

TOWN OF JAFFREY
Jaffrey, New Hampshire
PLANNING BOARD
Meeting Minutes
September 12, 2017

Present: Chairman Gordon, Members Despres, Devlin, Farmer, Merrell, McKenzie, Alternate member Sherman and Selectmen's Representative Weimann

Absent: Member Merrell

Staff: JoAnne Carr, Director of Planning and Economic Development

PRELIMINARY CONCEPTUAL

Millipore – expansion of parking area

John Arnold is an Attorney with Hinkley Allen representing Millipore. Also present were George Carmichael of Millipore and Doug Hartnett, Engineer with Highpoint Engineering.

They are seeking feedback from the board on the construction of a new parking lot. They are facing a parking shortage particularly during shift changes. The proposal is to build a new parking lot on the east side of the property. It will be served by an access road off Route 124 and connected to an existing walking pathway that leads to the facility. The proposed location is currently a big mound of fill that was placed there in approximately 2002 relating to some other site work on the property. They will need to visit the zoning board for a special exception as there is impact within the wetlands conservation district. They hope to return to the planning board in October with a formal application.

Mr. Hartnett displayed the site map for the board explaining the lay-out of the proposal. The location of the parking area is established by the setbacks they are trying to maintain. The current plan shows ninety-one parking spaces. There will be four islands with light poles approximately two feet in height; paved parking with some pre-cast concrete curb for the boundaries. The desire is to bring people onto the existing crosswalk and pathway and not through the parking lot. The pathway will have bollard lights.

Member McKenzie asked if the wetland encroachment was into the setback area of the wetland. Mr. Hartnett replied it is the setback. Chairman Gordon asked if the design of the arrival and departure of traffic from the site have the same capacity as the current location. Mr. Hartnett understood the question to be is this access appropriate for increased traffic (i.e.: sight line, road width, increased traffic). It is a question they will consider.

Chairman Gordon asked Planner Carr if there was an allowable percentage of impervious surface that a person can have on their site. Planner Carr explained the town does not limit by percentage. They look to be sure that the storm water systems are addressing any infiltration.

Alternate member Sherman asked if snow removal was an issue. Mr. Hartnett did not believe so as there is ample area on the perimeter of the parking lot for snow storage.

MEETING MINUTES APPROVAL

On a motion by McKenzie, seconded by Sherman the minutes of the August 8, 2017 meeting were approved as submitted. (7-0)

CALL TO ORDER

Chairman Gordon called the public hearing to order at 7:00 p.m. Notice of the public hearing was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen. Alternate member Sherman would vote.

PUBLIC HEARING - ACCEPTANCE

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1. PB 17-14 Roberts, Bryan, 399 Fitzwilliam Rd., Map 206 / Lot 27, Zone: Rural (w/out town water)

Minor Subdivision - The applicant proposes a two-lot subdivision.

On a motion by McKenzie, seconded by Farmer the application proposing a two lot subdivision was accepted. (7-0)

On a motion by McKenzie, seconded by Farmer the board approved the waiver requests for checklist items 12, 15, 16 & 18. (7-0)

2. PB 17-15 McDonald's USA LLC, 85 Peterborough St., Map 245 / Lot 98, Zone: General Business

Site Plan – The applicant proposes to amend a previously approved site plan.

On a motion by Farmer, seconded by Despres the application to amend a previously approved site plan was accepted. (7-0)

3. PB 17-16 Stone Arch Bridge Properties LLC, 79 Hadley Rd., Map 254 / Lot 5, Zone: Industrial

Site Plan – The applicant proposes a site plan review.

On a motion by Despres, seconded by Devlin the application proposing a site plan review was accepted. (7-0)

PUBLIC HEARING – NEW

4. PB 17-14 Roberts, Bryan, 399 Fitzwilliam Rd., Map 206 / Lot 27, Zone: Rural (w/out town water)

Minor Subdivision - The applicant proposes a two-lot subdivision.

Presentation: Paul Grasewicz, Graz Engineering

Appearance: Paul Swingle

Mr. Swingle is the owner of approximately fourteen acres. He would like to subdivide and sell 8.6 acres to Bryan Roberts. Mr. Robert's parents are abutters to this property however he would be purchasing the parcel for himself. Because the parcel will not have frontage he obtained a variance from the Zoning Board of Adjustment with the caveat that it will be a non-buildable lot. It was suggested that they do provide a means of access so an easement stating what can be done and its location has been established and is shown on the subdivision plan.

There being no further questions Chairman Gordon closed the public hearing.

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5. PB 17-15 McDonald's USA LLC, 85 Peterborough St., Map 245 / Lot 98, Zone: General Business

Site Plan – The applicant proposes to amend a previously approved site plan.

Presentation: Eric Dubrule, Bohler Engineering

Appearance: John Martin, Construction Manager

Mr. Dubrule reviewed the proposal. The drive through will have minor changes that will include a new digital menu board and speaker system that will be smaller in size with a small canopy over it. In addition to the exterior, interior renovations, ADA, site, storm water and esthetic improvements will be done. The full site will be brought into ADA compliance per the code. A meeting with town staff has taken place and there was mention of abutters who had concern for potential flooding or erosion. The DOT system picks up part of Route 202, comes through McDonald's and out through the rear of the site. McDonald's is proposing to install an underground filtration system which will significantly reduce storm water volume running off the site. The applicant has reviewed and considered the town's Design Guidelines. An architectural rendering was displayed.

Member McKenzie asked if there would be more signs than the "M" on the building. Mr. Debrule stated that the town allows one sign and McDonald's standard is to put the arch on the front if only one is allowed. Member Sherman asked if the order board inside would be visible outside. Mr. Debrule stated that they will not be changing from what is currently there. Chairman Gordon asked if there would be changes to the windows. Mr. Debrule stated there would be a slight change with the windows as part of the architectural update – they will have a slight tint to them; it won't be anything dramatic. The outside seating area will remain and there will be no change to the landscaping. The drive-up will remain as one. The new digital order board will be static and will emit less light. The "ribs" of lights that are currently on the mansard roof will be removed and most likely replaced with soffit, down lighting. Member Despres asked if they would remain open through the process. Mr. Debrule stated that typically through such a remodel the drive-through will remain open with minor disruption.

Member Devlin asked if the dumpster would remain in the same location. Mr. Debrule replied that it doesn't change. Planner Carr asked if the menu board would be seen from the street. Mr. Debrule replied that it will not be seen from the street. Planner Carr mentioned that transfer deeds for a technical subdivision that took place a year ago have not yet happened. Mr. Debrule replied that they are currently working on completing that.

Member Devlin asked if the parking lot would be changing in size. Mr. Dubrule replied that they will gain one space based on how they were previously over stripped. There will be forty-six spaces.

Conservation Commission member Elizabeth Webster expressed appreciation for the storm water mitigation plan. Member McKenzie also thanked the applicant for handling their storm run-off.

There being no further questions Chairman Gordon closed the public hearing.

6. PB 17-16 Stone Arch Bridge Properties LLC, 79 Hadley Rd., Map 254 / Lot 5, Zone: Industrial

Site Plan – The applicant proposes a site plan review.

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Presentation: Rob Gual, Owner, Chris Pheal, Owner

Appearance: Peter Constant

Mr. Constant is looking to expand his operation and is proposing to move his business, Café' 532, to Hadley Rd. There are currently three tenants at the Hadley Rd. property. Terrapin Glass assumes Suite 1 and Pinney Plumbing assumes Suite 2. There will be no changes with these businesses. All changes would take place in Suites 3, 4 and 5. Environmental Test Products (ETP) will move over to Suite 3 allowing them more warehouse space with minor alterations. A ramp will be installed allowing access from Suite 3 to the warehouse space and loading dock in Suite 4. Suite 4 will serve as warehouse space for both ETP and Café 532. Between Suite 4 and 5 there will be an egress hallway with bathrooms. The Café' will assume Suite 5 and a handicap access ramp and a deck for outdoor dining will be constructed.

Selectmen's Representative Weimann asked Mr. Constant what type of items would be stored in the warehouse. Mr. Constant replied it would be mainly dry stock. Chairman Gordon asked for the number of seats. Mr. Constant explained that the number will be determined by the Fire Chief but he is estimating fifty. Member Devlin asked if the deck was existing. Mr. Gual replied that it is proposed and would be twenty-five feet by twenty-five feet.

The question of parking was raised. The plan indicates there are twenty-four spaces. Although there are three other businesses they utilize very little of the parking. It was also noted that the parking lot is very deep so additional parking may not be an issue.

Member Devlin asked for the proposed hours of operation. Mr. Constant replied Monday and Tuesday 11:00 a.m. – 3:00 p.m., Wednesday – Saturday 11:00 a.m. – 10:00 p.m., closed Sunday. He does propose to have a liquor license. Chairman Gordon asked how many employees there would be. Mr. Constant estimated six if he has a liquor license. Member McKenzie asked if there would be any issues with noise. The question of entertainment on the deck during the summer months was brought up. Mr. Constant replied that he has not given any thought to outside entertainment; he would like to leave that option open.

Member Sherman asked about exterior lights. It was indicated that there are lights on the building. Member McKenzie questioned if that would be adequate for night time customers. Mr. Gual felt it would be but if they find it is not they would address the issue. Planner Carr cautioned the applicant that if they were to add lighting or make a change to the site plan (ie: extend the parking lot), they may have to return to the board. At the very least, they may need a review by Staff.

Member Devlin asked about trash and disposal. Mr. Gual stated that they will have an underground grease trap sized for Café'532. There is fifty feet to the side of the Café' and they propose to place a dumpster there. Member Devlin asked about signage. Mr. Gual stated that he will have a sign in the same area as Terrapin glass on Old Sharon Rd. as well as a small sign at their door.

There being no further questions Chairman Gordon closed the public hearing.

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PUBLIC HEARING – CONTINUED

No Action

DECISIONS

1. PB 17-14 Roberts, Bryan, 399 Fitzwilliam Rd., Map 206 / Lot 27, Zone: Rural (w/out town water)

Minor Subdivision - The applicant proposes a two-lot subdivision.

On a motion by McKenzie, seconded by Devlin the application proposing a two-lot subdivision was approved as presented and per testimony given subject to the following condition. The plan submitted is on file with this office with a plan date of June 6, 2017, revised on July 25, 2017 and August 14, 2017, stamped and signed by Paul Grasewicz, P.E.

Condition subsequent:

1. The creation of an 8.6-acre non-buildable lot as agreed to by the Zoning Board of Adjustment at their June 6, 2017 public hearing.
2. PB 17-15 McDonald's USA LLC, 85 Peterborough St., Map 245 / Lot 98, Zone: General Business

Site Plan – The applicant proposes to amend a previously approved site plan.

On a motion by Sherman, seconded by Devlin the application proposing to amend a previously approved site plan was approved as presented and per testimony given subject to the following condition. The plan submitted is on file with this office with a plan date of June 15, 2017, stamped and signed by Mathew D. Smith, P.E.

Condition subsequent:

1. The deed transfer relating to the technical subdivision be executed.
3. PB 17-16 Stone Arch Bridge Properties LLC, 79 Hadley Rd., Map 254 / Lot 5, Zone: Industrial

Site Plan – The applicant proposes a site plan review.

On a motion by McKenzie, seconded by Farmer the application proposing a site plan review was approved as presented and per testimony given subject to the following conditions. The plan submitted is on file with this office with a date stamp of September 12, 2017 and noted PB 17-16.

Condition subsequent:

1. Provision of adequate parking for the number of legal occupants for the entire building as determined by the Fire Chief.
2. Given the changes of operating hours proposed the exterior lighting will provide adequate illumination for the parking spaces and conform to the town regulations.

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3. Modify the site plan presented to show the dimensions of the proposed deck and the location of the dumpster and its enclosure.

OTHER BUSINESS

- Carr – Master Plan chapters
There is a pending contract with SWRPC. It will involve two or three meetings with the board and then a public hearing. There could be a final product by the end of January.
- Carr – Cartographic meeting
There was a meeting with Franco Rossi of Cartographic to review and correct the zoning maps. He will produce a set of maps for the board. Although a public hearing is not required Carr suggests that notification of the zoning changes be sent to those affected. The vote to change was taken in 2007. The maps had been updated and changed backed by Cartographic in error.
- Gordon - Planning Board open seat
McKenzie asked if a notice that the board has an open seat could be placed on the town website. Planner Carr stated that the administrators are Jon Frederick, Judy Zola or Andy Baranowski. She will contact one of them about posting the notice.

COMMITTEE REPORTS:

- McKenzie - Apportionment update
The apportionment committee failed to reach a consensus on a single recommendation to make to the School Board. At last night's meeting two proposals were presented to the School Board and the presenters entertained questions from the board. A packet of information showing the numbers and where they came from was distributed to the board for discussion. Apportionment number one is what Jaffrey would recommend that voters adopt. Selectmen Cush Moore and Budget Committee Chair Norm Langevin both agreed with the proposed recommendation which basically maintains the fifty-fifty apportionment formula, fifty percent based on resident pupils, fifty percent based on equalized property values with some adjustments as to how State aid is applied and what constitutes equalized value.

Rindge has fallen back to their original proposal; a petition warrant article to only use resident pupils as a formula to apportionment. Rindge's proposal would cause Jaffrey's tax rate to increase approximately \$3.00 per thousand and they are willing to have this kick-in over a three or four-year period.

The school board committee asked that the apportionment committee reconvene with the aid of a facilitator which will be paid for by the Dept. of Education. They are hopeful that this will happen next week.

Chairman Gordon asked what happens if nothing happens. McKenzie explained that there will be a petition warrant article filed by Rindge. It was expressed at the meeting that if nothing changes Rindge will have no alternative but to leave the district. Without a school, this would mean that they would have to pay Jaffrey for their portion of the building (middle/high school) and Rindge would build a school or pay tuition. Member Sherman asked for the required percentage of votes. McKenzie replied that it must be a super majority; two-thirds overall.

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It was noted that only two Jaffrey residents attended the meeting. Increased attendance would be helpful.

- McKenzie – Zoning subcommittee
They took a look at the commercial area for potential expansion in the downtown. They would like to formalize with transparencies and highlighters over the current map and then bring it to the board at the next meeting.
- Planner Carr – Downtown realignment update
There was a meeting this morning and the agenda was to review the purpose and needs statement to identify the process or evaluating alternatives from a no built situation to travel demand to transportation systems and construction alternatives.

A public meeting will be held on Tuesday, October 17 at 6:30 p.m. at the Jaffrey Fire Station.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Submitted:

Erlene Brayall
Recording Secretary



Attest:



Tim Gordon
Chairman, Jaffrey Planning Board