

1 **LONDONDERRY, NH PLANNING BOARD**  
2 **MINUTES OF THE MEETING OF SEPTEMBER 5, 2012 AT THE MOOSE HILL**  
3 **COUNCIL CHAMBERS**  
4

5 Members Present: Art Rugg; Mary Soares; Lynn Wiles; Laura El-Azem; Chris  
6 Davies; Tom Freda, Ex-Officio; Rick Brideau, CNHA, Ex-Officio; John Laferriere,  
7 Ex-Officio; Dana Coons; Scott Benson, alternate member; Maria Newman,  
8 alternate member  
9

10 Also Present: André Garron, AICP; Cynthia May, ASLA; John Trottier, P.E.; and  
11 Libby Canuel, Building Division Secretary  
12

13 A. Rugg called the meeting to order at 7 PM.  
14

15 **Administrative Board Work**  
16

17 A. Extension Request – Robichaud and Jolicoeur Subdivision, Map 11 Lot 25  
18

19 C. May referenced the letter dated August 31, 2012 from Joseph Maynard of  
20 Benchmark Engineering, requesting an extension of the subdivision plans that  
21 expired on September 1, 2012.  
22

23 Although not specified in the letter, C. May confirmed with J. Maynard that a  
24 one year extension is being requested to allow Benchmark the time needed to  
25 adequately address all of staff's concerns. The hope is to have the plans  
26 before the Board for signature in the very near future. C. May said staff is  
27 supportive of the request, as there have been no changes to ordinances or  
28 regulations impacting the project.  
29

30 **M. Soares made a motion to grant a one year extension to September**  
31 **5, 2013. L. Wiles seconded the motion.** No discussion. **Vote on the**  
32 **motion: 8-0-0.** The extension for **one year** was granted.  
33

34 B. Approval of Minutes – August 1, 2012; August 8, 2012  
35

36 **M. Soares made a motion to approve and sign the minutes from the**  
37 **August 1, 2012 meeting. L. Wiles seconded the motion.** No discussion.  
38 **Vote on the motion: 5-0-3.** (M. Soares, C. Davies, and M. Newman  
39 abstained as they were absent from the August 1, 2012 meeting).  
40

41 **M. Soares made a motion to approve and sign the minutes from the**  
42 **August 8, 2012 meeting. L. Wiles seconded the motion.** No discussion.  
43 **Vote on the motion: 5-0-3.** (L. Wiles, S. Benson, and M. Newman abstained  
44 as they were absent from the August 8, 2012 meeting).  
45

46 Minutes for August 1, 2012 and August 8, 2012 were approved and were  
47 signed at the conclusion of the meeting.  
48  
49

1 C. Regional Impact Determinations – Orchard Christian Fellowship, Map 6  
2 Lot 18-2

3  
4 C. May stated that the Orchard Christian Fellowship has submitted a site plan  
5 which will be considered for acceptance and conditional approval later in the  
6 meeting. She said staff recommends this project is not a development of  
7 regional impact, as it does not meet any of the regional impact guidelines  
8 suggested by Southern NH Planning Commission (SNHPC).

9  
10 **D. Coons made a motion to accept staff recommendations that this**  
11 **project is determined not to be of regional impact under RSA 36:56. M.**  
12 **Soares seconded the motion. No discussion. Vote on the motion: 8-0-0.**

13  
14 D. Discussions with Town Staff

- 15  
16 • Master Plan Update

17  
18 C. May informed the Board that the Master Plan interim draft is expected to be  
19 submitted by the end of business on September 7. Staff will make it available  
20 to the Steering Committee as soon as possible and will have it on Facebook,  
21 the Town Website, and in hard copy form in several offices at Town Hall by  
22 September 10 at the latest. A policy maker briefing will be held at a joint  
23 meeting of the Planning Board and Town Council on September 12. Master  
24 Plan consultant Town Planning and Urban Design Collaborative will present this  
25 second draft and answer any questions. On October 24 at 6 PM, the final  
26 citizen's workshop will take place at the High School cafeteria, immediately  
27 followed by the regular monthly Steering Committee meeting.

28  
29 [T. Freda arrived at 7:07 PM]

- 30  
31 • Update on RFP for 3<sup>rd</sup> Party Review of Land Development Applications

32  
33 A. Garron stated that at the August 8 meeting, the Board had confirmed the  
34 content of this Request for Proposals (RFP) which was then advertised on  
35 August 16 with a deadline for submittals of September 10 at 4 PM. The  
36 subcommittee formed at the August 8 meeting will tentatively meet the week  
37 of September 24 to review the applications with the goal of making a  
38 recommendation to the Board regarding interviews on October 3. Interviews  
39 could then take place either the week of October 15 or 22, followed by a final  
40 recommendation to the Board, possibly in November.

- 41  
42 • Amendment to Planning Board Rules of Procedure

43  
44 C. May noted this will be the first meeting in which an updated staff  
45 recommendation format will be used. The new format informs the Board of  
46 required actions as they would occur within the framework of a typical  
47 meeting. C. May thanked T. Freda and A. Rugg for their efforts in creating the  
48 change intended to guide a more efficient process.

- 49  
50 • Litchfield Road improvements

1  
2 A. Rugg asked J. Trottier about the progress in the improvements being made  
3 to Litchfield Road. J. Trottier said the project is progressing well and should be  
4 completed by the end of September.

- 5  
6
  - Southern New Hampshire Planning Commission annual dinner

7  
8 A. Rugg said this event will take place September 14. He was informed by the  
9 Town Finance Director that the Town will pay for the attendance of Board  
10 members, however that Town policy does not extended for their spouses or  
11 guests.

- 12  
13
  - Evans Family Limited Partnership (Owner), Map 16 Lot 9 – Conceptual  
14 discussion of a proposed subdivision on Wilson Road.

15  
16 A. Rugg informed Board members that a conceptual discussion will take place  
17 at the September 12 meeting regarding an eight lot subdivision on Wilson  
18 Road. He asked that Board members visit the area in preparation for that  
19 presentation. Input from the Police, Fire, and School Departments will be  
20 available at that time.

21  
22 **Continued Plans**

23  
24 A. Pillsbury Realty Development, LLC, Map 10, Lots 15, 23, 29C-2A, 29C-2B, 41,  
25 41-1, 41-2, 42, 45, 46, 47, 48, 50, 52, 54-1, 58, 59, and 62 – Application  
26 Acceptance and Public Hearing for formal review of the Woodmont Commons  
27 Planned Unit Development (PUD) Master Plan **[Continued from the July 11,  
28 2012 Planning Board Meeting for Application Acceptance.]**

29  
30 A. Rugg announced that the Town attorney has requested the Board adjourn to  
31 join him in a non-meeting, after which the Board will return to the public  
32 meeting. He noted that non-meetings between the Board and its attorney are  
33 allowed by State statute (RSA 91-A).

34  
35 The Board adjourned to non-meeting to meet with the Town attorney at 7:13  
36 PM and returned at 8:00 PM.

37  
38 A. Rugg introduced Town attorney Mike Ramsdell who addressed the public.  
39 He stated that while the process involving Woodmont Commons has taken  
40 longer than usual, meetings will commence next week where staff, the Town's  
41 3<sup>rd</sup> party consultant (Howard/Stein-Hudson Associates, Inc.), and consultants  
42 for Pillsbury Realty Development will address the issues, discussions, and  
43 differences that have transpired to date. The desired result is to have a  
44 substantive discussion and address application acceptance at the October 10  
45 Planning Board meeting. He apologized for the late notice regarding tonight's  
46 continuance, adding that if such a discussion is not going to occur on October  
47 10, a request for continuance will be filed no later than noon on September 24  
48 in order to publish a public notice. He also addressed comments made to him  
49 by members of the public that Pillsbury Realty Development is to blame for the  
50 numerous delays. While he is unable to disclose details, he said it would be

1 unfair to hold them entirely responsible.

2  
3 **D. Coons made a motion to continue the Application Acceptance and**  
4 **Public Hearing for formal review of the Woodmont Commons Planned**  
5 **Unit Development (PUD) Master Plan to October 10, 2012 at 7pm. L.**  
6 **Wiles seconded the motion.**

7  
8 M. Soares clarified that if Pillsbury Realty Development does request another  
9 continuance and notice is given, the actual decision of whether to grant the  
10 request will not take place until the October 10 meeting.

11  
12 **A. Rugg called for a vote on the motion. Vote on the motion: 9-0-0.**

13  
14 **New Plans**

15  
16 A. Orchard Christian Fellowship, Map 6 Lot 18-2 – Application Acceptance and  
17 Public Hearing for formal review of a site plan application for a proposed church  
18 and associated site improvements at 136 Pillsbury Road, Zoned AR-1.

19  
20 M. Newman recused herself from participating in the discussion regarding this  
21 project.

22  
23 C. May stated that there were no checklist items, and that staff recommended  
24 the application be accepted as complete.

25  
26 **M. Soares made a motion to accept the application as complete. D.**  
27 **Coons seconded the motion. No discussion. Vote on the motion: 9-0-0.**  
28 The application was accepted as complete.

29  
30 A. Rugg mentioned that this starts the 65 day time frame under RSA 676:4.

31  
32 Jeff Lewis of Northpoint Engineering was joined by Doug Campbell of Orchard  
33 Christian Fellowship to present the proposed site plan. Conceptual discussions  
34 took place with the Board in the fall of 2011 and in early 2012, the Heritage  
35 Commission reviewed the project in July, and the application has been through  
36 the Town's design review process.

37  
38 The 15 acre parcel features an active apple orchard along its front portion,  
39 while undeveloped terrain in the back slopes down into a wetland. It is zoned  
40 AR-I, as are the lots around it, which include apple orchards and vacant land to  
41 the south, the Historical Society and Moose Hill Kindergarten to the west, and  
42 parcels owned separately by the School District and the Londonderry  
43 Presbyterian Church to the east. As presented at the last conceptual  
44 discussion with the Board, the church will occupy a portion of the southeast  
45 corner of the lot with the parking lot adjacent to its west side. Approximately  
46 three rows of existing apple trees will be retained along the frontage of  
47 Pillsbury Road in response to concerns made by the Board and staff about  
48 preserving the viewshed on that portion of Apple Way.

49

1 Orchard Christian Fellowship currently holds Sunday services at Londonderry's  
2 Middle School and has office space in the Robie House on 183 Mammoth Road.  
3 Phase I of the improvements would involve construction of a 300 seat  
4 sanctuary and the aforementioned parking along with drainage, landscaping,  
5 and lighting. Phase II would add a wing with office space on the south side  
6 and one with classroom space (for Sunday school) on the north. Because of  
7 the amount of ledge found on the site, blasting will be needed, however the  
8 aim is to minimize that through the design of a two tier parking lot, the higher  
9 tier being closest to the sanctuary. The drainage system has been designed  
10 with the same limitation in mind, as well as to avoid impacting the Historical  
11 Society's property. Stormwater runoff from the parking lot and building will be  
12 directed to a single detention pond adjacent to the south side of the parking  
13 area where it will be discharged to a treatment swale heading further west and  
14 onto a treatment swale at the Kindergarten before finally reaching the wetland.  
15

16 J. Lewis reviewed the proposed landscaping plan, stating some additions need  
17 to be made, but that it will ultimately meet Town requirements. He also  
18 reviewed available utilities and the lighting plan which meets Town regulations.  
19 A septic permit has been submitted to the State for the proposed leachfield. In  
20 an attempt to limit the amount of impervious surface on the site, the applicant  
21 is requesting a Conditional Use Permit to reduce the number of required  
22 parking spaces by eighteen. Activities in the building will be such that the  
23 office use will not coincide with the use of the sanctuary, while the Sunday  
24 school will include participants who are already there for the service. The  
25 number of spaces required under the ordinance would therefore be redundant.  
26 A waiver is also being sought for relief from the requirement of a full traffic  
27 study. This is based on the fact that the peak traffic day will occur on Sundays  
28 and since full traffic studies focus on peak hours during the work week,  
29 performing one would not supply any additional information. Renderings of the  
30 proposed building were supplied at this meeting (see Attachment #1), the  
31 design of which has met with approval but the Heritage Commission.  
32

33 A. Rugg asked for staff input.  
34

35 J. Trottier noted the DPW memo comments pertaining to the Alteration of  
36 Terrain and Subsurface Sewage Disposal System permit applications, site  
37 grading and drainage, and drainage and traffic reports (see items 3, 5, 7, and  
38 9 of Attachment #2).  
39

40 C. May read the one waiver request into the record from the Staff  
41 Recommendation memo:  
42

- 43 1. *The applicant has requested a waiver to Sections 3.14.a.1.iv of the Site Plan*  
44 *Regulations for a full traffic study. After review of previous proposals for*  
45 *religious facilities in Londonderry, and discussion with the Town's traffic*  
46 *consultant, staff supports **granting** the waiver because the short traffic*  
47 *study provides sufficient information to make an informed decision about*  
48 *the traffic impacts of the proposed use.*  
49

1 C. May noted that once the applicant has provided outstanding details related  
2 to traffic, staff will determine whether any associated impact fees will need to  
3 be assessed. A. Garron added that typically the need for any off-site  
4 improvements would also be reviewed at that time, however in this case they  
5 are not warranted.

6  
7 A. Rugg asked for input from the Board. L. Wiles asked if any buffer (e.g.  
8 trees) is planned between the Morrison house and this site. As was discussed  
9 with the Heritage Commission, J. Lewis explained that the parking lot will sit  
10 approximately 14 feet higher than the grade of the Morrison house. That,  
11 combined with the detention pond's berm near the property line and the apple  
12 trees adjacent to the parking lot should provide sufficient visual screening. L.  
13 Wiles also asked if the parking lot could be utilized by attendees of various  
14 soccer games on Saturdays that take place on the adjacent School District  
15 recreation fields. D. Campbell said the Church would be amenable to allow the  
16 use for school sporting events as well as Old Home Days. In addition, he said  
17 church members will not use Historical Society parking for overflow on Sundays  
18 without consent, but may use the Moose Hill Kindergarten lot. J. Laferriere  
19 asked for an update on the issue of a public sewer tie in that was discussed  
20 when the applicant appeared before the School Board. J. Lewis explained that  
21 public sewer does run across the School District site to the north and could be  
22 accessed, but factors such as the amount of ledge on the site make it cost  
23 prohibitive at this time. An easement agreement has been reached with the  
24 School District to at least secure the option if the leachfield should fail and/or  
25 the Church expands their facilities. The easement would need Town Council  
26 approval. J. Laferriere also asked if the applicant has considered using the  
27 newly created retention pond at Matthew Thorton Elementary for runoff that  
28 could then be used for irrigation. D. Campbell replied that there are no plans  
29 to use irrigation and J. Trottier added the retention pond is at too great a  
30 distance and at a higher elevation. S. Benson inquired how many cars are  
31 currently associated with Sunday services and if there is a plan for overflow.  
32 D. Campbell said roughly 50 to 60 regularly attend now. The Church may be  
33 before the Board again in the future to request additional parking (which has  
34 been designed) if they expand, but the goal for now is to minimize impervious  
35 surface.

36  
37 A. Rugg asked for public input.

38  
39 John Foster, representative for the Londonderry Presbyterian Church (126 and  
40 132 Pillsbury Road), asked about landscaping plans between the proposed  
41 sanctuary and the Presbyterian Church property. D. Campbell described the  
42 existing buffer which includes open field, a stonewall, trees, and bushes, and  
43 said there are no plans to add to or remove any of that screening. J. Foster  
44 also inquired about capturing pollutants, particularly an oil spill, from the  
45 parking area before they reach the wetlands. J. Lewis said the parking lot  
46 follows the standard commercial design that meets Town and State design  
47 criteria, utilizing catch basins and a detention pond to treat stormwater runoff  
48 before it reaches the wetland.

49  
50 There was no further public comment.

1  
2 A. Garron expressed his appreciation to the applicant for offering to maintain  
3 three rows of existing apple trees between the facility/parking lot and Pillsbury  
4 Road and asked if there are plans to replace them when the need arises. D.  
5 Campbell replied that in the spirit of Pillsbury Road being a part of a State  
6 designated scenic highway, ornamental (non-bearing) apple trees will replace  
7 any existing trees that die or are damaged. A. Garron also thanked the Church  
8 leaders for responding to Planning Board and abutter concerns regarding the  
9 aesthetics of the original layout by moving the sanctuary towards the front of  
10 the lot and the parking to the west. When asked by T. Freda what additional  
11 cost was incurred by reconfiguring the design, D. Campbell said it cost  
12 approximately \$30,000 to reengineer the site plan but that it should be more  
13 than offset by the resulting decrease in construction cost.  
14

15 **D. Coons made a motion to grant the waiver based on staff's**  
16 **recommendation. R. Brideau seconded the motion.** No discussion. **Vote**  
17 **on the motion: 9-0-0.** The waiver was granted.  
18

19 **D. Coons made a motion to grant the Conditional Use Permit based on**  
20 **staff's recommendation that it be granted (see Attachment #3). R.**  
21 **Brideau seconded the motion.** No discussion. **Vote on the motion: 9-0-**  
22 **0.** The Conditional Use Permit was granted.  
23

24 **D. Coons made a motion to conditionally approve the site plan with the**  
25 **following conditions:**  
26

27 "Applicant", herein, refers to the property owner, business owner, or  
28 organization submitting this application and to his/its agents, successors, and  
29 assigns.  
30

### 31 **PRECEDENT CONDITIONS**

32 All of the precedent conditions below must be met by the applicant, at the  
33 expense of the applicant, prior to certification of the plans by the Planning  
34 Board. Certification of the plans is required prior to commencement of any site  
35 work, any construction on the site or issuance of a building permit.  
36

37 1. The Applicant indicates the NHDES Alteration of Terrain Permit and NHDES  
38 Subsurface Sewage Disposal System Permit applications have been submitted  
39 for the project on the application checklist. The Applicant shall obtain all  
40 project permits, indicate the permit approval numbers in note 14 on sheet 4  
41 and provide copies of all permits for the Planning Division files per section 4.13  
42 of the Site Plan Regulations and Item XII of the Site Plan Application &  
43 Checklist.  
44

45 2. The Applicant shall provide the Owner's signature on the cover sheet,  
46 existing conditions plans and site plan. In addition, The Applicant shall provide  
47 the wetland scientist professional endorsement on the existing condition plans.  
48 Also, the Applicant shall update note 12 on sheet 4 to include/address the  
49 special exception noted in the Zoning Board DRC comments.  
50

- 1 3. The Applicant shall address/clarify the following on the site grading,  
2 drainage & utility plans – sheets 5 and 6:
- 3 A. The Applicant shall revise the invert out at CB#8 consistent with the  
4 invert of the profile on sheet 18. In addition, the Applicant shall note  
5 that a core is required for the new drain pipe connecting at the  
6 existing catch basin along Pillsbury Road.
- 7 B. The Applicant shall label the riprap thickness of the riprap portion of  
8 the drainage swale shown on sheet 6 for proper construction and  
9 update the detail accordingly.
- 10 C. The Applicant shall review and update the size of the proposed water  
11 line that is labeled as 6" on the plan, but noted as 8" in note 7 as  
12 necessary to be consistent.
- 13 D. The Applicant shall review and adjust the proposed headwall #1 & #2  
14 locations. It appears the top elevation of the headwalls may not  
15 match properly into the proposed grades.
- 16 E. The Applicant shall complete the hatch (within the ROW) of the  
17 proposed pavement sawcut for the proposed water line crossing the  
18 sidewalk for clarity.
- 19 F. The Applicant shall include details in the plan set for both the  
20 proposed stairs and the stone berm shown in the detention basin for  
21 proper construction.
- 22
- 23 4. The Applicant shall extend the construction exit on sheet 9 to provide a  
24 minimum length of 50 feet.
- 25
- 26 5. The Applicant shall address the following relative to the revised project  
27 drainage report:
- 28 A. The Applicant shall revise the riprap calculations to properly account  
29 for the 25-year pipe flows at the headwall locations indicated as P5,  
30 P7 and outflow of pond 1 provided in the revised analysis. The  
31 aprons shown of the grading plan shall be revised accordingly. In  
32 addition, the detail for the riprap apron shall be revised to provide all  
33 dimensions necessary to properly construct the proposed aprons.
- 34 B. The revised pond analysis indicates significantly more outflow than  
35 the previous submission and the 15" outlet pipe is not adequately  
36 size (inlet control condition) to handle the 50-year outflow. The  
37 Applicant shall revise the analysis as necessary to provide a properly  
38 size outlet pipe to address the 50-year flow. The Applicant shall  
39 verify compliance is achieved (no increase in runoff) with the updated  
40 pipe. In addition, The Applicant shall revise the detention basin  
41 outlet structure top grate size to 3'x4' in the analysis consistent with  
42 the latest outlet structure detail.
- 43 C. The revised analysis indicates new CB#8 will be a 5 ft. diameter  
44 catch basin. The Applicant shall revise sheet 5 of the plan set to note  
45 the new catch basin size. In addition, the Applicant shall provide a  
46 double grate for this catch basin at this location.
- 47
- 48 6. The Applicant's proposed drainage design includes a new catch basin and  
49 drain piping to be constructed in the Pillsbury Road right of way with a  
50 connection to the Town's existing drain system. In addition, the proposed



1 improvements will also impact the Town's existing sidewalk along Pillsbury  
 2 Road. The project is located along a significant portion of Pillsbury Road. The  
 3 Applicant shall discuss if additional off-site improvements to Pillsbury Road will  
 4 be necessary under this application with the Department of Public Works.  
 5

6 7. The Applicant shall address the following relative to the submitted traffic  
 7 report:

8 A. Trip Generation: Trips were generated using the Eighth Edition of the  
 9 ITE trip generation manual and ITE Land Use Code 560 – church.  
 10 However, it is unclear how the number of trips (126 total, 63 enter,  
 11 63 exit) for the Sunday Peak Hour of the Generator (Church, 11,165  
 12 SF) were determined. Using the average from the above reference  
 13 (11.76 trips/1,000 SF), the total number of trips during the Sunday  
 14 peak hour is 131 trips (66 entering and 65 exiting). The Applicant  
 15 shall clarify this discrepancy.

16 B. Trip Distribution: The figure showing the Sunday Peak Hour indicates  
 17 there are zero (0) trips entering the site drive. However, other  
 18 intersections show trips going to the site and the trip generation  
 19 shows that 93 trips enter the site during this period. The Applicant  
 20 shall clarify this discrepancy. The Applicant shall update the traffic  
 21 report as necessary and provide a complete traffic report for the  
 22 Planning Department's file.  
 23

24 8. The Applicant shall verify the DRC comments as applicable:

25 A. The Applicant shall verify the DRC comments of the Planning Division are  
 26 adequately addressed with the Division.  
 27

28 9. The Applicant shall provide the Owner's signature on the plans.  
 29

30 10. The Applicant shall note all waivers granted on the plan.  
 31

32 11. The Applicant shall note any Conditional Use Permits granted on the plan.  
 33

34 12. The Applicant shall provide a digital (electronic) copy of the complete final  
 35 plan sent to the Town at the time of signature by the Board in accordance with  
 36 Section 2.05.n of the regulations.  
 37

38 13. Outside consultant's fees shall be paid within 30 days of conditional site  
 39 plan approval.  
 40

41 14. Financial guaranty if necessary.  
 42

43 15. 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 has**  
7        **taken place, filing of an NPDES-EPA Permit and the site restoration**  
8        **financial guaranty is in place with the Town.** Contact the Department of  
9        Public Works to arrange for this meeting.

10  
11       2. The project must be built and executed exactly as specified in the approved  
12       application package unless modifications are approved by the Planning Division  
13       & Department of Public Works, or if staff deems applicable, the Planning Board.

14  
15       3. All of the documentation submitted in the application package by the  
16       applicant and any requirements imposed by other agencies are part of this  
17       approval unless otherwise updated, revised, clarified in some manner, or  
18       superseded in full or in part. In the case of conflicting information between  
19       documents, the most recent documentation and this notice herein shall  
20       generally be determining.

21  
22       4. All site improvements must be completed prior to the issuance of a  
23       certificate of occupancy. In accordance with Section 6.01.d of the Site Plan  
24       Regulations, in circumstances that prevent landscaping to be completed (due  
25       to weather conditions or other unique circumstance), the Building Division may  
26       issue a certificate of occupancy prior to the completion of landscaping  
27       improvements, if agreed upon by the Planning Division & Public Works  
28       Department, when a financial guaranty (see forms available from the Public  
29       Works Department) and agreement to complete improvements are placed with  
30       the Town. The landscaping shall be completed within 6 months from the  
31       issuance of the certificate of occupancy, or the Town shall utilize the financial  
32       guaranty to contract out the work to complete the improvements as stipulated  
33       in the agreement to complete landscaping improvements. **No other**  
34       **improvements shall be permitted to use a financial guaranty for their**  
35       **completion for purposes of receiving a certificate of occupancy.**

36  
37       5. As built site plans must to be submitted to the Public Works Department  
38       prior to the release of the applicant's financial guaranty.

39  
40       6. All required Traffic, Police, and Fire impact fees must be paid prior to the  
41       issuance of a Certificate of Occupancy.

42  
43       7. It is the responsibility of the applicant to obtain all other local, state, and  
44       Federal permits, licenses, and approvals which may be required as part of this  
45       project (that were not received prior to certification of the plans). Contact the  
46       Building Division at extension 115 regarding building permits.

47  
48       **R. Brideau seconded the motion.** No discussion. **Vote on the motion:**  
49       **9-0-0.** The site plan was conditionally approved.

50

1  
2 **Other Business**

3  
4 A. Term expirations

5  
6 A. Rugg reminded D. Coons, L. El-Azem, and S. Benson that their terms will  
7 expire on December 31, 2012. He asked them to forward an email to himself  
8 and the Town Council secretary with their intentions.

9  
10 B. Planning Board discussion regarding whether or not to send a letter to NH DOT  
11 concerning current plans for no median on Rockingham Road at Perkins Road  
12 as part of the Exit 5 improvements.

13  
14 A. Rugg explained that at the August 8 meeting, concerns were raised by the  
15 Board during a presentation by the NH Department of Transportation (DOT)  
16 when it was stated that as part of the improvements being made to Route 28  
17 at Exit 5, no medians would be installed at the Perkins Road and Auburn Road  
18 intersections, something which the DOT had originally planned. I-93 project  
19 manager Peter Stamnas had recommended that the Board send written  
20 comments to DOT for consideration. A. Rugg asked if there was consensus  
21 amongst Board members that the medians were necessary. When asked by L.  
22 Wiles if the Traffic Safety Commission had been consulted, A. Rugg said they  
23 would not typically be in this type of situation but could be. L. Wiles indicated  
24 he would like their input first. A discussion ensued with several Board  
25 members stating additional assessments would be unnecessary because of  
26 their personal observations and experiences. Not only does a safety issue  
27 exist, but it will only be exacerbated when Rte 28 is expanded in that area to  
28 five lanes. The consensus was to send a letter to DOT, signed by the Chair,  
29 stating the Board's traffic safety concerns, and adding that that while  
30 provisions may be needed to minimize impacts to the access of area  
31 businesses, medians were part of the DOT's original design and the Board  
32 would like to see them reinstated for safety reasons. It was also suggested to  
33 include the number of accidents that have occurred in that area if the  
34 information is available.

35  
36 **D. Coons made a motion to authorize the Chair to send a letter to NH**  
37 **DOT asking they review the original design on Rte 28 in the area of**  
38 **Exit 5 that included median strips and stating that the Board has**  
39 **concerns about traffic safety. R. Brideau seconded the motion. No**  
40 **discussion. Vote on the motion: 9-0-0.**

41  
42 B. Planning Board discussion regarding a recommendation to the Town Council to  
43 fill a representative vacancy on the Southern NH Planning Commission  
44 (SNHPC).

45  
46 A. Rugg stated that SNHPC member D. Moskowitz is retiring from his position.  
47 Of the three current alternate members, Deb Lievens is the most senior.

48  
49 **D. Coons made a motion that the Planning Board recommend to the**  
50 **Town Council that D. Lievens be made a full member of the SNHPC. R.**

1       **Brideau seconded.** No discussion. **Vote on the motion, 9-0-0.**

2  
3       C. Capital Improvements Plan

4  
5       A. Garron stated that copies of the draft Capital Improvements Plan (CIP) have  
6       been distributed to Board members in anticipation of the September 12  
7       presentation, along with a statement from the Conservation Commission  
8       regarding their specific CIP request.

9  
10      **Adjournment:**

11  
12      **M. Soares made a motion to adjourn the meeting. D. Coons seconded the**  
13      **motion. Vote on the motion: 9-0-0.**

14  
15      The meeting adjourned at 8:57 PM.

16  
17      These minutes prepared by Planning & Economic Development Secretary Jaye  
18      Trottier, and Building Division Secretary Libby Canuel.

19  
20  
21  
22      Respectfully Submitted,

23  
24  
25  
26      Lynn Wiles, Secretary



**Orchard Christian Fellowship - Londonderry, NH**

**Proposed Exterior Renderings**

**July 26, 2012**



**Orchard Christian Fellowship - Londonderry, NH**

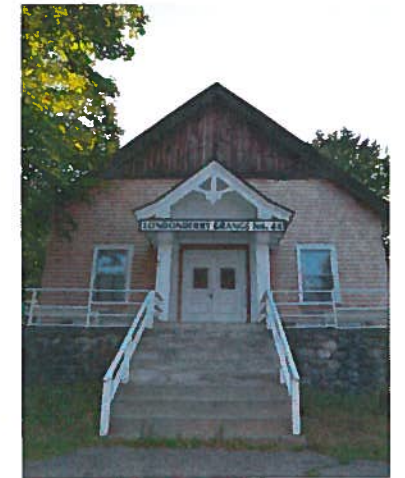
**Proposed Exterior Renderings**

**July 26, 2012**

 **NORTHPOINT**  
CONSTRUCTION MANAGEMENT, LLC  
www.NORTHPOINTCM.com  
94 River Road  
Hudson, NH 03051  
Ph.- 1.603.546.2000  
Fax- 1.603.546.2002



Mammoth Rd., Londonderry, NH



Mammoth Rd., Londonderry, NH



Mammoth Rd., Londonderry, NH



Mammoth Rd., Londonderry, NH



Crystal Ave. Derry, NH



Pinkerton St. Derry, NH



Mammoth Rd. Londonderry, NH



Derry Rd. Hudson, NH



**Orchard Christian Fellowship - Londonderry, NH**

**Proposed Exterior Detailing & Local Precedent**

**July 26, 2012**



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**MEMORANDUM**

To: Planning Board

Date: September 5, 2012

From: Mr. Janusz Czyzowski, P.E.  
Director of Public Works & Engineering

Re: Map 6 Lot 18-2  
Proposed Site Plan for  
Orchard Christian Fellowship  
136 Pillsbury Road  
Owner: Orchard Christian Fellowship

Gerard J. Fortin, P.E.  
Stantec Consulting Services, Inc.

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Northpoint Engineering LLC submitted drawings and information for the above-referenced project. DRC and the Town's engineering consultant, Stantec Consulting Services Inc. reviewed the submitted plans and information, and review comments were forwarded to the Applicant's engineer. The Applicant submitted revised plans and information and we offer the following comments:

**Design Review Items:**

1. The Applicant's design does not propose to construct the minimum number of required parking spaces in accordance with section 3.10.10 of the Zoning Ordinance as identified in note 7 on sheet 4. The Applicant is requesting a Conditional Use Permit to reduce the number of proposed parking spaces under this application.
2. The Applicant has provided a short analysis traffic study for the project to address section 3.14 of the regulations, which indicates trip generation exceeding 100 peak hour trips on Sundays for this particular land use. The Applicant is requesting a waiver to provide a full traffic study under section 3.14.a.1.iv of the Site Plan Regulations under this application.
3. The Applicant indicates the NHDES Alteration of Terrain Permit and NHDES Subsurface Sewage Disposal System Permit applications have been submitted for the project on the application checklist. We recommend the Applicant obtain all project permits, indicate the permit approval numbers in note 14 on sheet 4 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.
4. We recommend the Applicant provide the Owner's signature on the cover sheet, existing conditions plans and site plan. In addition, please provide the wetland scientist professional endorsement on the existing condition plans. Also, please update note 12 on sheet 4 to include/address the special exception noted in the Zoning Board DRC comments.
5. We recommend the Applicant address/clarify the following on the site grading, drainage & utility plans – sheets 5 and 6:
  - A. Please revise the invert out at CB#8 consistent with the invert of the profile on sheet 18. In addition, please note that a core is required for the new drain pipe connecting at the existing catch basin along Pillsbury Road.
  - B. Please label the riprap thickness of the riprap portion of the drainage swale shown on sheet 6 for proper construction and update the detail accordingly.
  - C. Please review and update the size of the proposed water line that is labeled as 6" on the plan, but noted as 8" in note 7 as necessary to be consistent.
  - D. Please review and adjust the proposed headwall #1 & #2 locations. It appears the top elevation of the headwalls may not match properly into the proposed grades.



- E. Please complete the hatch (within the ROW) of the proposed pavement sawcut for the proposed water line crossing the sidewalk for clarity.
  - F. Please include details in the plan set for both the proposed stairs and the stone berm shown in the detention basin for proper construction.
6. Please extend the construction exit on sheet 9 to provide a minimum length of 50 feet.
7. We recommend the Applicant address the following relative to the revised project drainage report:
- A. Please revise the riprap calculations to properly account for the 25-year pipe flows at the headwall locations indicated as P5, P7 and outflow of pond 1 provided in the revised analysis. The aprons shown of the grading plan shall be revised accordingly. In addition, the detail for the riprap apron shall be revised to provide all dimensions necessary to properly construct the proposed aprons.
  - B. The revised pond analysis indicates significantly more outflow than the previous submission and the 15" outlet pipe is not adequately sized (inlet control condition) to handle the 50-year outflow. Please revise the analysis as necessary to provide a properly sized outlet pipe to address the 50-year flow. Please verify compliance is achieved (no increase in runoff) with the updated pipe. In addition, please revise the detention basin outlet structure top grate size to 3'x4' in the analysis consistent with the latest outlet structure detail.
  - C. The revised analysis indicates new CB#8 will be a 5 ft. diameter catch basin. Please revise sheet 5 of the plan set to note the new catch basin size. In addition, we recommend a double grate be provided for this catch basin at this location.
8. The Applicant's proposed drainage design includes a new catch basin and drain piping to be constructed in the Pillsbury Road right of way with a connection to the Town's existing drain system. In addition, the proposed improvements will also impact the Town's existing sidewalk along Pillsbury Road. We note the project is located along a significant portion of Pillsbury Road. We recommend the Applicant discuss if additional off-site improvements to Pillsbury Road will be necessary under this application with the Department of Public Works.
9. We recommend the Applicant address the following relative to the submitted traffic report:
- A. Trip Generation: Trips were generated using the Eighth Edition of the ITE trip generation manual and ITE Land Use Code 560 – church. However, it is unclear how the number of trips (126 total, 63 enter, 63 exit) for the Sunday Peak Hour of the Generator (Church, 11,165 SF) were determined. Using the average from the above reference (11.76 trips/1,000 SF), the total number of trips during the Sunday peak hour is 131 trips (66 entering and 65 exiting). The Applicant should clarify this discrepancy.
  - B. Trip Distribution: The figure showing the Sunday Peak Hour indicates there are zero (0) trips entering the site drive. However, other intersections show trips going to the site and the trip generation shows that 93 trips enter the site during this period. The Applicant should clarify this discrepancy. Please update the traffic report as necessary and provide a complete traffic report for the Planning Department's file.

10. We recommend the Applicant verify the DRC comments as applicable:
  - A. Please verify the DRC comments of the Planning Division are adequately addressed with the Division.

**Board Action Items:**

1. The Applicant is requesting a conditional use permit for a deviation in the number of parking spaces required under Section 3.10.10 that is allowed under Section 3.10.11 of the Zoning Ordinance as noted in the letter dated August 16, 2012.
2. The Applicant is requesting a waiver to provide a full traffic study for the project under Section 3.14.c of the Site Plan Regulations as noted in the letter dated August 16, 2012.

GJF/ml

### STAFF RECOMMENDATION

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

Date: September 5, 2012

---

**Application:** Orchard Christian Fellowship, Map 6 Lot 18-2 – Application Acceptance and Public Hearing for formal review of a site plan application for a proposed church and associated site improvements at 136 Pillsbury Road, Zoned AR-1.

- Completeness: ***There are no outstanding checklist items; staff recommends the application be accepted as complete.***

- Board Action Required: **Motion to Accept Application as Complete.**

- Waivers: The applicant has requested one waiver to the site plan regulations:

1. The applicant has requested a waiver to Sections 3.14.a.1.iv of the Site Plan Regulations for a full traffic study. After review of previous proposals for religious facilities in Londonderry, and discussion with the Town's traffic consultant, staff supports **granting** the waiver because the short traffic study provides sufficient information to make an informed decision about the traffic impacts of the proposed use.

- Board Action Required: **Motion to Approve Applicant's Request for the Waiver Numbered 1 as outlined in the Applicant's Request Letter dated August 16, 2012 and Staff's Recommendation Memorandum, dated September 5, 2012.**

- Conditional Use Permit: The applicant is requesting a Conditional Use Permit to reduce the number of proposed parking spaces under this application. Staff recommends **granting** the Conditional Use Permit because the application meets the criteria as outlined in Section 3.10.11.2 of the Ordinance. In accordance with Section 3.10.11.2.1.1, the proposed parking plan is consistent with the intent of the ordinance to serve the needs of the religious facility use. In accordance with Section 3.10.11.2.1.2, the applicant has demonstrated that their needs are consistent with how the congregation utilizes their facilities. Because the classroom space will be used by members already occupying the sanctuary during services, and because the office use does not typically overlap with occupation of the sanctuary, the parking spaces provided appear to more than adequately meet the needs of the congregation. Although the applicant hasn't engineered the remaining 18 parking spaces, there is more than enough land to accommodate those spaces should a future need arise (Please see the memo from Northpoint Engineering, LLC, dated 7.11.2012).

- ***Board Action Required:* Motion to Grant Applicant's Request for a Conditional Use Permit as outlined in the Applicant's Request Letter dated August 16, 2012 and Staff's Recommendation Memorandum, dated September 5, 2012.**
- ***Recommendation:*** Based upon the information available to date the Staff recommends **CONDITIONAL APPROVAL** of this application with the NOTICE OF DECISION to read substantially as follows:
  - ***Board Action Required:* Motion to Conditionally Approve Applicant's proposed site plan to construct the first phase of new church and associated site improvements at 136 Pillsbury Road, Zoned AR-1, subject to all of the Precedent Conditions and General and Subsequent Conditions as outlined in Staff's Recommendations Memorandum dated September 5, 2012.**

"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 Stantec/Public Works & Engineering review memo dated September 5, 2012.
2. The Applicant shall provide the Owner's signature on the plans.
3. The Applicant shall note all waivers granted on the plan.
4. The Applicant shall note any Conditional Use Permits granted on the plan.
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 2.05.n of the regulations.
6. Outside consultant's fees shall be paid within 30 days of conditional site plan approval.
7. Financial guaranty if necessary.
8. 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. **No construction or site work for the amended 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.
2. The project must be built and executed exactly as specified in the approved application package unless modifications are approved by the Planning Division & Department of Public Works, or if staff deems applicable, the Planning Board.
3. 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.
4. 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.**
5. As built site plans must be submitted to the Public Works Department prior to the release of the applicant's financial guaranty.
6. All required Traffic, Police and Fire impact fees must be paid prior to the issuance of a Certificate of Occupancy.
7. 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.