I. The Chairman calls the meeting to order and introduces Planning Board Members and Planning Staff.

II. BUSINESS MEETING:

1. **SP2019-025**

   Property located at 1888 South Willow Street (Tax Map 852, Lot 2B), a site-plan application for the redevelopment of 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**

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

   Chairman Harrington said staff had done a really good job of putting things together.

   With regard to condition #7, Ms. Trisciani asked if they could have them do more planting. She was concerned they will still park cars on the grass. Mr. Long said they were going to display in those parking spots. He asked if condition #7 has been used before. Ms. Goucher said it had been used with the Subaru dealership as well as others. It carries some weight for staff going out for enforcement. What Ms. Trisciani suggested would not be out of the norm because there isn’t any shrubbery along the site on Huse Road. There are trees that have been there from the beginning but there isn’t any low shrubbery. She thought what Ms. Trisciani was suggesting was if there were some low shrubbery, it would make it harder for them to put the cars in those areas. They are the owners of the property, not a lessee. The Chairman said he was comfortable taking the owner at his word that he is not going to display things and Mazda has this different way of displaying their cars anyway.

   Mr. Curry and Mr. O’Donoghue were comfortable with condition #7 as written.
Chairman Harrington advised this was part of a planned development and Attorney Cronin gave his reasoning for why he believes this use is consistent with the planned development and the building they are building is consistent with other buildings in the area. It was the consensus of the Board that car dealerships and restaurants could go together.

Chairman Harrington confirmed with Ms. Sanuth that she had an opportunity to watch this hearing and was comfortable voting this evening.

*Mr. Long made a motion, which was seconded by Mr. O’Donoghue, that this application meets the criteria of a planned development. (Motion Carried)*

*Mr. Long made a motion to approve SP2019-02, per staff recommendation, which was seconded by Ms. Sanuth. (Motion Carried)*

**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. Prior to a Certificate of Occupancy, a Fire Impact Fee of $306.25 shall be paid;

4. The plan shall contain the following statement signed by the owner “It is hereby agreed that, as the owner of the property, the project will be constructed 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;”

5. 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”;

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 “There shall be no display of vehicles in any landscaped areas of the site”;

8. The plan shall contain a note stating “Excess snow shall not be plowed into required parking spaces or encroach into landscaped areas and shall be removed from the site”;
9. All material changes to the approved plan, shall be reviewed and approved by the Planning Board at a subsequent meeting;

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

11. Prior to applying for 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;

12. An excavation permit from the 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

13. 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.

2. **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*

Chairman Harrington advised there were waivers that needed to be addressed.

*Mr. Long made a motion to grant the waiver from Appendix C to allow the use of 30x42 inch sheets for the plan set, which was seconded by Ms. Sanuth. (Motion Carried)*

*Mr. Long made a motion to grant the waiver from Section 8.3(B)3 to allow the planting of 164 deciduous trees where 227 are required, which was seconded by Mr. O’Donoghue. (Motion Carried)*

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

*Mr. Long made a motion to approve SP2019-027 per staff recommendations, which was seconded by Mr. O’Donoghue. (Motion Carried)*
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 applicant shall comply with all comments made in the letter from the Department of Public Works dated July 26, 2019;

4. The applicant shall obtain all necessary State and Federal approvals, as applicable, prior to final approval;

5. 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”;

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

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

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

9. Prior to applying for 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. Prior to the issuance of a certificate of occupancy, the applicant shall install placards noting the presence of wetlands at 50-foot intervals along the edge of the delineated wetlands. The placards should be located from the footbridge that provides access to North Island, around the eastern side of the property, to Stormwater Management Area B. Placards should be purchased at the Manchester Planning and Community Development Department;

11. An excavation permit from the 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
12. 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.

3. **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*

   Mr. Long asked about the loading space. Mr. Golden said the size of the loading space is waivable by the Planning Board. They show one that is undersized. It wasn’t a formal waiver request but he thought by approving the plan as it stands per staff’s recommendation that will be taken care of.

   *Mr. Long made a motion that PDSP2019-003 meets the criteria of a planned development, which was seconded by Alderman Levasseur. (Motion Carried)*

   *Mr. Long made a motion to approve PDSP2019-003 per staff recommendation, which was seconded Alderman Levasseur. (Motion Carried)*

   **Conditions of Approval:**

   1. Final approval from all reviewing agencies, including the Planning staff, prior to submitting the plans for signature;

   2. All necessary permits shall be secured for the proposed upper story apartment prior to the signing of the plan set;

   3. The Public Impact Fees for the proposed dwelling unit shall be paid prior to the issuance of a Certificate of Occupancy. The school impact fee shall be $945 (Dwelling in the Upper Stories) and the fire impact fee shall be $512 (Dwelling in the Upper Stories);

   4. A Notice of Merger shall be executed prior to the signing of the plan set;

   5. An excavation permit from the 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;

   6. To submit plans for final approval, the applicant shall submit seven paper plan sets to the Planning and Community Development Department;
7. The addition of an owner’s statement shall be added to the site plan cover sheet and signed by the owner. Such language shall be as follows: “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”;

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

9. 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”

10. Prior to applying for 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;

11. Approval shall be valid for a period of one year from the date of action by the Planning Board, within which time period a building permit must be secured, otherwise this approval shall lapse.

(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.

5. **Review of new applications for Regional Impact and comment by the Manchester Conservation Commission.**

The staff has received and reviewed the applications listed below and the Planning Board should determine if any of the applications are likely to have impacts beyond the boundaries of Manchester, requiring regional review pursuant to RSA 36:54, 55, 56 & 57 or warrant comment by the Manchester Conservation Commission.

1. **S2019-016**
Property located at 1860 Lake Shore Road/Kalisz lane (Tax Map 482, Lot 1), a subdivision application to create two new buildable lots in the R-1A Zone. *S&H Land Services, LLC* for *Jeff & Shannon Owen.*
2. **SP2019-029**  
Property located at 291 Shasta Street (Tax Map 357, Lot 5), a site-plan application to construct a 7,000 SF building addition and 9 parking spaces for a warehouse in the B-2 Zone. *Fuss and O’Neill for Shasta Street Properties.*

3. **SP2019-030**  
Property located at 60 Beech Street (Tax Map 266, Lot 1), a site-plan application for the change of use of 3,000 SF of the existing 5,200 SF building from retail sales and warehouse use to a pizza restaurant with no exterior improvements proposed, in the RDV Zone. *Joseph M. Wichert, LLS for 60 Beech Street, LLC.*

4. **SP2019-031**  
Property located at 327 Silver Street (Tax Map 361, Lot 4), a site-plan application to construct 5 townhouse units and repave a parking area in the RDV Zone. *Silver Street Manchester, LLC, owner.*

5. **CU2019-019**  
Property located at 302 Lake Avenue (Tax Map 666, Lot 39), a conditional-use-permit application for the expansion of a Convenience/grocery store up to 8,000 SF in the R-3 Zone. *Rafael Lora for Lago Grande Realty, LLC*

6. **CU2019-020**  
Property located at 262 West Erie Street (Tax Map 579, Lot 14), a conditional-use-permit application to construct an accessory dwelling unit within the garage of an existing house in the R-1B Zone. *Walter J. Hebert for John Ryann.*

7. **CU2019-021**  
Property located at 360 Wellington Hill Road (Tax Map 645B, Lot 179), a conditional-use-permit application to construct an addition to a house and use it as an accessory dwelling unit in the R-1B Zone. *Steven Dionne, owner.*

8. **IMP2019-003**  
Property located at 67 Middle Street (Tax Map 152, Lot 14b), an Impact Fee waiver request for the conversion of commercial space into (1) one-bedroom apartment, and (1) two-bedroom apartment in the Amoskeag Corporation Housing/R-3 Zone. *Peter Franck*

Chairman Harrington said none of the applications rose to the level of regional impact.

*Ms. Sanuth made a motion, which was seconded by Mr. Long, that the following applications do not warrant review by the Conservation Commission and also do not have regional impact: SP2019-016, SP2019-029, SP2019-030, SP2019-031, CU2019-019, CU2019-020, CU2019-021 and IMP2019-003. (Motion Carried)*
III. ADMINISTRATIVE MATTERS:

1. Review and approval of the Planning Board Minutes of May 16, 2019, June 6, 2019 and June 20, 2019.

Alderman Levasseur reviewed the Minutes of May 16, 2019 and submitted corrections.

Ms. Sanuth made a motion to approve the Minutes of May 16, 2019 with amendment, which was seconded by Chairman Harrington. (Motion Carried)

Ms. Sanuth made a motion to approve the Minutes of June 20, 2019 with amendment, which was seconded by Mr. Long. (Motion Carried)

2. Update of Master Plan.

Ms. Nazaka said staff received the materials for the on the table discussions. They are encouraging community members to host their own discussions with friends, family, colleagues, etc.

The Planapalooza will be September 12, 2019 at 6:00 PM at the Palace Theatre. From Friday-Tuesday they will be at the Double Tree Hilton Hotel and the closing presentation will be given on Tuesday evening at the Palace Theater.

Chairman Harrington commented that staff was at the Cigna Road Race seeking input from people downtown. Ms. Nazaka said they got some great input and they noticed that there were a lot of people from outside of Manchester visiting the City that night. They will also be at the We Are One Festival in Veteran’s Park this weekend and plan to be at Glendi and the Greek Assumption for their Greek festivals as well as at City Hall for the art competition. They also had flyers made up to hand out to constituents.

The Chairman asked if the website for this was up and running. Ms. Nazaka said it was and each day it gets better and better. They are hoping to get it a little more interactive and add a discussion piece to it. They decided not to use Facebook to solicit any input. Facebook will only be used for sharing information and they are going to direct everyone to the Plan Manchester website to provide comments and feedback. The website address is planmanchester.com.

Chairman Harrington commended staff for what they have done and all the extra work.

3. Presentation by Todd Connors of the Manchester Department of Public Works.

Mr. Connors said DPW, as they usually do, is always keeping an eye out for grant opportunities through the State and Federal Highway Departments. There is a program
known as the Congestion Mitigation Air Quality Program. This is Federal funding that is a block grant issued to the States and the States are required to share it with the municipalities. There have been two recent grant rounds; one two years ago and there is another one that is coming up with a deadline in September. These projects are generally targeted at air quality improvements so they want to see travel delays, congestion and alternatives such at bike paths funded with this money in order to take pressure off the roadways.

Mr. Connors said they are targeting South Willow Street. They applied two years ago for this program and they won a grant for adaptive traffic control signals. That project is essentially a technology upgrade at 20-25 different signal locations. It includes all six locations on Granite Street from Main to Elm and it also includes South Willow Street from Goffs Falls Road back to Cilley Road. At some point the money will run out and he didn’t know if they would get all the way to Cilley Road or if they would just get to Beech Street. The objective is to go all the way through there. This technology upgrade with basically turn the signal control cabinets into smart control cabinets with some enhanced detection. The signals themselves will be able to see the traffic flow coming and will be able to see the delays on the side streets and they will work together to manage that flow through. This is a 1.5 million dollar grant. The BMA was kind enough to provide a $300,000 match and the State will be providing 1.2 million dollars. That project is in an early stage of engineering.

The one thing that the smart controllers don’t do is improve the capacity of the road. The roadway itself can only handle so many cars a minute, so many cars an hour. Where the technology tends to get limited is where you have big backups and not enough lane width, not enough left turns, turning lanes, etc. As they went through their initial engineering for that project, they tried to identify the locations on South Willow Street where they had capacity issues. Weston Road is responsible for 22 percent of the travel delay in the entire corridor. People routinely wait multiple light cycles to get off of Weston Road and onto South Willow Street. This is a place where they think they actually make some improvements. Their preliminary numbers suggest that they will change the level of service at the intersection from an F right now to a D. They also see themselves gaining anywhere from a 40-75 percent reduction in the number of seconds of delay at the intersection. With the improvements they are proposing in this location they AM peak improves with a 75 percent reduction in delay from 175 second on average to get through that signal to 40 seconds. On the PM the delay reduces from 160 seconds to get through that intersection to 50 seconds and on Saturdays they go from a 205 second delay through the intersection to 115 seconds. These are all substantial improvements to the intersection. Whenever they can reduce delay what it really means is they can put more cars through on the green time. Every second of green time is accounted for and when they improve the delay numbers they actually get that back and they can put it where they want it, which means they can put a little extra green time on Weston Road when necessary to clear the cars and they can also get more through traffic in the corridor.

Mr. Connors advised he was looking for support from the Planning Board to pursue the
application. He was also looking to see if there was any support for using some of the private developer donations that have been made to the City of Manchester through the Planning Board for traffic improvements on South Willow Street. This project will sync well with a number of initiatives that have been done over the years; some that have been done through the donation program and others that have been done with direct work on the street.

Mr. Connors said what they are proposing to do specifically at the intersection is to create some additional lane width and move some cars around a little bit. If you are northbound on South Willow a right turn lane would be created in front of the Quirk VW as well as the Mobil gas station. That will get cars that would normally be stacked up waiting for the green light to clear through the intersection and that takes less green time so they can put more straight through cars. In conjunction with that they would widen out Weston Road and create an additional eastbound lane. This would put two lanes through that area. They could have a dedicated left to get people into Dunkin Donuts, which would keep a free lane eastbound at all times. They also propose to change the westbound direction of traffic so as you come down Weston Road approaching South Willow they would like to consider building an island that would direct vehicles that want to take a right on South Willow down Andrea Drive. That would allow them to recapture the two lanes headed up to the signal. Both lanes would be used for a left turn. The right lane would also allow straight through traffic into the shopping mall across the street.

Mr. Connors said their preliminary budget right now shows this as an $800,000 to $1,000,000 project. Their objective is to make application for as much as they need to do this and do it right. There would be some paving work that would be included. Wherever they are messing with signal detection strips and things like that they would put down new pavement. They would upgrade handicap ramps at all four corners. They would look at new thermoplastic crosswalks. In addition to that they would replace the detection system out there, which is currently wires under the ground. They would using some different like a camera system or a radar system, which are essentially better long range equipment that can see further down the road than just the 50 feet that the current wire would be underneath.

Mr. Connors said all in all the project comes out to a pretty decent chunk of change. There is an easement across the front of the Mobil gas station site. It is 10 feet wide along South Willow Street and it is 5 feet wide along Weston Road so part of the project also includes the cost to obtain additional easement width from the Mobil gas station property. They think they will need somewhere around 10 feet to make this work.

With respect to the match for this program, Mr. Connors said the City of Manchester will need to come up with 20 percent so their range of $800,000-$1,000,000 overall would generate a 20 percent donation of $160,000-$200,000. He said they routinely go to the Board of Mayor and Aldermen and ask for the matching funds once they have been awarded the project. It improves their application and demonstrates a project readiness if some
funds are already committed to the project. He thought this was complimentary of the donations that have been collected over the years for South Willow Street and if it was something this Board was willing to participate in he spoke with Ms. Goucher and there is a $123,500 sitting in one of their accounts for South Willow Street traffic improvements and they would love to partner with the Planning Board and would appreciate using that money on this project. Any balance they would need would be a direct request to the Board of Mayor and Aldermen.

Ms. Goucher explained that the funds that were donations by developers were specifically for any improvements along the corridor, within the corridor, that would impact the corridor in some way and generally when the Board chooses to use the funds it has been historically working with DPW in conjunction with grants that they have gotten. The last sum of funds was a couple hundred thousand dollars about 5-6 years ago where the City allocated the match for the continuation of the rail trail behind Shaws. The reason at the time the Board thought that was appropriate is when Lowe’s had gone in they contributed some money for a sidewalk. The Planning Board at the time could not agree whether or not they felt Lowe’s should have put sidewalks along the whole frontage of their property so some felt it should and some thought otherwise and so Lowe’s donated some money for improvements of sidewalks. Five years ago when DPW and Parks came forward there was the representation that by improving the rail trail that is parallel to South Willow Street in and of itself that is giving some pedestrians another way to move about the area. That was the last contribution that this Planning Board authorized as matching monies for that particular grant.

Mr. Long made a motion that the Board send a letter of support through Chairman Harrington and include $123,500 as the match, which was seconded by Ms. Sanuth. (Motion Carried)

4. Any other items from the Planning Staff or Board Members.

No other business items were brought forward.

Ms. Sanuth made a motion to adjourn, which was seconded by Mr. Long. (Motion Carried)

ATTEST: _____________________________________________________

Michael Harrington, Chairman
Manchester Planning Board

APPROVED BY THE PLANNING BOARD:  October 13, 2019  ☒ 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