

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on April 3, 2018**

minutes approved on 4/17/2018

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, April 3, 2018 at 7:00 p.m.

**MEMBERS PRESENT:** Mike Croteau - Chairman, Kimberly Queenan - Vice-Chairman  
Joe Blanchette - Clerk, Dennis Page, Kate Stevens - Alternate, Steven Webber -  
Selectmen's Rep.

**MEMBERS ABSENT:** Tyler Perrin

**ALSO PRESENT:** Joan McKibben (P.B. Admin. Assistant), Stephen Meno (Regional  
Planner NRPC) for Jen Czysz - NRPC, Lou Caron - Town Consulting Engineer

**CALL TO ORDER**

Mr. Croteau called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance.

Kate Stevens appointed as a voting member for this meeting. Roll call of members.

**Public Input:** No Public input on non-agenda items.

1. Continued hearing for **S&L Projects, LLC**, owner of property is Colby Litchfield, LLC. The Site Plan application is to create a 36,160 sf building in the Northern Commercial District at 476 Charles Bancroft Hwy. Tax Map 20 Lot 21 for office space and warehouse for an automotive parts distribution facility. The application was accepted on March 6, 2018.

Brian Pratt, design engineer from CLD/Fuss & O'Neill is representing the applicant. Brian described where the site is and said most items were covered March 6. There is still a wetlands special exception needed from the Litchfield Zoning Board. They will be in front of the ZBA on April 11.

Brian went over a few outstanding items. Lower Merrimack River Advisory Committee asked that the lights be dimmed to 50% after hours, they have agreed.

NHDOT wanted the driveway wider at the entrance. The driveway will now be 38' wide at Rte. 3A. No trucks will have to cross the centerline of the drive now.

They will be 31' from the toe of slope to the wetlands. The pavement will be 50' from the wetland. This will be included in the discussion at the ZBA for a special exception for encroachment into the wetland buffer.

If there are changes at the Zoning Board hearing they will come back to the Planning Board for a compliance hearing.

They added a catch basin in the parking lot at the suggestion of L.C. Engineering to catch significant surface water flow through the driveway area.

The owner of the property has sent written correspondence that there are no mortgages or liens on the property.

At anytime if there are more than 20 trailer trucks coming to the site the applicant would have to come back to the Planning Board for a revision to the site plan.

Fire Dept. comments have been addressed, sprinklers will be addressed at the time the building is designed.

There will be five people working in the warehouse, four-five in the office, 20 local delivery drivers.

Lou Caron goes over his April 2 letter after reviewing the plans he had minor changes which the engineer has addressed.

The Chair calls for public input:

Colleen Ellis representing and part owner of NE Small Tube at 480 Charles Bancroft Hwy. Ms. Ellis has concerns the driveway being close to their property line, the catch basin on their property and their leach field.

During construction how do they get to the back of the property we don't want construction vehicles on our property. (The existing farm road starts out on NE Small Tube (NE S.T.) property).

Brian Pratt answers they will have to build the driveway first to get to the back of the property. They can put orange construction fencing along the property line to avoid the farm road on NE S. T. property.

Lou Caron answers the driveway work is down gradient from NE S.T. catch basin and leach field.

Joan McKibben for the Conservation Commission questions when would the lights be dimmed and removal of the silt fence near the brook after project is vegetated.

Brian Pratt: will put notes on the plan about regarding lights to be dimmed and motion sensor lights for after hours.

Silt fence will be remove after 75% vegetation established.

The Chairman reads all the waivers requested from the site plan regulations:

120.135(b) varied roof forms

120.13.5(h) windows to reveal indoor amenities ...

120.13.5(i,j,&k) these design elements are only applicable to multi-family construction

120.13.6 roof forms and materials

120.13.7 Windows

120.13.9 building screening

120.14.1 parking greenspace Greenspace has been provided around the perimeter of the parking areas

120.14.2 tree cover

120.1.1.a traffic impact study The applicant has submitted a traffic impact assessment on 2/7/2018

155.5.1.g post development runoff The stormwater report has been filed

The waivers were discussed, staff has commented on each and found the waiver reasonable.

Joe B. makes a MOTION to accept the waivers as written. Kim Q. seconds the motion. Motion carries 6-0-0

The police chief had no further comments, fire chief comments of 4/2 regarding the building will be addressed when plan come in for the design of the building.

A MOTION to conditionally approve the site plan application for S&L Projects,LLC was made by Joe B. seconded by Dennis P. with the following conditions:

- Plan copies with professional seals & signatures
- Original Mylar with professional seals & signatures (for lot line adjustment only)
- Electronic submission per regulations (As-builts as required)
- All fees paid, and escrow maintained as required
- NPDES NOI
- State Permits –
  - Curb-cut
  - Sub Surface/Septic
  - Wetlands – Dredge and Fill

- Alteration of Terrain
- Shoreland Protection
- Add all state permit numbers to the plan notes.
- Update all other required approvals, including waivers granted, variance, special exception on sheet T1
- Complete all revisions outlined in Town Engineer Lou Caron's March 26, 2018 letter (note: this condition may be removed if L. Caron confirms all revisions have been addressed)
- Complete all corrections and plan changes identified in L. Caron's 4/2/2018 Letter to the Planning Board.
- Add a plan note setting a limit of 20 tractor trailers arriving at the site each day. Any increase in truck traffic to be subject to subsequent site plan review.
- Add a plan note that any underground LP tanks must be tied down and anchored.
- ZBA issuance of Special Exception. Any changes to the design as a result of the ZBA's decision will require a return to the Planning Board for review and plan modification.
- Add note stating lights will dim and be on motion sensor after business hours
- Add note stating trash can receptacles must be 20 to 50 ft away from building (from Fire Chief letter) fire alarm system for the fire sprinklers in the Fire Chief letter.

Conditions Subsequent:

- Any updates to the Inspection & Maintenance (I&M) Manual for Storm Water Best Management Practices are to be filed with the Town's Planning Department.
- Put up orange netting during construction to show boundary line between site and NE Small Tube property
- Remove silt fence after 75% vegetation is established

The motion carries 6-0-0

If there should be any changes at the Zoning Board a compliance hearing will be held Tuesday, April 17, 2018 at 7:00 p.m. in the Town Hall

## **2. Interview with Planning Board applicant**

Tony Turecki from Brook Rd was present as an interested citizen volunteer to the Planning Board as an alternate.

Joe B. stated there is a certain amount of time commitment beyond the meeting nights and it was important to be there for most if not all of the meetings.

Kim Q. mentioned the human aspect of applications and not to forget it is important the board is dealing with the human aspect as well as plans and buildings.

Joan M. mentioned conflicts with his employer if they were doing any work for an applicant to the Board. Mr. Turecki stated all their work is in Mass.

A MOTION to recommend Tony Turecki to the Board of Selectmen (BOS) for an

alternate position to the Planning Board was made by Joe B. and seconded by Kim Q. The motion carries 6-0-0. The chairman will advise the BOS. It was explained to Mr. Turecki that he would be interviewed by the BOS and then sworn in by the Town Clerk if the BOS appointed him.

### **3. Release of Engineering Escrow Funds**

The streets of Fallon Dr. Juniper and Hemlock Courts have been accepted therefore the engineering remainder funds can be released to the applicant.

A MOTION to release the escrow funds for VAB Properties was made by Joe B. and seconded by Kate S. The motion carries 6-0-0

### **Committee Reports**

Kim Q. reported on the NRPC Commissioners meeting, Towns talked about what budget item passed/failed. A good presentation on parks and conservation areas in the region.

Mike C. attended the 3/28 conservation meeting and the 3/27 Recreation Commission meeting. The Recreation Commission was happy with the work on the Master Plan Community Design section. Those comments will be discussed 4/17 at the Planning Bd. meeting.

4/14 at 9:00 a.m. a site walk at Mel's Funway Park.

Kim Q. made a MOTION to approve the 3/20/2018 minutes as amended.

Dennis P. seconds the motion. Motion carries 6-0-0.

Next meeting is April 17, 2018 with work on the Master Plan Community Design continuing.

A MOTION to adjourn was made by Joe B. seconded by Kim Q. All in favor.

Meeting adjourned at 8:40 p.m,

Respectfully submitted,

J. McKibben

