

1 **LONDONDERRY ADMINISTRATIVE REVIEW**
2 **COMMITTEE**
3 **MINUTES OF THE PUBLIC HEARING ON JUNE 20, 2013 IN THE ELWOOD**
4 **CONFERENCE ROOM**
5

6 ARC Members Present: Asst. Director of Public Works and Acting Chair John
7 Trottier, P.E.; Town GIS Manager/Comprehensive Town Planner John Vogl; and
8 Senior Building Inspector/Zoning Officer/Health Officer Richard Canuel
9

10 Also Present: Jaye Trottier, Associate Planner; and Doug Campbell, Applicant
11

12 J. Trottier called the meeting to order at 10:04 AM.
13

14 **Public Hearings**
15

16 A. Orchard Christian Fellowship, Map 6, Lot 18-2 – Application Acceptance and
17 Public Hearing for formal review of a minor site plan application to amend the
18 previously approved 2012 site plan to depict a proposed shed, a proposed trash
19 enclosure, and additional landscape buffer in lieu of a Phase I fence at 136
20 Pillsbury Road, Zoned AR-I.
21

22 J. Trottier stated there were no outstanding checklist items, and that Staff
23 recommends the application be accepted as complete.
24

25 **R. Canuel made a motion to accept the application as complete. J. Vogl**
26 **seconded the motion.** No discussion. **Vote on the motion: 3-0-0.**
27

28 J. Trottier stated there were no waivers requested with this application.
29

30 D. Campbell explained that three items would be altered on the site plan
31 approved by the Planning Board on October 25, 2012. First, it was realized after
32 the plan was signed that the trash enclosure located on the westernmost end of
33 the parking lot would interfere with the snow storage sited there. The newly
34 proposed location would place the dumpster on the northwestern corner of the
35 parking lot, abutting the snow storage area to the north. It will be enclosed with
36 PVC fencing and the cement pad has been designed to meet the edge of the
37 parking lot asphalt and avoid any disturbance of the ground when the dumpster
38 is being serviced.
39

40 The second change will be the addition of a 14 x 24 shed east of the proposed
41 Phase 2 classroom addition that will house the landscaping equipment needed to
42 maintain the 15+ acre property. The shed will not include the cupola or
43 windows typically featured on the type of shed design chosen (see Attachments
44 #1 and #2). Its location was designed to be at the bottom of the slope to the
45 east, yet not infringe on the proposed Phase 2 sidewalk. (When Phase 2 is
46 completed, the shed will be hidden behind the two additions to be built). R.
47 Canuel verified with J. Trottier that the shed's location will not inhibit with the
48 drainage flow in that area. D. Campbell noted that the shed will be placed on
49 blocks atop crushed gravel and can therefore be moved if need be. R. Canuel

1 then confirmed with the applicant that the proposed location would best suit the
2 Fellowship's needs so as to avoid an additional site plan amendment, at least in
3 the short term.

4
5 The last amendment would introduce landscaping in place of the eight foot tall
6 fence approved for the top of the slope parallel to the northeastern lot line. The
7 fence had been designed to meet the Town's requirement to screen the parking
8 lot from the residentially zoned property to the north, but it was decided by the
9 applicant after the fact that the natural landscaping would be visually preferable.
10 J. Vogl asked if the soils there could support the proposed plantings because of
11 the amount of ledge in that area. D. Campbell replied that if necessary, a
12 hammer drill would be used.

13
14 No members of the public were present to comment.

15
16 J. Trottier reviewed the precedent conditions outlined in the Staff
17 recommendation memo (see motion below). He stated that Staff recommends
18 conditional approval of the application.

19
20 **J. Vogl made a motion to conditionally approve the minor site plan**
21 **application with the following conditions:**

22
23 "Applicant", herein, refers to the property owner, business owner, or
24 organization submitting this application and to his/its agents, successors, and
25 assigns.

26
27 **PRECEDENT CONDITIONS**

28
29 All of the precedent conditions below must be met by the applicant, at the
30 expense of the applicant, prior to certification of the plans by the Planning
31 Board. Certification of the plans is required prior to commencement of any site
32 work, any construction on the site or issuance of a building permit.

- 33
34 1. The Applicant shall confirm "no increase in the rate of runoff" in
35 accordance with the regulations as a result of the proposed shed.
36
37 2. The Applicant shall provide a digital (electronic) copy of the complete final
38 plan sent to the Town at the time of signature by the Board in accordance
39 with Section 2.05.n of the regulations.
40
41 3. Financial guaranty if necessary.
42
43 4. Final engineering review

44
45 **PLEASE NOTE -** Once these precedent conditions are met and the plans are
46 certified the approval is considered final. If these conditions are not met within
47 **120 days** to the day of the meeting at which the Planning Board grants
48 conditional approval the board's approval will be considered to have lapsed and
49 re-submission of the application will be required. See RSA 674:39 on vesting.
50

1 **GENERAL AND SUBSEQUENT CONDITIONS**
2

3 All of the conditions below are attached to this approval.
4

- 5 1. **No construction or site work for the amended site plan may be**
6 **undertaken until the pre-construction meeting with Town Staff**
7 **has taken place, filing of an NPDES-EPA Permit and the site**
8 **restoration financial guaranty is in place with the Town.** Contact
9 the Department of Public Works to arrange for this meeting.
10
- 11 2. The project must be built and executed exactly as specified in the
12 approved application package unless modifications are approved by
13 the Planning Division & Department of Public Works, or if Staff deems
14 applicable, the Planning Board.
15
- 16 3. All of the documentation submitted in the application package by the
17 applicant and any requirements imposed by other agencies are part of
18 this approval unless otherwise updated, revised, clarified in some
19 manner, or superseded in full or in part. In the case of conflicting
20 information between documents, the most recent documentation and
21 this notice herein shall generally be determining.
22
- 23 4. The Applicant shall complete all site improvements prior to the
24 issuance of a certificate of occupancy. In accordance with Section
25 6.01.d of the Site Plan Regulations, in circumstances that prevent
26 landscaping to be completed (due to weather conditions or other
27 unique circumstance), the Building Division may issue a certificate of
28 occupancy prior to the completion of landscaping improvements, if
29 agreed upon by the Planning Division & Public Works Department,
30 when a financial guaranty (see forms available from the Public Works
31 Department) and agreement to complete improvements are placed
32 with the Town. The landscaping shall be completed within 6 months
33 from the issuance of the certificate of occupancy, or the Town shall
34 utilize the financial guaranty to contract out the work to complete the
35 improvements as stipulated in the agreement to complete landscaping
36 improvements. **No other improvements shall be permitted to use**
37 **a financial guaranty for their completion for purposes of**
38 **receiving a certificate of occupancy.**
39
- 40 5. The Applicant shall submit as-built site plans to the Public Works
41 Department prior to the release of the applicant's financial guaranty.
42
- 43 6. The Applicant shall pay all required Traffic, Police and Fire impact fees
44 prior to the issuance of a Certificate of Occupancy.
45
- 46 7. It is the responsibility of the applicant to obtain all other local,
47 state, and Federal permits, licenses, and approvals which may be
48 required as part of this project (that were not received prior to
49 certification of the plans). Contact the Building Division at extension
50 115 regarding building permits.

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**R. Canuel seconded the motion. No discussion. Vote on the motion:
3-0-0.**

The application was conditionally approved.

Other Business

There was no other business.

Adjournment:

**J. Vogl made a motion to adjourn. R. Canuel seconded the motion.
Vote on the motion: 3-0-0.**

The meeting adjourned at 10:16 AM.

These minutes were prepared by Jaye Trottier, Associate Planner

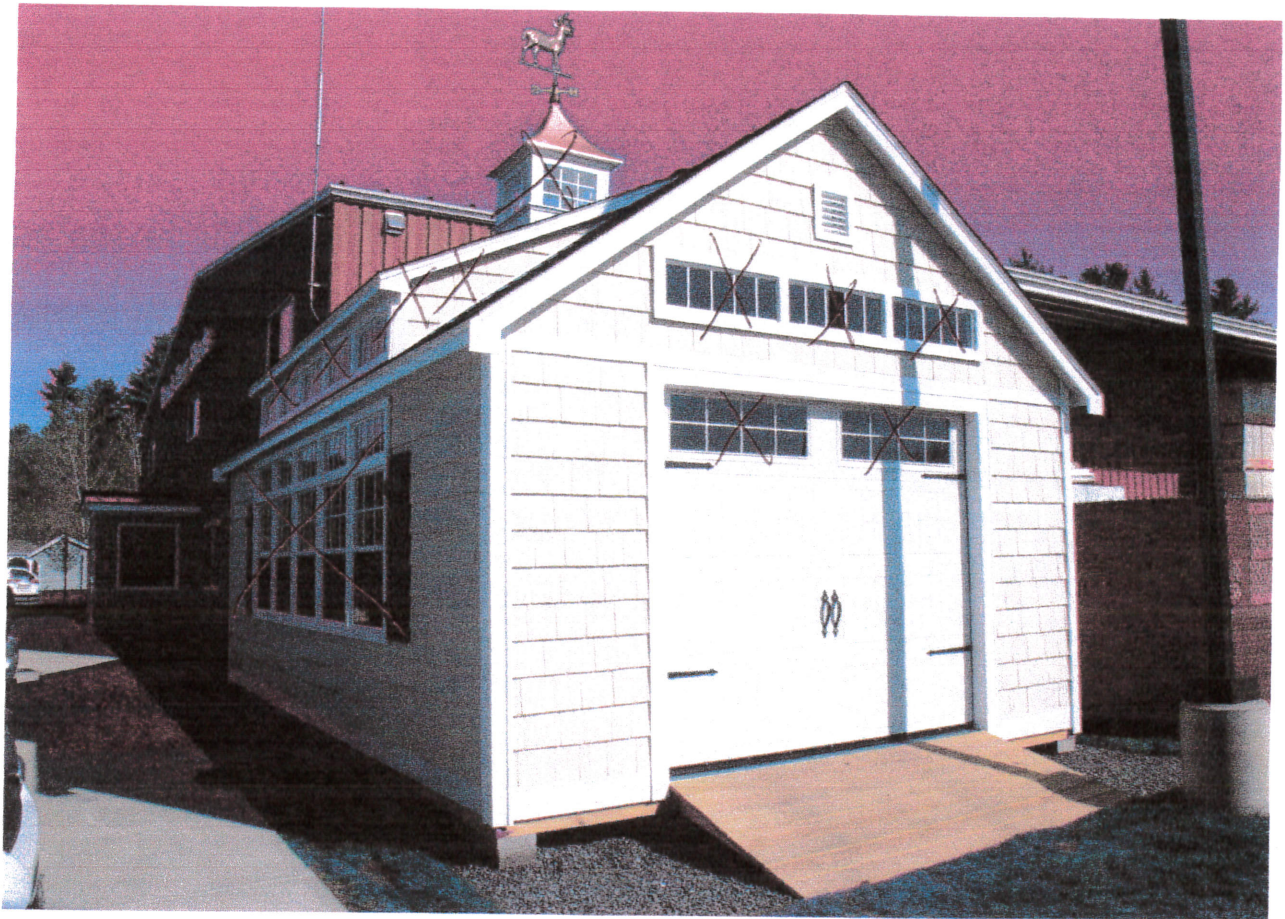
Respectfully Submitted,

John Vogl
GIS Manager | Comprehensive Planner



- WITHOUT WINDOWS (TRANSOM AND BOOR)
- WITHOUT ROOF CUPOLA

RECEIVED
MAY 30 2013
PLANNING & ECONOMIC DEV. DEPT.



- WITHOUT SIDE WINDOWS
- WITHOUT TRANSOM WINDOWS
- WITHOUT DOOR WINDOWS
- WITHOUT ROOF CUPOLA
- WITHOUT ROOF DORMER



From: [Richard Canuel](#)
To: [Jaye Trottier](#); [John Trottier](#)
Subject: RE: ARC minutes
Date: Wednesday, June 26, 2013 1:29:43 PM

Good for me!

-----Original Message-----

From: Jaye Trottier
Sent: Wednesday, June 26, 2013 12:22 PM
To: John Trottier; Richard Canuel
Subject: ARC minutes

Hi John and Richard;

Just checking to see if either of you have any changes for the 6/20 ARC minutes before I post them tomorrow. J. Vogl was all set with them.

Thanks!

Jaye

Jaye A. Trottier
Associate Planner
Town of Londonderry
268B Mammoth Road
Londonderry, NH 03053
(603).432.1100 x134
(603).432.1128 (fax)

From: [John Trottier](#)
To: [Richard Canuel](#); [Jaye Trottier](#)
Subject: RE: ARC minutes
Date: Wednesday, June 26, 2013 2:49:04 PM

I am all set.

John

-----Original Message-----

From: Richard Canuel
Sent: Wednesday, June 26, 2013 1:30 PM
To: Jaye Trottier; John Trottier
Subject: RE: ARC minutes

Good for me!

-----Original Message-----

From: Jaye Trottier
Sent: Wednesday, June 26, 2013 12:22 PM
To: John Trottier; Richard Canuel
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From: [John Vogl](#)
To: [Jaye Trottier](#)
Subject: RE: 06-20-13 ARC minutes
Date: Monday, June 24, 2013 9:35:58 AM

Good job Jaye. No comments. Am I the secretary of the JNC?

-----Original Message-----

From: Jaye Trottier
Sent: Friday, June 21, 2013 9:07 AM
To: John Trottier; John Vogl; Richard Canuel
Cc: Cynthia May; Jeffrey Belanger
Subject: 06-20-13 ARC minutes

For your review.

Thanks!

Jaye

Jaye A. Trottier
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