

Planning Board Meeting Minutes

Thursday May 14, 2020

Approved on  
June 11, 2020

Planning Board meeting was held by Conference call due to Covid-19 restrictions

**Members on Conference call:**

Mackenzie Brissen  
James Knapp  
Steve Digiovanni

**Public on conference call:**

Kevin Gagnon

Meeting called to order 6:46 PM  
Pledge of Allegiance

Approval of meeting minutes for February 13, March 12 and April 9 tabled to next meeting.

Mackenzie explained the new business for tonight is the application for Kevin Gagnon. Kevin Gagnon explained that he has submitted an application and plans for a Kiosk Self Automated Storage Facility consisting of 2 buildings (30x60). There will be security with 16 cameras on site. The Kiosk will do all the necessary information there on sight (Storage assignment, provides a lock etc.) There will be no septic or water on site. There will only be electricity on site. The number of units will be a total of 68. (34 in each building.) There is no parking lot on site, just space to be able to drive up your assigned storage unit. The area will not be paved-will be stone dust. The height is 12 feet top notch, certified for snow load and only one story. A complete set of Plans were dropped off to the Town hall. Jim Knapp had them copied at Staples and they were emailed to all the Board members for review. The building has steel tresses, 16" end slabs (concrete) and 4" for floor with rebar. Parking area is not necessary. There is 20 feet between the 2 buildings for people to be able to just drive up to their unit. Kevin explained he wants it to look as country as possible for it to fit in with the town.

Steve explained that the plans will have a certified stamp from the Steele manufacturer stating its capacity of snow load.

Mackenzie explained that it is a minor site plan so the fee is \$200.00 (check was dropped off to Town Hall and applied to Planning Board account.)

Jim noted this is time sensitive for Kevin he still needs to get his building permits from John Mammone. The board agreed the application is in order and the plans are complete.

Motion from Mackenzie to accept application as complete

Jim moved to accept and Steve 2<sup>nd</sup> the motion.

Application is approved.

Mackenzie motion to have Public hearing June 11, 2020

Jim moved to accept and Steve 2<sup>nd</sup> the motion.

Abutters will receive notification by certified mail (cost to be given to Kevin for him to reimburse the planning board.)

**Public hearing is scheduled for June 11, 2020 at 6:30PM**

**Public hearing will be held by conference call and Abutters and the public will be given instructions on how to join the conference call.**

Kevin Gagnon disconnected from conference call.

Mackenzie stated copies of the plans will be forwarded to all members, instructions and RSA's will be forwarded by email. We need to look at other Towns for what they require for the sites that have storage units. Such as having the area paved or having actual parking. Jim stated he was at a unit that is similar and it seemed tight to get around the buildings.

The abutters may have concerns with it being noisy, should there be a curfew with lighting? Will need to follow sign regulations and fencing. May have to look into the "impact" if there is any changing in the area because it's commercial. (such as lights, noise, traffic increase....)

Jim asked if it was zoned commercial and it is. Jim also noted we need to be aware to the fact of how far do we push, how hard do we really want to make it for businesses to come into the area. We as a board can certainly ask for clarification if needed, we do not want to make it difficult. Zoning Board does not need to be notified unless there are set back or road frontage issues. If that needed to change then the Zoning Board would get involved. Question came up if conservation would need to be involved. The plans were looked over and if there were any issues they would have been noted on the plans. The abutter's will be notified of the public hearing and the notice will include instructions on how to join the conference call.

Moving on, the website needs updating under the Planning board. At this time the town website is down. When the website is up and running it will need to be updated. Jim stated there is a company Civic Web that a call is in to, to have them look over the website. It has been since 2013 without any updates. So this is in process. The company will take over and get the website up and running and will keep it operating. Some of the things that need updating for the planning board are:

- The checklist for applicants

- Applications

- RSA's

There also should be a Business checklist (Steve will compile one for the website.)

There should be more than one application. Please start thinking about what should be changed and added to the applications, checklists and website.

### **OLD BUSINESS**

The Coskie merger: there has been no update from the mortgage holder. The application is still in pending status.

Internal Board Elections- Table for next month for all members being present.

Roxanne Tufts-Keegan, has there been any word on her joining the board? The Board has not heard anything. The procedure is: Coming to the board and Stating that she wants to join the Planning Board. The board will hold a vote for yes/no. If approved the selectmen give a formal approval and they can be sworn in. At the last meeting that Roxanne had mentioned about joining the board, the members did not feel it was a formal request. So basically anyone who has interest in joining the board needs to approach the board with a formal request and then we go from there.

The Board does need 1 voting member and 1 alternate member.

Steve may have someone who is interested. If anyone wants to reach out to Roxanne or any other potential member we could try to have an outdoor meeting in the future. Goal is to have an in person outdoor meeting in July.

Brewster merger has been recorded with Registry of Deeds.

OSI seminar has been cancelled.

Public comments- None

Board comments-

What makes a legal business in town? If the area was originally going to be one business but has since changed into a different business is it considered legal? What is a legal business definition?

Steve stated that you need to have a Tax ID # from the state to have a legal business. If one business approval expires, and another business is going to go in that same area they would need to re-submit a site plan application.

If a legal business changes, and posted roads are being used it becomes an issue of the Police Department, Code Enforcement and the Highway Department.

Again if we make it tough on Businesses we will not have any in town. There was no deal made on traveling the roads as it was heard out in the community. This posted road has always been an issue. (Ridge Road.) Suggested speaking with John Mullen regarding the road/business issue as he was involved when this was brought to the town. There is a lot of different information out there about this. (Chuck Therriault.)

Mackenzie asked the members present for permission on filling out the yearly Piscataqua Region Estuaries Partnership Survey. All members were in agreement.

Mackenzie entertained a motion to adjourn the meeting at 8:06 PM, Jim moved Steve 2<sup>nd</sup>.

Meeting adjourned.

Respectfully Submitted by:  
Janelle Guarino  
Planning Board Secretary

A handwritten signature in cursive script, appearing to read "Janelle Guarino".