

HOLLIS PLANNING BOARD MINUTES

February 20th, 2018

“Final”

PLANNING BOARD MEMBERS PRESENT: Cathy Hoffman – Chairman, Doug Cleveland – Vice Chairman, Rick Hardy, Bill Moseley, Brian Stelmack, and David Petry, Ex-Officio for Selectmen; Alternates; Ben Ming and Jeff Peters

ABSENT: Chet Rogers and Alternate: Dan Turcott

STAFF PRESENT: Mark Fougere, Town Planner; Wendy Trimble, Assistant Planner

1. CALL TO ORDER:

C. Hoffman, Chairman called the meeting to order at 7pm. B. Ming was appointed to vote on behalf of C. Rogers.

2. APPROVAL OF PLANNING BOARD MINUTES:

B. Moseley made a motion to approve Planning Board Minutes January 20th 2018 as presented. D. Cleveland seconded. B. Stelmack and B. Ming abstained. All in favor none opposed.

3. DISCUSSION AND STAFF BRIEFING:

- a. Agenda additions and deletions – none
- b. Committee Reports – none
- c. Staff Report – none
- d. Regional Impact – none

4. Signature of Plan:

PB2017-023 – Lot line relocation between two adjoining properties, Applicant/Owner: Richard D. Sullivan, Jr. & Becky L. Sullivan Rev Trust & Raisanen Homes Elite, LLC. Map 41 Lot 26 & 28, Silver Lake Road, Zoned R&A.

B. Moseley made a motion to authorize the Chairman to sign plan PB2017-023. D. Cleveland seconded. All in favor none opposed.

PB2017-020 – Minor subdivision of an existing 11.6 acre lot into two lots, 19 Flagg Road, Applicant/owner Richard J. & Mary Snell, Map 7 Lot 45, Zoned R&A.

B. Moseley made a motion to authorize the Chairman to sign plan PB2017-020. D. Cleveland seconded. All in favor none opposed.

- ### 5. File PB2017-024 – Major site plan review for changes to approved storage buildings and the change of use of an existing dwelling to an Office and site manager apartment, the removal of an existing single family home and replacing it with an outdoor storage area and truck rental, 250 – 260 Proctor Hill Road, Applicant Hollis Self Storage, LLC (C/O Paul George), Map 11 Lot 24 & 25, Zoned IN Industrial. AA Jan. 16., Tabled

M. Fougere explained this application was in front of the board in December and had been tabled to do some amendments. He reminded the board this site plan outlines a number of changes to the approved self-storage site plan approved by the Planning Board in 2016. Few changes are proposed to the storage unit area except that the two existing driveways serving the site will be gated and a new main access point developed on the adjoining property. In addition, the applicant has proposed a flatter roof design than originally shown; an outline and pictures of the proposed changes are attached.

Adjoining the subject site is a 3.27 acre property that will become a part of this project. The existing single family home located at the front of the site will become an office and a manager's apartment. In addition, six parking spaces will be constructed along with nine parking spaces for truck rental. All access to the property will enter through this area. In the rear of the site, an existing single family home will be removed and an outside storage area (28,900 sq. ft.) will be constructed. They have made a number of changes to the plan to address the boards concerns from the last meeting. These include paving the rear storage area, installing some proper drainage and oil water separator, and this has been reviewed by our Town Engineer Dennis LaBombard. A row of five foot tall evergreens will be installed to buffer this area from the roadway. This storage area will be over 200 feet from Proctor Hill Road (Rt. 130). A new storm water area has been proposed to accommodate this revised site disturbance. A number of notes have been added to the plan, including the addition of having a spill kit on site, that no tractor trailer trucks, semi-trailers or construction equipment on site.

The previously approved landscaping plan will be followed for this project. Additional plantings are proposed on the site. This is still be reviewed by our consultant and he will liaise with their Landscape architect on outstanding issues. He also attached a contract to the packets to allow the board to see the depth of detail within this contract that restricts thing like, large quantities of fuel, nothing can be stored in the vehicle, no fixing of cars, and no hazardous materials can be stored on site.

C. Brannon Fieldstone Land Consultants approached the podium. He stated that at the January 16th meeting the board had some significant concerns that they wanted some additional design details added to the plan. Following on from M. Fougere's report he wanted to add a few others. The back storage area has been regraded to make it self contained. They have routed the run off into a water quality unit. They sized the structure appropriately and designed the appropriate outfall and ultimately the stormwater will end up in the stormwater management area, the infiltration basin at the rear of the property. A number of notes has also been added to the plan to address other concerns. The Knox box have been labelled at the gate locations and a note will also be added to the plan. The contract covers a lot a detail and is very stringent. The site plan is showing some of the landscape changes as requested by D. Gagne, however the landscape plans still need to be amended and will be done shortly. The applicant would like to stick with the pine and not plant the arborvitaes' as the deer like these too much. They are happy to work with D. Gagne on this changes. Notes regarding the three year bond and maintenance need to be added to the plans also. They are proposing to water the landscape plants manually, and as there the office will be manned full time there will be someone there to do it. There will be a note on the plans outlining the water schedule. They have no objections to any of staff recommendations.

R. Hardy referred to point 4 of Doug Gagne's letter dated January 24th. He asked about the note that was going to put on the plan to say the amount of water to be used and the frequency of the watering, C. Brannon confirmed that the Landscape architect would address this concern by stipulating on the plan that he recommends the plants are watered at certain frequency and the amount of water.

B. Moseley asked if the porous pavement had any maintenance associated with it. C. Brannon confirmed that the maintenance for this is outlined in the storm water management report that was approved and is part of this application.

J. Peters asked about the three driveways. C. Brannon explained that they are existing curb cuts and the frontage will be manicured. Two of them will be maintained but will only be used for emergency access.

R. Hardy asked about the impervious pavement at the vehicle storage area, and if there was an oil separator box as part of the filtration system. Any filters to be maintained. C. Brannon said there would be no filters to be changed.

D. LaBombard approached the podium and stated he had done two reviews. Letters were submitted on January 26th and February 1st. He confirmed they have paved the storage area, graded it so that it flows to a water quality tank, and this tank will collect oil and will need some maintenance as stated in the storm water management report. They have covered all his requests.

D. Cleveland made a motion to approve PB2017-024 with the conditions as previously listed in the staff report. B. Stelmack seconded. All in favor none opposed.

6. File PB2018-01 – Minor site plan amendment for a change of use from a bank to a bakery/café and enclose former drive-thru area, 9 Market Place, Applicant: Michael Buckley Owner Buckley-Hollis, LLC, Map 52 Lot 39-09, Zoned Agriculture-Business. Application Acceptance & Public Hearing.

M. Fougere explained the minor site plan amendment involves a change of use from a former bank to a bakery café located in The Market Square retail center. The Building will be renovated, along with closing in the adjoining former drive-thru area. There will be 45 seats in the building, along with a proposed seasonal outdoor seating area for 20 people. Hours of operation will be from 7am to 8pm, seven days a week. Significant parking presently exists to serve the establishment. A detail septic analysis has been undertaken and has shown that the existing system is adequate to handle the proposed use. The site does lie within the Historic District and any exterior changes and signage will have to be approved by HDC.

B. Moseley made a motion to accept application PB2018-01. R. Hardy seconded. All in favor none opposed.

M. Buckley approached the podium and explained the building was most currently used as a bank operated by Bank of America will be renovated for use as a bakery café, operated by Buckley's Bakery and Café. The concept is counter service of breakfast pastries, sandwiches, soups, salads, hot entrees, pastries, cakes and coffee, smoothies, beer and wine the menu will be similar to the current bakery and café in Merrimack. Hours of operation will be seven days a week from 7am to 8pm. He had submitted a letter to the planning board also. Renovations will be predominately to the interior of the space to function as a bakery café with approximately 45 seats. The renovations to the exterior will include

- 145 • Conversion of the drive thru area to be enclosed as a kitchen area, with no changes
- 146 to the roof line
- 147 • Addition of exterior walk-in cooler storage with a façade to match the siding.
- 148 Accessed from interior.
- 149 • An outdoor patio to the front (west) seating approximately 20

150 There is 139 parking spaces in the lot adjacent to the subject property. Lighting will consist

151 of two lantern style posts and low voltage landscape lighting. Signage will be consistent

152 with the condo association bylaws and town and historical regulations.

153

154 J. Peters asked if it will be just dine in. M. Buckley stated that no it is also takeout. B.

155 Stelmack asked if the vaulted ceiling allowed for a second floor level. M. Buckley explained

156 that they are not going to do that however there is a section at the back eaves, previously

157 used for back offices, with some additional engineering changes they are going to make it

158 into paper storage.

159

160 B. Moseley asked if he would sell beer and wine. M. Buckley stated he had checked with the

161 State and Hollis is not a dry town, so yes he will be applying for a license to sell alcohol. B.

162 Moseley asked if there would be an administration office within the building. M. Buckley

163 said no, the office will remain central in Nashua. The new floor plan shown tonight is quite

164 a bit different from the first floor plan, but they are still working on flow which is important

165 to the business, to try to avoid people talking from blocking the flow of ordering food and

166 coffee. D. Cleveland asked if he had a schedule for possible opening. M. Buckley suggested

167 maybe September. B. Stelmack asked if the trees would remain. He suggested that he may

168 ask for advice from an arborist as they are quite big and will only get bigger. Maybe they

169 can be trimmed.

170

171 C. Hoffman opened the public hearing. No one wished to speak so the public hearing was

172 closed.

173

174 R. Hardy made a motion to approve application PB2018-01 with conditions as listed in the

175 staff report. B. Moseley seconded. All in favor none opposed.

176

177 **7. File PB2018-002 – Lot line relocation and subdivision plan (one lot) to existing**

178 **properties, Brown Lane, Love Lane, Orchard Road, Proctor Hill Road and Ridge Road;**

179 **Applicants: Beaver Brook Associates, Paul/Janet Fimbel Rev. Trust, Post Family Trust,**

180 **Map 12-7, 17-34 & 35, Zoned R&A, TC, A&B and RL. **Application Acceptance &****

181 **Public Hearing.**

182

183 M. Fougere explained this project involves two existing lots, a 48.4 acre parcel that fronts

184 on both Proctor Hill Road and Love Lane (presently occupied by one single family home)

185 and an existing 1 acre lot of record (occupied by a home) with no legal frontage. The plan

186 will create a 5.2 acre back lot (frontage on Love Lane) for the existing single family home,

187 Lot 17-34. Twenty eight acres of property will be deeded to the adjoining property owner

188 Beaver Brook. A new 14.3 acre lot will be created that will have frontage on both Love Lane

189 and Proctor Hill Road. A common driveway access easement will be provided to lots 17-34

190 & 17-34-1. Existing Lot 17035 will increase in size from 1 acre to 1.95 acres and will be

191 provided with 19.4 feet of frontage on Love Lane. The present access to this lot will not

192 change. Two waivers have been requested. One waiver has been submitted from the Hollis

193 Subdivision Regulations Section IV2, Design Requirements, A. to the provision that states

“Where new lots and lot lines are created, resulting lot shapes shall be reasonable and compact.” The existing lot fronting on Love Lane currently has a number of odd angles associated with it. The second waiver is from the Hollis Subdivision Regulation Section IV.7H2d that requires a waiver be granted to access three or more Lots with a common driveway, to allow Lots 17-34, 17-34-1 & 17-35 to take access from a Common Driveway Easement with crosses lot 18-2.

B. Moseley made a motion to accept application PB2017-02. D. Cleveland seconded. All in favor none opposed.

R. Haight, Meridian Land Services, representing the applicant tonight. He explained the subdivision to the board and had a plan with colored lines to help them see the divide. All the lots have irregular shapes and one lot is land locked. A common driveway document has been submitted tonight to address the common driveways and the responsibility of the driveway will be between lots 17-34, 17-34-1 and 17-35. R. Hardy asked R. Haight to explain these driveways. Is there two separate driveways or one? There is one point to start with on Love Lane and they divide off as you move along the driveway. R. Hardy was concern that we may be needed to ask for a kiosk/emergency signage for 911 purposes at the entrance/beginning of this common driveway. M. Fougere explained this would be needed at building permit stage. B. Moseley asked how long the drive was to lot 17-34, Randy measured it was approximately 800 feet long. R. Haight then explained the land that was going to be added to the 356 acres of Beaver Brook land.

C. Hoffman opened the public hearing.

James Chilton, 34 & 40 Proctor Hill Road. He asked if there was intention to access lot 17-34-1 through what is called Orchard Road on the plan. R. Haight said that access is already there, it is not new, however there was nothing proposed on this plan for this application, but later on in the future if there were other plans that might be a consideration.

Keith Rodwell, 143 Proctor Hill Road. He wanted to see where his property was on the plan in relation to the subdivision and had no further questions.

C. Hoffman closed the public hearing as there was no others to speak.

R. Haight confirmed that the owner of lot 18-2, Dorothy Hackett has been notified of this application and will be part of the easement document.

R. Hardy made a motion to approve application PB2018-02 with conditions as stated in the staff report and approval of waiver requests Hollis Subdivision Regulations Section IV.2A and Section IV.7H2d. B. Stelmack seconded. All in favor none opposed.

Other Business

Final draft Master Plan Transportation Chapter

Stephen Meno, NRPC approached the podium. The Planning Board have been reviewing this chapter for a number of meetings. Doug Cleveland had read the chapter in detail and

each of his questions and concerns were listed and tonight each one was addressed. The highway safety committee will be meeting later in the week also, so may have a few changes.

Wild and Scenic Project

Al Futterman, Programs Director from National Rivers Watershed Association (N.R.W.A) to discuss Wild and Scenic Project with Hollis Planning Board. LeeAnn Wolfe, 3 Taylors Way and from Conservation Commission was at the meeting with him. He explained that a Wild and Scenic River Study is congressionally authorized Study to determine whether a river segment is eligible and suitable for designation. Based on 1968 Wild & Scenic Rivers Act to protect and restore the nation's best rivers. Presently there are 200+ rivers designated. Seven are in New England. A Study Committee conducts this study with much public input and takes around 3 years to finish. Primarily they develop a River Stewardship Plan to protect and restore the outstanding resources of these rivers. There are three parts of the rivers being considered. River section one is Nashua River Mainstem: from the Confluence of the North and South Nashua Rivers in Lancaster to state line at Pepperell/Dunstable. River section two is Squannacook River: from the headwaters in Townsend to it confluence with Nashua River Mainstem in Shirley/Ayer. And River section 3 (why they are presenting tonight) Nissitissit River: from state line to it confluence with Nashua River Mainstem in Pepperell with upper reach from Lake Potanipo in Brookline, NH to MA state-line informally participating. For the eligibility they had to have outstandingly remarkable resource values. They have three; biodiversity, recreational and scenic, and historical and cultural. This study is valuable as it is an opportunity for towns along these rivers to work together to protect their shared regional resources. It also provides towns with structure, expertise and funding to identify needs, set goals and implement the Stewardship Plan to maintain and protect these rivers. It is an entirely voluntary and locally determined process. He explained what the wild and scenic designation achieves including the prohibition of new federally licensed dams and harmful diversions. The study and designation does not lead to federal acquisition, establish a federal park or put land under federal control, force any changes in the local process of land use decision making nor change any existing land uses. It also has no effect on existing dams, no effect on hunting and fishing laws, and no restricted river access and does not require public access to private land. The outreach and outstanding remarkable resource values subcommittee are reaching out to gather relevant information, the draft stewardship plan will be publically shared, it will be on the town's meeting agenda, and it will be at the formal town spring 2018 Annual Meeting for town's determination.

Joe Arruba, 28 Winchester Drive approached the podium. He wanted to point out to the board a few things regarding the Wild and Scenic Act. He feels it gives the Federal government a lot of sway with what happens on that river. Section 6 para 3 allows the Federal government to condemn land so designated if it does not agree with the Town's existing zoning ordinance. Also section 8 and section 9. The impact of the river in Hollis is approximately 2 miles long, and Al Futterman added that Partnership Wild and Scenic there is no change on existing land use and no Federal Condemnation. He also asked if the Siergiewicz plans had been before the Planning Board or not, D. Petry stated it had not.

OTHER BUSINESS

Non-public: RSA 91-A3 II c

D. Cleveland made a motion for the Planning Board to enter into Non-Public session in accordance with RSA 91-A3II c Reputation. B. Moseley seconded. Voting in favor of the motion were D. Petry, J. Peters, C. Hoffman, R. Hardy, B. Stelmack, B. Ming. No one opposed. The motion passed 8-0.

The board entered non-public at 8:55 PM.

D. Cleveland made a motion for the Planning Board to come out of Non-Public session in accordance with RSA 91-A3II c Reputation. B. Moseley seconded. Voting in favor of the motion were D. Petry, J. Peters, C. Hoffman, R. Hardy, B. Stelmack, B. Ming. No one opposed the motion passed 8-0.

D. Cleveland made a motion for the Planning Board to seal the minutes of the Non-Public session in accordance with RSA 91-A3II c Reputation. B. Moseley seconded. Voting in favor of the motion were D. Petry, J. Peters, C. Hoffman, R. Hardy, B. Stelmack, B. Ming. No one was opposed the motion passed 8-0.

R. Hardy made a motion for staff to draft a letter to the applicant reminding them of their obligations to the conditions of their application and stating if they identify that they wish to do anything different then they will need to come before the Planning Board. D. Cleveland seconded. All in favor none opposed.

R. Hardy made a motion for staff to draft a letter demonstrating no further action will be taken at this time and the general policy is to have the Town's Enforcement Officer look at all complaints. D. Cleveland seconded. All in favor none opposed.

R. Hardy made a non-debatable motion to adjourn. D. Cleveland seconded. All in favor none opposed.

The meeting was adjourned at 9:15 PM

Respectively submitted by,

Wendy Trimble
Assistant Planner
Town of Hollis, NH