

TOWN OF JAFFREY, NH
PLANNING BOARD
Meeting Minutes
September 14, 2022

Present: Margaret Dillon, Laurel McKenzie, Ed Merrell, Keith Dupuis, John Brouder (alt), Nathan Flowers (alt)
JB and NF *will vote*

Absent: Chairman Amy Meyers, John Peard, Jack Belletete, Peter Maki (alt) and Gary Arceci (alt)

Other: Thomas and Eleanor Hsu, Lauren Swett, Jeff Kevan, Jim Weidner, Don Lasell, Mike Shea, William Mitchell, Ron Labonte

Staff: JoAnne Carr, Dir. of Planning & Economic Development, Becky Newton, Recording Secretary

CALL TO ORDER – Vice-Chairman McKenzie called the public hearing to order at 5:59 pm.

MEETING MINUTES APPROVAL

On a **motion** by Dillon seconded by Dupuis the minutes for August 9, 2022 were approved as amended. (6-0-0)

PUBLIC HEARING CONTINUED

PB 22-05, MilliporeSigma, Owner – 11 Prescott Rd, Map 256 Lot 1.1
Zone: Industrial (with town water)

Amended Site Plan – the applicant proposes to amend an existing site plan for reconstruction of the western parking lot.

Keith Dupuis recused himself

Presentation: Lauren Swett, Woodard & Curran

Ms. Swett gave a brief summary of the project. Updated drawings have been submitted incorporating the changes suggested by third-party review. The plan is to reconfigure an existing parking lot to increase the number of parking spaces and address technical issues while staying within the existing footprint of the parking lot. New stormwater infrastructure will be installed as part of the project. Adjustments were made to the edge of the project area to ensure they are staying within the existing area. Comments regarding stormwater calculations, erosion control and stock pile area were clarified. The AOT is still in process and will be submitted to the Town when complete.

L McKenzie noted that the three-tiered parking lot is being regraded to a sloped parking lot with a raised walkway/speed table for pedestrian access and to slow traffic. J Carr added that the parking lot had received a variance for wetland setback encroachment in the 80s.

L McKenzie asked for more information on the proposed rain garden. Ms. Swett explained that there is a depressed area that will have vegetation with openings in the curbing that will permit drainage to enter the area allowing some infiltration. Additional drainage would flow to the catch basin then out to the stone trench. M Dillon asked what is the depth of the depression? Ms. Swett responded about 2 feet.

L McKenzie noted that the catch basin at the NW corner is slightly lower than the rain garden. Ms. Swett stated, that is an overflow catch basin. The catch basin at the south end of rain garden is at the same elevation as the one in the raingarden because of the slop in the parking lot. It sits behind a curb which makes up roughly 6” of the elevation of the rain garden.

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J Carr noted that that Comprehensive Environmental has reviewed and approved the drainage calculations submitted by Ms. Swett.

J Carr asked about the landscaping and screening on Turnpike and Prescott Road. Ms. Swett stated that they are attempting to restore some of what was previously approved. They will maintain the existing buffer on Turnpike Road and plant a series of red oak trees along Prescott Road.

Vice Chair McKenzie closed the public hearing.

PUBLIC HEARING ACCEPTANCE

PB 22-07, Belletetes, Inc., Owner, 47 & 51 Peterborough St, Map 238 Lot 283 & 284.1 Zone: General Business and Main Street Program area with town water

Site Plan and Lot Merger – the applicant proposes to remove an existing multi-family building and associated pavement to construct a new employee parking lot and merge lots 238 Lot 283 & 284.1.

On a **motion** by Dupuis, seconded by Brouder to accept waivers for parking setbacks and a vicinity sketch. (6-0-0)

On a **motion** by Dupuis, seconded by Brouder to accept the application as sufficiently complete. (6-0-0)

PB 22-08, Erkat, LLC, Owner, 5 Sawmill Dr, Map 257 Lot 12.3 Zone: Industrial with town water

Site Plan – the applicant proposes the conversion of interior space from cold storage to rental space and construction of a 470 sq ft walkway.

On **motion** by Flowers, seconded by Dillon to accept the waiver for requiring for an existing conditions survey. (6-0-0)

On a **motion** by Dillon, seconded by Brouder, to accept the application as sufficiently complete. (6-0-0)

PUBLIC HEARING – NEW

PB 22-07, Belletetes, Inc., Owner, 47 & 51 Peterborough St, Map 238 Lot 283 & 284.1 Zone: General Business and Main Street Program area with town water

Site Plan and Lot Merger – the applicant proposes to remove an existing multi-family building and associated pavement to construct a new employee parking lot and merge lots 238 Lot 283 & 284.1.

Presentation – Jeff Kevan, TFMoran

The applicant is proposing to remove an existing three-unit, multi-family structure on lot 238/283 in order to construct a 12-space employee parking lot for Belletetes. Lots 238/283 and 283/284.1 would be merged. The plan calls for a one-way traffic pattern entering the site from the existing driveway on Peterborough Street and exiting via Bourgeois Street. This change requires an amended curb cut, which is in process. A retaining wall with a guardrail above it is proposed along the Bourgeois Street side. There would be no significant impact to traffic.

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Currently there is a high point that sheets runoff towards Peterborough Street and Belletetes parking lot. There is no system nearby to tie into so the plan is to decrease the impervious surface slightly and reduce the runoff that goes towards Peterborough Street. Runoff would be collected and infiltrated.

The site would have two, 18-foot tall light poles, lights would be shielded and downcast. The landscaping plans shows arborvitae with day lilies that can withstand the snow load. Taller grasses would be planted to screen part of the retaining wall. Snow storage on the site is limited, therefore any significant snow would be collected and removed from the site.

J Brouder asked is there is an employee walkway between the two lots? Mr. Kevan stated that they will make a walkway for the employees to use that connects to the main Belletetes parcel.

Thomas Hsu asked what substance will be used for the retaining wall? J Kevan responded granite-look modular block.

K Dupuis requested that the arborvitae be set back some to maintain site distance when exiting Bourgeois Street.

J Carr asked what material will be used for the guardrail? Mr. Kevan responded the guardrail depicted is metal. It will sit on top of the retaining wall that runs along Bourgeois Street. M Dillon asked are there any alternatives to a metal guardrail? Mr. Kevan replied that the purpose of the guardrail is to keep vehicles from driving off the retaining wall. In his opinion, the metal guardrail is the best option.

J Kevan added the inspection and maintenance plan for the stormwater system will cover the both lots when merged. The report will be updated and reviewed prior to signature. Mike Shea submitted his merger application to be recorded.

Vice Chairman McKenzie closed the public hearing.

PB 22-08, Erkat, LLC, Owner, 5 Sawmill Dr, Map 257 Lot 12.3 Zone: Industrial with town water

Site Plan – the applicant proposes the conversion of interior space from cold storage to rental space and construction of a 470 sq ft walkway.

Presentation – Jim Weidner

The applicant is proposing the conversion of interior space from cold storage to rental space and the construction of a walkway. The plan is to enclose an existing, three-sided metal building to create commercial (contractor, electrician, etc.) rentals units. An interior pellet silo will be relocated outside. There are two possible layouts; either four, 14' x 60' units or two 14' x 60' and one 28' x 60'. The two-story units each have a garage door and man door on the front side (east) and a man door on the back leading out to the proposed walkway. The units will be insulated, have heat and A/C, and a bathroom. They can be used for storage and/or office space. The lighting plan includes LED dusk to dawn wall packs at the rear of the building, all lighting will be downcast.

N Flowers asked what is the rest of the building used for? Mr. Weidner responded that space was previously used as a machine shop and is now rented out for movie production.

L McKenzie noted that the septic system was designed for a four-employee warehouse. Mr. Weidner clarified that the system is designed for 300 gallons per day which should be sufficient based on the following calculations; standard water usage for office/warehouse employees is 20 gallons/day, 20 gallons x 12 employees = 240 gallons.

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K Dupuis asked where is the parking in the back? J Weidner responded that the parking will be to the front and side of the building.

N Flowers asked will there be laundry on site? J Weidner responded no, these are commercial rentals.

L McKenzie asked is the second floor built out? J Weidner responded that it is framed and can be used for storage and bathrooms.

Thomas Hsu believes that the walkway behind the building is within the 75-foot wetland zone. Can you put a concrete walkway there? K Dupuis stated the surface water is noted on the septic plan that is more than 75 feet away. After much discussion, J Carr located a scale drawing that clearly depicts that the walkway in question is well outside of the 75-foot wetland setback.

M Dillon asked can stipulations be added for the storage of hazardous material on site? Mr. Weidner responded that is it within the wellhead protection area which limits hazardous material, the application includes a wellhead protection plan.

E Merrell asked what the silo is used for? Mr. Weidner responded that it is used for wood pellets to heat the existing unit.

Bill Mitchell, abutter, asked how much space between the buildings? Is there enough room for access/deliveries? He also expressed concerned for the traffic on the site as well as Prescott Rd and Squantum Rd. Will there be an increase in traffic? J Weidner noted that the accidents in the area have not involved vehicles accessing his site. His machine shop generated a considerable amount of retail traffic, 50-75 customers per day. It is his belief that the traffic in and out for these commercial businesses will be less.

L McKenzie noted that the site has a total of seven buildings on the property including a utility building. Mr. Weidner does not own the other businesses on the site so it is unclear how many employees total work on the property.

Ron Labonte, abutter, is also concerned with congestion and traffic in the area. Tractor trailers delivering to the Belletetes site are blocking the road and idling in front of his apartment house. L McKenzie directed Mr. Labonte to reach out to Belletetes directly to see if they could address that issue and to the DPW regarding the traffic flow in the area. Mr. Labonte suggested another driveway location on the site could ease congestion, however it was pointed out that Mr. Weidner does not own the area that was being suggested. K Dupuis believes that Mr. Weidner's proposal would reduce traffic from its previous levels.

L McKenzie noted that this is a site that has multiple owners and with common entrances. Can the condo association create a traffic plan? Is there a designed number of parking spaces for each unit? Mr. Weidner responded yes, the plan designates three per unit, additional spaces are available. The site was previously used as a lumber yard with a great deal of vehicle traffic without any issues.

DECISION:

PB 22-05, MilliporeSigma, Owner – 11 Prescott Rd, Map 256 Lot 1.1
Zone: Industrial (with town water)

Amended Site Plan – the applicant proposes to amend an existing site plan for reconstruction of the western parking lot.

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Findings of fact

- Millipore is proposing to revamp an existing parking lot with no appreciable change in impervious surface.
- The lot is located in the industrial zone.
- Drainage calculations have been submitted and reviewed by a third party.

On a **motion** by Dillon, seconded by Merrell the application proposing to amend an existing site plan for reconstruction of the western parking lot was approved as presented per testimony given and plan submitted, subject to the following condition. (5-0-0)

Condition Subsequent:

Subject to a compliance hearing two years from date of the plans being signed.

Plans include: "Millipore Sigma, Parking Lot Improvements." Plans dated April 2022, revised through August 31, 2022 signed and stamped by Lauren Jane Swett, PE. Also submitted is a narrative Site Plan Application Dated May 10, 2022 which includes the application, project description, design drawings, NRCS soils and stormwater calculations.

PB 22-07, Belletetes, Inc., Owner, 47 & 51 Peterborough St, Map 238 Lot 283 & 284.1 Zone: General Business and Main Street Program area with town water

Site Plan and Lot Merger – the applicant proposes to remove an existing multi-family building and associated pavement to construct a new employee parking lot and merge lots 238 Lot 283 & 284.1.

Findings of fact

- The application proposes the removal of an existing multi-family structure to add a parking lot
- No significant change will be made to impervious surface
- The property is located in General Business and Main Street Program Area
- Waivers have been granted to decrease the setback requirements
- A drainage maintenance plan has been submitted
- Lots 238/283 & 284.1 will be merged

On a **motion** by Dillon, seconded by Brouder the application proposing to remove an existing multi-family building and associated pavement to construct a new employee parking lot and merge lots 238 Lot 283 & 284.1. was approved as presented per testimony given and plan submitted, subject to the following conditions. (6-0-0)

Conditions Precedent:

1. Lots 238/283 and 284.1 will be merged
2. Subject to the approval of a revised driveway permit from DOT

Plans include: "Employee Parking Lot" 47 Peterborough St, Tax Map 238 Lots 283 and 284.1, Jaffrey, New Hampshire, dated June 24, 2022, stamped by Robert Duval, P.E. and Hans-George Mertsch. Also submitted is a Stormwater Management report dated August 5, 2022, and stamped by Robert Duval, P.E.

PB 22-08, Erkat, LLC, Owner, 5 Sawmill Dr, Map 257 Lot 12.3 Zone: Industrial with town water

Site Plan – the applicant proposes the conversion of interior space from cold storage to rental space and construction of a 470 sq ft walkway.

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Findings of Fact

- The lot is located in the Industrial Zone
- Traffic impacts are minor
- Adequate parking is available for the four additional units
- The septic system is adequate
- The survey shows the walkway is outside the 75-foot wetland buffer
- The use conforms to the zoning

On a **motion** by Dupuis, seconded by Flowers, the application proposing a conversion of interior space from cold storage to rental space and construction of a 470 sq ft walkway was approved as presented per testimony given and plan submitted. (6-0-0)

Plans include: "Condominium Conversion of Tax Map 257, Lot 12.3" dated June 16 2010, signed and stamped by Al Vorce, LLS, and a septic plan by Monadnock Septic Design, no date. Also submitted were proposed layouts of the building interior and photos of the existing exterior.

OTHER

- Susan Coates – Turner Road Class VI waiver request
Several members of the Board visited Turner Road prior to the hearing to view its condition. A majority of the Board agreed with the assessment of Todd Croteau, Supt. of Highways and Facilities who stated that "due to the constraints of the topography, this road in its current state, cannot support increased traffic from further development along it and that it is not possible to improve this road to Land Use Code standards."

On a **motion** by Merrell, seconded by Brouder to deny granting a Class VI road waiver for Turner Road based on the recommendation of the Supt. of Highways and Utilities. (5-1-0) *KD opposed*

- Master Plan Chapters will be discussed at the October next meeting
- Voluntary Merger – Thomas Ahlborn-Hsu – 257/24.7, 24.5, 24.6, 24.8, 24.9
- CIP is looking for two members – Keith Dupuis volunteered
- Historic District Commission needs a member from the PB – John Brouder volunteered
- The new dates for the Downtown Revitalization Community Workshop are October 25 and November 10.

ZONING BOARD DECISIONS - none

ADJOURNMENT

The meeting adjourned at 7:45 pm

Submitted:



Rebecca Newton
Recording Secretary

Attest:



Laurel McKenzie
Planning Board Vice Chair