



TOWN OF WAKEFIELD, NEW HAMPSHIRE
LAND USE DEPARTMENT

2 HIGH STREET
SANBORNVILLE, NEW HAMPSHIRE 03872
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MINUTES OF THE PLANNING BOARD MEETING
5 June 2014

Approved 6/19/14

MEMBERS		ALTERNATES		OTHERS	
Stephen Royle, Chairman	X	Doug Stewart	X	Nathan Fogg, Land Use Clerk & Code Enforcement Officer	X
Tom Dube, Vice Chairman	X	Nancy Spencer-Smith		Mike Garrepy, Planning Consultant	X
Connie Twombly, Selectmen's Representative	X	John Blackwood	X		
David Silcocks, Member	X				
Dick DesRoches, Member	X				

Also present were: Al Palmer, Randy Dunton, Doug Reynolds, Joe Wadleigh, Barbara Wadleigh, Phil Twombly, Dino Scala, Brad Hayes, Paul Winckler, Richard Stuart, Cathy Kinville, Ron Kinville, Danny Bouzianis, Randy Kinville, and Donna Martin (videographer)

Chairman Royle called the meeting to order at 7:00 pm following the Pledge of Allegiance.

PUBLIC COMMENT

1. None.

CONCEPTUAL DISCUSSIONS

2. None.

PUBLIC HEARINGS

3. **Stuart's Woodworking Insignificant Change of Use Application.** Richard Stuart came forward and explained that he operates a business in downtown Milton, across from the Cumberland Farms store. He has outgrown his current location and would like to expand into the existing building owned by Siemon Corp at 21 Main Street in Union. His office and showroom will remain in Milton. He would expand his production facility to include the 21 Main Street location. He noted that currently he was the only Wakefield resident employed by his company. He hopes to be able to hire additional employees in the future. The existing building will used without any changes to the exterior and the building has been used by similar type businesses since it was

constructed. He gets deliveries, mainly by straight axle box trucks. He has had 2 tractor trailer deliveries in the two years that he has been in business. S Royle noted that in order for this to be approved by an Insignificant Change of Use open, the PB would need to waive the "Business cannot be closed for more than 24 months" section of the application.

MOTION: To accept the Insignificant Change of Use Application as complete.
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion.

4. S Royle opened the public input portion of the hearing. Hearing none, he closed the public input portion of the hearing.
5. S Royle asked for a motion to approve the written waiver request from Site Plan Regulation, Section 1.05 (F.)

MOTION: To approve the waiver of Site Plan Regulation, Section 1.05 (F) for a business not being closed for more than 24 months.
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion.

6. S Royle read the 13 requirements of an Insignificant Change of Use. There was no discussion or objection of the criteria. N Fogg noted that a Variance for the use had been granted by the Zoning Board of Adjustment on May 19th. S Royle called for a motion to approve.

MOTION: To approve the Insignificant Change of Use Application with the approved waiver.
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion.

7. S Royle introduced the next public hearing, **Oracle Enterprises, Dunkin Donuts** plus 2 other retail units at 24 Main Street, TM 240-7 & 8. He apologized for not having the applicant fill out a Conditional Use Application and for himself and N Fogg not considering Regional impact for the project prior to the application being submitted.
8. T Dube recused himself from the next application because of a possible conflict of interest. S Royle seated J Blackwood to fill the vacated seat.

9. Doug Reynolds introduced himself and reviewed the application. Most of the development will occur on lot 8, which is the lot closer to Route 153. The proposed unit building includes a unit for Dunkin Donuts, one for a sandwich shop, and the third is for retail space.
10. The Site Plan Regs require 70 parking spaces for this development. In the application package is a waiver request to reduce the parking to 47 spaces based upon shared parking. The Wakefield Selectmen have approved the upgrade of the Class VI town road. This would include upgrading and paving the first 100 feet of the road. A TRC meeting was held and there were very limited concerns about the development.
11. There is a dumpster located at the north corner of the proposed developed portion of the site. The utilities are shown on the Utility Plan, including on-site septic, propane, a drilled well that has to meet certain setbacks from the septic. Power will be connected to power and utilities on Main Street.
12. Subsurface storage chambers under the parking area will attenuate the peak runoff to pre-development levels. An isolator row of chambers and catch basin sumps provide pretreatment of the stormwater runoff prior to leaving the site.
13. The stormwater calculations, traffic study, and parking calculations were sent out to Norway Plains for peer review. We have received their comments and will address them prior to the next meeting.
14. Landscaping plan includes plantings on all four sides of the building. Permits that have been applied for include a wetlands permit to fill a wetland on the property. This necessitated the Conditional Use permit which has been applied for and will be addressed at a future meeting. They are awaiting a response from NHDES on their wetland application. They had a scoping meeting with NHDOT back in January. They have provided a traffic study to NHDOT for review.
15. They believe that they have provided a complete application package and are available to answer any questions that may arise. N Fogg asked when they expected to address the comments from the peer review letter. D Reynolds felt that they would have a response on or around June 13th.
16. S Royle asked if the PB had questions. He hoped that the questions could try to address one topic at a time. He felt that areas of concern included: building appearance, traffic, parking, and the wetlands.
17. C Twombly asked if the building could be white to fit in with the village. D Bouzianis noted that the building could be light tan or gray, but that white would show dirt too easily and would be difficult to maintain. They typically power wash the building every

couple of months to maintain a clean look. D DesRoches noted that he liked the light gray and noted that the building across the street from the site was brown. S Royle noted that the PB seemed to like the design or style of the proposed building. D Bouzianis noted the cupolas, sloped roof, architectural features to hide the HVAC units on the roof, and the colonial look to the building. The trim would be white. There are false windows to add to the colonial look of the building. C Twombly asked about how dark the gray was. N Fogg pulled out the initial package that was brought to the first conceptual meeting. D Bouzianis showed a picture of his North Berwick location. The actual color of gray was appealing to those who looked at the picture.

18. Signs will have the Dunkin Donut logo. The signs will be the only orange on the building.

19. S Royle noted that it would be opened up for public questions after the PB asks questions and the application is accepted.

20. S Royle asked about the traffic study and their response to peer and NHDOT comments regarding lane marking, etc. R Dunton noted that Gorrill-Palmer noted that they would provide a comment response letter addressing the comments brought up and revising the report as necessary.

21. S Royle noted that there would be a site walk on June 19th and review of the wetland at that time in association with the Conditional Use Application.

22. S Royle asked M Garrepy if the application was complete and could be accepted.

MOTION:	To accept the Major Site Plan Review Application as complete.
Made by:	Dick DesRoches
Seconded by:	David Silcocks
Discussion:	None
Vote:	5-0 in favor of the motion.

23. S Royle opened the public input portion of the hearing. Joe Wadleigh who has abutting property in Middleton asked which direction the building would be facing. D Bouzianis showed which elevation view would face which direction.

24. Cathy Kinville asked where the 70 required parking spaces came from. S Royle noted that the PB agreed that 70 seemed high and that they were considering the waiver request from the applicant. Cathy Kinville asked if approval of the color was part of the review process and did every application receive this level of review. S Royle noted that overall visual appearance was a consideration that was applied to all applications. The general style was more important than a specific color.

25. Dino Scala asked how many more steps that application would have to go through. S Royle noted that the engineers expected to have responses to the peer review letter before the next meeting and once questions had been answered the PB should be able to render a decision.
26. S Royle noted that there was still a Conditional Use Application to be considered and Regional Impact was a topic of consideration because of the proximity to the Middleton town line.
27. M Garrepy noted what applications and approvals were necessary and noted that our Site Plan Regulations have criteria for Regional Impact including within 500 feet of a town border. He noted that a Regional Impact review could take about a month. Not declaring Regional Impact where one could be potentially be expected is an easy target for contesting the PB decision.
28. The PB felt that this was not a large development, however, because of the proximity and potential traffic issues, this could be considered as having a Regional Impact.
29. Declaring Regional Impact seems excessive, however, taking away an easy target for potential contesting of the approval might be worth the effort. The PB asked the developer and his engineers how they felt about filing for Regional Impact.
30. Frank Walter noted that if the PB has confidence in their decision, others will have confidence in the decision. He also noted that he felt that this proposed development would be an improvement for the area.
31. After discussion by all parties, it was decided we should declare Regional Impact and move forward. Middleton and Milton will be notified of the Regional Impact. N Fogg has been in contact with Cynthia Copeland at Strafford Regional Planning Commission and will move forward to get this review set up.
32. Al Palmer from Gorrill-Palmer Engineers stated that he felt that the peer review was positive for the project and that Regional Impact would also be positive for the project and the PB's confidence in the project.
33. J Blackwood noted that he did not see snow storage on the plan and that it should be added.

MOTION: In accordance with Site Plan Regulations, Section 2.11 we will submit for Regional Impact.

Made by: Dick DesRoches

Seconded by: David Silcocks

Discussion: None

Vote: 5-0 in favor of the motion.

34. Joe Wadleigh asked how runoff was leaving the site and how it was being controlled. Doug Reynolds explained how the runoff will be controlled and where the runoff will flow. The peak flow will not exceed the current peak runoff flow.

35. S Royle closed the public input portion of the hearing and asked for a motion to continue the public hearing until June 19th.

MOTION: To continue the public hearing for Oracle Enterprises until June 19th.
Made by: David Silcocks
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion.

36. A site walk for Oracle Enterprises (Dunkin Donuts) will take place on June 19th at 6pm. The public hearing will follow at Town Hall at 7pm.

37. J Blackwood stepped down from the PB. T Dube was reseated on the PB.

CONCEPTUAL CONSULTATION

38. **Sandy Lebel from Color Coatings**, located at 74 Crystal Lane in the industrial park approached the PB. She and her husband purchased the building in 2004. In 2007 they added a 1,000 sf addition to the north side of the building. They are continuing to grow and are planning to add a 1,600 sf addition to the rear (east) side of the building.

39. The Lebel's went through a full, major site plan review in 2007 and are asking if waivers can be granted since the new addition will not substantially change the site.

40. N Fogg noted for the record that he had prepared the previous site plans for this site for George Frothingham and the Lebel's.

41. N Fogg noted that this clearly falls into the category of a major site plan review application, but that if the PB felt so inclined, they could accept waiver requests and try to keep the application as simple as possible for the Lebel's. The Lebel's would like to try to build the addition this year and would hope to have at least the shell complete prior to harsh weather.

42. N Fogg noted that the number of parking spaces currently shown on the plan is adequate for the proposed addition and that the Lebel's are willing to place a drip edge infiltration trench under the eaves of the proposed addition to prevent any increase in runoff from leaving the site. The soils in the former gravel pit would certainly be accepting of infiltration.

43. It was noted that the waivers would include a licensed land surveyor and/or professional engineer certification. The timing would be difficult if they had to wait for an outside firm to prepare the application. There would be quite a few items to waive from a major site plan application, but the change to the site is fairly straight forward.
44. The proposed addition would house the actual powder coating process. D DesRoches asked about how much additional material would be handled within the building. Sandy Lebel noted that the powder coating process uses non-flammable material and the material is safe and can be disposed of in a landfill. They are also adding a new filtration system that will clean and recycle the air.
45. The PB agreed that they would consider waivers as part of a site plan application from the Lebel's at Color Coating. Sandy thanked the board for their consideration.
46. The PB agreed by consensus to switch the July 3rd meeting to July 10th.

BOARD BUSINESS

47. **Union School house** is asking to change one side of the building from an educational use to an apartment. The owner wanted to check to see if any PB approval was necessary. N Fogg felt that it needed a Conditional Use Permit, but told the owner that he would check with the PB.
48. The PB questioned the existing and proposed use(s.) After consideration, the PB agreed that a Conditional Use permit would be the appropriate way to go.
49. **Proposal for putting together lake testing data.** D DesRoches has not received a proposal back from Forrest Bell. Hopefully by the next meeting. Once we have the proposal, we can see if we have enough money in the budget.
- 50.

APPROVAL OF MINUTES

51. The PB reviewed the minutes of the May 15th meeting.

MOTION: To approve the minutes of the May 1st meeting.
Made by: Tom Dube
Seconded by: Dick DesRoches
Discussion: None
Vote: 5-0 in favor of the motion.

52. The PB reviewed the minutes of the May 1st. They were not approved at the last meeting because not enough members were present that attended that meeting.

MOTION: To approve the minutes of the May 1st meeting.
Made by: Dick DesRoches
Seconded by: David Silcocks
Discussion: None
Vote: 3-0-2 in favor of the motion.

CORRESPONDENCE

53. Only related to peer review of the Dunkin Donuts.

SET MEETING DATE

54. The next regularly scheduled PB meeting will be Thursday, June 19th.

ADJOURNMENT

MOTION: To adjourn the meeting at 8:44 pm
Made by: Tom Dube
Seconded by: Connie Twombly
Discussion: None
Vote: 5-0 in favor of the motion

Respectfully submitted,
Nathan Fogg
Code Enforcement Officer
Land Use Clerk