

**TOWN OF EXETER  
PLANNING BOARD  
NOWAK ROOM  
FEBRUARY 13, 2025  
DRAFT MINUTES  
7:00 PM**

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**I. PRELIMINARIES:**

**BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Clerk, John Grueter, Gwen English, Jennifer Martel, Nancy Belanger Select Board Representative, Alternate Mary Kennedy and Alternate Dean Hubbard

**STAFF PRESENT:** Town Planner Dave Sharples

**II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7:00 PM and introduced the members.

**III. OLD BUSINESS**

**APPROVAL OF MINUTES**

January 9, 2025

*Mr. Grueter motioned to approve the January 9, 2025 meeting minutes. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.*

January 23, 2025

Mr. Grueter and Ms. English recommended edits.

*Mr. Grueter motioned to approve the January 23, 2025 meeting minutes, as amended. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed 5-0-0.*

**IV. NEW BUSINESS:**

1. The application of StoneArch Development for site plan review of a proposal for the redevelopment of the property located at 112 Front Street. The proposal includes the demolition of the existing buildings and new construction of seventeen (17) townhouse style condominium units and associated site improvements.

C-1, Central Area Commercial zoning district

Tax Map Parcel #73-14

PB Case #24-17.

43  
44 Chair Plumer indicated that the developer requested to continue to the February 27, 2025 meeting at  
45 7:00 PM at the Nowak Room.

46  
47 ***Ms. Belanger motioned to continue the application of StoneArch Development to the Planning Board's***  
48 ***February 27, 2025 meeting at 7 PM at the Nowak Meeting Room. Mr. Grueter seconded the motion.***  
49 ***A vote was taken, all were in favor, the motion passed 5-0-0.***

50  
51 2. Continued public hearing on the application of RiverWoods Company at Exeter for site plan review  
52 and Wetland CUP application for the demolition of the existing administrative building and the proposed  
53 construction of the new supportive living health center along with associated site improvement on the  
54 property located at 5 White Oak Drive.

55 R-1, Low Density Residential zoning district  
56 Tax Map Parcel #97-23  
57 PB Case #24-16.

58  
59 Chair Plumer read out loud the Public Hearing Notice.

60  
61 Town Planner Dave Sharples noted that the applicant had appeared on November 21, 2024 and  
62 December 19, 2024, and January 23, 2025, and there was a site walk on December 12, 2024. The  
63 applicant is seeking approval of a site plan and Wetlands Conditional Use Permit (CUP) application for  
64 the demolition of the existing administrative building and proposed new supportive living health center  
65 along with associated site improvement on the property. The applicant submitted revised plans and  
66 supporting documents dated January 15, 2025. The Board closed the hearing to the public at the  
67 January 23, 2025 meeting and voted to continue the discussion of the application to this meeting. The  
68 Town has received three separate correspondences from the public since the last meeting. If the Board  
69 wants to consider them it has the option of reopening the hearing to the public but in order to do so  
70 needs to re-notice the public and the abutters, at the town's cost, and then hold the hearing at a later  
71 date. The Board can limit the reopening to the issues raised in those letters, but everyone gets to  
72 comment on those issues.

73  
74 ***By Roll Call, Mr. Grueter motioned to go into non-public session pursuant to 91-A:3(II)(I) consideration***  
75 ***of advice from legal counsel. Ms. Belanger seconded the motion. A roll call vote was taken: Ms.***  
76 ***Belanger voted aye, Ms. English voted aye, Chair Plumer voted aye, Mr. Grueter voted aye and Ms.***  
77 ***Martel voted aye. The motion passed 5-0-0.***

78  
79 The meeting was closed to the public at 7:03 PM and the Board moved to another room.

80  
81 ***Mr. Grueter motioned to come out of non-public session. Ms. Belanger seconded the motion. A vote***  
82 ***was taken, all were in favor, the motion passed 5-0-0.***

83  
84 The meeting room was reopened to the public at 7:34 PM.

85

86 ***By Roll Call, Ms. Belanger motioned to seal the minutes of the non-public session. Mr. Grueter***  
87 ***seconded the motion. A roll call vote was taken: Ms. Belanger voted aye, Ms. English voted aye, Chair***  
88 ***Plumer voted aye, Mr. Grueter voted aye, and Ms. Martel voted aye. The motion passed 5-0-0.***

89

90 Chair Plumer indicated that four letters were received since the hearing was closed to public comment  
91 so because the hearing was closed to the public the Board is not accepting them and will move into  
92 deliberations.

93

94 Chair Plumer activated Alternate Marty Kennedy.

95

96 Ms. English indicated that she wrote a letter concerning matters she felt should be addressed, or  
97 contemplated, before going forward. She noted correspondence was received after the hearing was  
98 closed to the public and she did not know if they contained critical information. She questioned the  
99 requirement for a special exception from the Zoning Board of Adjustment and proposed options such as  
100 granting the site plan approval with a condition that the applicant go to the ZBA for a special exception  
101 or set a date for a rehearing and re-notice abutters. She noted the approval could have significant  
102 impact on the neighbors and the community and thinks it important that the applicant follow the  
103 regulations.

104

105 Mr. Grueter questioned if another letter were to come in, in two weeks. Ms. English indicated she  
106 strongly felt the special exception requirement should be reviewed by the ZBA as the applicant had two  
107 before and she did not see why this was different. She indicated she believed the applicant may be  
108 violating the prior special exception granted to them already. She noted there was no documentation,  
109 no paperwork, that the special exception was not required and fears the ball was dropped.

110

111 Mr. Grueter asked Mr. Sharples to clarify, and Mr. Sharples stated that he could only reiterate what he  
112 said at the previous meeting when he recalled his discussions with Doug Eastman at the Technical  
113 Review Committee meeting when he said one was not needed.

114

115 Mr. Grueter asked Ms. English if she found something in the documents from their going to the ZBA for  
116 the Administration Building and she noted that then the building was to be 5,500 SF with 15 or 21  
117 parking spaces and 20 employees, the size of the building allowed was a little bit bigger but now 10  
118 times that size so why wouldn't they need another special exception she questioned with 100 parking  
119 spaces and an undetermined number of employees.

120

121 Chair Plumer asked if there was a special exception for the Ridge and Boulders and Mr. Sharples  
122 indicated yes.

123

124 Ms. Belanger indicated that while she did not want to put words in his mouth, she felt Mr. Eastman  
125 would have spoken up and said it was needed .and we can move on. Ms. English stated that she feared  
126 if may have been overlooked, she didn't know.

127

128 Mr. Kennedy stated that he was hearing staff say it was required, Mr. Sharples said it.

129

130 Mr. Sharples stated that he did not have anything in paper, but it was discussed, no one missed it, the  
131 ball was not dropped, it was discussed and decided. Ms. English noted she would like to know why it  
132 was deemed not necessary.

133  
134 Ms. Martel questioned whether it could be reopened to request such a letter from Mr. Eastman. Ms.  
135 English noted that it would need to be re-noticed and continued, and she was concerned the application  
136 was on the clock. Chair Plumer indicated there would be no document by reopening the public hearing.  
137 Mr. Grueter questioned whether there was anything in the TRC minutes. Ms. Belanger did not believe  
138 so. Ms. Martel asked if she reviewed the previous ZBA minutes and questioned whether the ZBA could  
139 raise the issue. Ms. Martel noted the Board had already accepted the case as ready for review  
140 purposes. Ms. English noted there were other cases which were went back to the ZBA.

141  
142 Ms. Belanger noted the clock ended at the last meeting and the applicant gave permission to extend to  
143 today for this hearing.

144  
145 **Ms. English motioned to grant the site plan approval with the condition that the applicant go to the**  
146 **ZBA for approval of the special exception. Mr. Grueter seconded the motion.**

147  
148 Mr. Grueter questioned how they could make the applicant get a special exception if they didn't need  
149 to. Ms. English indicated she did not believe it was reviewed by the ZBA. Mr. Grueter noted the  
150 Building Inspector said they don't need it. He asked Ms. English to re-read the motion.

151  
152 **Ms. English motioned that one of the conditions of approval for the project be that Riverwoods obtain**  
153 **a ZBA application on the special exception.**

154  
155 Mr. Sharples noted as a point of procedure that the motion as re-read was different and suggested  
156 putting it in writing.

157  
158 **Ms. English motioned to grant the site plan approval with the condition that Riverwoods obtain ZBA**  
159 **approval on the special exception.**

160  
161 Mr. Grueter recommended saying it was necessary.

162  
163 Ms. Belanger raised a point of order that the previous motions be withdrawn.

164  
165 Ms. Martel recommended the Board not start with granting the whole project to add one condition of  
166 approval.

167  
168 **Ms. English withdrew her previous motions and Mr. Grueter withdrew his seconds.**

169  
170 **Ms. English motioned that the Board add this one condition of approval that Riverwoods obtain ZBA**  
171 **approval on the special exception.**

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173 Mr. Grueter recommended adding "if necessary."

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Mr. Kennedy requested the motion be re-read.

Ms. Martel recommended amending the motion to say that ZBA review the application to determine if it needs a special exception.

Chair Plumer stated that he thinks this is putting the horse before the cart.

Ms. Belanger noted there is a motion on the table and amendment and no second.

**Ms. English motioned to amend the motion to add one condition of approval that the ZBA review the application to see if a special exception is necessary. Mr. Kennedy seconded the motion.**

Ms. Martel questioned whether the Board could take action if the ZBA says no. Chair Plumer stated that he did not think it works. Ms. Belanger agreed.

Mr. Grueter requested to move the question.

Chair Plumer questioned asking the Planning Office to ask if the special exception was done. Mr. Sharples noted the public hearing is closed and he can only reiterate what is in the record. Ms. Belanger noted that Mr. Sharples has stated so twice and said it was not needed, and someone would have spoke up.

**Ms. English withdrew her motions and Mr. Kennedy withdrew his second.**

Ms. English suggested the language that one of the conditions of approval is that Riverwoods obtains ZBA application on special exception if the ZBA determines a special exception is necessary. Mr. Hubbard submitted an amendment: that the Board ask Riverwoods to go before the ZBA to get a decision relative to the need for a special exception. Ms. English noted that it eliminates the conditions of approval process. Chair Plumer asked if that may be what we want to accomplish.

**Ms. English motioned to ask Riverwoods to go before the ZBA relative to the need for a special exception. Mr. Grueter seconded the motion.**

Ms. Martel stated that as this is not a condition of approval there is no asking them but a requirement. Ms. Belanger recommended amending the motion to say “shall” instead of “ask.” Ms. English agreed to the amendment.

Ms. English re-read the motion substituting the word “shall.” Mr. Grueter seconded the amendment.

Ms. Martel asked if the motion is not a condition of approval whether deliberations would stop, and the application would be continued. Chair Plumer indicated yes. Mr. Kennedy expressed concerns with the time frame. Chair Plumer noted it would continue the application about two months. Ms. Belanger noted the ZBA meets on March 18<sup>th</sup> but could be booked.

218

219 Ms. English re-read the motion. ***A roll call vote was taken: Ms. Belanger voted no, Ms. English voted***  
220 ***aye, Chair Plumer voted no, Mr. Grueter voted no, Mr. Kennedy voted no and Ms. Martel voted aye.***  
221 ***The motion failed 4-2-0.***

222

223 Chair Plumer asked the Board how they felt about moving ahead and Mr. Grueter questioned why they  
224 wouldn't.

225

226 Mr. Sharples indicated he had the seven standard conditions of approval ready to read for the site plan  
227 approval and one condition of approval recommended by the Conservation Commission in their memo  
228 concerning the Wetland Conditional Use Permit (CUP) ***that there be a deed restriction or conservation***  
229 ***easement of the 3.5-acre "Grinnell Parcel" executed prior to issuance of a certificate of occupancy,***  
230 ***similar to the Southeast Land Trust or Town held easements.***

231

232 Ms. Belanger asked about traffic during construction and flaggers. Mr. Sharples indicated those are  
233 discussed at the pre-construction meeting.

234

235 Ms. English asked about seeding to minimize invasive plant encroachment. Ms. Martel noted it was  
236 added to the landscape plan already.

237

238 Chair Plumer recommended reviewing the CUP criteria:

239

240 Chair Plumer read the applicant's responses: that it is permitted in the zoning district, that Riverwoods  
241 owns over 200 acres which are constrained by conservation easements, gas line easements and buffer  
242 requirements. The applicant stated the use and size of building, were previously spread out over three  
243 campuses and would be consolidated and this was the only location for the proposed health center. The  
244 applicant referenced the wetland report done by Gove Environmental concerning impacts not  
245 detrimental to wetland and the lower value of the wetlands. The applicant referenced the minimum  
246 detrimental impact to the wetland and buffer and use of retaining walls, steep slopes and reduced  
247 amount of land area needed, a retention pond/rain garden to treat the quality of runoff. The applicant  
248 again referenced the value of the wetland being lower than other wetlands on the property. The  
249 applicant referenced the stormwater rates and treatment according to state and local regulations. The  
250 applicant noted some of the property is already protected and does propose restitution to the state  
251 aquatic mitigation fund (ARM) and 3.75 acres added to the conserved areas adjacent to the SELT  
252 easement. The applicant referenced 84 SF of temporary impact to remove the driveway culvert and  
253 erosion and sediment control for the duration of the project. The applicant noted the permits to be  
254 filed including AoT and discharge with NH Department of Environmental Services (DES).

255

256 Ms. Belanger asked if there was a designated time frame for execution and recording of the easement  
257 and Mr. Sharples re-read the Commission's memo that they requested "prior to a certificate of  
258 occupancy being issued."

259

260 ***Ms. Martel motioned that after reviewing the criteria for wetlands CUP the application of Riverwoods,***  
261 ***Planning Board Case #24-16 for wetlands CUP be approved with the condition recommended by the***

262 ***Conservation Commission that Mr. Sharples just read. Ms. Belanger seconded the motion. A vote was***  
263 ***taken, all were in favor, the motion passed 6-0-0.***

264

265 Ms. English discussed conditions of approval for the site plan approval. She questioned the impact of  
266 blasting should Ms. Hooten have structural damage and be compensated. Ms. Martel indicated they  
267 need a permit before blasting and this language is part of the permit. Ms. English indicated that puts  
268 her mind at rest.

269

270 Ms. English asked about electric vehicle charging stations and Mr. Sharples clarified the regulations  
271 require conduits be ready and recommended 2% of parking could be a condition. He stated EV  
272 readiness shall be provided as set forth in the regulations.

273

274 Ms. Belanger asked about flagging and Ms. Martel recommended signage but was not sure drivers  
275 would pay attention. Ms. Martel indicated construction happens all the time and Severino has done this  
276 before. Mr. Sharples indicated the pre-construction meeting schedule with DPW to discuss flagging and  
277 safety. Ms. Belanger requested signage at a minimum.

278

279 Chair Plumer asked if landscaping was okay, and Ms. Martel thanked the applicant for being responsive  
280 to the Board's concerns and noted she was quite satisfied with the plan.

281

282 Ms. English asked about removal of one or both of the Pickleball Courts to help with screening efforts.  
283 Mr. Grueter noted the applicant said it was the only place to put it. Ms. Belanger indicated she found  
284 that hard to accept. Mr. Grueter noted noise may irritate the residents and screening would have no  
285 effect on the noise. Other towns are prohibited because of the noise level.

286

287 Ms. English asked about parking on Pickpocket Road during construction. Ms. Belanger will bring up the  
288 issue with the Select Board, but Mr. Sharples noted if public parking is allowed, they could not single  
289 people out. There is nothing in the ordinance.

290

291 Ms. English asked about traffic on Timber Lane and notifying the delivery vendors to continue to use  
292 White Oak Drive during construction.

293

294 Ms. English asked about installing the screening which would not be damaged by construction so the  
295 process could get a head start where typically it would not be until construction is completed, along  
296 Route 11 by the old driveway where the house is taken out. Mr. Sharples asked what sequence, and she  
297 indicated the areas not affected by construction could start in the spring along 111 and near the  
298 Pickleball Courts.

299

300 Ms. English asked about vegetation planted for screening purposes being replaced in perpetuity if they  
301 die. Mr. Sharples read the standard condition of approval "as long as the site plan is valid."

302

303 Ms. English asked about construction ties and Mr. Sharples indicated 7 AM to 10 PM per the noise  
304 ordinance.

305

306 Ms. English asked about covering the trucks containing dirt and gravel. Chair Plumer indicated that is a  
307 state law.

308

309 Ms. English asked about parking at Boulders and Ridge and whether it would be adequate when the  
310 residential units go in where the medical facilities were, with extra residents. Chair Plumer noted it was  
311 out of the Board's purview concerning this proposal. Mr. Sharples indicated he could look at what was  
312 previously approved.

313

314 Ms. English asked about the pedestrian crossing. She noted the public hearing was closed but  
315 Riverwoods was asked about this at the last meeting. Chair Plumer indicated it is a state highway. Ms.  
316 Martel noted the applicant can share their concerns on the crosswalk on a state road but can't change  
317 it. She noted that grading, drainage, landscaping, lighting, architecture was all well considered.

318

319 Mr. Kennedy agreed that it was challenging to cross but the applicant has done what they can do by  
320 providing buses.

321

322 Mr. Sharples read the standard conditions of approval:

323

324 1. An electronic as-built plan with details acceptable to the Town shall be provided prior to the use of  
325 the parking lot. This plan must be in dwg or dxt file format and in NAD 1983 State Plane New Hampshire  
326 FIPS 2800 Feet coordinates;

327

328 2. A pre-construction meeting shall be arranged by the applicant and their contractor with the Town  
329 Engineer prior to any site work commencing. The following must be submitted for review and approval  
330 prior to the pre-construction meeting:

331

332 i. The SWPPP (storm water pollution prevention plan), if applicable, be submitted to and received for  
333 approval by DPW prior to the preconstruction meeting; and

334

335 ii. A project schedule and construction cost estimate.

336

337 3. Third party construction inspection fees shall be paid prior to scheduling the pre-construction  
338 meeting;

339

340 4. A completed inspection and maintenance manual checklist of the stormwater inspection and  
341 maintenance plan shall be submitted annually to the Town Engineer on or before January 31<sup>st</sup> of each  
342 year. This requirement shall be an ongoing condition of approval;

343

344 5. All applicable state permit approval numbers shall be noted on the final plans. All appropriate fees to  
345 be paid including but not limited to: sewer/water connection fees, impact fees, and inspection fees  
346 (including third party inspections) prior to issuance of a certificate of occupancy;

347



348 6. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be  
349 replaced, no later than the following growing season, as long as the site plan remains valid. This  
350 condition is not intended to circumvent the revocation procedures set forth in State statutes.

351

352 7. The applicant shall submit the land use and stormwater management information about the project  
353 using the PTAPP Online Municipal Tracking Tool. The PTAPP submittal must be accepted by DPW prior  
354 to the pre-construction meeting;

355

356 8. EV charging readiness shall be provided as set forth in Section 9.13.8 of the site plan review and  
357 subdivision regulations and details shall be shown on the final plans

358

359 9. Recommend signage on Route 111 for construction vehicles entering and exiting.

360

361 10. Landscape plantings that will not be disturbed by construction activities will be planted as soon as  
362 possible after the pre-construction meeting has taken place; and

363

364 11. Riverwoods shall remind vendors and other delivery vehicles to continue to use White Oak Drive.

365

366 ***Ms. Belanger motioned that the request of Riverwoods, Planning Board Case #24-16 for spite plan***  
367 ***review be approved with the conditions stated by the Town Planner, Dave Sharples. Mr. Grueter***  
368 ***seconded the motion. A roll call vote was taken: Ms. Belanger voted aye, Ms. English voted no, Chair***  
369 ***Plumer voted aye, Mr. Grueter voted aye, Mr. Kennedy voted aye and Ms. Martel voted aye. The***  
370 ***motion passed 5-1-0.***

371

## 372 V. OTHER BUSINESS

373

### 374 • Master Plan Discussion

375 Mr. Sharples noted that there is a Master Plan Oversight Committee meeting next  
376 Thursday at 8:15 AM and they will finalize the bike and pedestrian master plan then  
377 submit it to the Planning Board and Select Board. He noted Mr. Cameron has not been  
378 able to attend and there are usually three members including Mr. Grueter and Mr.  
379 Brown if someone would like to serve in the interim. Mr. Kennedy indicated he would  
380 be interested.

381

382 Mr. Sharples noted they are kicking off the complete street study and the Select Board  
383 funded it with ARPA funds and contracted with Rockingham Planning Commission. He  
384 noted these were goals of the Master Plan. Chair Plumer noted the Committee is a sub-  
385 committee of the Planning Board and the Master Plan can be found online. Ms.  
386 Belanger noted the process was well executed.

387

### 388 • Field Modifications

389  
390 Chair Plumer provided a history for the alternates of how approval of field modifications  
391 by the Town Planner came to be.  
392

- 393 • Bond and/or Letter of Credit Reductions and Release

394  
395 **VII. TOWN PLANNER'S ITEMS**

396 **VIII. CHAIRPERSON'S ITEMS**

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

398 **X. ADJOURN**

399 Ms. Belanger motioned to adjourn the meeting at 9:28 PM. Mr. Grueter seconded the motion.  
400 A vote was taken and passed unanimously.

401 Respectfully submitted.

402 Daniel Hoijer,  
403 Recording Secretary (Via Exeter TV)