**NEWMARKET PLANNING BOARD MEETING**

**DECEMBER 10, 2019**

**MINUTES**

Present: Eric Botterman (Chairman), Val Shelton (Vice Chairman), Diane Hardy (Town Planner), Jane Ford, Bill Doucet, Jamie Bruton, Sarah Finch, Michal Zahorik (Alternate), Ted Seely (Alternate), Gretchen Kast (Town Council ex officio)

Absent: Thomas Howard (Alternate), Zachary Dumont (Town Council ex officio Alternate) – both excused

**Agenda Item #1 - Pledge of Allegiance**

**Agenda Item #2 – Public Comments**

None.

**Agenda Item #3 - Review & Approval of Minutes**  11/12/19

 **Action**

 **Motion: Val Shelton made a motion to approve the minutes of 11/12/19**

 **Second: Gretchen Kast**

 **Vote: All in favor**

**Agenda Item #4 - Regular Business**

 ***Newmarket Holdings LLC/Greg Bird & Matt Lyle - Public hearing for an application for Site Plan Review, regarding the addition of two studio apartments to a mixed use building within the existing footprint and structure of the building. The lots are located at 72 Main Street, Tax Map U2, Lot 53, and 2 Central Street, Tax Map U2, Lot 68, both in the M2 Zone.***

**Action**

 **Motion: Val Shelton made a motion to accept the application**

 **Second: Jane Ford**

 **Vote: All in favor**

 Mike Sievert, MJS Engineering, represented the applicant. He stated this only involves 72 Main Street, as the site plan. It does not involve Map U2, Lot 68, but there is a parking easement on that lot that is associated with this and will be held in perpetuity. This is an existing mixed- use building and they are adding two apartments on the 4th floor. There is already a commercial restaurant on the first floor and five (5) residential apartments on the upper floors.

 He stated a variance was granted for the two new residential units and they have identified on the plan the legal parking spaces, meaning 9’x18’. He crossed out spaces too tight to be legal spaces. His clients own the parcel shown as Lot 68 and there is a parking easement with three spaces. The availability of those parking spaces is held in perpetuity with the plan to make up the required 14 spaces. The lot is not part of the site plan application. They will pave and restripe the parking lot eventually.

 Matt Lyle stated they will be installing an “all-in” sprinkler system.

 Mike Sievert stated there is supposed to be an accessible route from the handicap parking space to the building, which they don’t really have on-site. Matt Lyle stated business employees usually park on the street.

 **Action**

 **Motion: Bill Doucet made a motion to approve the application with conditions as noted:**

  **1.  In the event Tax Map U-2, Lot 68 is conveyed separately from Tax Map U-2, Lot 72 in the future, language shall be included in the deed conveying the parcel to assure the continuation of the easement for parking and for ingress and egress for the benefit of Tax Map U-2, Lot 72, as intended by the registered Fiduciary Deed as found in BK 3234, PG 1280, at the Rockingham County Register of Deeds. A note to that effect shall be placed on the “Site Plan” prepared for Newmarket Holdings, LLC prior to plan signing.**

 **2. The applicant’s engineer shall also add a note to the “Site Plan” indicating when the parking lot is paved next, the owner/applicant agrees to stripe the 14 on-site parking spaces to clearly delineate the on-site tenant and the ADA accessible parking space, and driveways and access aisles.**

 **Second: Val Shelton**

 **Vote: All in favor**

 ***Public hearing for an application for Boundary Line Adjustment, requested by Jennifer M. & Christopher R. Schuyler, owners of 20 Packers Falls Road, Tax Map U1, Lot 64 and Michael E. Anderson & Kristin Blue, owners of 16 Packers Falls Road, Tax Map U1, Lot 65 and Valerie R. Shelton, applicant, to transfer approximately .62 acres from Lot U1 65 to U1 64. Both lots are located in the R2 Zone.***

 Val Shelton recused herself.

 Diane Hardy stated the application was complete. There are waiver requests.

 **Action**

 **Motion: Bill Doucet made a motion to accept the application as complete**

 **Second: Jane Ford**

 **Vote: All in favor**

 Val Shelton, Appledore Real Estate, represented the applicants. She stated this is a straightforward application. She pointed out the parcels on a plan. The proposal is to convey 45’ of frontage along a parallel line to the rear boundary. It will increase the conformity of the Schuyler’s property.

 **Action**

 **Motion: Bill Doucet made a motion to approve a waiver to allow a 3” wide approval block**

**Second: Jane Ford**

 **Vote: All in favor**

**Action**

 **Motion: Bill Doucet made a motion to approve a waiver to allow a 1”=40’ scale**

 **Second: Jamie Bruton**

 **Vote: All in favor**

**Action**

 **Motion: Bill Doucet made a motion to approve the boundary line adjustment plan, as presented**

 **Second: Jane Ford**

 **Vote: All in favor**

***Eric DeWitt – Request for extension of the Conditional Approval of Site Plan for a mixed use development, at 81 Exeter Road, Tax Map U3, Lot 137, B1 Zone. The proposal was to remove the existing buildings and driveways and build a 2,520 square foot, two-story, mixed use (commercial/residential) building, with municipal water and sewer. The site plan included associated parking, drainage, and landscaping improvements.***

 Eric Dewitt stated he had run into a problem with the system design for the NH DES sewer discharge permit. The preliminary engineer did not design it to NH DES regulations. When he tried to pull the permit, he could not do so. His engineer redesigned the system and the updated plan was submitted to the Town. He is waiting for the issuance of the NH DES permit and the NH DOT excavation permit.

 Diane Hardy stated Mr. Dewitt made a lot of progress in the last few months. She has spoken with Underwood Engineers and everything is in order with the new design, which will be re-submitted to the State. We still need to work on a developer’s agreement, as that was delayed due to the sewer design issue. She recommends they extend the deadline for meeting the conditions of approval to March 17. Given the time that it has been taking to get State permits, it was suggested that six (6) months would provide a more realistic time frame for the Applicant to get his permits in place.

 **Action**

 **Motion: Jane Ford made a motion they allow the six month extension**

 **Second: Sarah Finch**

 **Vote: All in favor**

**Agenda Item #5 - New/Old Business**

 ***Chairman’s Report***

 Eric Botterman stated the joint meeting with the Town Council went well and they got some feedback on the gateway proposal. They will set up a subcommittee to work on the zoning changes after the first of the year.

**Agenda Item #6 – Adjourn**

 **Action**

 **Motion: Jane Ford made a motion to adjourn at 7:30 pm.**

 **Second: Val Shelton**

 **Vote: All in favor**