

Planning Board  
February 8, 2024  
Public Meeting  
7:30pm

Members present: Chip Current, Barry Hantman, Joe Hester, Leo Traverse, Chris Smith

Others Present: Gail Turilli, Jim Seaver

The minutes from the January 25, 2024 were reviewed with no comments from the Board. Barry **made** and Leo 2<sup>nd</sup> **a motion to accept the minutes as written.** All in favor, **motion carries.**

**29 Olde Road Waiver Discussion:**

Leo recuses himself as he is an abutter. Chip mentioned that the requested waivers will be discussed tonight as it would make more work for the engineer if any were denied. He also states that the Board will need a request for a continuance in writing.

**Requested Waivers:**

1. Section 21.E – Driveways (two-way) shall be no wider than 36'; one-way driveways shall not exceed 18' in width. The maximum grade of a commercial driveway shall not exceed 5% and shall maintain a negative grade until it is beyond the ditch line. Driveway intersecting with public streets shall be equipped with striping and signage consistent with recommendations contained in A Manual on Uniform Traffic Control Devices (MUTCD). Mr. Cronin is asking for an 11% grade from the first retention pond to the road up to 150 ft. Chris asked about traffic. Mr. Cronin stated the site is not open to the public and it will just be construction equipment, dump trucks, etc. entering and exiting the site. There are 5 criteria that need to be met for each waiver requested and are as follows:
  - a. Granting the waiver shall not be detrimental to the public health, safety or general welfare;
  - b. Granting of the waiver shall not, in the opinion of the Board, be injurious to other parties;
  - c. Granting of the waiver shall not have the effect of nullifying the intent and purpose of this chapter; and
  - d. Strict compliance with the regulations would cause a hardship to the applicant solely because of the unique physical characteristics of the site (financial hardship shall not be considered); or
  - e. The Board determines that granting the waiver would result in substantial public benefit.

The Board is in agreement that all criteria have been met for this waiver. Barry **made a motion** to grant the waiver for section 21.E from a 5% grade to an 11% grade from the first retention pond toward Olde Road up to 150 ft. The motion was seconded by Chris. All in favor, **motion carries. Waiver granted on 2/8/2024.**

- 47       2. Section 22.A – Parking. Off-street parking spaces shall be provided in accordance  
 48       with these specifications for any change of use, new use, or expansion of use. In no  
 49       case shall on-street parking be credited for any site because its availability is subject  
 50       to change over time base on the public need to use the right-of-way for other,  
 51       possibly, conflicting uses. Number of spaces. Each site shall provide at least the  
 52       minimum number of parking spaces rounded up to the nearest integer. 10 parking  
 53       spaces are required for this use.

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 55       Mr. Cronin is asking for 8 spaces. There are 5 employees including himself. Barry mentioned  
 56       that all waivers need to be noted on the plan and asked that it be added to the list of items that  
 57       need to be met. Chip stated that all the waiver notes need to state is that the waiver was granted,  
 58       section, and date granted. The Board is in agreement that all criteria have been met for this  
 59       waiver. Barry **made a motion** to grant the waiver for section 22.A to allow for 8 parking spaces.  
 60       The motion was seconded by Chris. All in favor, **motion carries. Waiver granted on**  
 61       **2/8/2024.**

- 62  
 63       3. Section 23.C – Parking Lot Design. Parking Space Dimensions. Handicapped  
 64       accessible parking spaces and dimensions shall be in compliance with ADA  
 65       regulations.

66       Mr. Cronin stated that there are no handicapped parking spaces proposed. Chip asked to have  
 67       one of the eight parking spaces be handicapped as the building has to be ADA compliant  
 68       regardless. He also suggests not request a waiver and just make one space to allow for a  
 69       wheelchair lift on the passenger side. Mr. Cronin decided to withdraw this waiver request.

- 70  
 71       4. Section 27 – Lighting Plan. All non-residential and multi-family residential site  
 72       plans presented to the Planning Board for approval shall include a lighting plan,  
 73       which provides for a method and level of lighting appropriate for the purposed use of  
 74       uses as determined by the Planning Board. All such lighting plan shall, at a  
 75       minimum, identify the location, number, height, type and intensity of all exterior  
 76       lighting fixtures to be installed. An illumination design shall be included.

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 78       Unless otherwise approved by the Planning Board, all pole mounted lighting fixtures  
 79       shall be fed electricity by the use of underground electrical lines installed in  
 80       accordance with applicable electrical code.

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 82       Proposed exterior lighting fixtures shall provide for a level of illumination  
 83       appropriate for the proposed use or uses. Illumination patterns proposed shall be at  
 84       least the minimum required to insure an adequate level of lighting is provided for use,  
 85       safety and security; a site, creating nuisance or glare at abutting properties, public  
 86       street, and the neighborhood in general. All lighting plans shall be subject to review  
 87       and approval by the Planning Board. No changes or modifications of approved  
 88       lighting plans may be proposed without the specific approval of the Board

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 90       Illumination levels and placement of light sources will be shown. Said levels shall be  
 91       consistent with the provisions of the Illumination Engineering Society's (IES)

Lighting Handbook and will present glare and spill over. IES 90 degree full cut-off luminaires shall be required to reduce lighting impacts and night sky light pollution.

Indirect lighting shall be used on signs advertising goods or services offered on the premises. Moving, fluttering, blinking, or flashing lights or signs are not permitted.

Chip stated that a lighting plan is required but, no plan has been provided. Mr. Cronin stated that there will be two flood lights on the building shining down to the ground. Chip explained that a lighting plan shown the illumination of the site, how many lumens are where, and the lumen strength at ground level from the lighting proposed. He also stated that he would like to see lighting over the doors. Barry mentioned that by providing a lighting plan, it also shows where light isn't. The Board does not feel the criteria has been met for this waiver. Barry **made a motion** to deny this waiver request. The motion was seconded by Chris. All in favor, **motion carries. Waiver for Section 27 – Lighting Plan – is denied on 2/8/2024.**

5. Section 30.A.5 – Landscaping/Vegetated Buffer. Every lot shall comply with the following standards in order to : enhance site design, enhance privacy, separate, screen and shield potentially conflicting land uses or abutters from undue impact; reserve a portion of the lot to remain undeveloped, permeable, and vegetated; control excessive storm water runoff; prevent soil erosion and pollution of water bodies; reduce heat, glare, and dust; not detract from the Town's aesthetic qualities; and help integrate the built environment with the natural environment. Buffer Areas. Every lot shall reserve a buffer area along and within its perimeter boundaries. A buffer of at least 50 ft shall be required for portions of the development abutting existing residential property.

Chip noted that the building doesn't abut residential lots and to maybe waive for the front of the site. Barry suggested, from retention pond one to Olde Road, that the existing vegetation is not to be disturbed along the driveway. The Board feels the criteria has been met for this waiver request. Barry **made a motion** to grant the waiver for Section 30.A.5. The motion was seconded by Chris. All in favor, **motion carries. Waiver for Section 30.A.5 – Landscaping/Vegetated Buffer granted on 2/8/2024.**

6. Section 30.C.1 – Landscape Treatment/Planting of Trees. Trees, either newly planted or existing on the lot, shall be provided at the rate of one tree per 500 square feet of disturbed area, provided that, in the case of an expansion of an existing site, credit for existing trees shall be granted only for trees which the applicant demonstrates are in excess of the requirements for the existing site under this chapter.

Mr. Cronin stated that he is surrounded by woods and doesn't feel the need to plant more along the treeline. There is under 100,000 square feet of disturbance, the main concern is erosion control. Chip mentions that Mr. Cronin could get credit for possibly 150 existing trees, but needs 200 and will need to prove to the Board how many trees are existing on site. Mr. Cronin then decides to withdraw this waiver request. **Waiver withdrawn on 2/8/2024,**

Notes will be needed on the plan stating which waivers were granted on 2/8/2024. A written request for a continuance until April 11, 2024 was received from Mr. Cronin. Barry **made a motion to continue this Site Plan Review until April 11, 2024.** Joe seconded the motion. All in favor, **motion carries.**

Leo joins the Board back at the table. Jim Seaver states he is here tonight to discuss Emily Lane and the Mailbox issue. He states he has spoken with the Postmaster and was told that he wants Mail Kiosks for that development. Chip mentioned to have Mr. Jalbert speak with Jim before moving the mail kiosk in the cul-de-sac as that is where it needs to be. There was some discussion about changing the subdivision regulations, having easements be required, section V.k – mailbox post installation – need to change anything over 2 lots. Chip noted that he needs to speak with the postmaster regarding this issue and also mentions a possible zoning change exempting mail kiosks. Jim stated he will do some research as well and get back to the Board. Jim also mentions the Doe Run Subdivision, where aprons were put in but, the driveways were not paved. There has to be an apron for a driveway but not leave a dirt road. There are still two lots being worked on and the town has already accepted the road. A suggestion was made to not accept roads until the development is complete.

Barry **made** and Joe 2<sup>nd</sup> a **motion to adjourn.** All in favor, **motion carries. Meeting adjourned at 8:50pm**

**Agenda for next meeting:**

1. Wellinghall Farm Continuance
2. Eversource, Preliminary Discussion for upcoming 2024 projects

Respectfully,

Gail Turilli