

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

**TOWN OF EXETER
PLANNING BOARD
NOWAK MEETING ROOM
10 FRONT STREET
SEPTEMBER 12, 2024
DRAFT MINUTES
7:00 PM**

I. PRELIMINARIES:

BOARD MEMBERS PRESENT BY ROLL CALL: Chair Langdon Plumer, Vice-Chair Aaron Brown, Clerk, John Grueter, Pete Cameron (remotely), Gwen English, Jennifer Martel (remotely), and Nancy Belanger Select Board Representative

STAFF PRESENT: Conservation & Sustainability Planner Kristen Murphy

II. CALL TO ORDER: Chair Plumer called the meeting to order at 7:00 PM and introduced the members. Pete Cameron and Jennifer Martel who appeared electronically verified that they were alone in their rooms.

III. OLD BUSINESS

APPROVAL OF MINUTES

August 22, 2024

Ms. English recommended edits.

Ms. Belanger motioned to approve the August 22, 2024 minutes, as amended. Mr. Grueter seconded the motion. A roll call vote was taken, Ms. Belanger voted aye, Ms. English voted aye, Vice-Chair Brown voted aye, Chair Plumer voted aye, Mr. Grueter voted aye, Ms. Martel voted aye, and Mr. Cameron abstained. The motion passed 6-0-1.

IV. NEW BUSINESS:

1. The application of 107 Ponemah Road LLC for a multi-family site plan review for the conversion of the existing single-family residence and attached barn located at 50 Linden Street into three (3) residential condominium units.
R-2, Single Family Residential zoning district
Tax Map Parcel #82-11
PB Case #24-11.

41 Chair Plumer read out loud the Public Hearing Notice and asked Ms. Murphy if the application was ready
42 for review purposes. Ms. Murphy indicated the application was ready for review purposes.

43 **Ms. English motioned to open Planning Board Case #24-11. Ms. Belanger seconded the motion. A roll**
44 **call vote was taken, Ms. Belanger voted aye, Ms. English voted aye, Vice-Chair Brown voted aye, Chair**
45 **Plumer voted aye, Mr. Grueter voted aye, Mr. Cameron voted aye and Ms. Martel voted aye. The**
46 **motion passed 7-0-0.**

47 Ms. Murphy indicated that application and supporting documents dated July 9th were submitted. There
48 was no TRC review however there was review by staff. Several waivers are being requested and those
49 letters have been provided.

50 Henry Boyd of Millenium Engineering presented the application on behalf of the owners whom he noted
51 were present. He noted a large barn is being replaced with a different structure. The property line
52 which is 4' is now being moved to 10' and they obtained relief from that.

53 Mr. Boyd noted the two-story property will be moved back and showed four spaces with pervious
54 pavers. He noted the front driveway will be widened to accommodate two parking spaces. Waivers will
55 be requested for grading within 5' of the property line however the grade change is not significant and
56 will tie in at the existing grade to the rear. There will be a waiver request for no backing into the street
57 for the front parking spaces. The septic system will tie into municipal sewer. An easement will be
58 recorded at the Registry of Deeds.

59 Vice-Chair Brown asked about the parking waiver and existing driveway. Mr. Boyd noted they are
60 adding gravel and making a true second space. Backing out of the existing space has occurred for quite
61 some time.

62 Ms. English asked about the Zoning Board of Adjustment notes dated 10/18/23 conditioning there be
63 seven parking spaces, as she is only seeing six on the plan. Mr. Boyd showed the location of the seventh
64 space and agreed to amend the plan.

65 Ms. English asked about the difference in square footage shown and Mr. Boyd noted that when DTC
66 prepared the application to the ZBA they used the tax map instead of the survey which is more accurate.

67 Mr. Boyd noted the neighbors requested screening and the owners met with them and agreed to plant
68 arborvitaes. He showed the portion where they would be placed which he estimated to be 60' and
69 noted there would be approximately 10, every 4.'

70 Ms. Martel asked about the pavers being noted for a walkway rather than a driveway. She noted the
71 significance for vehicular use is important and the pavers should be sized appropriately. Mr. Boyd
72 agreed to revise the plan detail.

73 Ms. Martel asked about the curb cut for the second parking space out front and if that would be
74 widened so that cars would not have to back out over the curb. Ms. Belanger agreed. Mr. Boyd will talk
75 to Jay Perkins at DPW.

76 Vice-Chair Brown noted with regard to the backing onto the street waiver that this has existed for years
77 and the area is dense.

78 ***Vice-Chair Brown motioned after reviewing the criteria for granting waivers that the request of 107***
79 ***Ponemah Road LLC., Planning Board Case #24-11 for a waiver from Section 9.13.15 of the site plan***
80 ***review and subdivision regulations for parking spaces to be arranged so as to not be backing into a***
81 ***public road, be approved. Mr. Cameron seconded the motion. A roll call vote was taken, Mr. Grueter***
82 ***voted no, Chair Plumer voted aye, Vice-Chair Brown voted aye. English voted aye, Ms. Belanger voted***
83 ***no, Ms. Martel voted aye, and Mr. Cameron voted aye. The motion passed 5-2-0.***

84 Vice-Chair Brown noted the waiver for grading within 5' of the property line was common in dense areas
85 and the applicant is working with trees and sewer connections as well as pulling the property line back.

86 ***Vice-Chair Brown motioned after reviewing the criteria for granting waivers that the request of 107***
87 ***Ponemah Road LLC., Planning Board Case #24-11, for a waiver from Section 9.3.6.4 of the site plan***
88 ***review and subdivision regulations for grading within 5' of a property line be approved. Ms. Belanger***
89 ***seconded the motion. A roll call vote was taken Ms. Belanger voted aye, Ms. English voted aye, Vice-***
90 ***Chair Brown voted aye, Mr. Grueter voted aye, Ms. Martel voted aye, Mr. Cameron voted aye and***
91 ***Chair Plumer voted aye. The motion passed 7-0-0.***

92 Vice-Chair Brown asked if a waiver for High Intensity Soil Survey was required and Mr. Boyd indicated it
93 was not necessary because they are changing from private septic to municipal sewer.

94 ***Ms. English motioned after reviewing the criteria for granting waivers that the request of 107***
95 ***Ponemah Road LLC., Planning Board Case #24-11 for a waiver from Section 7.4.15 of the site plan***
96 ***review and subdivision regulations to provide the shape, size, height and location of all existing***
97 ***structures within 200' of the site, be approved. Ms. Belanger seconded the motion. A roll call vote***
98 ***was taken, Mr. Cameron voted aye, Ms. Martel voted aye, Mr. Grueter voted aye, Chair Plumer voted***
99 ***aye, Vice-Chair Brown voted aye, Ms. English voted aye and Ms. Belanger voted aye. The motion***
100 ***passed 7-0-0.***

101 Vice-Chair Brown asked the change in square footage of the existing building versus post construction.
102 Mr. Boyd indicated 31,088 now or 24% versus 30,030 SF post construction of 20.8%. He noted a small
103 reduction in impervious area, an increase in lot coverage and that a stone wall is being removed. Mr.
104 Boyd noted a silt fencing will be shown on the plan.

105 Ms. Murphy reviewed the regulations for Section 7.7-7.13 of the site plan review and subdivision
106 regulations

107 ***Ms. English motioned after reviewing the criteria for granting waivers that the request of 107***
108 ***Ponemah Road LLC., Planning Board Case #24-11 for a waiver from Sections 7.7, 7.8, 7.9, 7.10, 7.11,***
109 ***7.12 and 7.13 of the site plan review and subdivision regulations be approved. Ms. Belanger seconded***
110 ***the motion. A roll call vote was taken, Ms. Belanger voted aye, Ms. English voted aye, Vice-Chair***
111 ***Brown voted aye, Chair Plumer voted aye, Mr. Grueter voted aye, Mr. Cameron voted aye and Ms.***
112 ***Martel voted aye. The motion passed 7-0-0.***

113 Ms. Murphy read out loud the proposed conditions of approval:

114 1. An electronic as-built plan of the entire property with details acceptable to the Town shall be
115 provided prior to the issuance of a certificate of occupancy for any unit. This plan must be in a dwg or
116 dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 Feet coordinates;

- 117 2. All monumentation shall be set in accordance with Section 9.25 of the Site Plan Review and
118 Subdivision Regulations prior to signing the final plans.
- 119 3. The annual operations and maintenance report in the Stormwater Management Operations and
120 Maintenance Manual shall be completed and submitted to the Town Engineer and Town Planner prior
121 to signing the final plan and shall be submitted annually on or before January 31st. This requirement
122 shall be an ongoing condition of approval.
- 123 4. All applicable state permit approval numbers shall be noted on the final plans.
- 124 5. All appropriate fees to be paid including but not limited to: sewer/water connection fees, impacts
125 fees, and inspection fees (including third party inspections) prior to the issuance of a building permit or a
126 certificate of occupancy for any unit, whichever is applicable, as determined by the Town.
- 127 6. All condominium documents including declaration and by-laws shall be submitted to the Town
128 Planner for review and approval prior to signing the final plans. In the event the Town Planner deems
129 that review is needed by the Town Attorney then this review shall be at the applicant's expense.
- 130 7. Final plans will show any significant trees that will be removed to accommodate proposed
131 development. If any significant trees are identified to be removed, they shall be replaced at a 1:1 ratio
132 with native deciduous trees with a minimum of 3" caliper and shown on the final plans.
- 133 8. Applicant will plant 10 arborvitaes along every 4' near the new structure to be shown on revised
134 plans.
- 135 9. Applicant will revise plan detail to specify paver type suitable for vehicular use.
- 136 10. Application will add silt fence on eastern property line to the plans.
- 137 11. Applicant will coordinate with public works and neighbor to the west for public sewer connection.
- 138 Ms. Murphy asked about the existing septic system being filled in and Mr. Boyd agreed to modify the
139 plan to show the final disposition of the existing septic system.
- 140 12. Applicant to modify plan to show disposition of septic in accordance with state regs.
- 141 13. Applicant will realign parking and if necessary coordinate any curb expansion with DPW.
- 142 14. The applicant will provide an additional spot, shown on the plan, for a total of seven spaces in the
143 area described by Mr. Boyd in the hearing, in accordance with the ZBA condition.
- 144 **Ms. English motioned that the request of 107 Ponemah Road LLC., Planning Board Case #24-11 for a**
145 **multi-family site plan application be approved with the conditions outlined. Ms. Belanger seconded**
146 **the motion. A roll call vote was taken, Ms. Belanger voted aye, Ms. English voted aye, Vice-Chair**
147 **Brown voted aye, Chair Plumer voted aye, Mr. Grueter voted aye, Ms. Martel voted aye. Mr. Cameron**
148 **abstained. The motion passed 6-0-1.**
- 149 2. The application of Biery Family Trust for a minor subdivision of an existing 4.37-acre parcel into two
150 (2) single-family residential lots. The subject property is located at 165A Kingston Road
151 R-1, Low Density Residential zoning district

152 Tax Map Parcel #115-12

153 PB Case #24-9.

154

155 Chair Plumer read out loud the Public Hearing Notice and asked if the case was ready to be heard. Ms.
156 Murphy indicated the case was ready for review purposes.

157

158 Ms. Belanger recused herself and left the meeting table.

159

160 **Mr. Grueter motioned to open Planning Board Case #24-9. Mr. Cameron seconded the motion. A roll**
161 **call vote was taken, Mr. Cameron voted aye, Ms. Martel voted aye, Mr. Grueter voted aye, Chair**
162 **Plumer voted aye, Vice-Chair Brown voted aye, and Ms. English voted aye. The motion passed 6-0-0.**

163

164 Ms. Murphy indicated that the application and supporting documents dated June 25th were submitted.
165 The applicant went before the ZBA on June 18th regarding minimum lot frontage. The decision of the
166 ZBA and their meeting minutes are provided. There was no TRC review however the application was
167 reviewed by staff. There are no waivers being requested.

168

169 JJ MacBride of Emanuel Engineering presented the application on behalf of his client who he noted was
170 present. The two-lot subdivision of a 4.4-acre parcel on Kingston Road, Route 111 was previously used
171 as an excavation business. The parcels have no frontage on Kingston Road but use a 50' wide access
172 easement. Currently there is a garage, chicken coops, storage bins, concrete pad and various stockpiles
173 on the parcel. On June 18th the ZBA granted a variance for less than required frontage for both lots. The
174 parcel will be split up the middle with 2.26 acres on the left having 300' of frontage on the private ROW
175 and the parcel on the right with 2.11 acres and 26' of frontage on the private ROW. Five-bedroom
176 homes are proposed.

177

178 Chair Plumer opened the hearing to public comment at 8:15 PM.

179

180 Dan Jones of 181 Kingston Road noted he was an abutter to the west and northerly side and has no
181 issue. He questioned if it is a two-lot subdivision or three. Ms. English referenced a plan dated 6/25
182 which was the original subdivision in 1993.

183

184 Mr. Grueter asked if the existing garage were staying – yes, the chicken coop will be removed.

185

186 Vice-Chair Brown asked about the shared access and whether there were a written maintenance
187 agreement – not at this point.

188

189 Vice-Chair Brown noted that shared access can create challenges and the best way to avoid those is to
190 have a written agreement which he recommended as a condition of approval before the plan is signed,
191 at the Town Planner's discretion. He noted that not having a written agreement can cause
192 complications with financing a mortgage.

193

194 Chair Plumer asked about the barn and Mr. MacBride said there would be no change.

195

196 Mr. Grueter questioned if the driveway was wide enough for two-way traffic. Ms. English agreed and
197 asked how wide it was. The owner indicated 12' but would widen to 16.' Ms. Murphy read the
198 requirement for a 3-4 lot subdivision which is 16'-18' of pavement. Vice-Chair Brown agreed that 16'
199 worked in this case. He asked if the easement were official – yes, it is shown on the plan.

200
201 Ms. Murphy noted the regulation is for paved and Vice-Chair Brown indicated he found gravel to be
202 sufficient.

203
204 Mr. Cameron asked where the parcel was located and Mr. MacBride indicated close to the
205 Exeter/Brentwood line.

206
207 Ms. English asked about the concrete storage bins – they are being removed.

208
209 Karen Benson noted she was comfortable with the accessed if widened she would be okay with that.
210 Chair Plumer noted the Board appreciated that.

211
212 Chair Plumer closed public comment at 8:33 PM.

213
214 Vice-Chair Brown reviewed conditions of approval:

- 215
216 1. Written agreement regarding access to the new lots be added to the deeds
217 2. Gravel access expanded to minimum of 16' added to plan

218
219 Ms. Murphy read the standard conditions of approval:

220
221 3. A dwg file of the subdivision plan shall be provided to the Town Planner showing all property lines
222 and monumentation prior to signing the final plans. This plan must be in NAD 1983 State Plane New
223 Hampshire FIPS 2800 Feet coordinates; and

224
225 4. All monumentation shall be set in accordance with Section 9.25 of the Site Plan Review and
226 Subdivision Regulations prior to the signing of the final plan.

227
228 ***Vice-Chair Brown motioned that the request of Biery Family Trust, Planning Board Case #24-9 for a***
229 ***minor subdivision be approved with the conditions as read. Ms. English seconded the motion. A roll***
230 ***call vote was taken, Ms. English voted aye, Vice-Chair Brown voted aye, Chair Plumer voted aye, Mr.***
231 ***Grueter voted aye, Ms. Martel voted aye and Mr. Cameron voted aye. The motion passed 6-0-0.***

232
233 Ms. Belanger returned to the meeting table.

234
235 3. The application of Copley Properties LLC for design review of the proposed subdivision of an existing
236 169.80-acre parcel at 119 Piscassic Road in Newfields (and Exeter).

237 The Exeter portion of the subject property is located in the R-1, Low Density Residential zoning district.
238 Tax Map Parcels #10-1, 10-2, 10 3, 10-4, 10-5, 10-6, 10-7, 11-11 and 19-16
239 PB Case #24-10.

240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283

Chair Plumer read out loud the public hearing notice, noted the property was both in Newfields and in Exeter and that town counsel was present.

Ms. Belanger motioned to go into non-meeting at 8:41 PM. Mr. Grueter seconded the motion. No vote was taken or required to recess to confer with town counsel.

The meeting room was closed to the public at 8:41 PM.

The meeting room was reopened to the public at 8:57 PM.

Ms. Belanger recused herself.

Chair Plumer reread the Public Hearing Notice for design review.

Ms. Murphy indicated that pursuant to RSA 676:4 this was a non-binding discussion with abutters notified so specific design can be discussed. There was no TRC process. The National Wetlands Inventory was used to show wetlands delineation on the plan and is not what the town requires. When the design review is concluded, the Board should vote to end or table to a date certain. She noted an issue with parcels 11-11, 19-16, 10-1, 10-2, 10-3, 10-5 which are owned by the Town, however the Ruggs claim ownership. Application requires the signature of the owners for final review.

J.J. MacBride of Emanuel Engineering presented the design review on behalf of Olive Rugg Trust who was not present. The applicant, Copley Properties is present.

Mr. MacBride noted there was a presentation last month in Newfields and that no development is proposed in Exeter. He noted there were 122 acres in Newfields and 4 acres in Exeter off Oaklands Road. The property is mostly undeveloped now with the exception of a house in the northern part, barn, supporting buildings and landscaping business on site, field and forest. Wetlands are shown in yellow delineated by Hurley Environmental however the survey is being processed. The preliminary yield plan showed 70 lots with the potential for 77 with 2 acres and 200' of frontage. There will be a conservation open space subdivision with 78 lots shown in case one or more are not buildable. There are three leach fields and the well radius extends into Exeter.

Drew Goddard of Copley Properties noted there is no building in Exeter, subject to change. The landowner is confident in their property rights. A trail system is maintained and he hopes to have trailhead parking.

Chair Plumer noted that where there are property disputes happening the application is not ready to be heard.

Vice-Chair Brown motioned to end the design review process for Copley Properties and to instruct the Town Planner to notify the applicant in writing that the design review process has ended pursuant to RSA 676:4. Ms. English seconded the motion. A roll call vote was taken, Ms. English voted aye, Vice-

284 ***Chair Brown voted aye, Chair Plumer voted aye, Mr. Grueter voted aye, Ms. Martel voted aye and Mr.***
285 ***Cameron voted aye. The motion passed 6-0-0.***

286

287 Ms. Belanger returned to the meeting table.

288

289 **V. OTHER BUSINESS**

290

- 291 • Master Plan Discussion
- 292 • Field Modifications
- 293 • Bond and/or Letter of Credit Reductions and Release

294

295 **VII. TOWN PLANNER'S ITEMS**

296 **VIII. CHAIRPERSON'S ITEMS**

297 **IX. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

298 **X. ADJOURN**

299 Ms. Belanger motioned to adjourn the meeting at 9:18 PM.

300 Respectfully submitted.

301 Daniel Hoijer,

302 Recording Secretary (Via Exeter TV)