

1 **LONDONDERRY ADMINISTRATIVE REVIEW COMMITTEE**

2  
3 **MINUTES OF THE PUBLIC HEARING ON JUNE 17, 2015 IN THE ELWOOD**  
4 **CONFERENCE ROOM**

5  
6 ARC Members Present: Town Planner and Planning and Economic Development  
7 Department Manager Cynthia May, ASLA; Senior Building Inspector/Zoning  
8 Officer/Health Officer Richard Canuel; and Associate Planner Jaye Trottier

9  
10 Also Present: Earle Blatchford, Hayner/Swanson, Inc.

11  
12 C. May called the meeting to order at approximately 10:02 AM.

13  
14 C. May noted that Asst. Director of Public Works and ARC member John Trottier  
15 appointed Associate Planner J. Trottier to vote in his place as he was unable to  
16 attend the meeting.

17  
18 **Public Hearings**

19  
20 A. Rivierview, LLC (Owner and Applicant), Map 6, Lots 37 and 38 – Application  
21 Acceptance and Public Hearing for formal review of a minor site plan application  
22 to facilitate a change of use from office to office/retail at 6 and 8 Mohawk Drive,  
23 Zoned C-II.

24  
25 C. May stated there were no outstanding checklist items and Staff recommends  
26 application acceptance as complete.

27  
28 **J. Trottier made a motion to accept the application as complete per**  
29 **Staff's Recommendation Memo dated June 17, 2015. R. Canuel**  
30 **seconded the motion. No discussion. Vote on the motion: 3-0-0.** The  
31 application was accepted as complete.

32  
33 C. May stated that the Applicant was not requesting any waivers to the Site Plan  
34 Regulations.

35  
36 C. May explained that the building at 8 Mohawk Drive (Map 6 Lot 37) is intended  
37 to be part of a larger site plan involving adjacent Lot 38 (6 Mohawk Drive). That  
38 forthcoming plan will involve the construction of a wine bistro on Lot 38. The  
39 applicant is requesting that the first floor of the existing building on Lot 37 be  
40 changed from solely an office use to that of an office/retail use that will support  
41 the wine bistro use on Lot 38. C. May said Staff found the request to be very  
42 reasonable and that there would be no impacts, including any impacts related to  
43 traffic.

44  
45 C. May asked E. Blatchford if he had any additional comments. He had none.

46  
47 C. May asked for questions and comments from Committee members. There  
48 were none.

49

1 C. May noted that no members of the public were present to comment.  
2

3 **J. Trottier made a motion to grant final approval of the minor site plan**  
4 **for Riverview, LLC (Owner and Applicant), Map 6, Lots 37 and 38, to**  
5 **facilitate a change of use from office to office/retail at 6 and 8 Mohawk**  
6 **Drive, Zoned C-I, in accordance with the plans prepared by**  
7 **Hayner/Swanson, Inc., dated May 6, 2015, with the precedent**  
8 **conditions to be fulfilled within 120 days of the approval and prior to**  
9 **plan signature, and the general and subsequent conditions of approval**  
10 **to be fulfilled as noted in the Staff Recommendation Memo, dated June**  
11 **17, 2015. R. Canuel seconded the motion. No discussion. Vote on the**  
12 **motion: 3-0-0.**

13  
14 The minor site plan was granted final approval.  
15

16 **Other Business**

17  
18 A. Approval of April 29, 2015 ARC Minutes  
19

20 **C. May entertained a motion to approve the ARC minutes of April 29,**  
21 **2015 as written. R. Canuel so moved. J. Trottier seconded the motion.**  
22 **No discussion. Vote on the motion: 2-0-1** with C. May abstaining as she  
23 had not attended the April 29 meeting.  
24

25 **Adjournment:**

26  
27 **C. May made a motion to adjourn the meeting. J. Trottier seconded the**  
28 **motion. The motion was approved, 3-0-0.**  
29

30 The meeting adjourned at approximately 10:07 AM.  
31

32 Respectfully Submitted,  
33

34  
35 Jaye Trottier  
36 Associate Planner

**STAFF RECOMMENDATION**

**To:** Administrative Review Committee

**Date:** June 17, 2015

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

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**Application:** Riverview, LLC (Owner and Applicant), Map 6, Lots 37 and 38 – Application Acceptance and Public Hearing for formal review of a minor site plan application to facilitate a change of use from office to office/retail at 6 and 8 Mohawk Drive, Zoned C-I.

- Completeness: ***There are no outstanding checklist items. Staff recommends the application be accepted as complete.***
  - ARC Action Required: **Motion that the Administrative Review Committee Accept the Application as Complete per Staff's Recommendation memo dated June 17, 2015.**
  
- The Applicant is not requesting any waivers to the Site Plan Regulations:
  - Recommendation: Based upon the information available to date the Staff recommends **FINAL APPROVAL** of this application with the NOTICE OF DECISION to read substantially as follows:
    - ARC Action Required: **Motion to Grant Final Approval to the Minor Site Plan for Riverview, LLC (Owner and Applicant), Map 6, Lots 37 and 38, to facilitate a change of use from office to office/retail at 6 and 8 Mohawk Drive, Zoned C-I, in accordance with the plans prepared by Hayner/Swanson, Inc., dated May 6, 2015, 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 Recommendation Memo, dated June 17, 2015.**

"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 replace the Planning Board signature block with the format included under Section 4.03 of the Site Plan Regulations.

2. The Applicant shall indicate the zoning line between Lots 35-7 and 46C as the former is C-II and the latter is AR-I.
3. The Applicant shall provide the Owner's signature on the plans.
4. The Applicant shall provide a digital (electronic) copy of the complete final plan to the Town prior to plan signature by the Board in accordance with Section 2.05.n of the regulations.
5. Financial guaranty where necessary.
6. Final engineering review.

***PLEASE NOTE -*** If these conditions are not met within ***120 days*** to the day of the meeting at which the Administrative Review Committee grants approval, the Committee'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 site work is proposed for this change of use plan.**
2. 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.
3. It is the responsibility of the Applicant to obtain all 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.

**From:** [Cynthia May](#)  
**To:** [Jaye Trottier](#)  
**Subject:** RE: 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT  
**Date:** Wednesday, July 01, 2015 9:58:11 AM

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I approve

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**From:** Jaye Trottier  
**Sent:** Tuesday, June 30, 2015 8:34 AM  
**To:** Cynthia May  
**Subject:** RE: 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT

Hi Cynthia:

The extra space has been removed. If you can reply with your approval, I can print your email out for the record.

Thank you!

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

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**From:** Cynthia May  
**Sent:** Monday, June 22, 2015 11:37 AM  
**To:** Jaye Trottier; Richard Canuel  
**Cc:** John Trottier  
**Subject:** RE: 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT

Jaye, They look good to me. Maybe just take out the extra space within the actual motion. Otherwise I would be ready to approve.

Cynthia

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**From:** Jaye Trottier  
**Sent:** Friday, June 19, 2015 3:29 PM  
**To:** Cynthia May; Richard Canuel  
**Cc:** John Trottier  
**Subject:** 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT

Hi Cynthia and Richard:

Please let me know if you have any comments or changes to these ARC minutes.

If not, would you please reply with your vote on the approval of these minutes.

Thank you,

Jaye

Jaye A. Trottier  
Associate Planner  
Town of Londonderry  
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Londonderry, NH 03053  
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**From:** [Richard Canuel](#)  
**To:** [Jaye Trottier](#)  
**Subject:** RE: 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT  
**Date:** Monday, June 29, 2015 8:48:59 AM

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So approved!

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**From:** Jaye Trottier  
**Sent:** Friday, June 26, 2015 11:20 AM  
**To:** Richard Canuel  
**Subject:** RE: 06-17-15 ARC minutes (re 6 & 8 Mohawk Change of Use)- DRAFT

Hi Richard:

Are you good with these ARC minutes? When you get a chance, if you could reply with your vote on whether to approve, I'd appreciate it.

Thanks!

Jaye

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I approve as well.

Jaye A. Trottier  
Associate Planner  
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