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PLANNING BOARD

December 12, 2023 at 7:00 PM  
Town Hall Auditorium  
 **APPROVED MEETING MINUTES**

**Members Present:** Eric Botterman (Chair), Val Shelton (Vice-Chair), Bart McDonough (Director of Planning & Community Development), Abigail Bachman (Alternate),   
Jane Ford, Timothy Rossignol, and Michal Zahorik (Alternate)   
**Member Absent**: Scott Blackstone (Town Council- Ex officio), Jeff Goldknopf, and  
Patrick Reynolds.

**Guest:** Barbara Hall (Newmarket Housing Authority) *via zoom*  
  
The Chairopened the meeting at 7:01 PM. [time on DCAT 5:22]  
  
The Chair appointed **Abigail Bachman** and **Michal Zahorik** as a voting members  
this evening.   
The six voting members this evening will be **Eric Botterman**, **Val Shelton**, **Abigail Bachman**, **Jane Ford,** **Tim Rossignol**, and **Michal Zahorik**

**1. Pledge of Allegiance**

**2. Public Comments**The Chair opened public comment at 7:02 PM. There were no public comments relevant to items not on the agenda this evening. The Chair closed public comment at 7:03 PM

**3. Review & Approval of Minutes** [time on DCAT 5:56]

a. October 10, 2023  
 **Action  
Motion: Val Shelton** moved to approve the Draft Minutes of the   
 October 10, 2023 meeting. **Second: Jane Ford   
Discussion:** none **Vote: Approved 4-0-2** (**Tim** **Rossignol** and **Michal** **Zahorik** abstained)

**4. Regular Business**

a. Read by the Chair: [time on DCAT 6:24]  **Pursuant to RSA 676:4, and Appendix-A *Subdivisions,* Appendix-B *Site Plans,* and §32-236 *Affordable elderly housing* of the Municipal Code of the Town of Newmarket, New Hampshire, a continuation of a public hearing shall be held for an application filed by DR Lemieux Builders LLC requesting Minor Subdivision, Major Site Plan, and Special Use Permit approval for a proposed development seeking to create a split lot subdivision with the original lot (0.54 acres) retaining an existing single-family housing unit and the new lot (7.22 acres) constructing a 32-unit, age-restricted, multi-family development with associated utilities, parking, landscaping and stormwater mitigation infrastructure located on real property with an address of 242 South Main Street, Tax Map U4 – Lot 69 within the R2 zoning district.**

**Attorney F.X. Bruton**, Bruton & Berube PLLC of Dover, rose to represent the applicant. He introduced the applicant **Dave Lemieux**, Principal, and **Heather Droesch**, General Manager, of D.R. Lemieux Builders LLC.. Also present are members of the design team: **Daniel LaCivita,** Vanasse & Associates, Inc., **Robbi Woodburn**, Woodburn & Co., **Michal Kaleta**, Lassel Architects.  
  
Attorney Bruton stated that the presentation this evening would be about the proposed changes after the previous discussions and correspondence with abutters and the Planning Board. After the discussions, the plans were altered and now reflect 1) a fence was added to the block the car headlights in the parking area from the road and 2) the rock wall will be kept by the road in the Town ROW. Further, the applicant has decided to make this housing conform to the Fair Housing Act to allow 62+ age restriction to the units and all residents must meet the age restriction of 62+ years of age.   
  
The Chair asked for a brief recess to adjust the sound equipment at 7:12 PM.  
The Chair called the meeting back to order at 7:18 PM.  
  
#1 Mike Renahan, 22 Tanner Circle. He has lived in Newmarket for a year or so and wanted to live here because of the residential/rural character and the small downtown feel. He believes that a 3-story multi-unit building does not fit into the residential area where it is proposed.   
#2 Gail Wasiewski, 236 S. Main Street. She says that she never received a letter of notification. *(After reviewing the abutters list,* ***Christian******Smith*** *confirmed that a notification was sent to the abutter.)* She is very concerned about safety. The speed limit is not observed and there are no sidewalks. She is also concerned about the residents having visitors – where will they park?   
#3 Steve Suraci, 240 S. Main Street. He believes that the developer and team have made good progress. However, the rural character of the community will be gone with this three story building. He would like to encourage the PB to seriously consider the zoning in this area.   
#4 Mike Renahan, 22 Tanner Circle. He rose to add to Mr. Suraci’s comments. He believes that the Planning Board is responsible for the development in this area i.e. what they think about investment in the community and what will attract people to the town. He wished to implore the PB to take their time to look long at the zoning. This building would make sense on almost any other street in Town except where it is proposed as it does not add to the character or match the other houses in the area.   
#5. Linda Doshier, 249 South Main Street. Although the team has done a good job in modifying the project after listening to their concerns/comments, this building is still too big & tall. She would like to see single family homes instead of this 3-story multi-unit building.  
  
**Bart**  told us that he was hoping to have Barbara Hall, Executive Director of the Newmarket Housing Authority, zoomed into the meeting. Unfortunately, she was disconnected. She previously summitted a letter of support for this project detailing the need for housing in Newmarket. She noted that 52 elderly disabled applicants were waiting for assistance with housing. Attorney Bruton synopsized her letter for the record.  
  
The Chair closed the public hearing at 7:41 PM.  
 [time on DCAT 43:25]  **Christian Smith**, Principal at Beals Associates, PLLC, made the following request:  
“Waiver to Subdivision Regulations Section 3.02.B.5.B.1.a.2 Parking Lot Design – Dimensional standards. We respectfully request that the ADA handicap accessible parking stalls be allowed to be 8’x18’ where 20’ long stalls are required in the regulation. We feel the waiver is justified as the dimensional standard for all other parking stalls is 18’ in length, it seems illogical to have the ADA compliant stalls extend an additional two feet into the drive aisle, and the ADA deems 18’ long parking stalls compliant with their requirements. Finally, the largest non-commercial wheelchair van we were able to find was just under 17’ in length which will fit completely within the 18’ long stall. Based on these factors, granting of the waiver will not conflict with the intent of the regulation.”  
  
  **Action  
Motion #1: Val Shelton** moved to grant the Waiver Request to reduce the ADA  
 handicap accessible parking stalls to 8’x18’, where 20’ long stalls  
 are required in the regulation, based on the information from the  
 applicant supporting this request. **Second: Tim Rossignol   
Discussion:** none **Vote: Approved 6-0-0   
  
Special Permit Request:**The Chair addressed the Special Permit Criteria one at a time while polling the members. **Bart** detailed the requirements.  
**32-236(E)(2)** That the public interest will be served generally if the proposal were to establish affordable elderly housing on the site and the establishment of an affordable elderly housing complex on the site would not cause a diminution in the property values of surrounding parcels.  
Although a few concerns were expressed, in general, the PB members agreed that the criteria has been met.  
**32-236(E)(3)** That any conflicts with the character of the adjacent properties will be minimal in terms of the size and bulk of the visible buildings, through the use of buffers, landscaping or location of the buildings on site. This provision is meant to assure that facilities are reasonably consistent either with residential style buildings or sufficiently secluded so as to minimize negative impacts to abutting property.  
All members agreed that the criteria has been met  
**32-236 (E)(4)**The property will be landscaped to add to compatibility with the Town with emphasis given to the use of natural features as possible.  
The was resolved at the last Planning Board meeting.  
**32-236(E)(5)** The design and site layout of the development shall 1) emphasize the rural character of the town, 2) maximize the privacy of the dwelling units, 3) preserve the natural character of land, 4) provide for the separation of parking and neighboring residential uses, and consider such factors as orientation, energy usage, views, etc.  
**Eric**, **Val**, **Abigail**, **Tim**, and **Jane** all agreed that, with the new site plans provided and applicant testimony, this criteria is satisfied. **Val** also mentioned that this project was proposed and care was taken not to intrude into the abundant wetlands on the back of this property. **Michal** believes that 1 & 3 are met, but agrees with many of the speakers this evening that the project does not emphasize the rural character of the town nor preserve the natural character of the land.

**Action  
Motion #2: Val Shelton** moved to grant the Special Use Permit for the proposed  
 development of an existing single-family housing unit and the new lot

(7.22 acres) constructing a 30-unit, age-restricted, multi-family  
 development with associated utilities, parking, landscaping and   
 stormwater mitigation infrastructure located on real property with an  
 address of 242 South Main Street, Tax Map U4 – Lot 69 within the R2  
 zoning district based on the finding of facts presented at the meeting this  
 evening relevant to the discussion by the Planning Board members and  
 the Staff Notes by the Town Planner that the applicant has met all the  
 criteria for the Special Use Permit.  
**Second**: **Abigail** **Bachman**   
**Discussion**: **none**  
**Vote**: **Approved by Roll Call vote 5-1-0** (**Eric**, **Val**, **Tim**, **Jane**, & **Abigial** voted Yea,  
 **Michal** voted Nay)  
  
  **Action  
Motion #3: Val Shelton** made a motion to approve the proposed Subdivision for map  
 U4 Lot 69 into two parcels with one parcel being 6.92 acres and the

remaining parcel being .84 acres.   
**Second**: **Abigail** **Bachman**   
**Discussion**: **none**  
**Vote**: **Approved by Roll Call vote 5-1-0** (**Eric**, **Val**, **Tim**, **Jane**, & **Abigial** voted Yea, **Michal** voted Nay)   
  
**Bart** read into the record the Conditions of Approval from the Staff Report:All conditions precedent, as enumerated below, must be met prior to the issuance of a building permit:  
1. The site plan shall undergo a final review and receive approval from Director of Planning and Community Development, the Director of Environmental Services and Town Engineer as it relates to development’s water, sewer and stormwater systems and compliance with the Planning Board’s decision issued on December 12, 2023.   
2. The applicant shall submit the revised site plan that has received final approval from Town Staff and have it endorsed by the Planning Board Chair and subsequently recorded at the Rockingham County Registry of Deeds.

3. The applicant shall submit an updated I&M Plan to the Planning Department  
and Town Engineer for review and approval, pursuant to the standards enumerated in Section H. *Stormwater BMP Inspection and Maintenance Plans*of Appendix C.- *Stormwater Management Regulations* of the Municipal Code of  
the Town of Newmarket, New Hampshire.  
4. The applicant shall submit deed restrictions to the Town’s legal counsel showing all approvals that all residents must be 62 yrs or older per the requirements of the Federal Fair Housing Act.  
 **Bart** read into the record the Conditions Subsequent from the Staff Report:  
The following conditions subsequent, as enumerated below, must be met prior to the commencement of construction:  
1. Prior to the pre-construction meeting, the applicant shall submit an updated construction schedule.   
2. Prior to the preconstruction meeting, all erosion control measures must be in place along with appropriate flagging along the limit of clearing and grading and ensure no impacts to wetland buffers.  
3. Prior to the pre-construction meeting, applicant shall enter into an agreement with the Town for inspectional services in order to determine compliance during construction with the Planning Board decision and approved plans.  
4. Applicant shall have a pre-construction meeting with Town staff and consultants.  
5. If applicable, the applicant shall submit all state and federal approvals..   
6. The applicant record a 62 or older occupancy deed restriction as approved by the Town’s legal counsel.  
7. There shall be no parking on Route 152 or South Main Street during construction.   
The following conditions subsequent, as enumerated below, must be met prior to the issuance of a certificate of occupancy:  
1. An as-built plan shall be submitted for review and approval by the Town of Newmarket, or its designee, in order to determine compliance with the Planning Board’s decision.  
2. Applicant shall submit all applicable impact fees and water and sewer system development charges. The following fee schedule shall apply:  
a. Residential Impact Fees Multifamily 5 + (per unit)  
 i. Public schools: $743.00 x 30 = $22,290  
 ii. Recreation facilities: $279 x 30 = $8,370  
b. System Development Charges  
 i. Water connection fee (per unit): $3,164 (subject to confirmation of anticipated  
 gallons per day usage)  
 ii. Wastewater connection fee (per unit): $3,526 (subject to confirmation of  
 anticipated gallons per day usage)  
  
**Attorney Bruton** asked for a waiver of the school impact fee. He quickly wrote the request for the waiver down and read it into the record. **Bart** received the hand written request.  
  **Action**  
**Motion #4: Val Shelton** made a motion to approve the waiver of the school impact  
 fees because the project will be 62+ age restricted housing units only  
 therefore no occupants will have an impact on the schools.

**Second**: **Abigail** **Bachman**   
**Discussion**: **none**  
**Vote**: **Approved 6-0-0**  
  **Action**  
**Motion #5: Val Shelton** made a motion to approve the application for the residential site plan for 242 South Main Street Tax Map U-4 Lot 69 to permit construction of 30-units of elderly affordable housing, age-restricted to 62 yrs of age or older,  
subject to the conditions outlined in the Planner’s Report dated December 12, 2023, as amended this evening to include #4 under Conditions Precedent and by adding #6 & #7 under Conditions Subsequent and deleting the public school impact fees.

**Second**: **Tim Rossignol**   
**Discussion**: **none**  
**Vote**: **Approved by Roll Call vote 5-1-0** (**Eric**, **Val**, **Tim**, **Jane**, & **Abigial** voted Yea, **Michal** voted Nay)   
  
The Chair thanked all the presenters and, especially, the abutters/neighbors. He believes that the Town has a much better project today because of their participation in the many meetings with the PB and discussions with the applicant.   
  
**Bart** read into the record the Subdivision Vesting Requirements as outlined in the Planner’s Report: “This subdivision and site plan approval shall be deemed to have lapsed forty-eight (48) months after the date of approval, unless active and substantial development has commenced within said period as provided by RSA 674:39. For purposes of vesting, the site plan approval shall be deemed to have temporary vesting rights for a period of five years after the date of final approval of the plans, provided that the site improvements—excluding the approved landscaping— and building’s foundation and exterior are constructed within 24 months after the date of this approval. Permanent vesting shall be granted upon substantial completion as shown on the plans and conditional approval at the December 12, 2023 meeting. Substantial completion shall occur after grading and foundation work is completed, installation of its supporting infrastructure (parking, water, sewer, drainage structures, and underground utilities), and landscaping.”  
**Bart** read into the record the Appeal Decision as outlined in the Planner’s Report:  
“This conditional approval is subject to all representations and statements made by the Applicant and engineer to the Planning Board during the review process. Any appeal of the Planning Board’s decision. Pursuant to RSA 677:15, any person aggrieved by any decision of the Planning Board may appeal that decision to the Superior Court within 30 days, after the date upon which the Planning Board voted to approve or disapprove a site review application.”   
 **Val** proposed that the temporary vesting would be the 24 months and would include all site improvements. Dave Lemieux believes that the project will begin in the spring and he would like to ask the Board for 36 months. The project will still be completed externally within 5 years. All members and the applicant agreed to 36 months.

**Action**  
**Motion #6: Val Shelton** made a motion that this subdivision and site plan approval shall be deemed to have lapsed forty-eight (48) months after the date of approval, unless active and substantial development has commenced within the period as provided by RSA 674:39. For purposes of vesting, the site plan approval shall be deemed to have temporary vesting rights for a period of five years after the date of final approval of the plans, provided that the site improvements and building’s foundation and exterior are constructed within 36 months after the date of this approval. Permanent vesting shall be granted upon completion as shown on the plans and conditional approval at the December 12, 2023 meeting.   
**Second**: **Tim Rossignol**   
**Discussion**: **none**  
**Vote**: **Approved 5-0-1** (**Michal** abstained)  
   
 [time on DCAT 1:25:57]   
The Chair asked for a brief 5 minute recess.  
The Chair called the meeting back to order.  
 **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***b. Read by the Chair: [time on DCAT 1:31:47] [**Pursuant to RSA 676:4, I(b) & I(d), and Appendix-A *Subdivisions,* Appendix-B *Site Plans,* and Section**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**32-45A(b)(2) of the Municipal Code of the Town of Newmarket, New Hampshire, notice is hereby**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**given that a public hearing shall be held for an application filed by CC Railroad Street Newmarket**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**LLC requesting a boundary line adjustment, site plan review and special use permit approval for a**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**11,100 sf. mixed-use, three-story building comprising 41 one-bedroom apartments and 2,500 sf. of**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**commercial space with associated utilities and parking facilities located on real property with an**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**address at 3 Railroad Street, Tax Map U3, Lot 138A and 5 Railroad Street, Tax Map U4, Lot 16,**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)[**M2A zoning district.**](https://newmarketnh.v8.civicclerk.com/Meetings/Agenda/ItemFields?id=8505)The Chair invited the applicant, Mr. Ben Stebbins, to come forward and present a brief discussion of the proposed project. He came before the Planning Board approximately  
1 ½ yrs ago and he received approval for a different project (8 units) on just one property (see the PB Minutes of August 9, 2022). Tonight he is asking for an approval for a different project proposed on two lots which he owns – both 3 and 5 Railroad Street. He introduced Mike Sievert and Ryan Hudock, from Horizons Engineering, and Adam Morrill, the lead architect for the project. **Bart** brought up the drawings on the monitor of the project as Ryan Hudock rose to speak. The project is for 41 apartments with some commercial space on the first floor (mixed-use). They intend to combine the two lots and demolish the former B&M RR building and the office/house that Horizon Engineers occupies. Horizon Engineers will relocate into the commercial space on the ground floor of the new building. He believes that the project is well designed/planned and efforts to reduce light pollution, to provide a traffic impact study, and to address water runoff (especially with regards to Moonlight Brook). They have also provided a market analysis and a financial impact report. He discussed the waivers being requested. Adam Morrill, architect with PROCON, rose to briefly address the architecture. The building has three primary entrance/exit points.   
**Bart** was asked by the Chair for his recommendation. The applicant has agreed to provide an updated boundary survey – one that will show the consolidation of the lots and conditions. The market analysis was completed in 2022. The fiscal impact report has been updated. The traffic analysis was also provided. **Bart** thinks these can be tabled for the time being – until the TRC. Otherwise, the application is substantially complete.  
  **Action**  
**Motion #1: Val Shelton** made a motion to accept the application as  
 substantially complete based upon the report from the Town Planner.  
**Second**: **Jane Ford**  
**Discussion**: **none**  
**Vote**: **Approved 6-0-0**

**Bart** would like to ask that the TRC be scheduled for early January so the everything can be ready for the Planning Board meeting on February 13. The Chair described the TRC process for the abutters present this evening. Previously, **Jeff Goldknopf** told **Bart** that he was interested in serving on the TRC. **Abigail** and **Tim** also volunteered. **Bart** will coordinate the meeting with all parties including the abutters.   
  
The Chair opened the public hearing.  
  
#1 Jillian Arquette, 79 Railroad Street. She is an abutter, but was not contacted by the contractor to discuss the project. She mentioned that they had met with ‘some’ abutters and she wished to know who they spoke with. The Chair confirmed that she had received a notice for this meeting.  
  
  **Action**  
**Motion #2: Val Shelton** made a motion to continue the Public Hearing to the  
 meeting scheduled for February 13, 2024 at 7:00 PM in the Town  
 Council Chambers.  
**Second**: **Jane Ford**  
**Discussion**: **none**  
**Vote**: **Approved 6-0-0**  
  
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5. New/Old Business   
*Chairman’s Report:*** No report this evening,  
 ***Planner’s Report:* Bart** wanted to let everyone know that the Master Planning Subcommittee has been hopping on the task! The Open Space/Housing Survey has been launched online and he would like to encourage everyone to take the time to complete it. If they need a paper/hard copy, please stop by the Planning Office or contact him directly. **Bart** will be dropping hard copies off at various sites in the community this week. Just click on the link at the homepage of the Town website. Please help the Town plan for the future!  
  
**Michal** wanted to suggest that, when people from the public are attending meetings, the Chair or Vice-Chair give a brief tutorial of the process. Just in a way of making them more comfortable and knowledgeable. The Chair agreed with the request. **Bart** mentioned that the Town is considering an initiative using some short educational videos on “how Town government works, how the PB works, how the ZBA works, etc.”. These will be very informative for the community. **Bart** will be dropping hard copies off at various sites in the community this week.  
  **6. Adjourn** [time on DCAT 1:50:14]

**Action  
Motion: Jane Ford** moved to adjourn the meeting at 8:43 PM.  **Second: Tim Rossignol  
Discussion:** none **Vote: Approved 6-0-0**Respectfully submitted,  
   
Sue Frick

Recording Secretary

**DCAT:  
https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7\_5VjxKP/videos**