

**LONDONDERRY, NH PLANNING BOARD**  
**MINUTES OF THE MEETING OF JUNE 8, 2016 AT THE MOOSE HILL**  
**COUNCIL CHAMBERS**

Members Present: Art Rugg, Chair; Rick Brideau, CNHA, Ex-Officio; Giovanni Verani, Ex-Officio; Jim Butler, Ex-Officio; Al Sypek; Ann Chiampa (alternate member); Ted Combes (alternate member)

Also Present:

Colleen Mailloux, Town Planner; John Vogl, GIS Manager/Comprehensive Planner; Laura Gandia, Associate Planner (TEMP); Jonathan Edwards, Consultant, ADG

Chairman Rugg called the meeting to order at 7:00 PM, and appointed alternate member, Ann Chiampa, to vote for Mary Soares, and alternate member, Ted Combes, to vote for Leitha Reilly. Chairman Rugg noted for the record that the concept design discussion for a subdivision and site plan for 7 Litchfield Road, Map 12 Lot 020, 14.00 acres, Zoned AR-I for a 22 unit elderly housing Development was withdrawn at the request of the applicant.

**ADMINISTRATIVE BOARD WORK**

A. APPROVAL OF MINUTES

Member A. Sypek made a motion to approve the minutes of June 1, 2016 as presented. R. Brideau seconded the motion. The motion was granted, 6-0-1. The Chair abstained.

B. REGIONAL IMPACT DETERMINATIONS

1. Site plan: Enterprise Drive (Map 15 Lot 62-1, Zone C-II)  
JBAJ Investment Properties, LLC (Owner & Applicant)
2. Site plan: 3 Symmes Drive (Map 15 Lot 61-1, Zone C-II)  
Reagan Trust (Owner) & Reliable Equipment, LLC  
(Applicant)

C. Mailloux gave a brief description of the above projects and recommended that the projects are not developments of regional impact, as they do not meet any of the regional impact criteria provided in the guidelines prepared by Southern NH Planning Commission (SNHPC).

**A. Sypek made a motion to accept Staff's determination that the two projects are not developments of regional impact.**

**J. Butler seconded the motion.**

**The motion was granted, 7-0-0. The Chair voted in the affirmative.**

## **C. DISCUSSIONS WITH TOWN STAFF**

1. Master Plan Implementation Advisory Committee (MPIC): J. Vogl reviewed the memo (attached) regarding the direction of the MPIC as well as the plan's emphasis of walkability and connectivity, and the desirability of bicycle/pedestrian projects and trails in Town. He offered suggested tasks to the Board.

**R. Brideau made a motion to accept a more detail charge for the MPIC as outlined in the 6/8/2016 memo to the Planning Board from John Vogl.**

**J. Butler seconded the motion.**

**The motion was granted, 7-0-0. The Chair voted in the affirmative.**

2. J. Vogl also introduced Kyle D'Urso, 13 Hazelnut Lane, Londonderry, NH to the Board who was seeking an appointment as an alternate member to the MPIC. Mr. D'Urso described his background in engineering and transportation.

**Member A. Sypek made a motion to appoint Kyle D'Urso as an alternate member to the MPIC.**

**T. Combes seconded the motion.**

**The motion was granted, 7-0-0. The Chair voted in the affirmative.**

## **OTHER BUSINESS**

A. Public Hearing – Proposed Zoning Ordinance Amendments and Proposed Site Plan Amendments related to Parking and Loading Standards

J. Vogl presented a review to the Board of its progress, and reiterated that the purpose was to move content from the Zoning Ordinance to the Site Plan Regulations which would provide greater flexibility to the Planning Board, and reduce regulatory impediments to economic development. He informed the Board that its suggested changes from previous meetings were incorporated, new graphics were inserted, minor grammatical and formatting changes were made, redundant uses were deleted, and a new NFPA reference was added. J. Vogl read into the record an e-mail received by Mike Speltz who had two concerns regarding the changes: (1) regarding the use of "shall" and "may" in section 3.08.c.2 for sidewalk requirements. M. Speltz felt that the current language may be viewed as giving the Planning Board discretion not to require sidewalks at all; and (2) the lack of reference to impervious surfaces. J. Vogl stated that Town Staff felt that these issues were adequately and properly addressed, and saw no need for further

amendments. Chairman Rugg and Town Staff appreciated the input from M. Speltz and considered his comments in their discussion. The Board decided not to make any further changes, and would keep M. Speltz' s comments in mind for future revisions.

J. Edwards pointed out for the Board one typographical error in the Zoning amendments. He noted that on Page 4, section **F. Parking standards for longer term parking lots (airport district)**, paragraph 1, a reference was made to Table XX. He stated "Table XX" should read "Table 1 of Section 3.09 of the Site Plan Regulations" and asked the Board to incorporate that change.

Member A. Chiampa and J. Vogl discussed the maximum grade of driveways. T. Combes stated he felt the changes were more advantageous to business owners.

Chairman Rugg asked for public input and there was none.

**Member A. Sypek made a motion to recommend to Town Council to adopt the Parking & Loading amendments as presented.**

**R. Brideau seconded the motion.**

The Board discussed that this motion incorporated the change suggested by J. Edwards.

**The motion was granted, 7-0-0. The Chair voted in the affirmative.**

**G. Verani made a motion to adopt the Site Plan Regulations amendments, as presented, to become effective upon Town Council adoption of the Zoning amendments.**

**T. Combes seconded the motion.**

**The motion was granted, 7-0-0. The Chair voted in the affirmative.**

B. Public Workshop – Staff recommendations for amendments to Site Plan Regulations to improve the approval process for small developments including updates to the Minor Site Plan, Administrative Review, Design Review, Storm Drain System, Traffic Impact Analysis, and Site Plan Application and Checklist sections

Town Planner C. Mailloux presented the Board with a packet to review for next month's meeting. She stated that the goals of this process were (1) to codify the Planning Board process (changes were made to the checklists); (2) to address changes in state law; and (3) to implement changes to increase the utilization of administrative review (which exempts certain applicants from the full site plan review process) where appropriate to allow more predictability with the hopes of solving the one size fits all dilemma. She stated that the Board's questions, comments and concerns would be addressed in July.

Chairman Rugg asked if there was any other business. T. Combes asked about the status of Woodmont. C. Mailloux stated that there have been meetings with Town Staff, and it is anticipated that design review plans will be presented at the end of June with the hopes of September Planning Board hearing.

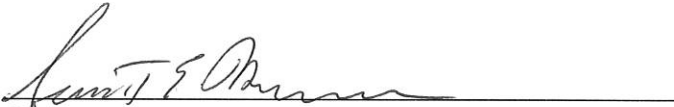
**ADJOURNMENT:**

**R. Brideau made a motion to adjourn the meeting at 7:45 p.m. Seconded by J. Butler. Motion was granted, 7-0-0. The Chair voted in the affirmative.**

The meeting adjourned at 7:45 PM.

These minutes were prepared by Associate Planner (TEMP) Laura Gandia.

Respectfully Submitted,



Scott Benson, Assistant Secretary

These minutes were accepted and approved on July 13, 2016 by a motion made by Al Sypek and seconded by RICK BRIDEAU 6-0-1.

**TO:** PLANNING BOARD  
**FROM:** JOHN VOGL  
**SUBJECT:** MASTER PLAN IMPLEMENTATION ADVISORY COMMITTEE  
**DATE:** JUNE 8, 2016

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During the last several meetings, the Planning Board acted to update the charter and mission of the Master Plan Implementation Advisory Committee. At this point, the Committee is in need of direction from the Planning Board as to how to direct their efforts. Given the Plan's emphasis on walkability and connectivity, and the seeming desirability of bicycle/pedestrian projects and trails in Londonderry, this is an appropriate subject matter for the Committee to review. The mission might be to identify local opportunities and/or challenges with implementing plan recommendations. This should be in addition to the core task of monitoring and reporting on overall Plan implementation. As such, specific tasks for the Committee might include:

1. Review and examine issues surrounding walkability and neighborhood connections;
2. Review and examine the complete streets programs with an analysis of the needs of the Town and identify possible funding sources.
3. Review tools and options for the expansion of sidewalks, trails or other neighborhood connections.
4. Continue the coordination of tracking implementation activities with a focus of trails, and an examination of opportunities that exist for the Town (possible funding sources, grant money); and