the envisioned school and community  
6 uses, the number of seats deemed appropriate to support those uses (800),  
7 and the displacement of existing parking spaces from the intended site. T.  
8 DeFrancesco assured the Board that the School District will be able to  
9 coordinate parking so those spaces will not need to be replaced, nor was it  
10 anticipated by the Director of School Facilities that any additional staff will be  
11 needed to maintain the auditorium. Costs were the main point of discussion,  
12 including points of cost avoidance from which the Committee expects the Town  
13 and School can benefit. T. DeFrancesco stated his own overall goal of  
14 maintaining higher property values by stabilizing the tax rate. There was some  
15 question as to whether it would be possible to maintain the building without  
16 having to hire additional staff. Several Board members encouraged the  
17 Committee to present to the School Board not only the anticipated cost, but to  
18 also estimate the cost of building the noted future expansion both now and in  
19 the future. It would be prudent, they said, to demonstrate to taxpayers the  
20 cost of the entire facility upfront versus the cost of a facility designed to meet  
21 current needs, followed by a future addition that would more than likely cost  
22 substantially more than it would at today's costs. It was noted that in the  
23 past, taxpayers have opted to only build what was needed for various projects,  
24 only to realize a much greater cost when expansion was required. T.  
25 DeFrancesco noted that many assume the funds earned from renting the  
26 auditorium to users outside of town will help pay for the facility, however this  
27 has been found in other towns not to be the case. Londonderry not having to  
28 pay other towns to use their facilities, however, is one of the aforementioned  
29 cost avoidance measures that will help fund the project.  
30

31 T. DeFrancesco thanked the Board for their feedback.  
32

33 **Other Business**  
34

35 A. Planning Board Plan Signature Policy [Continued from the June 4, 2014  
36 meeting].  
37

38 C. May reviewed amendments to Section 7.3 of the Planning Board Rules of  
39 Procedure, Sections 2.05 and 7.06 of the Site Plan Regulations and Section  
40 2.06 of the Subdivision Regulations (see Attachment #6) regarding a revised  
41 Planning Board plan signature policy intended to streamline the process and be  
42 more "business friendly" by better accommodating the timelines of developers.  
43 Rather than having to sign plans at a meeting, the new policy would allow the  
44 Chair and Secretary or their designees to sign a plan at any time once Staff  
45 has confirmed that all conditions of approval have been fulfilled. Designees  
46 can be any full Board member and they can be designated when the Board's  
47 performs its annual officer elections. Some minor revisions of the amendments

1 were discussed, mainly for clarification and consistency. C. May said she would  
2 incorporate those changes into the documents before sending them to the  
3 Town Attorney for his review. A. Rugg stated that after the Town Attorney's  
4 review, a second workshop with the Planning Board should take place, followed  
5 by a public hearing on the matter. He asked Board members to email C. May  
6 with any additional comments.

7  
8 **B. Master Plan Implementation Committee Update**

9  
10 Master Plan Implementation Committee Chair Chris Davies gave a brief update  
11 to the Board, noting that the Committee has met three times to date and will  
12 continue to meet monthly for the time being. Quarterly meetings are  
13 envisioned once the numerous recommendations from the Master Plan are  
14 organized to the Committee's satisfaction. C. Davies noted that the long list  
15 of recommendations is being utilized as a guide and the resulting organization  
16 is measured by the Committee against the five key themes of the Master Plan  
17 to ensure those goals are being met. He also pointed out that once the current  
18 audit of the Town's zoning, site and subdivision regulations is complete, it will  
19 have a significant effect on the Committee's work since many of the  
20 recommendations are associated with Town regulations. He described the  
21 most recent meeting on May 28 as focusing on the Town Common and Town  
22 Forest, particularly with what improvements could be made to the Town Forest  
23 to increase accessibility to and use of it. The next Master Plan Implementation  
24 Committee will take place on June 25 at 7 PM in the Moose Hill Conference  
25 Room.

26  
27 **Adjournment:**

28  
29 **M. Soars made a motion to adjourn the meeting. R. Brideau seconded the**  
30 **motion. Vote on the motion: 7-0-0.**

31  
32 The meeting adjourned at 8:55 PM.

33  
34 These minutes prepared by Associate Planner Jaye Trottier

35  
36 Respectfully Submitted,

37  
38  
39  
40  
41  
42 Lynn Wiles, Secretary



PRECISION  
LETTER  
CORPORATION

Londonderry Planning Board

June 4, 2014

268B Mammoth Road

Londonderry, NH 03053

Dear Sirs & Madams,

In June of 2013 your board approved a one year extension on our site plan(map14, lot 44-35) for the building of a 26,000 ft. office/warehouse building. We are not yet ready to proceed with the project. This extension will expire at the end of the month.

We are requesting that you grant an additional one year extension. This will allow us enough time to review our options.

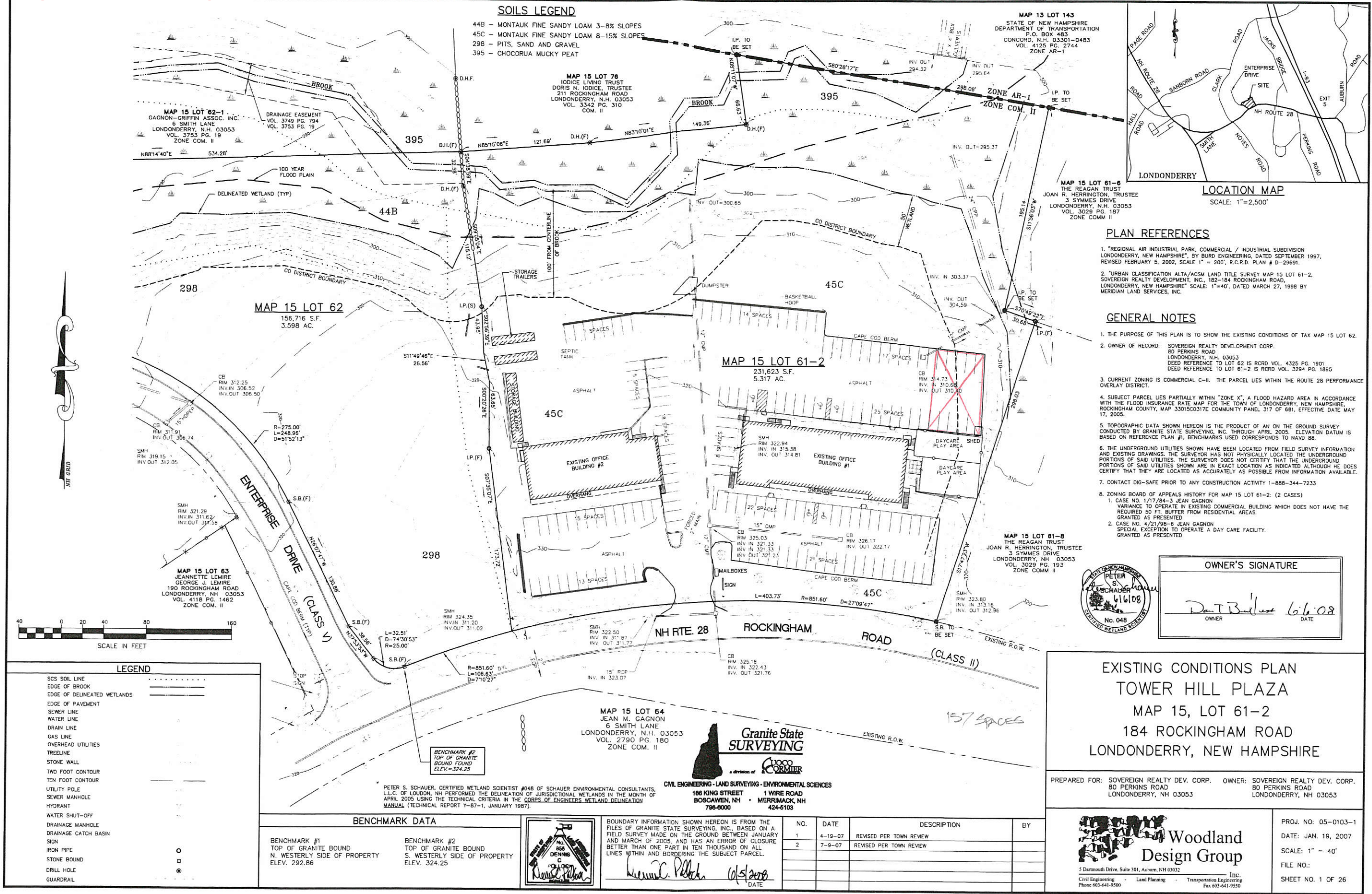
Sincerely,

Patrick J. Connaughton

Vice President – Precision Letter Corporation

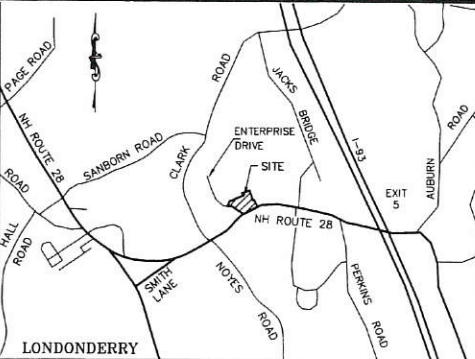


# Planning Board Meeting Minutes - June 11, 2014 - Attachment #2



**SOILS LEGEND**

- 44B - MONTAUK FINE SANDY LOAM 3-8% SLOPES
- 45C - MONTAUK FINE SANDY LOAM 8-15% SLOPES
- 298 - PITS, SAND AND GRAVEL
- 395 - CHOCORUA MUCKY PEAT



**MAP 15 LOT 61-8**  
 THE REAGAN TRUST  
 JOAN R. HERRINGTON, TRUSTEE  
 3 SYMMES DRIVE  
 LONDONDERRY, N.H. 03053  
 VOL. 3029 PG. 187  
 ZONE COMM II

**PLAN REFERENCES**

- "REGIONAL AIR INDUSTRIAL PARK, COMMERCIAL / INDUSTRIAL SUBDIVISION LONDONDERRY, NEW HAMPSHIRE", BY BURD ENGINEERING, DATED SEPTEMBER 1997, REVISED FEBRUARY 5, 2002, SCALE 1" = 200', R.C.R.D. PLAN # D-29691.
- "URBAN CLASSIFICATION ALTA/ACSM LAND TITLE SURVEY MAP 15 LOT 61-2, SOVEREIGN REALTY DEVELOPMENT, INC., 182-184 ROCKINGHAM ROAD, LONDONDERRY, NEW HAMPSHIRE" SCALE: 1"=40', DATED MARCH 27, 1998 BY MERIDIAN LAND SERVICES, INC.

**GENERAL NOTES**

- THE PURPOSE OF THIS PLAN IS TO SHOW THE EXISTING CONDITIONS OF TAX MAP 15 LOT 62.
- OWNER OF RECORD: SOVEREIGN REALTY DEVELOPMENT CORP.  
 80 PERKINS ROAD  
 LONDONDERRY, N.H. 03053  
 DEED REFERENCE TO LOT 62 IS RCRD VOL. 4325 PG. 1901  
 DEED REFERENCE TO LOT 61-2 IS RCRD VOL. 3294 PG. 1895
- CURRENT ZONING IS COMMERCIAL C-II. THE PARCEL LIES WITHIN THE ROUTE 28 PERFORMANCE OVERLAY DISTRICT.
- SUBJECT PARCEL LIES PARTIALLY WITHIN "ZONE X", A FLOOD HAZARD AREA IN ACCORDANCE WITH THE FLOOD INSURANCE RATE MAP FOR THE TOWN OF LONDONDERRY, NEW HAMPSHIRE, ROCKINGHAM COUNTY, MAP 33015C0317E COMMUNITY PANEL 317 OF 681, EFFECTIVE DATE MAY 17, 2005.
- TOPOGRAPHIC DATA SHOWN HEREON IS THE PRODUCT OF AN ON THE GROUND SURVEY CONDUCTED BY GRANITE STATE SURVEYING, INC. THROUGH APRIL 2005. ELEVATION DATUM IS BASED ON REFERENCE PLAN #1, BENCHMARKS USED CORRESPONDS TO NAVD 88.
- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND PORTIONS OF SAID UTILITIES. THE SURVEYOR DOES NOT CERTIFY THAT THE UNDERGROUND PORTIONS OF SAID UTILITIES SHOWN ARE IN EXACT LOCATION AS INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE.
- CONTACT DIG-SAFE PRIOR TO ANY CONSTRUCTION ACTIVITY 1-888-344-7233
- ZONING BOARD OF APPEALS HISTORY FOR MAP 15 LOT 61-2: (2 CASES)
  - CASE NO. 1/17/84-3 JEAN GAGNON  
 VARIANCE TO OPERATE IN EXISTING COMMERCIAL BUILDING WHICH DOES NOT HAVE THE REQUIRED 50 FT. BUFFER FROM RESIDENTIAL AREAS.  
 GRANTED AS PRESENTED
  - CASE NO. 4/21/98-6 JEAN GAGNON  
 SPECIAL EXCEPTION TO OPERATE A DAY CARE FACILITY.  
 GRANTED AS PRESENTED

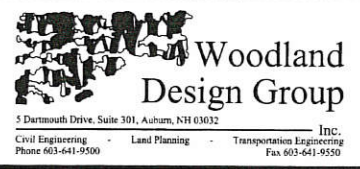


**OWNER'S SIGNATURE**

*Don T. Burt* 6/6/08  
 OWNER DATE

**EXISTING CONDITIONS PLAN  
 TOWER HILL PLAZA  
 MAP 15, LOT 61-2  
 184 ROCKINGHAM ROAD  
 LONDONDERRY, NEW HAMPSHIRE**

PREPARED FOR: SOVEREIGN REALTY DEV. CORP. OWNER: SOVEREIGN REALTY DEV. CORP.  
 80 PERKINS ROAD LONDONDERRY, NH 03053



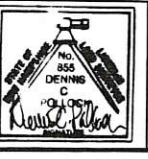
PROJ. NO: 05-0103-1  
 DATE: JAN. 19, 2007  
 SCALE: 1" = 40'  
 FILE NO.:  
 SHEET NO. 1 OF 26

**LEGEND**

- SCS SOIL LINE
- EDGE OF BROOK
- EDGE OF DELINEATED WETLANDS
- EDGE OF PAVEMENT
- SEWER LINE
- WATER LINE
- DRAIN LINE
- GAS LINE
- OVERHEAD UTILITIES
- TREELINE
- STONE WALL
- TWO FOOT CONTOUR
- TEN FOOT CONTOUR
- UTILITY POLE
- SEWER MANHOLE
- HYDRANT
- WATER SHUT-OFF
- DRAINAGE MANHOLE
- DRAINAGE CATCH BASIN
- SIGN
- IRON PIPE
- STONE BOUND
- DRILL HOLE
- GUARDRAIL

**BENCHMARK DATA**

BENCHMARK #1 TOP OF GRANITE BOUND N. WESTERLY SIDE OF PROPERTY ELEV. 292.86	BENCHMARK #2 TOP OF GRANITE BOUND S. WESTERLY SIDE OF PROPERTY ELEV. 324.25
--	--



BOUNDARY INFORMATION SHOWN HEREON IS FROM THE FILES OF GRANITE STATE SURVEYING, INC., BASED ON A FIELD SURVEY MADE ON THE GROUND BETWEEN JANUARY AND MARCH OF 2005, AND HAS AN ERROR OF CLOSURE BETTER THAN ONE PART IN TEN THOUSAND ON ALL LINES WITHIN AND BORDERING THE SUBJECT PARCEL.

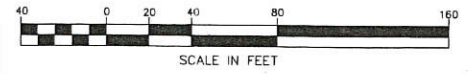
*Peter S. Schauer* 6/5/08  
 DATE

NO.	DATE	DESCRIPTION	BY
1	4-19-07	REVISED PER TOWN REVIEW	
2	7-9-07	REVISED PER TOWN REVIEW	

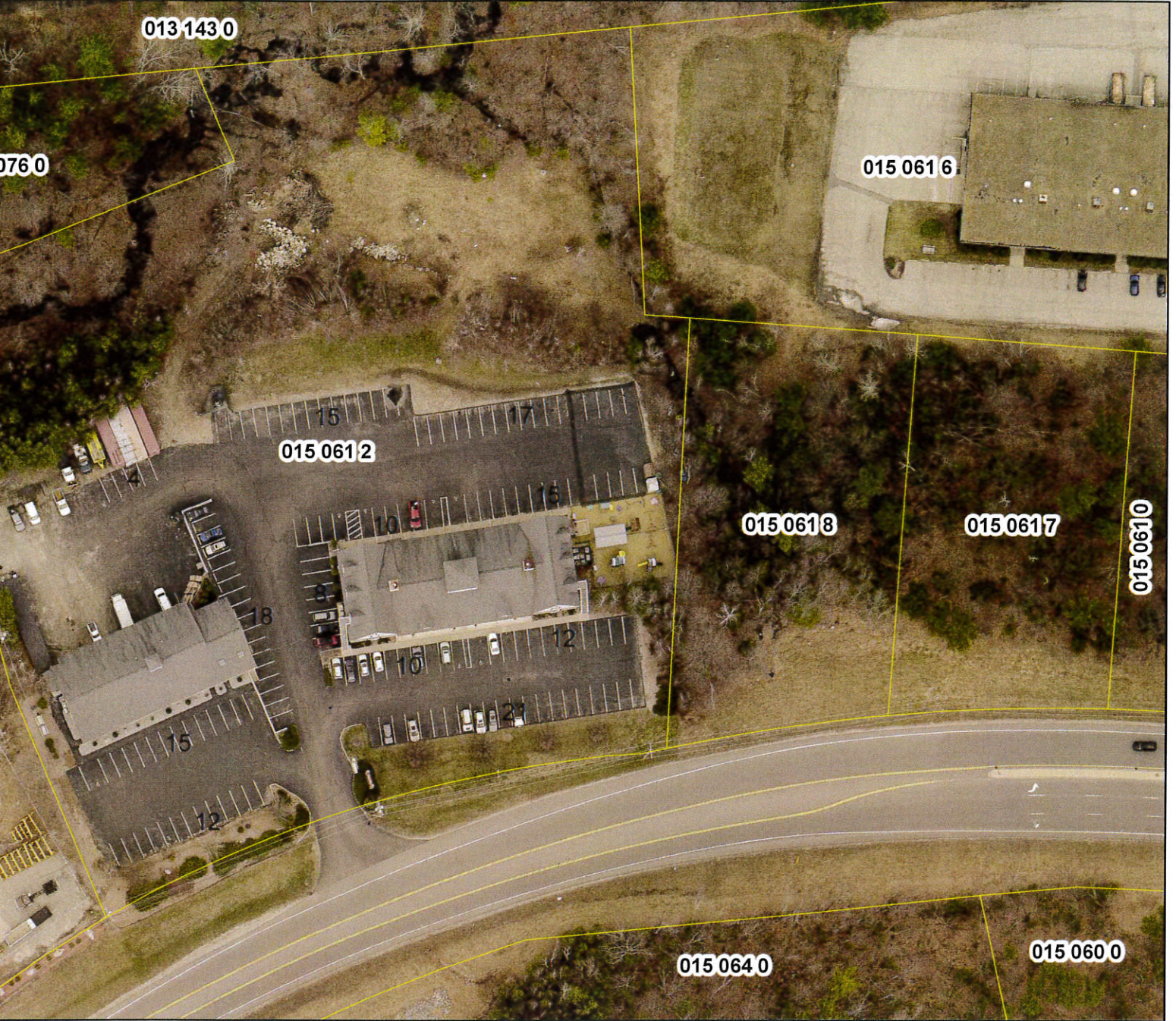
**Granite State SURVEYING**  
 a division of WOOD FORMER  
 CIVIL ENGINEERING - LAND SURVEYING - ENVIRONMENTAL SCIENCES  
 186 KING STREET BOSCAWEN, NH 798-8000  
 1 WIRE ROAD MERRIMACK, NH 424-8103

**MAP 15 LOT 64**  
 JEAN M. GAGNON  
 6 SMITH LANE  
 LONDONDERRY, N.H. 03053  
 VOL. 2790 PG. 180  
 ZONE COM. II

BENCHMARK #2  
 TOP OF GRANITE BOUND FOUND  
 ELEV. = 324.25

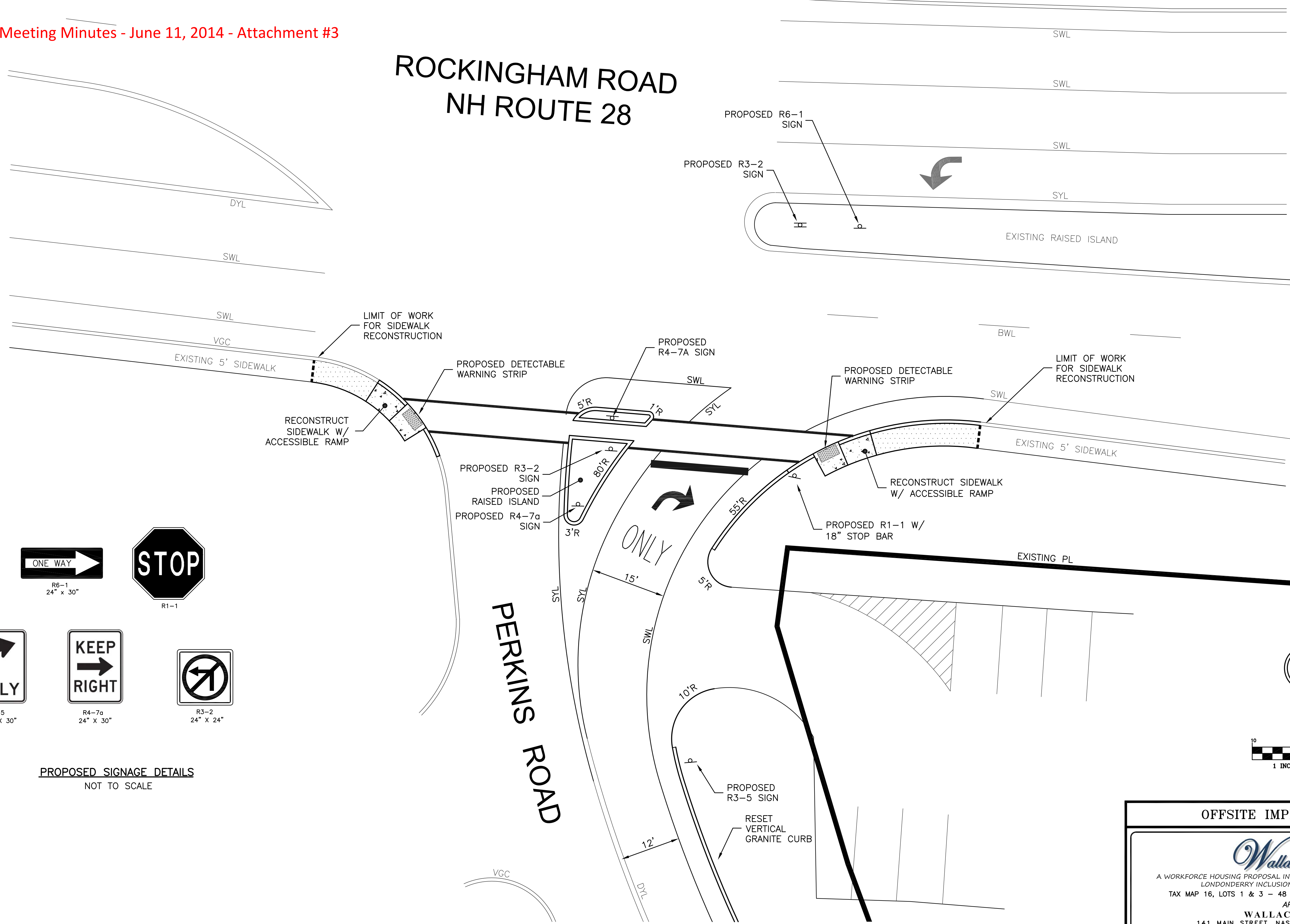


0 50 100 200 Feet



157

# ROCKINGHAM ROAD NH ROUTE 28



**PROPOSED SIGNAGE DETAILS**  
NOT TO SCALE

- R6-1  
24" x 30"
- R1-1
- R3-5  
24" x 30"
- R4-7a  
24" x 30"
- R3-2  
24" x 24"

**OFFSITE IMPROVEMENT PLAN**

*Wallace Farm*

A WORKFORCE HOUSING PROPOSAL IN ACCORDANCE WITH RSA 674:58-61 AND VIA LONDONDERRY INCLUSIONARY HOUSING ORDINANCE 2.2.5.  
TAX MAP 16, LOTS 1 & 3 - 48 & 62 PERKINS ROAD, LONDONDERRY, NH

APPLICANT:  
**WALLACE FARM, LLC**  
141 MAIN STREET, NASHUA, NEW HAMPSHIRE 03060

OWNERS OF RECORD:  
ALFRED D. WALLACE, HENRY P. WALLACE, VAN STEENBURG ONE FAMILY TRUST  
HAROLD M. WALLACE, LEO E. & MELANIE VAN STEENBURG, TRUSTEES  
62 PERKINS ROAD, LONDONDERRY, NH 03053 48 PERKINS ROAD, LONDONDERRY, NH 03053

SCALE: 1"=10' DATE: JAN. 22, 2014

---

**The Dubay Group, Inc.**  
84 Range Road - Windham, NH 03087  
603-458-6462 - www.thedubaygroup.com  
Engineers | Planners | Surveyors

Drawn By: WEA  
Checked By: DGM  
Project: 051  
DIFF: N1-ROB5-22-2014

SHEET T1

BENCHMARK DATA:		IN ASSOCIATION:	
		 <b>Woodland Design Group</b> 59 West River Drive, Unit 19, Manchester, NH 03104 Inc. Civil Engineering - Land Planning - Transportation Engineering Phone 603-641-9500 Fax 603-641-9530	
- CONCEPTUAL - NOT FOR CONSTRUCTION			
NO.	DATE	DESCRIPTION	BY
1	4/17/2014	MISC. REVS PER REVIEW COMMENTS	KRD
REVISIONS			

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**MEMORANDUM**

To: Planning Board

Date: June 11, 2014

From: Planning and Economic Development  
Department of Public Works & Engineering  
Stantec Consulting Services, Inc.

Re: Tax Map 16 Lot 3  
Proposed Site Plan for  
"Wallace Farm"  
62 Perkins Road

Owners: Wallace Farm, LLC

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This project is continued from the May 7, 2014 Planning Board meeting, when the project application was accepted by the Board. The Applicant submitted revised plans and information and we offer the following comments:

**Design Review Items:**

1. The Applicant has provided a loop road design for this project that is to be phased for construction. Under the proposed project phasing, the single access with the temporary cul-de-sac placed at the driveway that would serve buildings 6-8 that would be approximately 1,400 feet long and greater than the maximum length of 1,200 feet per Section 3.09.R, table 1 of the Subdivision Regulations. In addition and under the project phasing, the single access drive would be extended further with a temporary cul-de-sac constructed at the driveway serving units 9 and 10 to allow construction of buildings 9 and 10 that would be greater than 1,700 feet long and does not comply with the maximum length of 1,200 feet per Section 3.09.R, table 1 of the Subdivision Regulations. As part of the project phasing, the Applicant proposed to construct the remainder (southerly portion) of the loop road completely to Perkins Road (with exception of pavement wearing (top) course) prior to obtaining a certificate of occupancy for any unit in buildings 9 or 10. The pavement top course would be bonded. The Applicant has submitted a **waiver** for this requirement and an updated phasing plan indicating the proposed phasing intent.
2. The Applicant indicates the NHDES Alteration of Terrain, NHDES Wetland Permit, NHDES Sewer Discharge Permit, Army Corps of Engineers, and the Londonderry Sewer Discharge Permit applications have been submitted on the checklist. We recommend the Applicant obtain all project permits, indicate the permit approval numbers in note n on the cover sheet and provide copies of all permits for the Planning Division files per section 4.13 of the Site Plan Regulations and Item XII of the Site Plan Application & Checklist.
3. The Applicant has not provided an updated traffic report with this submission. We recommend the Applicant address the review comments prepared by Stantec Consulting Services, Inc. dated March 6, 2014 relative to the previously submitted traffic report for the project.
4. We recommend the Applicant provide a Planning Board signature block on sheets 14-16 and sheets 18-21 per section 4.03 of the regulations.
5. We recommend the Applicant address/clarify the following on the grading and drainage plans – sheets 22-25:
  - A. The necessary platform grading for proper installation of the proposed guardrail end section in accordance with the NHDOT detail provided with this submission

does not appear to be provided at the guardrail location shown on sheet 25 for the guardrail in the vicinity of sta. 21+00 to 23+00 RT & LT. In addition, the necessary platform grading for proper installation of the proposed guardrail along the sidewalk in this location on the right does not appear to be provided. Please review and revise consistent with the NHDOT detail.

- B. The necessary platform grading for proper installation of the proposed guardrail end section in accordance with NHDOT does not appear to be provided at the guardrail location shown on sheet 24 for the guardrail in the vicinity of sta. 17+50 to 19+50 LT. In addition, it appears the necessary platform grading for proper installation of the proposed guardrail end section in accordance with NHDOT is not provided at the guardrail location shown on sheet 23 for the guardrail in the vicinity of sta. 8+50 to 9+50 LT. Please review and revise as necessary.
  - C. The 13.5 foot guardrail offset for the guardrail shown in the vicinity of sta. 8+50 to 9+50 LT. does not appear appropriate and inconsistent with the 15 foot offset for other locations. Please review and revise meeting approval of the Town.
6. The erosion control plans for the project indicate erosion control measures for construction of the entire site, but do not address the phased development indicated on sheet 5. We recommend the erosion control plans address phase 1 construction including the temporary cul-de-sac. Erosion control measures to address the other phases should also be provided in the plan set.
7. Please indicate the 4" water line in the building #10 to SMH 8 sewer profile between the building and SMH9 on sheet 63 and the electric line near the proposed drainage swale in the Existing SMH to SMH 3 profile on sheet 61.
8. Please indicate the proposed guardrail in the driveway profiles on sheet 68 and provide additional information to clarify the proposed guardrail will not obstruct the sight distance along any portion for the sight line.
9. Please update the plan set to address the following relative to the project details:
- A. The Applicant has provided separate details of the proposed twin culvert headwall. We recommend construction details of the proposed twin culvert headwall be provided in the plan set for proper roadway construction.
  - B. Please update the underdrain detail to include the location (stationing) for the proposed underdrain along the right side of the roadway between CB 18 and CB 21 shown on the grading plans.
  - C. The guardrail detail provided on sheet 82 is for a reset block and not for new guardrail installation. Please update the project details to provide a steel post guardrail detail per current NHDOT requirements (GR-2A).
  - D. Please update the project plan set to include the details for the transitions from Cape Cod Berm to vertical granite and sloped granite curbs, and tipdowns that were provided separately for proper construction.
  - E. Please verify the cross walk striping width and line separation width of two feet shown on sheet 76 is acceptable to the Department of Public Works. In addition, please label the cross walk markings as thermoplastic as typically requested by the Department of Public Works.

10. An updated project drainage report was not provided with the latest submission. We note the following relative to the previous report:
  - A. Riprap outlet calculations for the outlets at DP-1 and DP-2 were not provided for the project. Please update the project report to include the information.
  - B. Riprap apron Information was provided separately for location at HW-1, HW-2 and HW-6. Please update the project report to include the information. The Applicant should provide a complete report stamped by a New Hampshire licensed professional engineer as required by the regulations.
11. Please update the off-site improvement plans to include the latest revisions for the project as approved by NHDOT. In addition, provide a professional endorsement on the final plans.
12. We recommend the Applicant verify the DRC comments for the project are adequately addressed as applicable:
  - A. Please verify the comments of the Assessor have been adequately addressed with the Assessor.
  - B. Please verify the comments of the Sewer Division have been adequately addressed with the Sewer Division.

**Board Action Items:**

1. The Applicant is requesting a waiver to the Site Plan Regulations as noted in his letter dated May 27, 2014. The Board will need to consider each waiver request under this application.
2. The Applicant is proposing improvements within the Conservation Overlay District (COD) that will require Conditional Use Permit (CUP) approval by the Planning Board. The Board will need to consider the Conditional Use Permit as part of the project review.
3. The Applicant is requesting a Conditional Use Permit for Multi-Family Housing as allowed in Section 2.3.3 of Zoning Ordinance - Inclusionary Housing. The Board will need to consider the Conditional Use Permit as part of the project review.

**Board Information Items:**

1. This project is contingent upon final approval of a separate lot line adjustment between lots 1 and 3 to create the new lot configuration indicated on the site plan that was granted conditional approval on May 7, 2014 by the Board.
2. With the project application acceptance on May 7, 2014, the Board has granted 10 waivers for this project.

**STAFF RECOMMENDATION**

**To:** Planning Board  
**From:** Cynthia A. May, ASLA, Town Planner  
John R. Trottier, PE, Assist. Dir. Of DPW

**Date:** June 11, 2014

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**Application:** Wallace Farm, LLC (Owner and Applicant), Tax Map 16 Lots 1 and 3 - Application Acceptance and Public Hearing for formal review of a site plan to construct 240 rental apartment inclusionary/workforce housing units in accordance with RSA 674:58-61 and the Londonderry Zoning Ordinance Section 2.2.5 at 48 and 62 Perkins Road, Zoned AR-I. **[Public Hearing Continued from the May 7, 2014 Planning Board Meeting.]**

- Waivers: The Applicant is requesting the following additional waiver to the Regulations (10 Waivers were previously approved on May 7, 2014). This waiver request has been revised in accordance with Staff recommendations:

1. The Applicant is requesting a waiver to Section 3.09.R, Table 1 of the Subdivision Regulations to allow a temporary cul-de-sac length up to 1,700 feet where 1,200 feet maximum is allowed. The Applicant has provided a loop road design with this project to extend through a future development to the south. The entire loop road system would be constructed prior to the issuance of any certificates of occupancy for Building #10 or the last building to be constructed, with the exception of placing the final wearing course for the segment between the end of Phase 3 and the southerly intersection with Perkins Road.

Staff recommends **granting** the waiver because this is a temporary situation, and full access will be provided as previously noted. The Applicant shall be required to finish the loop road to the binder course before Certificates of Occupancy can be issued for any unit in building #10. The Applicant shall be required to place the wearing course within 2 years of placing the binder course.

- Board Action required: **Motion to Approve the Applicant's request for the additional waiver as outlined in Staff's Recommendation memo dated June 11, 2014.**
- Conditional Use Permits:
  1. The Applicant is proposing improvements within the Conservation Overlay District (COD) that will require a Conditional Use Permit approval by the Planning Board. The application is to allow a total of 44,320 square feet of COD buffer encroachments to accommodate a private access road. On May 28, 2014, The Conservation Commission recommended approval of the CUP Permit with the following conditions: 1) the mitigation being performed in accordance with agreements with DES and the Army Corps of Engineers; and 2) the COD signage being placed in sufficient numbers so as to be intervisible, where no less than 2 signs are visible from any vantage point. The Conservation Commission confirmed on May 28th that the specifics about the project have not changed, even though total buffer

impacts differed from the original presentation to the Commission in January. Staff recommends **granting** the Conditional Use Permit with the conditions recommended by the Conservation Commission.

- **Board Action required: Motion that the Planning Board Grant the Conditional Use Permit to allow 44,320 square feet of COD buffer encroachments to accommodate a private access road, as noted in Staff's Recommendation memorandum dated June 11, 2014, and in accordance with the Conservation Commission's recommended conditions that the mitigation being performed in accordance with agreements with DES and the Army Corps of Engineers; and that the COD signage being placed in sufficient numbers so as to be intervisible.**
  
- 2. The Applicant is proposing to construct workforce housing in the AR-1 Zone, which requires a Conditional Use Permit and approval by the Planning Board. Sections 1.5.2 and 2.3.3.7.1 of the Town of Londonderry Zoning Ordinance contain the criteria for granting a CUP for multifamily workforce housing (please see the Applicant's Conditional Use letter, dated March 19, 2014 for the Applicant's response to the criteria). Staff recommends **granting** the Conditional Use Permit because the applicant has shown that they meet the criteria.
  
- **Board Action required: Motion that the Planning Board Grant the Conditional Use Permit to allow construction of workforce housing in the AR-1 Zone as noted in Staff's Recommendation memorandum dated June 11, 2014.**
  
- **Recommendation: Assuming that the Board grants the waivers and the Conditional Use Permits, and based upon the information available to date Staff recommends **CONDITIONAL APPROVAL** of this application with the NOTICE OF DECISION to read substantially as follows:**

**Board Action Required: Motion to grant final approval to a site plan to construct 240 rental apartment units with associated site improvements under the inclusionary workforce housing provisions of the Londonderry Zoning Ordinance for Wallace Farm, LLC (Owner and Applicant), Tax Map 16, Lots 1 & 3, in accordance with the plans prepared by The Dubai Group, Inc., dated January 22, 2014, and last revised \_\_\_\_\_ 2014, with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature, and the general and subsequent conditions of approval to be fulfilled as noted in the Staff memo, dated June 11, 2014.**

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.



**PRECEDENT CONDITIONS**

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to certification of the plans by the Planning Board.

Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development/Public Works & Engineering/Stantec review memo dated June 11, 2014.
2. The Applicant shall note all waivers and conditional use permits granted on the plan.
3. The Applicant shall provide all required permits, including the NHDES Alteration of Terrain, NHDES Wetland Permit, NHDES Sewer Discharge Permit, Army Corps of Engineers, NHDOT Permit, and the Londonderry Sewer Discharge Permit. The Applicant shall indicate the permit approval numbers in note n. on the cover sheet and provide copies of all permits for the Planning Division files
4. The associated Wallace Farm, LLC Subdivision Plan shall be signed prior to Planning Board signature of the Wallace Farm, LLC Site Plan by the Planning Board.
5. The Applicant shall provide a digital (electronic) copy of the complete final plan sent to the Town at the time of signature by the Board in accordance with Section 2.06.N of the regulations.
6. Outside consultant's fees shall be paid within 30 days of approval of the plan.
7. Financial guaranty if necessary.
8. The Applicant shall provide the Owner's signature on the plan.
9. Final engineering review.

**PLEASE NOTE -** Once these precedent conditions are met and the plans are certified, the approval is considered final. If these conditions are not met within **120 days** to the day of the meeting at which the Planning Board grants conditional approval the board's approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

**GENERAL AND SUBSEQUENT CONDITIONS**

All of the conditions below are attached to this approval.

1. The Wallace Farm Subdivision Plan shall be recorded at the Rockingham County Registry of Deeds prior to requesting a pre-construction meeting or commencing any work on site.

2. The Easement Plan (sheet 12 of 87 at the time of plan approval) and all applicable easement documents, including the Declaration of Easements, shall be recorded at the Rockingham County Registry of Deeds prior to requesting a pre-construction meeting or commencing any work on site.
3. The Workforce Housing Restrictive Covenant shall be recorded at the Rockingham County Registry of Deeds prior to requesting a pre-construction meeting or commencing any work on site.
4. The water booster station shall be installed, approved and operational prior to the issuance of any certificates of occupancy for this site.
5. COD signage should be in place in accordance with the Conditional Use Permit prior to issuance of the final CO for each phase.
6. The Clubhouse and associated amenities shall be constructed prior to the issuance of a certificate of occupancy for the final CO in the last building constructed. Any proposed amendments resulting in fewer amenities to be constructed shall require Planning Board approval. Justification for eliminating amenities shall be related to maintaining affordability as required under the Workforce Housing Ordinance.
7. The pavement wearing course for any new roadway surface will be placed within 2 years of the placement of any binder course.
8. **No construction or site work for the site plan may be undertaken until the pre-construction meeting with Town staff has taken place, filing of an NPDES-EPA Permit and the site restoration financial guaranty is in place with the Town.** Contact the Department of Public Works to arrange for this meeting.
9. The project must be built and executed exactly as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or if staff deems applicable, the Planning Board.
10. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
11. All site improvements must be completed prior to the issuance of a certificate of occupancy. In accordance with Section 6.01.d of the Site Plan Regulations, in circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Division may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning Division & Public Works Department, when a financial guaranty (see forms available from the Public

Works Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the financial guaranty to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. **No other improvements shall be permitted to use a financial guaranty for their completion for purposes of receiving a certificate of occupancy.**

12. As built site plans must to be submitted to the Public Works Department prior to the release of the applicant's financial guaranty.

13. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

Conditional Use Permits requested.

- 6.9. The Board makes any appropriate motions regarding conditional approval, denial, or continuance of the application.
- 6.10. The Chairman shall indicate whether the hearing is closed or continued pending the submission of additional material or information or the correction of noted deficiencies. In the case of a continuance, additional notice is not required if the date, time and place of the continuation is made known at the adjournment.

## 7. DECISIONS

- 7.1. The Board shall render a written decision within 65 days of the date of acceptance of a completed application, subject to extension or waiver as provided in **RSA 676:4**.
- 7.2. Notice of decision will be made available for public inspection at the Planning Department within 72 hours after the decision is made as required in **RSA 676:3**. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval.
- 7.3. Plans approved for recording or conditionally approved as above, shall be signed by two regular members of the Planning Board.

## 7. RECORDS

- 7.1. The records of the Board shall be kept by the Secretary and shall be made available for public inspection at the Planning Department as required by **RSA676:3,11**.
- 7.2. Minutes of the meetings including the names of Board members, staff members present, persons appearing before the Board, a brief description of the subject matter, all decisions made (including the vote tally for each motion), and shall be open to public inspection within 5 business days after the public meeting as required in **RSA 91-A:2 ,II**.

## 8. JOINT MEETINGS AND HEARINGS

- 8.1. The Planning Board may hold joint meetings and hearings with other "land use boards" including the Zoning Board of Adjustment and the Heritage/Historic District Commission. Each board shall have discretion whether or not to hold such joint meeting or hearing (**RSA 676:2**).
- 8.2. Joint business meetings with another local land use board may be held at any time when called jointly by the chairmen of the two boards.
- 8.3. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.

## SITE PLAN REGULATIONS AMENDMENTS to SECTION 2.05

- k. **Board Action:** The Board shall act to approve, conditionally approve, or disapprove an application within the timeframe consistent with NH RSA § 676:4, as most recently amended, unless it deems more time necessary, in which case the Board must either obtain a written consent from the Applicant for an extension of a specified period or obtain in writing from the Town Council an extension of time not to exceed ninety (90) days. The Board shall take action as follows:
1. If the Board grants approval of an application as submitted, the plan shall be signed and dated by the Chairman and Secretary [or their designees]; and the plan is made available for filing with the Planning Department and the building department may issue permits as appropriate;
  2. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing; and
  3. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for permit issuance until fulfillment of such conditions.
- l. **Compliance with Conditions of Approval:** In order to determine fulfillment of discretionary conditions of approval, the Board shall hold a public hearing with notice as required in Section 2.02b to receive evidence of compliance or non-compliance. No public hearing is required for conditions which are:
1. minor plan changes compliance with which is administrative and does not involve discretionary judgment;
  2. conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or
  3. conditions with regard to the Applicant's possession of permits and approval granted by other Boards or agencies.
- m. **Time Limits for Fulfilling Conditions:** See section 7.06
- n. **Board Signature:** Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Londonderry's file. The Chairman and Secretary of the Board [or their designees] shall endorse a reproducible mylar, and four (4) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a reproducible and four (4) paper copies with supporting documents for Town of Londonderry records.

## SITE PLAN REGULATIONS AMENDMENTS to SECTION 7.06

### 7.06 ACTION of the BOARD:

a. Within the appropriate time frames as established by NH RSA § 676:4, the Board shall approve, conditionally approve, or disapprove the application. The reasons for disapproval of a plan shall be stated in the record of the Board. Approval of a plan shall be endorsed on the plan by the chairman and the secretary of the Board. The time to act may be extended in accordance with NH RSA §676:4f

b. ~~All conditional approvals are valid for a period of not more than 120 days, unless the Planning Board, at their discretion, chooses to extend the number of days required to meet precedent conditions.~~ All precedent conditions of approval must be met within ~~this an~~ 120-day period (or time period established by the Planning Board at time of ~~conditional~~ approval) or the approval shall be considered null and void. In cases where extenuating circumstances prevent the meeting of precedent conditions within 120 days, the applicant may request an extension, to be filed (in writing and with justification) with the Board no later than 14 days prior to the expiration date of the conditions. The Planning Board shall then vote on whether or not to grant such extensions.

c. All certified (signed by the Planning Board chair and secretary ~~for their designee~~) site plans must obtain a building permit within 1 year from the date the plan was signed. Failure to obtain a building permit within 1 year will render the approval null and void. In cases where extenuating circumstances prevent the receipt of a building permit within 1 year, the applicant may request an extension of not more than 1 additional year. Such request must be filed (in writing and with justification) with the Board no later than 14 days prior to expiration. The Planning Board shall then vote on whether or not to grant such extensions.

## SUBDIVISION REGULATIONS to SECTION 2.06

- K. Board Action:** The Board shall act to approve, conditionally approve, or disapprove an application within the timeframe consistent with NH RSA § 676:4, as most recently amended, unless it deems more time necessary, in which case the Board must either obtain a written consent from the Applicant for an extension of a specified period or obtain in writing from the Town Council an extension of time not to exceed ninety (90) days. The Board shall take action as follows:
1. If the Board grants approval of an application as submitted, the plan shall be signed and dated by the Chairman and Secretary [or their designee]; and the plan is made available for recording in the Registry of Deeds;
  2. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing; and
  3. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for recording until fulfillment of such conditions, except such conditions as relate to the use of the property after subdivision and/or development of the property.
- L. Compliance with Conditions of Approval.** In order to determine fulfillment of conditions of approval, the Board shall hold a public hearing with notice as required in Section 2.02 B to receive evidence of compliance or non-compliance. No public hearing is required for conditions which are: (a) minor plan changes compliance with which is administrative and does not involve discretionary judgment; (b) conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or (c) conditions with regard to the Applicant's possession of permits and approval granted by other Boards or agencies.
- M. Time Limits for Fulfilling Conditions:** ~~Conditional approval shall be null and void unless~~ All precedent conditions necessary for release and recording of the plan ~~are shall be~~ fulfilled within twenty-four (24) months of ~~conditional the Planning Board approval~~ approval, or it shall be deemed null and void. The Board may grant an extension, upon written request filed with the Board at least fourteen (14) days prior to expiration of ~~conditional~~ approval, stating the extenuating circumstances justifying an extension.
- N. Board Signature:** Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Londonderry's file. The Chairman and Secretary of the Board [or their designee] shall endorse a reproducible mylar, and four (4) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a reproducible and four (4) paper copies with supporting documents for Town of Londonderry records.