

TOWN OF JAFFREY, NH
PLANNING BOARD
Meeting Minutes
October 8, 2019

Present: Chairman Gordon, Members McKenzie, Merrell, Meyers, Sherman

Absent: Member Despres and Selectmen's Representative Belletete

Staff: JoAnne Carr, Director of Planning and Economic Development

CALL TO ORDER – Chairman Gordon called the public hearing to order at 6:59 pm.

PRELIMINARY CONCEPTUAL - none

MEETING MINUTES APPROVAL

On a motion by Sherman, seconded by Merrell the minutes of September 10, 2019 were approved as presented. (5-0-0)

PUBLIC HEARING – ACCEPTANCE

1. PB 19-13, Hillson Contractors, Inc., Owner, Fieldstone Land Consultants, Agent
52 Fitzgerald Dr., Map 244 / Lot 30 Zone: Industrial (with town water & sewer)
Site Plan – Amended site plan to construct two 6,600 SF self-storage facilities with associated paving and drainage improvements.

Ms. Carr notes conditions from the 2007 approval should remain in force. The project falls within the wellhead protection area, the applicant has agreed to a third-party review of the stormwater plan.

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

2. PB 19-16, John Peard Jr., Owner, Higher Design, Agent
10 Stratton Rd., Map 239 / Lot 220
Zone: General Business & Main Street Program Area (with town water & sewer)
Site Plan – Conversion of an existing dwelling into a mixed-use development.

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

3. PB 19-17, Crocker Professional Assoc., Owner, Matt & Heidi Thoin, Applicant
47 Main St., Map 238 / Lot 41 Zone: General Business A & Main Street Program Area (with town water & sewer)
Site Plan – Change of Use

Waiver requested from full boundary survey, checklist items 2-8, 10

Waiver requested for proposed changes to exterior of building, checklist items 1-6, 9-12

Ms. Carr suggests the owner secure a letter from DOT as the parcel accesses Rte. 124

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

PUBLIC HEARING – NEW

1. PB 19-13, Hillson Contractors, Inc., Owner, Fieldstone Land Consultants, Agent
52 Fitzgerald Dr., Map 244 / Lot 30 Zone: Industrial (with town water & sewer)

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Site Plan – Amended site plan to construct two 6,600 SF self-storage facilities with associated paving and drainage improvements.

Presentation: Nathan Chamberlain, Fieldstone Land Consultants

This is an existing industrial site located on Fitzgerald Dr. The applicant has received a variance to reduce the front setback from 100ft to 50ft. The proposal is to install two storage unit buildings at the south end of the lot, a total of 6,600 SF. No office, water or sewer in the buildings, electricity only. Lighting plan includes basic wall-mounted, downcast security lights.

Mr. Chamberlain gave an overview of the drainage, he reiterated that the drainage plans will be sent out for third-party review. The buildings will be sloped to allow runoff. Runoff from the parcel to the south flows into a shallow detention area, this area will be filled in. Mr. Chamberlain identified the leaching trenches on site which will capture runoff from pavement. A maintenance plan has been submitted with the application. Chairman Gordon asked if the net outflow will be the same, Mr. Chamberlain responded it will be reduced.

Questions arose regarding discharge of stormwater onto the parcel behind 52 Fitzgerald Dr., map 244 lot 27. This parcel is owned by the same owner as the subject property. This discharge could become an issue if this lot was sold. Member McKenzie asked if an easement should be recorded. Mr. Chamberlain stated that may be possible if the parcels are owned by separate LLCs.

Member Sherman asked about the location of snow storage. Mr. Chamberlain answered around the perimeter of the pavement. Member McKenzie notes snow storage is where the swales are. Mr. Chamberlain stated the swales are deep enough to store snow and function properly for drainage. The swales are oversized and have been designed to a 50-yr storm standard. Ms. Carr noted that the swales and infiltration to the north had not been maintained. Code requires infiltration and detention. Calculations should include runoff from the parcel to the south.

Ms. Carr asked the board to review DPW comments. This property is within the water supply protection district for the Turnpike Well, therefore it should have a pollution prevention plan for materials stored on site and include best management practices.

No abutters spoke for or against.

On a **motion** by McKenzie, seconded by Merrell to continue the hearing to the November meeting. (5-0-0)

Chairman Gordon continued the hearing to the November 12 Public Hearing

2. PB 19-16, John Peard Jr., Owner, Higher Design, Agent
10 Stratton Rd., Map 239 / Lot 220
Zone: General Business & Main Street Program Area (with town water & sewer)
Site Plan – Conversion of an existing dwelling into a mixed-use development.

Presentation: Kirk Stenersen, Higher Design

The objective is to redevelop the existing building, previously a 2-family residence, into a mixed-use building. The proposal is to convert the space into four 1-bedroom units with one apartment and an office space on the first floor, and three 1-bedroom units above. The owner requests the option of altering the design slightly if needed to have three 1-bedrom units and a larger office space only on the first floor. Frontage/access is on Stratton Rd. with a 20 ft. ROW at the back of the property off Union St.

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The ADA ramp has been relocated to the back of the building. An existing concrete pad will be removed to accommodate the ramp. Grading, landscaping, water and sewer will remain the same.

Chairman Gordon asked could the office space potentially be used as a restaurant, if so, it would require a change in use. Mr. Peard does not anticipate that usage, the intended use is office/professional space.

No abutters spoke for or against.

Chairman Gordon closed the Public Hearing

3. PB 19-17, Crocker Professional Assoc., Owner, Matt & Heidi Thoin, Applicant
47 Main St., Map 238 / Lot 41 Zone: General Business A & Main Street Program Area (with town water & sewer)
Site Plan – Change of Use

Presentation: Matthew Thoin, applicant

The applicant is proposing an interior-only renovation to convert the building located at 47 Main St into a mixed-use facility, with an office space for First Service Title and three apartments. The property does have sufficient parking for all proposed units, two 2-bedroom apartments and one 3-bedroom apartment.

Member McKenzie clarified there are no changes to exterior, grading and paving. Owners will need to meet life safety codes.

No abutters spoke for or against

Chairman Gordon closed the Public Hearing

4. PB 19-18 Jackson Keane
49 River St., Map 239 / Lot 240, Zone: General Business (with town water & sewer)
Compliance Hearing

Presentation: Jonathan Sistare, Attorney and Jack Keane, Owner

Jo Anne Carr stated the project was conditionally approved with a requirement that the applicant come back within a year for a compliance hearing. Code Enforcement visited the site and submitted the following letter:

I reviewed the current conditions of Keane's used car dealership located at 49 River Street that will be on the October 8 Planning Board agenda for a compliance hearing. As of today October 8, there are two vehicles on site that do not appear to be registered.

Site plan approval PB17-04 was for the use of the property for the sale of used cars and approved per testimony given. Testimony states "there would only be three (cars) and they would be garaged." Current site plan approval does not allow the storage of unregistered cars outside of the garage.

Mr. Keane addressed the issue of the two unregistered vehicles on site. The 1979 Cadillac belongs to him, and is not a dealer vehicle, and the Jeep Wrangler belongs to a friend. Both vehicles are in the designated residential parking area of the property. Chairman Gordon noted that the reason for this compliance hearing was due to improper storage of cars on site, not these two vehicles specifically.

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Mr. Sistare explained when Mr. Keane presented his original application, he was not familiar with the planning board process and did not realize that what he requested would be binding. He would like to amend his site plan to allow for outside display of vehicles on site. When he started the project, he did not own the property, he has since purchased it.

Ms. Carr stated for consideration today are the conditions of approval which are:

1. No change in exterior lighting
2. Floor drains to be sealed
3. Permanent sanitary facilities
4. Sign placement does not obstruct view of the roadway

Ms. Carr notes that it appears Mr. Keane has met the conditions of approval. However, a question remains as to how many unregistered vehicles are allowed on a residential property. Mr. Sistare responded State law allows one. Mr. Keane will remedy the situation.

On a **motion** by McKenzie, seconded by Gordon that the owner is found to be substantially in compliance. (5-0-0)

PUBLIC HEARING – CONTINUED - Chairman Gordon reopened the Public Hearing

1. PB 19-12, Kathleen VanDyke, Owner, Jed Paquin, Agent
65 Dublin Rd, Map 229 / Lot 8.9 Zone: Rural, Mountain Zone District (with town water)

Site Plan – Amended site plan to remove the proposed garage, retaining wall and pathways at the rear of the building and provision of a paved parking lot for 10 cars in its place

Presentation – Laura Dodge, Esquire

A letter was submitted on October 4 stating that Mrs. Van Dyke wishes to withdraw the application, PB 19-12, dated July 7, 2019, without prejudice. Her goal is to complete the development of the property consistent with the previously approved site plan, PB 06-02, requesting one change consisting of removal of the garages. All other site work to be completed by Oct. 2022 and consistent with the July 10, 2018 vesting decision (PB 18-05)

Ms. Carr clarified because the applicant withdrew the application, PB 19-12 without prejudice, the applicant retains the right to build the garages in the future as long as it does not exceed what was originally proposed.

Don MacIsaac asked will the slab and footings be there if the garages are not built. Chairman Gordon responded that area will be graded.

Chairman Gordon closed public hearing

PUBLIC HEARING – DECISIONS

2. PB 19-16, John Peard Jr., Owner, Higher Design, Agent
10 Stratton Rd., Map 239 / Lot 220
Zone: General Business & Main Street Program Area (with town water & sewer)
Site Plan – Conversion of an existing dwelling into a mixed-use development.

On a **motion** by Sherman, seconded by Merrell to approve the site plan application to create a mixed-use development as presented and per testimony given. (5-0-0)

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3. PB 19-17, Crocker Professional Assoc., Owner, Matt & Heidi Thoin, Applicant
47 Main St., Map 238 / Lot 41 Zone: General Business A & Main Street Program Area (with town water & sewer)
Site Plan – Change of Use

On a **motion** by Merrell seconded by Meyers to accept the waivers as requested in the application. (5-0-0)
On a **motion** by McKenzie, seconded by Sherman to approve the change of use application as presented and per testimony given. (5-0-0)

4. PB 19-18 Jackson Keane
49 River St., Map 239 / Lot 240, Zone: General Business (with town water & sewer)
Compliance Hearing

On a **motion** by McKenzie, seconded by Gordon that the owner is found to be substantially in compliance. (5-0-0)

PUBLIC HEARING CONTINUED - DECISIONS

1. PB 19-12, Kathleen VanDyke, Owner, Jed Paquin, Agent
65 Dublin Rd, Map 229 / Lot 8.9 Zone: Rural, Mountain Zone District (with town water)

Site Plan – Amended site plan to remove the proposed garage, retaining wall and pathways at the rear of the building and provision of a paved parking lot for 10 cars in its place

On a **motion** by McKenzie, seconded by Meyers to approve the amendment to the PB 06-02 approval with the removal of the proposed garages. All other site work to be completed by Oct. 2022 and consistent with the July 10, 2018 vesting decision (PB 18-05) as presented and per testimony given. (5-0-0)

OTHER BUSINESS

Zoning – Jo Anne Carr presented draft of zoning changes for review.

W.W. Cross Update – Jo Anne Carr presented a draft report of the visioning that took place over the summer. The primary recommendation was a technology center, the second most popular area of interest was a fitness center/sports complex/outdoor recreation. She is looking for feedback from the PB on the proposed ideas.

Member Meyers asked where does the money come from for these projects. Ms. Carr explained if the Town took possession of the property it would need to apply for a Brownfields grant. The estimated cost of clean-up is roughly \$500,000. The Town would pay 20% of that amount. The deadline for the Brownfields grant application is coming up in January.

SAU 47 - Laurel McKenzie the school district is holding a facilities mission workshop on Oct. 26 and is asking both Jaffrey and Rindge Planning Board members to attend. Tim Gordon will attend.

Email/Books – Let Jo Anne know if you would like separate Gmail account for Town business. Do members still need printed materials for each meeting. All documents are emailed to members in advance for review. Amy and Ed would still like a book, check with Shirley and Jack.

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Chairman Gordon – shared a letter of support for the roundabout project on behalf of the PB that had been mailed to the State. Ms. Carr noted that the consensus of the board throughout the process has been in support this project.

ZONING BOARD DECISIONS – No October meeting

ADJOURNMENT

The meeting adjourned at 7:55 pm

Submitted:



Rebecca Newton
Recording Secretary

Attest:



Tim Gordon
Chairman, Jaffrey Planning Board