

TOWN OF JAFFREY, NH
PLANNING BOARD
Zoom Meeting Minutes
July 14, 2020

The Right to Know Checklist was read into the record by Interim Chair Meyers. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Present via Zoom: Interim Chair Meyers, Members Merrell, Sherman, Belletete, Dupuis

Roll Call: Amy Meyers, Ed Merrell, Keith Dupuis, Jack Belletete, Robert Sherman

Absent: Shirley Despres, Laurel McKenzie

Staff via Zoom: JoAnne Carr, Director of Planning and Economic Development, David Chamberlain

Others via Zoom: Michael Ploof, Bud Taylor, Chuck Simpson, Corwin Muhonen, Ashley Saari, Kirk Stenersen, Charlie Koch, Margaret Dillon, Leah Dupuis

CALL TO ORDER – Interim Chair Meyers called the public hearing to order at 6:02 pm.

PRELIMINARY CONCEPTUAL - None

MEETING MINUTES APPROVAL

On a **motion** by Belletete, seconded by Merrell the minutes of March 11, 2020 were approved as presented. (3-0-2) JB/EM/RS

On a **motion** by Merrell, seconded by Sherman the minutes of June 9, 2020 were approved as presented. (4-0-1) AM/EM/JB/RS

On a **motion** by Belletete, seconded by Sherman the minutes of June 15, 2020 site walk were approved as presented. (3-0-2) JB/AM/RS

PUBLIC HEARING – ACCEPTANCE

PB 20-11 Charles Simpson, Owner, Fieldstone Land Consultants, Agent
4-6 Pine St, Map 244 Lot 54 Zone: Res B with town water and sewer
Subdivision – applicant proposes a two-lot subdivision

Jo Anne Carr - after review of the application is was recommend that the applicant get a driveway permit for the new lot. DPW Highways & Facilities (DPW H&F) has some concerns with drainage.

On **motion** by Belletete, seconded by Merrell to accept the application as sufficiently complete. (5-0-0)

PB 20-08 Keith & Leah Dupuis, Owner (*Keith Dupuis recused himself*)
35 Sawtelle Rd, Map 228 Lots 3 & 227/13 Zone: Rural with town water
Subdivision – applicant proposes a technical subdivision

Jo Anne Carr - no issues from staff.

On **motion** by Belletete, seconded by Merrell to accept the application as sufficiently complete. (4-0-0)

PB 20-10 Apollo Steel, Owner, Fieldstone Land Consultants, Agent (*Keith Dupuis recused himself*)
35 Maria Dr, Map 255 Lot 8.2.1 Zone: Industrial with town water
Site Plan: applicant proposed to amend site plan approval for facility expansion

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Jo Anne Carr - this proposal is an amendment to an existing site plan. The Board recently visited the site of the neighboring property and notes that the stormwater management plan includes the Apollo property.

On a **motion** by Merrell, seconded by Belletete to accept the application as sufficiently complete. (4-0-0)

PB 20-09 North Pine, LLC, Owner, Kirk Stenersen, Agent
Plantation Dr, Map 243 Lot 24 Zone: Industrial with town water and sewer
Site Plan – applicant proposes a five-unit 7,200 SF commercial office/warehouse building with associated parking and drives.

Jo Anne Carr - the property lies within the wellhead protection area Mr. Stenersen has addressed staff concerns regarding stormwater. The application is substantially complete.

On a **motion** by Dupuis, seconded by Merrell to accept the application as substantially complete. (5-0-0)

PUBLIC HEARING – NEW

PB 20-11 Charles Simpson, Owner, Fieldstone Land Consultants, Agent
4-6 Pine St, Map 244 Lot 54 Zone: Res B with town water and sewer
Subdivision – applicant proposes a two-lot subdivision

Presentation - Michael Ploof, Fieldstone Land Consultants

This proposal is for a two-lot subdivision of lot 244/54 to create a new building lot. Once divided, the parent lot will have 7,417 SF remaining with 75' of frontage on Spruce St, the second lot would have 7,417 SF and have 75' frontage on Pine St. A variance was granted on May 11, 2017 granting a two-lot subdivision and the relocation of a non-conforming structure. The original variance has since expired. A new variance was granted on July 7, 2020.

The site is subject to a sewer and drainage easement granted to the ToJ in 1923 and another in 1929. They are proposing to realign the drainage easement through the site so the proposed development will not interfere with its course. There are some concerns with potential flooding in the new lot. The building has been sited on the high point of the lot, with an infiltration system and catch basin on the low side to address this. Member Belletete asked if DPW had seen the drainage plan. Ms. Carr stated the plans were submitted to DPW H&F and they were satisfied with the proposal. Member Dupuis asked does the structure have a basement. Mr. Ploof responded that would be decided when the lot is sold and building plans are submitted. Mr. Ploof provided more details of the drainage plan. Member Merrell asked where is the collection point runs into the Town storm sewer system. Mr. Ploof responded the outflow runs into the 6" pvc pipe.

A letter of opposition was submitted by abutters Robert and Lori Nettle. They are concerned that the area would be too crowded with the addition of another home. Ms. Carr received a phone call from the Baird family who indicated support for the project.

Bud Taylor asked if the ZBA set any conditions for the removal of the existing foundation that would straddle the two lots once divided. Mr. Ploof responded no, however Mr. Simpson does intend to remove it. Mr. Simpson added there is a large parking area on the Pine St. side that he would like to convert into lawn area. Ms. Carr asked if the variance request spoke to the existing foundation. Mr. Ploof answered no. The setbacks approved were for the proposed house, 12' side setback and 30' front setback.

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Chairman Meyers closed the public hearing

PB 20-08 Keith & Leah Dupuis, Owner
35 Sawtelle Rd, Map 228 Lots 3 & 227/13 Zone: Rural with town water
Subdivision – applicant proposes a technical subdivision

Presentation – Keith Dupuis

The proposal is a lot line adjustment resulting in keeping all the structures on the same parcel as the house. The lot line would be moved to the edge of the Eversource ROW.

Chairman Meyers closed the public hearing

PB 20-10 Apollo Steel, Owner, Fieldstone Land Consultants, Agent
35 Maria Dr, Map 255 Lot 8.2.1 Zone: Industrial with town water
Site Plan: applicant proposed to amend site plan approval for facility expansion

Presentation - Michel Ploof, Fieldstone Land Consultants

The purpose of this proposal is to amend an existing site plan for facility expansion. Plans include a 50' x 60' addition to the truck garage for inside vehicle parking and two additions, one 100' x 120' and 14' x 20' to allow inside parking for trailers and additional machinery. Site grading will remain the same. This expansion does not impact any neighboring properties. Staff comments have all been addressed. This expansion will increase efficiency and workflow.

Chairman Meyers closed the public hearing

PB 20-09 North Pine, LLC, Owner, Kirk Stenersen, Agent
Plantation Dr, Map 243 Lot 24 Zone: Industrial with town water and sewer
Site Plan – applicant proposes a five-unit 7,200 SF commercial office/warehouse building with associated parking and drives.

Presentation - Kirk Stenersen, Higher Design

The subject parcel is 3.98 ac with 200 ft of frontage on Plantation Dr. in the industrial park located across the street from Teleflex and falls within the wellhead protection area. This proposal is for the construction of a 7,200 SF commercial building with five tenant spaces. The building would be connected to Town water and sewer. MPC Construction, currently in New Ipswich would relocate to Jaffrey occupying a 2,400 SF space. Four additional 1,200 SF spaces would be leased. These spaces would be ideal for contractors who need office and warehouse space.

Parking would be located in front of building, visitors can enter/exit by either entrance, trucks will enter on the eastern side, exit west. A loading dock is not required however, there is space at the rear of the building for off-loading. ~~All exterior lighting is downcast, with no plans for parking lot light poles.~~

The area of disturbance is 78,000 SF therefore an AOT is not required. Stormwater runoff from the site and the roof runoff will be directed towards an infiltration/detention basin at the back of the building. The proposal includes open drainage with swales. Overall peak rate of runoff is lower post-development. Member Belletete asked will the parking lot be paved. Mr. Stenersen responded the front and sides will be paved the back is gravel surface. Drainage calcs were done as if the entire area was paved.

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Ms. Carr asked does the driveway on the corner meet the line-of-site regs and is it too close to the corner. Mr. Stenersen responded it's a corner in the road, not an intersection. There is good line of site.

Mr. Stenersen familiarized the Board with the building and landscaping plans.

Mr. Stenersen stated there are no plans for storage of hazardous materials on site. Ms. Carr suggests calling out in the decision items relating to wellhead protection area compliance including; no outdoor storage of hazardous materials, and a having a source water protection plan (SWPP) on site. Mr. Dupuis asked for clarification of outside storage. Ms. Carr responded hazardous materials are anything that could leach into the groundwater. Member Belletete asked does that include vehicles. Ms. Carr answered if they are on pavement/impervious surface it is not as much of a concern as it would be captured and contained. Chief Chamberlain added it would be acceptable if items are stored within a containment system. Bud Taylor asked do we require bonding in case owner abandons the property. Ms. Carr responded the Board could consider this, however this is a fairly small impact. A maintenance plan was submitted with the stormwater management plan. In addition, the Town conducts sanitary inspections of operations within the wellhead protection area.

Chairman Meyers closed the public hearing

DECISIONS

PB 20-08 Keith & Leah Dupuis, Owner
35 Sawtelle Rd, Map 228 Lots 3 & 227/13 Zone: Rural with town water
Subdivision – applicant proposes a technical subdivision

On a **motion** by Belletete, seconded by Merrell the application for a technical subdivision was approved as presented per testimony given. (4-0-1) EM/RS/JB/AM

PB 20-09 North Pine, LLC, Owner, Kirk Stenersen, Agent
Plantation Dr, Map 243 Lot 24 Zone: Industrial with town water and sewer
Site Plan – applicant proposes a five-unit 7,200 SF commercial office/warehouse building with associated parking and drives.

On a **motion** made by Sherman, seconded by Merrell the application for a five-unit 7,200 SF commercial office/warehouse building with associated parking and drives was approved as presented per testimony given subject to the following conditions. (5-0-0) KD/EM/RS/JB/AM

Condition of Approval:

1. Any outdoor storage of hazardous materials will be subject to a source water protection plan.

Condition Precedent:

1. Any changes required by the DPW Highways & Facilities relating to the driveway location may be implemented without further site plan review.

PB 20-10 Apollo Steel, Owner, Fieldstone Land Consultants, Agent
35 Maria Dr, Map 255 Lot 8.2.1 Zone: Industrial with town water
Site Plan: applicant proposed to amend site plan approval for facility expansion

On a **motion** by Belletete, seconded by Merrell the application to amended the site plan for facility expansion was approved as presented per testimony given. (4-0-1) EM/RS/JB/AM

PB 20-11 Charles Simpson, Owner, Fieldstone Land Consultants, Agent
4-6 Pine St, Map 244 Lot 54 Zone: Res B with town water and sewer

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Subdivision – applicant proposes a two-lot subdivision

On a **motion** by Dupuis, seconded by Merrell to the application for a two-lot subdivision was approved as presented per testimony given, subject to the following condition. (5-0-0) KD/EM/RS/JB/AM

Condition Precedent

1. The existing foundation shall be removed prior to final approval of the subdivision.

OTHER BUSINESS

- Robert Sherman has submitted his letter of resignation effective today. Thank you, Bob, for your many years of service.
- Consideration of alternates – In order of interest were Margaret Dillon, John Peard, Cody Gordon & Bud Taylor. Recommendations will be sent to the Board of Selectman to appoint Margaret to fill Robert's seat and Bud as an alternate.
- A discussion of the format for future Planning Board meetings was held, hybrid vs. zoom.


ZONING BOARD DECISIONS

- ZBA 20-09 Ed & Stephanie Duval, Owner – denied
- ZBA 20-10 David & Alisa Nash, Owner – denied
- ZBA 20-11 Nathan & Deana Flowers, Owner – approved with conditions
- ZBA 20-12 Charles Simpson, Owner, James Callahan, Agent - approved

ADJOURNMENT

The meeting adjourned at 8:07 pm

Submitted:


Rebecca Newton
Recording Secretary

Attest:


Amy Meyers
Jaffrey Planning Board Chair