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

II. BUSINESS MEETING:

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.

Chairman Harrington advised there was a staff report and the Board took a few moments to review that information.

Ms. Trisciani did not think this was suitable for the location and what they are trying to do.

Chairman Harrington was concerned about the maintenance of the water system and flooding that may occur with the building of the retaining wall and the building up of that land. There is already a flooding problem in this area. The engineer represented that they will build and do no harm so it won’t be any worse that what is there today because legally they are required to do that, but if that happens in the future, then it gets to be an issue for the neighbors who expressed concern about it and an issue for the two homeowners that are going to buy these lots and put a home on them and end up with a maintenance issue. He also had concerns about the eight foot wall, with a fence and then a two story colonial house built on top of that. They will be stripping the land of all the vegetation to build but with that also becomes a drainage and water runoff problem. He looks at this as unbuildable land and he thought it could represent a diminishment of value to the neighbors and a maintenance issue going forward and a safety concern. He still had concerns with traffic and
the traffic flow on Brown Avenue and the impact of having more driveways put in off of Brown Avenue. He suggested that they should buy one of those abutting homes in the back and put in a driveway there and have a nice little cul-de-sac subdivision with 3 or 4 lots. He felt coming in off of Brown Avenue and putting up an eight foot high wall, which will also need maintenance, was a problem and he could not get behind supporting it.

Ms. Goucher advised the Board that DPW reviewed the revised drainage information submitted by Eric Mitchell’s office and have signed off. Mr. Long asked if DPW had concerns. Ms. Goucher said DPW had significant concerns with the initial analysis. After the applicant did test pits, they had to raise the grades in order to make sure the drainage could perform. Mr. Long said he had concerns about the usable open space, the retaining wall and the pond. He said that was a major financial commitment for two people. He wondered if one couldn’t come up with the money what would happen to that wall. Due to the topography, he did not see this development conducive to that neighborhood. Chairman Harrington agreed that the topography does not lend itself to building.

Alderman Levasseur made a motion to deny S2019-013 for the following reasons: The land is undesirable for development purposes because of topography, flooding potential and adverse manmade development features; The proposed subdivision would have a significant impact on the environment of the site or surrounding areas in terms of water quality, storm drainage, air quality and other adverse physical impacts such as erosion and sedimentation and similar impacts; The method of ownership and the maintenance of that proposed usable open space is not adequate to protect the public interest. Mr. Long seconded the motion. (Motion Carried)

2. CU2019-022
Property located at 20 Blaine Street (Tax Map TPK3, Lots 47, 48, and 49), a conditional use permit application for a reduction in required on-site parking, where 51 spaces are required and 40 spaces are provided in the B-2 Zone. Roberto Velez for Roger Ballard and Boyd Watkins.

Ms. Goucher advised that staff had prepared a staff recommendation and that there was also a waiver request.

Mr. Long made a motion to grant the waiver for providing a letter for the parking, which was seconded by Alderman Levasseur. (Motion Carried)

Mr. Long made a motion to approve CU2019-022 per staff recommendation and conditions, which was seconded by Mr. O’Donoghue. (Motion Carried)

Conditions of Approval:

1. Prior to final approval, the property owner shall submit and record a merger of lots TPK3-47, TPK3-48, and TPK3-49, pursuant to the requirements of Appendix F of the Subdivision
and Site Plan Review Regulations;

2. Prior to the issuance of a certificate of occupancy, the applicant shall stripe all parking spaces, in conformance with the requirements of the Manchester Zoning Ordinance;

3. No dumpster, trailer, or other vehicle or structure shall obstruct parking or maneuverability on the site. Prior to the issuance of a Certificate of Occupancy, the trailer and dumpster located on the site shall be moved to zoning-compliant locations; and

4. Snow shall be stored onsite in a manner that does not impede parking or maneuverability. Any snow that would impede parking or maneuverability shall be removed from the site.

3. **CU2019-024**

   Property located at 235 Harvard Street (Tax Map 267, Lot 15), a conditional use permit application for a reduction in required on-site parking, where 13 spaces are required and 9 spaces are provided. *Steven Durost for Richard Capers.*

   **SP2019-034**

   Property located at 235 Harvard Street (Tax Map 267, Lot 15), a change of use site plan application for the conversion of a retail store to outpatient medical services in the R-3 Zone. *Steven Durost for Richard Capers.*

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

*Alderman Levasseur made a motion to approve CU2019-024, which was seconded by Mr. Leclerc. (Motion Carried)*

*Mr. Long made a motion to grant the waiver for the full requirements of site plan review, which was seconded by Ms. Sanuth. (Motion Carried)*

*Mr. Long made a motion to approve SP2019-034, per staff recommendation and conditions, 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. The proposed landscaping adjacent to the sidewalk shall be reviewed and approved by staff and shall be installed prior to the issuance of a Certificate of Occupancy;

4. Any new signage, which must comply with the zoning regulations, shall require a sign permit through the Planning and Community Development Department;

5. Prior to the issuance of a Certificate of Occupancy, the property owner shall restripe the parking lot per the plan representations; and

6. 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.

4. S2019-017

Properties located at 85 and 95 Omega Street (Tax Map 774, Lots 3 and 4), a subdivision application to adjust the common lot line by annexing 3,965 SF from Lot 3 to Lot 4 resulting in one lot of 13,378 SF (Lot 3) and one lot of 20,049 SF (Lot 4) in the R1-B Zone. Allen & Major Associates for Michael and Donna Howe.

Mr. Long made a motion to approve S2019-017 per staff recommendation and conditions, which was seconded by Ms. Trisciani. (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 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. All material changes to the approved plan, shall be reviewed and approved by the Planning Board at a public hearing;

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 Subsection 4.14 of the Manchester Subdivision and Site Plan Review Regulations.”;
6. The plan shall contain a note stating, “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”;

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

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 five 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.

5. **SP2019-015**

Property located at 32 Main Street (Tax Map 629, Lot 16), a site plan application for a proposed 6-unit residential condominium with the associated site improvements in the B-2 Zone. *Alan Yeaton for 32 North Main Street Property Management, LLC.*

Alderman Levasseur abstained from this application.

Mr. Long advised that they needed to address the driveway width. Mr. Golden advised that the dimensional requirement for the driveway was waivable by the Board.

*Mr. Long made a motion to waive the dimensional requirement of the driveway as represented in the plan, which was seconded by Mr. O’Donoghue. (Motion Carried)*

Chairman Harrington said this was an interesting site and an interesting project that will clean up that lot. It is fairly close to Catholic Medical Center and he thought it will be successful. He thought they have done a nice job with it for the most part.
Mr. Long made a motion to approve SP2019-015 per staff recommendation with conditions, which was seconded by Mr. Leclerc. (Motion Carried)

Conditions of Approval:

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

2. The site plan shall show full site sloped granite curbing as required, with construction details added to the plan set prior to signing of the plans. Further, vertical curbing within the ROW shall be shown with construction details added to the plan, to the satisfaction of DPW;

3. The landscape plan shall be revised to show irrigation as required, and supporting details, prior to signing of the plans. Further the plant material selection along the frontage of the property should be reviewed and approved by planning staff;

4. The architectural elevations, as represented to the Planning Board at the public hearings, are to be included with the final plan sets submitted for signature;

5. The 8’ tall, solid screened dumpster enclosure and proposed retaining wall shall be added to the plan details, prior to signing of the plans;

6. 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, including the underground storm water system, have been constructed in accordance with the approved plans;

7. The addition of an owner’s statement 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 submission of Public Impact Fees prior to the issuance of a Certificate of Occupancy for each new dwelling unit, as follows: The school impact fee shall be $1,104 per unit (Townhouse) for a building total of $6,624 and the fire impact fee shall be $511 per unit (Townhouse) for a building total of $3,066;

9. 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; and

10. 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 Subsection 4.14 of the Manchester Subdivision and Site Plan Review Regulations.

6. **CU2019-027**
   Property located at 555 Union Street (Tax Map 20, Lot 28), a conditional-use-permit application for a parking reduction in the C-1 Zone. *Fuss & O’Neill, Inc. for the Boys & Girls Club of Manchester, Inc.*

   **SP2019-038**
   Property located at 555 Union Street (Tax Map 20, Lot 28), a site-plan application to construct an approximately 4,700-square-foot addition to the Boys and Girls Club in the C-1 Zone. *Fuss & O’Neill, Inc. for the Boys & Girls Club of Manchester, Inc.*

   **Mr. Long made a motion to approve CU2019-027, which was seconded by Ms. Sanuth. (Motion Carried)**

   Chairman Harrington advised there were waiver requests to be addressed.

   **Mr. Long made a motion to grant the waiver for a landscape plan, which was seconded by Mr. Wellington. (Motion Carried)**

   **Mr. Long made a motion to grant the waiver for an existing conditions plan stamped by a surveyor, which was seconded by Ms. Sanuth. (Motion Carried)**

   **Mr. Leclerc made a motion to approve SP2019-038 per staff recommendation, which was seconded by Ms. Sanuth.**

   With regard to the condition regarding the tip-downs and the installation of the crosswalks, Mr. Wellington did not feel that should be a requirement of the applicant to do that work. Ms. Trisciani said she was leaning in the same direction.

   Mr. Leclerc asked if DPW would take an action on this. Mr. Belanger said they may not. He did not believe the Board could mandate that DPW do that.

   Ms. Goucher said they could eliminate that condition all together but could stress the desire for it to be installed. In the notice of decision letter, staff could suggest to the applicant that they communicate with DPW about doing the work. It removes it from the responsibility of the Boys and Girls Club and has them encourage DPW to do the work. She reiterated, however, that the Board cannot mandate DPW to do the work. Ms. Goucher said sometimes the alderman of a Ward will talk to DPW and ask that something get done.

   Ms. Trisciani said the Boys and Girls Club said they were willing to do this so she believed they would find a way, but she didn’t feel right making this a condition on them because it is
a public issue, not the applicant’s issue. She appreciated that they did the study and brought this up to everyone’s attention. She said she drives by there frequently and it is a safety issue but she felt putting it on them sets a future precedent for other applicants and she would not be comfortable with that.

Mr. Wellington thought the main thing was it is a pre-existing building and they are not going to be adding a lot of new traffic flow. He said he would feel differently if it were a new development in an area where it would increase the traffic flow a lot more then he thought this would, but because of those facts, he felt the crosswalks should have been looked at before.

Mr. Long asked if the condition was removed if it would make it the responsibility of DPW if it is not in ADA compliance. Mr. Belanger said there are the crosswalks and then there are the ADA tip-downs. The crosswalks would just be eliminated from the plan and it would be up to DPW to do them. DPW wasn’t sure whether or not the tip downs were compliant or not. Obviously they need to comply with Federal law. As such, it was put in the staff report that if they are found not to be in compliance then they should be brought into compliance.

Ms. Trisciani said it was her assumption it was done by the City which, if it was not in compliance, it would be a City issue to resolve. Ms. Goucher said there are a number of sidewalks throughout Manchester that do not have the tip-downs currently. Usually in the construction season, throughout the City, DPW is going to various locations and putting in tip-downs if they are not currently in place.

Mr. O’Donoghue said if it gets written down it would be done at this time by the applicant. By the Board removing the condition, it will not get done for all intents and purposes. If the Board was comfortable with that, he said he was fine with that also. He was concerned that what was identified as a safety issue was not a safety issue that needs to be addressed. Ms. Trisciani said obviously the Boys and Girls Club want to make sure that area is safe and that it is accessible so thought the Board was kind of leaving it to them to work with the City to make this happen. Should they determine that it is something that they want to do and want to pay to take care of as part of their project, she said that is up to them to decide how they want to spend their money. She said she just felt uncomfortable telling them they have to do it as part of their project because it was not created as part of their project.

Chairman Harrington asked if somebody wants a crosswalk put in on an existing street now, what the process is to do that and who ends up doing that. Alderman Levasseur said anyone can go to the Committee on Traffic and ask for one and the Committee would vote to approve it and then the DPW would go in and paint one in.

Ms. Goucher said once someone submits a letter to the Public Safety Committee of the BMA, the process is that the Committee will want to hear from DPW. If DPW comes forward and says they don’t think it is necessary, the BMA may either decide not to do it or they may disagree with DPW and say they want it. From discussions with DPW, Ms. Goucher advised
the Board that one of DPW’s biggest concerns is not just putting in a crosswalk; it is the year to year painting maintenance. Mr. Long advised he would follow up with Mr. Roy on this matter because this goes across into Ward 3.

Chairman Harrington said if the Board is determining that the addition is not going to cause additional traffic in that corridor, then this Board should not make the Boys & Girls Club do it. If that is the determination of the Board, and that is why the Board decides to eliminate this condition that, to him, is very logical.

**Mr. Leclerc amended his motion to approve with staff recommendation and striking condition #4. Ms. Sanuth advised she was comfortable with that.**

Alderman Levasseur asked about the additional lighting on the addition. Mr. Belanger advised that it was on the plan.

*(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 obtain any necessary State and Federal approvals, as applicable, prior to final approval;

4. 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;”

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 public hearing;
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. 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;

11. 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; and

12. The fire impact fee of 35 cents per gross square foot of the addition, estimated at 4,674 square feet, shall be submitted prior to the issuance of a Certificate of Occupancy.

7. **PD2019-002**

   Property located at 605 Old Wellington Road (Tax Map 645A, Lot 6), a planned development application to allow a single unit apartment above a detached garage on a residential lot in the R-SM Zone. *Granite Engineering, LLC for 605 Old Wellington Road Development, LLC.*

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

Mr. Long asked if this has any tentacles into the accessory dwelling unit ordinance. Ms. Goucher said when the current applicant bought the property, the unit above the garage had been permitted to be a recreation room. However, it got built out by the previous owner as an apartment and the new owner recognized that and knew it was not a legal unit. As such, he could have gone to the ZBA and requested a variance for an ADU in a detached garage. He also would have needed a variance from the ADU criteria that says the property owner must live in either the main house or the accessory dwelling unit and, in this case, the property owner is not going to live in either one of them. The other option was to come before this Board to ask for a planned development which created the two dwelling units on one lot. Based on the existing ADU criteria, it could not have been approved by this Board as an accessory dwelling unit.

Chairman Harrington advised the Board must first determine if it meets the criteria of a planned unit development. He said it was built pretty similar to match the house as it has a lot of the same architectural components.
Mr. Long made a motion that this met the criteria of a planned unit development, which was seconded by Mr. Leclerc. (Motion Carried)

Mr. Long made a motion to approve PD2019-002 per staff recommendation, which was seconded by Mr. Leclerc. (Motion Carried)

Conditions of Approval:

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

2. The addition of an owner’s statement 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”;

3. The applicant shall secure all necessary building permits and inspections for a compliant dwelling unit prior to a Certificate of Occupancy;

4. The submission of Public Impact Fees prior to the issuance of a Certificate of Occupancy for the new dwelling unit. The school impact fee shall be $4,589 and the fire impact fee shall be $571;

5. 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; and

6. A Certificate of Occupancy for the apartment shall not be authorized until all site improvements have been completed, unless addressed by meeting the requirements of Section 6.4(J) of the site plan regulations.

8. **SP-01-2018 (Tabled from March 15, 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 the table.

9. 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. **SP2019-040**
   Property located at 719 South Willow Street (Tax Map 438, Lot 23), a site plan application for a proposed 9,410 SF 24-Hour Outpatient Healthcare Facility. The applicant proposes razing the existing structure, and reconfiguring the site layout, parking, and access in a B-2 Zone. *Berstein, Shur, Sawyer & Nelson, P.A. for 717 South Willow Street Realty Trust.* **INCOMPLETE**

2. **CU2019-029**
   Property located at 719 South Willow Street (Tax Map 438, Lot 23), a conditional use permit application for a reduction in required on-site parking. The applicant proposes 29 spaces where 47 are required in a B-2 Zone. *Berstein, Shur, Sawyer & Nelson, P.A. for 717 South Willow Street Realty Trust.* **INCOMPLETE**

3. **SP2019-041**
   Property located at 1888 South Willow Street (Tax Map 852, Lot 2B), a site-plan application to amend a previously approved site plan (SP2019-025) to reconfigure parking and add a 6-bay garage for service of automobiles in the B-2 Zone. *VHB for Tidal Creek LLC.*

4. **CU2019-030**
   Property located at 561 Gold Street (Tax Map 873, Lot 14A), a conditional use application to allow the change use from of an existing building from automotive detailing and upholstery to the sale of general goods in the IND Zone. *Robert Sirois for Kitchen Mania Corp.*

5. **SP2019-042**
   Property located at 561 Gold Street (Tax Map 873, Lot 14A), a site-plan application to change the use of an existing building from automotive detailing and upholstery to the sale of general goods in the IND Zone. *Robert Sirois for Kitchen Mania Corp.*

6. **SP2019-043**
   Property located at 1725 Elm Street (Tax Map 15, Lot 4), a site-plan application to construct a 32 space surface parking lot with associated site improvements in the R-3 and R-PO Zone. *TFMoran, Inc. for Cronin Properties LLC.*

7. **CU2019-032**
   Property located at 1725 Elm Street (Tax Map 15, Lot 4), a conditional-use-permit application for commercial, surface parking lot in the R-3 and R-PO Zone. *TFMoran, Inc. for Cronin Properties LLC.*
8. **SP2019-044**  
Property located at 1687 and 1705 Elm Street (Tax Map 11, Lots 13 and 14), a site-plan application to construct an approximately 18,000-square-foot bank building with two drive-through tellers, 27 parking spaces, and associated site improvements in the R-3 and R-PO Zone.  *TFMoran, Inc. for Cronin Properties LLC.*

9. **CU2019-031**  
Property located at 1687 and 1705 Elm Street (Tax Map 11, Lots 13 and 14), a conditional-use-permit application to provide 27 parking spaces onsite, where 44 spaces are required onsite, and to provide an additional 32 parking spaces on a nearby lot in the R-3 and R-PO Zone.  *TFMoran, Inc. for Cronin Properties LLC.*

10. **IMP2019-004**  
Property located at 252 Willow Street (Tax Map 733, Lot 19), an Impact Fee waiver request for the previously approved “Work/Live” mixed use Mill building which incorporates (27) single room occupancy apartments, and (27) one-bedroom apartments, as well as (12) Micro-hotel units in a RDV Zone.  *Fuss & O’Neill for The Factory on Willow, LLC.*

11. **IMP2019-005**  
Property located at 605 Old Wellington Road (Tax Map 645A, Lot 6), an Impact Fee waiver request for an approximately 915 SF above garage apartment, to include reclassification of the fee structure from a single family residence to an accessory dwelling unit in a RSM Zone.  *605 Old Wellington Development, LLC.*

Ms. Goucher advised that the first two items (719 South Willow Street), which were determined to be incomplete, will not appear at the public hearing next month. They were hoping the Zoning Board was going to take an action last week; however, it was kept open by the ZBA and the applicant is redesigning it. In addition, she advised that staff had not received any comments back from the reviewing agencies and now there is a revision so the applicant was advised that it was not going forward. She said it is still an application that has come in and there would be nothing wrong with determining if it had regional impact or required comment from Manchester Conservation Commission.

*Ms. Trisciani made a motion, which was seconded by Mr. Leclerc, that the following applications do not have regional impact and do not require comment by the Manchester Conservation Commission: SP2019-040, CU2019-029, SP2019-041, CU2019-030, SP2019-042, SP2019-043, CU2019-032, SP2019-044, CU2019-031, IMP2019-004 and IMP2019-005. (Motion Carried)*

III. **ADMINISTRATIVE MATTERS:**
1. **Review and approval of the Planning Board Minutes of September 5, 2019, September 19, 2019, October 3, 2019 and October 17, 2019.**

   *Ms. Trisciani made a motion to accept the Minutes of September 5, 2019 and September 19, 2019 with very minor changes, which was seconded by Ms. Sanuth. (Motion Carried)*

   *Ms. Sanuth made a motion to approve the Minutes of October 3, 2019 with very immaterial changes, which was seconded by Mr. Long. (Motion Carried)*

   Mr. Wellington advised he would review the Minutes of October 17, 2019 for the next meeting.

2. **Update of the Master Plan.**

   Ms. Goucher said an update was provided at the last meeting and there was not much to add at this point.

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

   **Regional Impact**

   Mr. Belanger said the City of Manchester was notified by the Town of Goffstown of a development of regional impact just across the border on Goffstown Road. It is an indoor sports facility. It will have a building height of 75 feet. It is just purely an athletic use indoor recreation facility. The Goffstown ZBA meeting will be held on December 3, 2019 and members of this Board are welcome to attend.

   **Review of Signage – Kia Dealership, South Porter Street Ext.**

   Mr. Golden advised he passed out some signage for the Kia dealership on South Porter Street Extension. It was a requirement of the last site plan approval that any changes of the architecture or signage come back to the Board. They have made a revision to the design of one of the pylons. It is at the entrance where South Porter Street Extension ends. A photo of that sign is on the second page of the handout.

   Chairman Harrington said it looked like their standard Kia signage.

   Chairman Harrington asked if the sign exists now and they are just replacing the insert. Mr. Golden said the image of the existing sign is on the lower left corner of the map. The height of the sign is 36 feet tall where 40 feet is allowed. The Chairman confirmed with Mr. Golden that the sign is zoning compliant.

   *Chairman Harrington made a motion to approve the signage as presented, which was
Chairman Harrington made a motion to adjourn, which was seconded by Mr. Leclerc. (Motion Carried)

ATTEST: _____________________________________________________

Michael Harrington, Chairman
Manchester Planning Board

APPROVED BY THE PLANNING BOARD: January 2, 2020

☒ 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