

1 **Official**

2

3 **MINUTES**

4 **HOOKSETT PLANNING BOARD MEETING**
5 **HOOKSETT TOWN HALL CHAMBERS (Room 105)**

6 **35 Main Street**

7 **Monday, October 2, 2023**

8 **6:00 PM**

9

10 **MEETING CALLED TO ORDER AT 6:05 P.M.**

11

12 **PLEDGE OF ALLEGIANCE**

13

14 **PROOF OF POSTING**

15

16 **NOMINATIONS & APPOINTMENTS**

17

18 None

19

20 **INTRODUCE MEMBERS OF THE BOARD**

21

22 **PRESENT: Chris Stelmach (Chairman), Mike Somers (Vice-Chairman), Sheena Gilbert, Paul**
23 **Scarpetti, D. Winterton, and Robert Duhaime, James Sullivan (Town Council Representative)**

24

25 **ALTERNATES: Denise Pichette Volk and David Russel**

26

27 **EXCUSED:**

28

29 **NOT PRESENT:**

30

31 **STAFF: Elizabeth Robidoux (Town Planner)**

32

33 D. Pichette Volk will be a voting member this evening.

34

35 **APPROVAL OF MINUTES 09/18/23**

36

37 ***M. Somers motioned to approve the minutes of the September 18, 2023 Planning Board meeting.***
38 ***Seconded by D. Winterton. Motion carried unanimously with a vote of 8-0.***

39 Ridgeback Self-Storage was taken as the first agenda item.

40

41 **COMPLETENESS REVIEW & PUBLIC HEARING**

42 **1. 200 TECHNOLOGY, LLC represented by GREENMAN-PETERSEN, INC.**

43 **200 Technology Drive**

44 **Map 29 Lot 76-5**

45 **Site Plan - Addition of 4,800 SF accessory structure, with gravel outdoor vehicle storage**

46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

E. Robidoux: The applicant proposes to redevelop 200 Technology Drive, the site of the former oncology and hematology office. The existing building will be utilized by Elm Grove Companies as its headquarters and administrative offices. The business is currently located in Manchester, NH. The new 4,800 sf warehouse space will be used to store materials for uplifts and upgrades to existing rental properties (mechanical items such as stoves, refrigerators, new sinks, vanities and the like). The outdoor gravel storage area will be utilized to store equipment such as skid steers, plow blades, etc. The property is located in the MUD3 and meets the applicable building setbacks. The proposed parking appears to be sufficient for the use as proposed at this time. It should be noted site work did commence on this site, but has since ceased. The applicant is allowed to work on interior building fit-ups for the existing building. The site has been stabilized with erosion control and permits are in place for the building renovations.

M. Somers: I did not see a landscape plan.

David Jordan: We do not have a dedicated landscape plan. The structure of the property is for a small contractor. The rendering is intended to represent the building itself. They will be moving their office from Manchester to Hooksett. They are renovating that building for that purpose.

M. Somers motioned to accept the revised plans as submitted September 26, 2023, for the project. Seconded by P. Scarpetti. Motion carried unanimously with a vote of 8-0.

D. Winterton motioned to accept jurisdiction of the site plan/subdivision plan before the Board for Elm Grove Properties, 200 Technology Drive, Map 29, Lot 76-05 without a landscape plan. Seconded by M. Somers. Motion carried unanimously with a vote of 8-0.

M. Somers motioned that pursuant to RSA 36:56, the Board finds the proposal as presented at this time meet the definition of a development of regional impact. Seconded by D. Winterton. Motion fails with a vote of 8-0.

D. Jordan: Elm Grove is a real estate and property management company currently located in Manchester. 8500 medial office previously in process of renovating for corporate headquarters. They are actively managing and maintaining over 1500 residential units across NH and MA. Their operation has outgrown their space in Manchester and they are looking forward to a new space in Hooksett. They need to construct a second building, they are calling a warehouse building, only for the storage of equipment and material for the running their business. It is an accessory structure to their main structure. This would be a 4,800 sq. ft. building with a proposed single access drive. That is not changing. The building is located partially within a portion of the paved parking area in the back of site. The rest is located in what is a wooded area. There is some tree clearing that has occurred. There will be some regrading. The parking requirements are based on the primary use being an office. 52 parking spaces are required and 66 spaces are being provided. Those are existing. No new parking is needed or proposed, it is just dropping in the building. Coming up Technology Drive it appears the building is off to the right-hand side. There is an elevation difference. The site is 48+' higher than the road. You won't see this building until you get up by the entrance driveway. The building has two overhead doors. On is loading dock height for occasional tractor trailer delivery. An overhead door will be used for a pickup truck or equivalent. There are main doors on the front and back of the building. Around the back is an

92 outdoor gravel area for storage of plow blades, landscaping equipment, skid steer, etc. We are propos-
93 ing a pre-manufactured steel building. This is not visible from Technology Drive. You have to look to
94 try to see it. No existing landscaping was removed. Tree clearing has occurred. A fair amount of re-
95 grading has to happen. The slopes will be loomed and graded for stabilization. We are not planting any
96 landscaping on two sides. That will be pavement. Behind is gravel storage. On the north side will be
97 loomed and seeded. We have a drainage swale and outlet. The rest will be left to re-naturalize. There is
98 no reason to maintain those areas.
99

100 D. Winterton: Will you entertain clients in the office building?
101

102 Brian Webster (Elm Grove Companies): Potentially.
103

104 D. Winterton: I would think the landscaping would be important to you in the front of the building.
105

106 B. Webster: We are upgrading what is existing.
107

108 P. Scarpetti: You can see the west and south side of that building. I don't think this meets our architec-
109 tural standard. I don't want to see a steel building. You can put clapboard or siding. Whether you main-
110 tain this or not it applies to our regulations. We asked for asphalt or true standing seam roofing. A steel
111 building will not have that. I don't agree with not being able to see the building or the steel.
112

113 J. Sullivan: I was looking at what our architectural standards are. Does this meet our standards?
114

115 C. Stelmach: The new building does not.
116

117 J. Sullivan: From the old plan they had some type of loop that went to the back of the building. There
118 will be no motor vehicle access to the back. Is there any concern for emergency vehicles?
119

120 D. Jordan: The looped driveway is not going away. We have accommodated that with this layout.
121

122 E. Robidoux showed the applicant the architectural standards.
123

124 D. Jordan: We are familiar with them.
125

126 R. Duhaime: The landscape that used to be there is half of what it used to be. It is on the plan. It should
127 be maintained and on the approved site plan. Half of that landscaping has been lost. I would suggest
128 you update your whole landscape plan and come back to this board. Then you will have something that
129 you should be maintaining when it moves forward to a site plan review.
130

131 E. Robidoux: Code Enforcement and our Town Engineer have been out to the site.
132

133 R. Duhaime: I would like to see you revert to the plan from the oncology center. It seems unfair to put
134 on an addition like that that doesn't compare to the main building. We want you in town but we want it
135 done the right way first. Welcome to town and I look forward to your landscape plan.
136

137 J. Sullivan read from the Town of Hooksett architectural requirements.
138

139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185

S. Gilbert: I am eager to see the revised plan.

J. Sullivan: Have you spoken to the fire department?

D. Jordan: Yes. It does not need to be sprinkled and they are satisfied with the access around the building.

R. Duhaime: There is no fence currently and you don't want to move forward with fencing?

B. Webster: We have no plans for a fence.

C. Stelmach: The building itself is just for storage?

B. Webster: Yes. It will have heat, electricity, and an outdoor spigot. It will not have plumbing.

C. Stelmach: How much parking will there be on the gravel?

B. Webster: It will be for a skid steer and mini excavator. We could potentially change out to newer equipment.

C. Stelmach: If something leaks it will go into gravel and drainage.

B. Webster: Our preference would be to park there but we can only do so much per Fire Department regulations.

Open the Public Hearing
Open public comments
No public comments

J. Sullivan: This does not seem to meet our architectural standards.

J. Sullivan motioned to continue the site plan - addition of 4,800 SF accessory structure, with gravel outdoor vehicle storage for 200 Technology, LLC, 200 Technology Drive, Map 29 Lot 76-5 until the October 16, 2023 Planning Board meeting. Seconded by S. Gilbert.

S. Gilbert: It is not just the building I am concerned about. Alterations have already been made to the terrain. I am concerned at how close that is to Technology Drive. I am concerned about the landscaping.

D. Jordan: We have heard your concerns and will address them.

Motion carried unanimously with a vote of 7-0.

PUBLIC HEARING & BOARD DISCUSSION (CONTINUED)
2. RIDGEBACK SELF STORAGE, LLC represented by THE DUBAY GROUP, INC.
1461 Hooksett Road
Map 18 Lot 49-D

186 **Amended Commercial Site Plan**

187
188 C. Stelmach: The applicant has asked to postpone as there has not been any movement forward on the
189 proposal.

190
191 *M. Somers motioned to continue the amended commercial site plan for Ridgeback Self Storage,*
192 *LLC, 1461 Hooksett Road, Map 18 Lot 49-D until the October 16, 2023 Planning Board meeting.*
193 *Seconded by S. Gilbert. J. Sullivan abstained due to being a neighbor of Granite Hill. Motion car-*
194 *ried with a vote of 6-0-1.*

195
196 **OTHER BUSINESS**

197
198 **3. VOLUNTARY MERGER – 19 & 21 AUBURN ROAD**

199
200 E. Robidoux: The applicant has requested the voluntary merger of two lots. Pursuant to RSA 674:39-
201 a, the owner of two contiguous lots may apply to the Planning Board and request the merger of the lots.
202 No public hearing or notice is necessary, and the Planning Board is required per the RSA to approve
203 the request. As one of the lots has a mortgage, the applicant is in the process of obtaining the Mortga-
204 gee’s Consent to the Merger; the signed affidavit must be received in the Community Development of-
205 fice prior to the recording of the Notice of Merger.

206
207 *M. Somers motioned to approve the voluntary merger of Map 36, Lot 4, 19 Auburn Road and Map*
208 *36, Lot 5, 21 Auburn Road, owned by Bruce H. Pempsell, pursuant to RSA 674:39-a. Map 36, Lot 4,*
209 *will be retained. The Mortgagee’s Consent to Merger will be filed in the Community Development*
210 *Office prior to recording of the merger. Seconded by D. Winterton.*

211
212 R. Duhaime: Is this is all in the same zone?

213
214 E. Robidoux: Yes.

215
216 R. Duhaime: Are the lots conforming to our regulations now?

217
218 E. Robidoux: They will be more conforming.

219
220 **Motion carried unanimously with a vote of 7-0.**

221
222 **OTHER BUSINESS**

223
224 It was a board consensus to have a meeting for regulatory changes on October 23 at 6:00 pm.

225
226 Per a question of the board of sub-committees being able to meet virtually, E. Robidoux stated there
227 needs to be a quorum of people present.

228
229 E. Robidoux gave an update on reaching out to SNHPC regarding the Master Plan and a plan to move
230 forward.

231

232 E. Robidoux stated the deadline for anything that needs to go on the ballot for the zoning amendment
233 public hearing is January 15, 2024.

234
235 E. Robidoux stated the Planning Board can recommend to the Town Council changes to take place on
236 the flood plan map. The maps themselves will not be available with an effective date for another couple
237 of years. RSA's allow the Town Council to make a resolution to adopt the maps.

238
239 E. Robidoux stated an updated development regulation list is being worked on.

240
241 Regarding quorums at a site walk, E. Robidoux stated that legal counsel says a quorum is not needed as
242 it is an information gathering session for the board. If there is not a quorum no minutes will be taken
243 for the site walk, however, the one or two members present would report back to the board.

244
245 Discussion ensued regarding the Exit 11 sewer project and traffic study.

246
247 **ADJOURNMENT**

248
249 ***M. Somers motioned to adjourn at 7:16 pm. Seconded by D. Winterton. Motion carried***
250 **unanimously with a vote of 8-0.**

251
252 **The next regularly scheduled meeting of the Planning Board will be held October 16, 2023 at 6:00**
253 **pm.**

254
255 **Respectfully submitted by,**

256
257 **/s/ AnnMarie Scott**

258
259 **AnnMarie Scott**
260 **Recording Clerk**