MANCHESTER PLANNING BOARD
PUBLIC HEARING / LIMITED BUSINESS MEETING
Thursday, August 01, 2019 – 6:00 p.m.
City Hall, Third Floor – Aldermanic Chambers

Board Members Present: Chairman Mike Harrington, Vice Chairman Michael O’Donoghue, Alderman Joe Kelly Levasseur, June Trisciani, Patrick Long

Alternates Present: Robb Curry, Barry Lussier, Chris Wellington

Excused: Members: Ray Hebert, Dan Leclerc, Beth Charlebois, Melanie Sanuth

Staff Present: Pamela Goucher, Deputy Director of Planning & Zoning; Jeffrey Belanger, Senior Planner; Jonathan Golden, Senior Planner; Jodi Nazaka, Planner

I. The Chairman called the meeting to order and introduced Planning Board Members and Planning Staff.

II. PUBLIC HEARING:

(Postponed from 06/20/19 & 07/18/19)

1. S2019-013
Property located at 2874 Brown Avenue (Tax Map 683, Lot 10), a subdivision application to subdivide one lot of 17,377 square feet into two lots, with one lot to have 8,501 square feet and the other lot to have 8,804 square feet, both in the R-1B Zone. Eric Mitchell and Associates, Inc. for United Investors, LLC

At the request of the applicant, this application was postponed to September 5, 2019. Abutters to be notified.

(Continued from 07/18/19)

2. CU2019-013
Property located at 9 Willow Street (Tax Map 360, Lot 1), an application for a conditional-use permit to provide 7 stacking spaces for a drive-through window, where 10 are required, in the RDV Zone. T.F. Moran, Inc. for Tanveer Akhtier

Application withdrawn by the applicant.

CU2019-014
Property located at 9 Willow Street (Tax Map 360, Lot 1), an application for a conditional-use permit to allow a restaurant with a drive-through window in the RDV Zone. T.F. Moran, Inc. for Tanveer Akhtier

Application withdrawn by the applicant.
CU2019-015
Property located at 9 Willow Street (Tax Map 360, Lot 1), an application for a conditional-use permit to provide 6 stacking spaces for fueling stations, where 9 are required, in the RDV Zone. *T.F. Moran, Inc. for Tanveer Akhtier*

Application withdrawn by the applicant.

SP2019-017
Property located at 9 Willow Street (Tax Map 360, Lot 1), a site plan application to construct a 2,121 SF convenience store with a drive-through restaurant window and 11 parking spaces in the RDV Zone. *T.F. Moran, Inc. for Tanveer Akhtier*

Application withdrawn by the applicant.

Chairman Harrington advised the applicant submitted a letter, which has become part of the file, stating his reasoning for making the request to withdraw.

(New Items)

With respect to the following applications, appropriate materials have been submitted to invoke the jurisdiction of the Board. Although additional information may be required prior to final consideration, it is the recommendation of the Staff that the Planning Board determine the applications complete and conduct a public hearing. (A motion would be in order.)

*Vice Chairman O’Donoghue made a motion, which was seconded by Mr. Long, that the following applications are complete and available for a public hearing: SP2019-025, SP2019-027 and PDSP2019-003. (Motion Carried)*

3. **SP2019-025**
Property located at 1888 South Willow Street (Tax Map 852, Lot 2B), a site-plan application for the redevelopment an existing 20,030 SF building and new 875 SF addition with associated site improvements to accommodate an auto dealership in the B-2 Zone. *VHB for Tidal Creek LLC*

Attorney John Cronin of Cronin, Bisson & Zalinski appeared on behalf of the applicant. Also present was Dave Fenstermaker from VHB Consulting Engineers who did the detail work on this particular project as well as Bob and Shannon Warner, the principals of the applicant that have been operating Warner Mazda.

Attorney Cronin advised that Mr. Warner has been involved with Mazda automobiles for approximately 35 years, but he took the leap and bought his own dealership approximately 15 years ago and he has been running it with great success from what the car professionals would say was an inferior location. They are recognized as one of the top 40 Mazda dealers in the country and there are 600 nationwide. They have also been a Presidents Cup award winner, which there is only one of three in New Hampshire. They are the largest Mazda
dealer north of Boston; that includes the northern New England states. They employ approximately 35 people, a number of those are skilled positions, mechanics and technical people and they have a full sales and service operation. They have been leasing the property at South Willow Street and Gold Street for some time. It is not a custom Mazda facility and not one that would technically meet the manufacturer’s requirements if they were seeking a franchise agreement today. He said Bob and Shannon Warner have wanted to maintain their dealership in Manchester as they have many valued purchase and service customers in the community and they have looked tirelessly for a number of years to find a suitable location. Finding a suitable piece of property in the right location in Manchester is very difficult. They took a hard and long look at a property on Second Street next to the dog park and there were too many challenges for that site. They connected with the owner of the property that is before the Board tonight and there was a discussion that the Planet Fitness facility, which is part of the planned development that was approved and has been in that site for some time, was seeking to relocate across the street to the former Lowe’s facility, leaving that building empty. Bob & Shannon engaged in negotiations and were able to arrive at a deal that would allow them to reoccupy that structure with minimal modifications. They would look at it as having a great frontage and curb appeal compared to where they are now. It is certainly in the location that other auto dealers have been located for some time.

Attorney Cronin said there will be some modifications to the building, under 1,000 SF, to provide the drive-thru service aisle and also what they call a “jewel box”, which is a bump out of very small dimension to allow for the display of a few automobiles.

Attorney Cronin advised the size of the parcel is about 50 acres but there is a significant amount of wetlands. As far as usable acreage it is probably in the 5-6 acre range, but this is already an approved site and they are really for a change of use for this particular facility. Some of the questions that came up was this was a planned development and what is the issue of having more than one principal use on a site. Also on the parcel is Olive Garden Restaurant, which has been there and been in use with the Planet Fitness, and the prior occupant of that building, which was an operation called Antics. In looking at the planned unit regulations in the Ordinance, they talk about compatibility, which Webster’s defines as two uses that can or may exist together. There is no bright line test to say that they have to look alike, sound alike, talk alike and when you look for compatibility he went to the table of uses in the B-2 zone and restaurants and full service automobile dealerships are recognized by the drafters of the Ordinance to be compatible in this particular zone. In looking at the use as far as compatibility, certainly buying cars and going out to dinner and a drink have been together for a long period of time but when you compare it to the compatibility of the restaurant and Planet Fitness you see that the auto dealership is superior in both fit and relationship with the Olive Garden restaurant. As far as other modifications that will take place, Attorney Cronin said there will be a little addition to the parking lot that was long anticipated under prior users. As far as the compatibility they believe that fits squarely within the Ordinance as this is an allowed use.
With regard to the front line parking, Attorney Cronin said on the plan along Huse Road there is a number of fronted spaces and with all car dealerships your front line or your appeal to the motoring public is critical although in recent times technology has impacted the auto dealership business, as it has everyone else. Reportedly in prior years the average car buyer would visit approximately seven car dealerships before making their choice. Today a lot of that is done online so you don’t have the volume of people coming in and just looking and many make their buying decisions of what type and model and where they are going to buy the car and all they do is come and pick it up. The current ratio the manufacturers deal with is somewhere in the range of 1.4 trips per customer per vehicle purchase. Their hours of operation Monday through Thursday is 6:00 AM to 9:00 PM. The morning hours are typically a drop off for someone who may want to get their car serviced. Fridays and Saturdays are 6:00 AM to 6:00 PM and Sundays are 9:00 AM to 5:00 PM. Planet Fitness currently exists as a 24 hour operation. In that front line there are ten spaces. The current intent is not to use that as display. The reason such a big capital investment is being made in this business is to continue to grow it to be one of the leading Mazda dealerships not only in the region, but in the Country, so they want to reserve the right to use those ten spaces that are in front and consistent with the Planet Fitness building to be used for display. If they do that, those ten spaces would be relocated in the parking field for general parking, which they understand there may be a note required for that. The other issue relates to parking in the shoulders. With car dealers everywhere he thought there was always a concern about some creep in the front line getting off the pavement and into the dirt shoulder. There is no parking and they recognize that it is not allowed so there is no intent to put any parking in there.

Dave Fenstermaker of VHB said the parking area they are discussing is already graded out, it is clear and the trees are all gone. Also in the area, in terms of natural resources and the reason they were at the Conservation Commission last night, there are a number of wetlands and the Cohas Brook. With this area already being worked on before and being graded out they have kept their limit of work within that area and all the work will be done outside of the wetland and the wetland buffer. There are two points of access off of Huse Road and South Willow and both of those will be maintained.

Mr. Fenstermaker advised the existing building will get renovated. He showed the 875 SF bump out and said one of the benefits of this project and what the Warners are committed to doing is really enhancing the parking lot, especially with the two different uses so providing this landscape canoe will also really help with channelizing the traffic in and out of these areas and the 65 space parking lot down in the bottom. All the utilities are already running to the building. There will be a service area that drives through the building so there will be some floor drains so they are going to add an oil/water separator but connect to the existing sewer line. Overall the sewer demand required for the auto dealership is much less than the Planet Fitness. All the drainage from this whole site, the hotel and the Shell station all go back to the oversized detention basin sized 20 years ago. They had a complete drainage report that was reviewed by engineering to demonstrate that this development was anticipated. There is already an 18 inch stub that is out there now that they are just
connecting to so they will get some catch basins with deep sumps connected to that and get full treatment in the back.

With regard to traffic, Mr. Fenstermaker said the auto dealer is sometimes is less of a generator than fitness. That is based on ITE record numbers and these are all trending different now where the trips are actually getting less for the dealerships so what they wanted to do was show the conservative for this particular use. In the morning there is minor (12-15) cars that will be splitting up between the two access points during the peak hour. In the afternoon the peak actually goes down and in the Saturday peak there will only be a handful of cars per hour so there will be very minimal impact.

Mr. Fenstermaker said the intent now is display in the front. The entrance to the building for customers is to the north and he pointed out the customer parking. He pointed out the ten spaces discussed earlier and said there will sort of be a delineation from the landscape island of what the Olive Garden parking will be versus the parking for the dealership. There will be spaces reserved for customers and employees and then the 65 additional spaces will be mostly for display.

Mr. Fenstermaker advised they have had engineering plans and a stormwater report reviewed by the City and there were a couple minor items that are easily addressed. There were really no comments from the other departments at this time.

Chairman Harrington asked if there was any difference in the hard set of plans handed out tonight compared to what the Board got last week. Mr. Fenstermaker said it was the July 1st plan set.

Mr. Long asked if they anticipate an issue being across the street from a restaurant. Attorney Cronin said not at all. He said there are restaurants surrounding all the auto dealerships on South Willow Street. He said auto dealerships locate together and restaurants follow them.

Mr. Long asked if the ten parking spots are currently Olive Garden’s spaces. Attorney Cronin said there is a lease with Olive Garden that dictates their parking and those ten spaces are assigned to the Planet Fitness site. They are the ones that come right up to where the contract starts for Olive Garden but they are clearly defined and dedicated to the Planet Fitness. There is no intent to encroach and whether they had an intent or not legally they could not encroach on the rights that Olive Garden has had for a long period of time under their lease.

Mr. Long confirmed with Attorney Cronin that they have no intentions of parking on landscaping. Just the improvement with the presence of that building will be a dramatic improvement.
Mr. Long asked about signage. Attorney Cronin knew the building signage is usually manufacturer’s requirements in terms of your franchise agreement. Robert Warner, owner of Warner Mazda, said currently there is a marquis sign on the corner of South Willow Street and Huse Road with the identification of all the properties. Mazda’s factory requirement will be for him to have an individual pylon sign. Currently the only thing on that sign is the former Planet Fitness, which will be gone, and Olive Garden. They don’t anticipate using that sign because it wouldn’t fit within factory requirements as an authorized dealer so they would have to go with their factory approved pylon sign.

Ms. Goucher said that whole corner, including where the renovated building would be, that whole site all the way up to the hotel is part of the South Willow Special Streetscape district so there are some special requirements regarding signage and location. There is a good possibility that what Mazda would want to see them have for a pole may not be zoning compliant so it may involve zoning relief. Mr. Warner said Mazda was well aware that what they require is also based on what they can get approved through the Ordinances of the City.

With regard to parking on the grass, Ms. Trisciani said she knew at their current location they park on the landscaping. She asked if they would be 100 percent fine if there was a condition that is not to happen at this location. Mr. Warner said he was.

Chairman Harrington asked if they would be totally vacating the existing site. Mr. Warner said their lease expires in November and they have already discussed with the landlord to have a month to month agreement until the new building is set to occupy. At that point they will have just the location on Huse Road.

With regard to the landscaping where the ten cars will be parked, Mr. Curry asked if they were going to leave the trees. He asked how they will display the cars with the trees right in front of them. Mr. Fenstermaker said that carries over to what Ms. Goucher said about the overlay and the number of trees required. He said the intent is to keep the trees per the overlay.

Mr. Lussier confirmed with Mr. Warner that they are going to be the new owner of the entire 50 acre parcel and the restaurant will be their tenant.

Mr. Lussier asked about the area out behind the mobile home park. Mr. Fenstermaker said that was their existing detention basin and fortunately they do not have to adjust that at all. It will just be maintained as is. This project is just focused on the developable piece up front. The whole system is gravity out there now.

Mr. Golden asked if they have submitted for the shoreland permit. Mr. Fenstermaker said they have done some coordination with NH Fish & Game and have sent out letters. They are waiting for this process to end to see if there are any changes. They are outside the 50. There is some within the zero and 150 and then the portion within the 250 is just the new
parking lot. Overall maintaining 25 percent of the natural wooded they are at five percent so they are well below the standards. It is ready to go after this meeting and it will be sent to the State.

With regard to the ten spaces up front along Huse Road that Mr. Cronin referred to as potentially using for display, Ms. Goucher wasn’t sure why they wouldn’t have them as display right from the get go unless it has anything to do with the trees because in any car dealership that they have ever dealt with the area right up against the street is where all the dealers want their display vehicles. She said if there is the potential than why not just show it as display unless the trees have something to do with it. Mr. Warner said they need as much space as they can for display but the trees wreak havoc on the paint for the majority of time from the middle of March right through the end of sap season, which is pretty much now. They are not really sure on this particular plan why they would need that when they have such a nice display. He said they have never had a nice complete rectangle. They have always been on a lot that is chopped up. Because of that, they believe they can display properly in that area and if they are proven wrong they will need those ten spaces. Mr. Fenstermaker said they want to maintain the flexibility so they would like to do whatever is better to show on the plans now for approval. Ms. Goucher said it would be better off showing it as display and they can work the parking calculations from there.

Chairman Harrington turned the hearing over to the public. There were no comments from the public and the Chairman brought the hearing back to the Board.

Mr. Lussier confirmed with Mr. Fenstermaker that the new circulation in the parking lot would not affect Olive Garden’s parking.

Chairman Harrington thought this plan works so much better than what was there previously so overall he thought it was a big improvement. Logistically he thought for the people visiting the site it would be much more pleasurable than what it is today.

With regard to the sign issue, Attorney Cronin advised that Mr. Warner has some time pressure and he would like it to go through as it is. He thought he would have the right to use the existing sign in the interim if he can get open sooner but their expectation is it will take a while to get this site and during that period of time they could work with a more definitive sign package if that is something that Mazda wants to pursue.

Ms. Goucher said Mr. Warner does not want to have a raised rotating platform somewhere within this site for a vehicle, which he has across from his location. She asked because if they are looking to do that now would obviously be the time to show it on a plan. Mr. Warner said at one point they had a rotating display next to the dentist office and he got rid of that because it was a maintenance nightmare. With Mazda’s new design they want the jewel box portion of the showroom to be the thing that is going to catch people’s eyes. They don’t want it to be a distraction with any other type of display that would take away from that. In jewel box there is a permanent lift in the building that will display a vehicle on the
second floor. That is what will grab people’s attention on South Willow Street.

Chairman Harrington closed this public hearing and it will be taken up at the next business meeting.

4. **SP2019-027**

    Property located at 3000 Goffs Falls Road (Tax Map 750, Lot 20), a site-plan application to reconfigure an existing parking lot of 790 parking spaces and add 69 parking spaces, two drainage features, and additional site improvements on two lots totaling approximately 35 acres in the IND and R-1B Zoning Districts. *Hayner-Swanson, Inc. for the Business Finance Authority of the State of New Hampshire*

Jim Petropoulos, a civil engineer with Hayner Swanson, appeared on behalf of BAE Systems. Also present was Ben DeBello, a project manager for BAE Systems.

Mr. Petropoulos advised they are seeking a site plan approval for proposed site improvements upon the property at 3000 Goffs Falls Road. He showed an aerial photograph of the property, which is located just to the west of the Manchester Boston Regional Airport. Goffs Falls Road in this location kind of comes off of Brown Avenue and runs in a northerly direction. The property is Map 750, Lot 20 and actually contains two tracts; the site proper of 33 acres and then BAE Systems has a very slight sliver of land in between Brown Avenue and Goffs Falls Road. In total they total almost 35 acres. The property is located within the industrial zone. There is a small amount of residential property to the north. Pine Island Pond borders them on the majority of the east. There are various City properties and also a commercial property to the south and Goffs Falls Road borders them to the west.

Mr. Petropoulos said the subject site historically was used as a medical office building. In the late 70’s they believe Blue Cross/Blue Shield came forth and built a 216,000 SF office building in two wings. Access to the property exists in a main body entrance into the main parking field located on Goffs Falls Road and there is a unique entrance/exit kind of visitor entry up to the east part of the site located along the northerly part of the property. Currently there are approximately 790 parking spaces with this facility. They have a loading courtyard between the two buildings. He pointed out the location of another small loading dock. It is a very attractive site. It has very moderate topography and wonderfully sandy soils in and along Pine Island Pond. They have had wetlands mapped and flagged and essentially it is really along the edge of the wetland. There are no interior wetlands other than a small channel. All of the necessary utilities servicing this building are located on the property and in Goffs Falls Road.

Mr. Petropoulos said BAE Systems is in the business of manufacturing a wide array of high tech electronic products. They are proposing to renovate this building in order to create an office R&D facility. The building improvements include a complete interior re-do of the site. They are bringing it right down to the structure. All new systems internally within the building. There are no proposed building additions they are taking the building as is. There
is a very small utility package that will contain the chiller plant, the air conditioning units for the building. This building’s roof system was not sized to put heavy equipment on top of it so they are creating a small independent area for the main utilities.

Mr. Petropoulos said they are completely re-doing the front parking field, which is 40 years old and in dire need of new curbing, new surfacing, new landscaping and new lighting and that will take place in that main parking field. They are also going to revise the entry/exit on the north part of the site to create a more direct entry feature to the east wing. This is where they will have visitor parking. Upper management parking will be in a new lot located in the northeast corner of the property. They are proposing a new fire access. Currently there is a nice walking trail not only behind the building but also through over to North Island, which is part of the property and a wonderful amenity. The Fire Department asked if they could improve that to make for life safety completely around the building and they are happy to do so.

Mr. Petropoulos said one of the main improvements they feel to the site has to do with stormwater. Currently the existing site discharges directly into Pine Island Pond with no qualitative or quantitative treatment. They are proposing two stormwater areas; a small one located on the northern part of the site and then a much larger one in the southern part of the site to pick up the entire paved surfaces and get it into those areas, provide for suspended solid removal allowing for settling of solids and filtering of some of the larger grit particles before it is discharged into Pine Island Pond. In New Hampshire the Alteration of Terrain permit is really a stormwater and erosion control permit that is needed and they have obtained that particular permit for this project.

Mr. Petropoulos said there will be brand new lighting and landscaping in the front field. All new LED downcast dark sky friendly lighting. There will be directional signs throughout the site but the main sign will be at the entrance where it typically has been. They have some work within the shore land 250 foot zone. They have made an application to NHDES for that work and have received that permit. They are compliant with their standards. Last evening they appeared before the Conservation Commission to show them the project. He pointed out where they have a very small buffer impact of the 25 foot buffer. They advised the Conservation Commission they are adding about an acre of new pavement on the property and they received their support.

Mr. Petropoulos advised they submitted a traffic study. The study really looked at previous uses to the site compared to BAE. There were about 800 employees before and there are about 800 employees here. BAE uses a staggered arrival/departure time for their employees and they believe that is a benefit to local roads.

With regard to the construction schedule, Mr. Petropoulos said interior improvements are underway. They hope to break ground on the site in the summer of 2019. It is about a 24 month project to completely get from start to finish.
Mr. Petropoulos advised they have asked for two waivers as part of their application. The first had to do with the sheet size of their drawings. To be consistent with the entire plan set architectural, structural and mechanicals, they are proposing a 30x42 inch sheet where a 22x34 inch sheet is the requirement. It was one of the first questions they asked staff because the bigger drawings are kind of bulky to handle for them but in the electronic age if they are fortunate to move forward they can provide electronic drawings as well. The second waiver is site regulation 8.3(B)3 where technically it requires 227 new deciduous trees upon the property. They are proposing 164. He referred to the landscape plan that showed the great balance to the landscaping for the entry features and in and around the building. One of the things the regulation doesn’t hit on is maintenance of existing trees in that there are a good 10-12 acres of bordering vegetation around this whole site. As such, they believe the existing vegetation to remain as well as the proposed trees will create a brand new wonderfully landscaped site. BAE being who they are has security issues so they can’t heavily concentrate a landscape area in and around the building. They have to be able to see the parking from the building.

In summary, Mr. Petropoulos believes the site is being redesigned in a responsible manner and in accordance with the regulations. The minor staff comments they have seen to date from Planning and Engineering have been very fair and easy to address and he saw no issues with those.

Mr. Long asked about the waiver for sheet size. Mr. Belanger said in this instance they understand the applicant’s need to request this waiver and they do not stand in opposition to it.

Mr. Long asked where most of the 164 trees were going. Mr. Petropoulos thought they were well spread out across the site. They are transplanting a number of existing fruit trees along the entry drive. The main focus has been along the two entrances as well as the interior parking lot as well as a smattering in the back to enhance the buffer where they are working with their stormwater outlet.

With regard to the security issue, Mr. Long asked where that would be. Mr. DeBello said their security concerns are around the proximity of the building.

To be clear, Mr. Petropoulos said in between the two curb cuts there are a number of scruffy pines that will be coming down. There will be new landscaping there. One of the other significant improvements is there is terrible sight distance coming out of one of the drives and when looking north it is quite dangerous. By pulling back the vegetation, by pulling back the grading buffer and by eliminating a very large utility pole right there they think that is a much safer intersection than currently exists today.

Mr. Lussier asked why the Business Finance Authority listed as the owner. He thought Brady Sullivan owned the property. Mr. DeBello said Brady Sullivan was the previous owner of this site. It is currently owned by the Business Finance Authority of the State of New Hampshire.
who purchased the property. BAE Systems has entered into a ten year lease with the option to buy after ten years.

With regard to the security issues, Mr. O’Donoghue said he did not see any physical security fences and things of that nature. He asked if there were plans to put that in at this facility. Mr. DeBello said they don’t typically do that. They have a roving guard to watch the perimeters and make sure the employees get in and out safe.

Chairman Harrington said he had a copy of the letter from the Conservation Commission, which was authored by Jeffrey Belanger. He asked if they were satisfied with the Commission’s requirements. Mr. Petropoulos said absolutely.

Chairman Harrington turned the hearing over to the public. There were no comments from the public and the Chairman brought the hearing back to the Board.

Chairman Harrington closed this public hearing and it will be deliberated at the next business meeting.

5. **PDSP2019-003**

Property located at 537 Union Street (Tax Map 20, Lots 1, 2, 5 & 9), a site-plan/planned development application for the expansion of an existing funeral home with associated site improvements and parking in the C-1 Zone. *Granite Engineering, LLC for the Healy Family Revocable Trust*

Jeff Merritt of Granite Engineering appeared along with Dan Healy, the owner and applicant for this project.

Mr. Merritt said this is a project involving the Connor Healy Funeral Home, which is located on the corner of Union Street and Concord Street. They have both a planned development application and an associated voluntary merger application. A plan set was provided in their packet, which they prepared illustrating this project. They are dealing with four different lots that make up this project. The first lot is Lot 1 that is on the corner of Concord Street, which is to the north and Union Street and where the Connor Healy Funeral Home is today. To the rear (east) of the building is some onsite parking. Just south of that is Lot 2 and is the location of the Connor Healy Cremation Center. Above it on the second floor is an existing residential unit. The third lot they are dealing with is actually off of Amherst Street. That is Lot 5 and it is developed with a two-family home that is rented. The fourth lot that makes up this application is off of Walnut Street and it is referenced as Lot 9. It is vacant today. There is no building on it; however, historically there was a residential structure on that property as well, which has since been torn down. Those four lots are the subject of what this application is tonight. For reference, the 3 lots located off of Walnut Street (Lots 6, 7 and 8) although not part of this application, they are also owned by Mr. Healy. All of these properties are located within the civic institutional district.
Mr. Merritt said they are proposing a merger of the four properties and form one consolidated parcel. They propose to build a parking lot on what is the Walnut Street property today. Fourteen parking spaces are proposed on that parcel. They will have a driveway off of Walnut Street, which will be exit only. Entrance to this facility will remain off of Union Street and Concord Street as it does today. On the long narrow lot that fronts on Amherst Street they are also proposing a parking lot that will have 15 parking spaces. This project will create 45 onsite spaces where only 20 exist today. Similar to the Walnut Street parking lot along Amherst Street they will have a driveway onto Amherst Street but it will be an exit only driveway. There will be no access from Amherst Street. You will still enter the facility off of Union and Concord Street.

Mr. Merritt advised the need for this project came about because of background growth in the area here. This use is a use that has been around since the early 1950’s. It is not new to this location. There are about 20 spaces on site today and then around the property and the City streets there is on-street parking. North of the property is the Boys and Girls Club and there has been some increased demand on the off street parking that exists there today. Where this use relied on off street parking in the past, because the demand in that background growth in the area from other uses, there is not as much availability for off-street parking as there once was hence the need for some additional off-street parking, which is what they are proposing tonight.

Mr. Merritt said the merger ends up eliminating those internal property lines, which places then two buildings on one principal lot and that by definition is a planned development. They are not proposing any changes to the building. There is no expansion of the building per se and no new buildings but the physical merger of these four properties puts principal structures on one single lot, which is the definition of a planned development hence the application for a planned development. The Ordinance allows planned developments as long as they meet three criteria. One criteria is that is required is that structures must relate in character and purpose to the planned development. One building is the funeral home and the other is the cremation center and they are obviously related. Even the aesthetics of those buildings look like they belong together so they meet that criteria. The second criteria is that residential planned developments can’t exceed the dwelling density of a standard subdivision. There is a single residential unit within the cremation center building on the second floor. Again, there are four lots of record today and they are proposing to keep only one residential unit here so the density works out consistent with the requirement. The third and final criteria is that the development must be appropriate to the surrounding area. This use started in the early 1950’s. It is just the merger they are proposing that requires the planned development or kicks it into a planned development. With the exception of the parking lot improvements they are proposing the use doesn’t change. If anything, the visible improvements are going to be parking lot and less congestion in the parking on the street so they believe it is appropriate for the surrounding area and you shouldn’t see much difference in terms of use other than enhances parking for the area.
Mr. Merritt advised they received some variances for this project. Some of them were “housekeeping” variances, sign variances and that kind of stuff. Ones that affect the layout of the parking lot included a variance to reduce the landscape buffer in two sites. They are compliant with the landscape buffer to the west where they don’t own the abutting properties. They chose to reduce the buffer adjacent to those properties that Mr. Healy has under his control and they will be landscaping those area and providing a fence to separate the uses.

Mr. Long asked about lighting. Mr. Merritt referred to the lighting plan and pointed out the location of the pole mounted lights. They are architecturally pleasing fixtures. They ran a lighting analysis and it conforms to code. They are all LED fixtures with cutoffs on the house side. There is fencing on both sides such that they further eliminate headlights or anything like that. The lighting analysis doesn’t take into account any blockage by the fence. It doesn’t assume that kind of stuff.

Chairman Harrington asked if the parking created was solely for their purposes only. Mr. Healy said that was correct. Mr. Healy said if his lot is not being used and there is overflow from the Boys and Girls Club sometimes they will come into his lot and they allow that but there is no plan to lease any of those spots.

Alderman Levasseur asked how many cars they will be pulling off the street when there is a service that currently parking on the street. Mr. Merritt said there are 20 existing and they have 45 proposes; so another 25 cars will come off the street. That will help the area during peak demand. Mr. Healy said it is very congested between the hours of 4:00-7:00. There are about 500 kids that go to the Boys and Girls Club and their calling hours are generally 4:00-7:00 so it is extremely busy and it is their intent to get the folks coming to the funeral home off the street and into their parking lot.

Chairman Harrington turned the hearing over to the public. There were no comments from the public. The Chairman advised a letter was received from the Boys and Girls Club in support of this project and that has become part of the record.

Chairman Harrington closed this public hearing and it will be deliberated at the next business meeting.

Chairman closed the public hear of the Manchester Planning Board of August 1, 2019.
III.  LIMITED BUSINESS MEETING:

Chairman Harrington called to order the August 1, 2019 limited business meeting of the Manchester Planning Board.

1.  **S2019-015**  
Property located at 71 Whalley Road & River Bank Road (Tax Map 675, Lots 26, 33, 34), a subdivision application for the consolidation of three lots of record, and subsequent re-subdivision, for the creation of one new buildable lot in the R1-B Zone.  *Joseph M. Wichert, LLS for Linh Ho & Dieu Ngoc Thi Hoang Le*

Chairman Harrington advised there was a staff recommendation and the Board took a moment to review that information.

Mr. Hebert asked if staff ever heard from the Mr. & Mrs. Thomas. Mr. Golden said the owner came to the office earlier this week to go over the plan. She couldn’t go to the last meeting so she was asking what the decision was so he provided her with an update of the process. They talked about the property line and she didn’t seem to be too concerned. He thought the old owners of both properties had some kind of agreement about the garden and fence location. It was probably like a gentleman’s agreement and he didn’t think anything was ever laid out so she didn’t really object in any way.

The Chairman advised there was a waiver request for underground utilities.

**Mr. Long made a motion to grant the waiver for underground utilities, which was seconded by Mr. O’Donoghue. (Motion Carried)**

**Mr. Long made a motion to approve SP2019-015 per staff recommendation, which was seconded by Mr. O’Donoghue. (Motion Carried) (Abstained: Levasseur)**

**Conditions of Approval:**

1.  Conditional approval of this plan shall be valid for one year, during which time all conditions precedent to final approval shall be completed and plans shall be submitted for final approval;

2.  The applicant shall obtain sign-off from all City reviewing agencies, including the Planning Department, prior to submitting plans for final approval;

3.  All new boundary monuments are to be set prior to submitting plans for final approval;

4.  Any waiver from the Subdivision and Site Plan Review Regulations granted by the Planning Board shall be noted on the plan;
5. A School Impact Fee of $4,589 and a Fire Impact Fee of $571 for the new SF house on new lot 34A, shall be submitted prior to a Certificate of Occupancy.

6. The plan shall contain a note stating, “All conditions subsequent to approval shall be completed within two years of final approval”;

7. The plan shall contain a note stating “The location of the water service connection over Lots 34 and 26 for the benefit of Lot 32 is approximate and shall not be affected by this subdivision”;

8. All conditions subsequent to final approval shall be noted on the recorded plan, or the Notice of Decision shall be recorded simultaneously with the plan, pursuant to RSA 676:3;

9. Prior to final approval, the applicant shall provide to the Highway Department a digital file in AutoCAD, .dwg format with boundary lines and horizontal and vertical features based on N.H. State Plane Coordinate System (NAD83/92-NGVD 88);

10. To submit plans for final approval, the applicant shall submit one set of mylars for recording, one complete set of mylars to remain on file with the Planning Department, and four complete paper sets;

11. Should any condition precedent or subsequent to this approval not be met in the time periods provided for in Subsection 4.13 of the Manchester Subdivision and Site Plan Review Regulations, the Planning Board shall hold a hearing to revoke this approval, pursuant to RSA 676:4-a; and

12. The applicant shall provide the Planning Department with the recorded plan number within 30 days of final approval.

2. **SP2019-022**

   Property located at 284 Hanover Street (Tax Map 94, Lot 4), a site plan application to change the use of an existing building from professional offices to veterans’ housing in the R-3 Zoning District. **Northpoint Engineering, LLC for the State of New Hampshire Department of Employment Security**

Chairman Harrington advised there was a waiver for putting elevations on the plan. Ms. Goucher said the building pretty much takes up the whole lot.

Ms. Trisciani asked if there was any further discussion about DPW’s request that they repave all the sidewalks because she thought that was sort of extreme. Ms. Goucher said that was why it wasn’t a condition. Chairman Harrington agreed. Ms. Goucher said there is already a sidewalk there, but it isn’t in the best condition. Mr. Long didn’t want this applicant to be
Mr. Belanger suggested that the responsibility for resurfacing could be stated in a motion.

Mr. Long made a motion to grant the waiver with respect to topography on the plan, which was seconded by Mr. O’Donoghue. (Motion Carried) (Abstained: Levasseur)

Mr. Long made a motion to approve SP2019-022 per staff recommendation and with the understanding that the applicant will not be charged with re-doing the sidewalks on their key streets, which was seconded by Mr. Lussier. (Motion Carried) (Abstained: Levasseur)

Conditions of Approval:

1. Conditional approval of this plan shall be valid for one year, during which time all conditions precedent to final approval shall be completed and plans shall be submitted for final approval;

2. The applicant shall obtain sign-off from all City reviewing agencies, including the Planning staff, prior to submitting plans for final approval;

3. The plan shall contain a note stating, “No certificate of occupancy shall be authorized until all required improvements have been completed, unless addressed by the provision of a financial guarantee, pursuant to the requirements of Section 4.14 of the Manchester Subdivision and Site Plan Review Regulations.”

4. The plan shall contain a note stating, “All conditions subsequent to approval shall be completed within two years of final approval.”

5. All material changes to the approved plan shall be reviewed and approved by the Planning Board at a subsequent meeting;

6. To submit plans for final approval, the applicant shall submit seven paper plan sets to the Planning and Community Development Department;

7. An excavation permit from the Manchester Department of Public Works is required for any work within the public right-of-way. All work shall conform to the City of Manchester Standard Specifications;

8. Should any condition precedent or subsequent to this approval not be met in the time periods provided for in Section 4.13 of the Manchester Subdivision and Site Plan Review Regulations, the Planning Board shall hold a hearing to revoke this approval, pursuant to RSA 676:4-a;

9. The school impact fee of $3,125 per multifamily dwelling unit shall be submitted prior to the issuance of a certificate of occupancy. Single-room-occupancy units are exempt from school impact fees; and
10. The fire impact fee of $512 per multifamily dwelling unit, $508 per single-room
occupancy unit, and $0.20 per gross square foot of office space shall be submitted prior
to the issuance of a certificate of occupancy.

3. **SP2019-024**
   Property located at 503 Maple Street (Tax Map 413, Lot 12), a site plan application to
demolish an existing 4,000 SF building and construct a 1,133 SF drive-thru restaurant with
associated site modifications in the B-1 Zone. *TFMoran Inc. for GC Pizza Hut*

Chairman Harrington advised there was a staff recommendation and the Board took a
moment to review that information.

*Mr. Long made a motion to grant the waiver request from Section 9.1 for a traffic impact
letter and study, which was seconded by Mr. Lussier. (Motion Carried) (Abstained: Levasseur)*

*Mr. Long made a motion to grant the waiver request from Section 8.4 land grading, slope
control and surface water drainage, which was seconded by Mr. Lussier. (Motion Carried)
(Abstained: Levasseur)*

*Mr. Long made a motion to approve SP2019-024 per staff recommendation, which was
seconded by Mr. O’Donoghue. (Motion Carried) (Abstained: Levasseur)*

**Conditions of Approval:**

1. Conditional approval of this plan shall be valid for one year, during which time all
conditions precedent to final approval shall be completed and plans shall be submitted
for final approval;

2. Prior to final signature of the plan, the applicant shall obtain approval for the removal of
on-street parking along Maple Street and Lowell Street and proof of such approval shall
be submitted to the Planning Department;

3. The applicant shall obtain sign-off from all City reviewing agencies, including the Planning
staff, prior to submitting plans for final approval;

4. Prior to final signature of the plan, the landscaping plan shall be amended to include
landscape improvements to the traffic island within Maple Street;

5. Prior to a Certificate of Occupancy, the Department of Public Works shall provide
verification to the Planning staff that all off-site improvements have been constructed
per the approved plans;
6. All material changes to the approved plan, including changes to signage, shall be reviewed and approved by the Planning Board at a public hearing;

7. The architectural elevations and perspective drawings shall be included as part of the plan set and printed to scale on 22-by-34-inch sheets;

8. Prior to a Certificate of Occupancy, a Fire Impact Fee of $0.53 per square foot shall be paid;

9. Prior to a Certificate of Occupancy, a signed and sealed letter from a NH licensed professional engineer shall be submitted to the planning staff certifying that the site improvements have been constructed in accordance with the approved plans;

10. The applicant shall conduct a post-development analysis of the study area crosswalks six months after the issuance of a Certificate of Occupancy, and to be completed while school is in session and shall adjust/install pedestrian signage as needed in coordination with the Department of Public Works. Further, an escrow in the amount of $30,000 shall be posted to assure completion of this analysis and installation of additional signage;

11. The plan shall contain the following statement signed by the owner “It is hereby agreed that, as the owner of the property, I will construct the project as approved and as shown on the enclosed set of plans. Further, I agree to maintain the site improvements for the duration of the use;”

12. The plan shall contain a note stating, “No certificate of occupancy shall be authorized until all required improvements have been completed, unless addressed by the provision of a financial guarantee, pursuant to the requirements of Section 4.14 of the Manchester Subdivision and Site Plan Review Regulations.”

13. The plan shall contain a note stating, “All conditions subsequent to approval shall be completed within two years of final approval.”

14. To submit plans for final approval, the applicant shall submit seven paper plan sets to the Planning and Community Development Department;

15. An excavation permit from Manchester Department of Public Works is required for all work within the public right-of-way. All work shall conform to the City of Manchester Standard Specifications; and

16. Should any condition precedent or subsequent to this approval not be met in the time periods provided for in Section 4.13 of the Manchester Subdivision and Site Plan Review Regulations, the Planning Board shall hold a hearing to revoke this approval, pursuant to RSA 676:4-a.
(Tabled from March 15, 2018)

4. **SP-01-2018**

   Property located at 55 Edward J. Roy Drive (Tax Map 645, Lot 34B), a site plan application to construct a retail motor fuel outlet with eight fuel dispensers / 16 fuel pumps and a 6,500 SF building, including two fast food restaurants and convenience store with onsite parking, loading, landscaping, and lighting in the B-1 Zone. *MHF Design Consultants, Inc. and Z-1 Express for Victory Distributors, Inc.*

   Remain on table.

**IV. ADMINISTRATIVE MATTERS:**

1. **Review and approval of the Planning Board Minutes of May 16, 2019 and June 6, 2019.**

   Tabled to the next meeting.

2. **Any other items from the Planning Staff or Board Members.**

   **Z-1 Express Litigation – Edward J. Roy Drive**

   Mr. Belanger advised there as a motion hearing. The trial was originally scheduled for August 13th but that got pushed back a month and will now be held on September 10th.

   **Rescheduled Meeting**

   Given the President being in the City on August 15th, it was agreed to change the next meeting to Wednesday, August 14th.

   **LaQuinta Hotel**

   Alderman Levasseur asked how long they gave La Quinta to remove the banner. Ms. Goucher said staff would follow up on that.

   **Master Plan Update**

   Ms. Nazaka said the consultants were here for three days. The first day they met with the Aldermen as well as Department heads. There was a think tank meeting that the Chairman and Dan Leclerc attended. The public kickoff meeting was on Wednesday, which was pretty well attended by about 50 people. They heard some good comments. They were also taken on a tour of the City. They had access to the Hackett Hill area so they took them up there. It was an intense three days. They are still in flux with the Planapalooza but they believe it will be September 12th through the 17th.

   Ms. Nazaka said they are working on sending out some updates for the think tank members and a brief analysis of the last three days that they were there. There is a website planned; Manchester.com where updates will be provided. That will be the main source of information for the community.
Ms. Goucher said the idea was to get a good cross-section of the City as far as getting some voices to be able to provide some feedback to the consultants. However, it is also the members of the think tank’s responsibility to try to reach out to other members within their circle of contacts. The idea is to try to have think tank members reach out and have other people then reach out. It is really trying to get the word down and the consultants will be sending some information over the next few days of the sorts of things that will help the think tank members as they branch out and try to get more people from the community involved.

Mr. Lussier made a motion to adjourn, which was seconded by Alderman Levasseur. (Motion Carried)

ATTEST: _____________________________________________________

Michael Harrington, Chairman
Manchester Planning Board

APPROVED BY THE PLANNING BOARD:  October 13, 2019  ☒ With Amendment
                                        ☐ Without Amendment

The above minutes are a summary of the meeting and are not intended to be verbatim.
Audiotapes are available in the Planning and Community Development office for a limited time.

Transcription by Lori Moone, Planning & Community Development