

**TOWN OF EXETER
PLANNING BOARD
NOWAK ROOM
10 FRONT STREET
FEBRUARY 13, 2025
APPROVED MINUTES
7:00 PM**

I. PRELIMINARIES:

BOARD MEMBERS PRESENT BY ROLL CALL: Chair Langdon Plumer, Clerk, John Grueter, Gwen English, Jennifer Martel, Nancy Belanger Select Board Representative, Alternate Marty 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

43 PB Case #24-17.

44

45 Chair Plumer indicated that the developer requested to continue to the February 27, 2025 meeting at
46 7:00 PM at the Nowak Room.

47

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

51

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

56 R-1, Low Density Residential zoning district

57 Tax Map Parcel #97-23

58 PB Case #24-16.

59

60 Chair Plumer read out loud the Public Hearing Notice.

61

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

74

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

79

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

81

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

84

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

86

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

90

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

94

95 Chair Plumer activated Alternate Marty Kennedy.

96

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

105

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

111

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

115

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

121

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

124

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

128

129 Mr. Kennedy stated that he was hearing staff say it was not required, Mr. Sharples said it.

130

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

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

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

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

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

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

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

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

162
163 Mr. Grueter recommended saying it was necessary.

164
165 Ms. Belanger raised a point of order that the previous motions be withdrawn.

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

169
170 **Ms. English withdrew her previous motions and Mr. Grueter withdrew his seconds.**

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

174

175 Mr. Grueter recommended adding “if necessary.”

176

177 Mr. Kennedy requested the motion be re-read.

178

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

181

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

183

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

185

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

188

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

191

192 Mr. Grueter requested to move the question.

193

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

198

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

200

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

206

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

209

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

213

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

215

216 Ms. Martel asked if the motion is not a condition of approval whether deliberations would stop, and the
217 application would be continued. Chair Plumer indicated yes. Mr. Kennedy expressed concerns with the

218 time frame. Chair Plumer noted it would continue the application about two months. Ms. Belanger
219 noted the ZBA meets on March 18th but could be booked.

220

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

224

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

227

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

233

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

236

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

239

240 Chair Plumer recommended reviewing the CUP criteria:

241

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

257

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

261

262 ***Ms. Martel motioned that after reviewing the criteria for wetlands CUP the application of Riverwoods,***
263 ***Planning Board Case #24-16 for wetlands CUP be approved with the condition recommended by the***
264 ***Conservation Commission that Mr. Sharples just read. Ms. Belanger seconded the motion. A vote was***
265 ***taken, all were in favor, the motion passed 6-0-0.***

266

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

271

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

275

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

280

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

283

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

288

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

292

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

295

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

301

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

304

305 Ms. English asked about construction times and Mr. Sharples indicated 7 AM to 10 PM per the noise
306 ordinance.

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

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

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

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

323
324 Mr. Sharples read the standard conditions of approval:

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

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

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

336
337 ii. A project schedule and construction cost estimate.

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

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

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

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

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

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

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

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

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

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

V. OTHER BUSINESS

- Master Plan Discussion

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

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

- 390 • Field Modifications
- 391
- 392 Chair Plumer provided a history for the alternates of how approval of field modifications
- 393 by the Town Planner came to be.
- 394
- 395 • Bond and/or Letter of Credit Reductions and Release
- 396

397 **VII. TOWN PLANNER’S ITEMS**

398 **VIII. CHAIRPERSON’S ITEMS**

399 **IX. PB REPRESENTATIVE’S REPORT ON “OTHER COMMITTEE ACTIVITY”**

400 **X. ADJOURN**

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

403 Respectfully submitted.

404 Daniel Hoijer,
405 Recording Secretary (Via Exeter TV)