

**TOWN OF EPPING, NEW HAMPSHIRE
PLANNING BOARD MEETING**

THURSDAY August 26, 2010

PRESENT – Greg Tillman, Steve Colby, Mike Morasco, Dave Crowell; Alternates Brian Reed & Dave Reinhold; Planner Brittany Howard; Secretary Phyllis McDonough.

CALL TO ORDER: Chairman Tillman called the meeting to order at 6:00 p.m.

PUBLIC HEARING: Change of Use, Wholesale Distribution

Owner/Developer: JH Realty Trust

Location: 14 Railroad Ave, **Tax Map 030 – Lot 078**

Chairman Tillman read notice of a change of use by JH Realty Trust. There were no abutters present.

Carl Eberth came before the board to explain his proposal. He stated he would like to purchase the building on 14 Railroad Ave. to start a business for wholesale distribution.

Howard explained to the board this is a change of use from the auto retail business that was there prior to this proposal and is an allowed use in the zone, and informed the Board there will be no changes to the site other than changing the garage door.

Eberth explained the business consists of vending machines for soda, chips, candy bars. He stated people don't come to the shop only 15 foot box trucks. Eberth also informed the board that one truck is diesel.

Colby asked if there is enough parking for the trucks. Eberth confirmed there is enough parking in the front and back.

Chairman Tillman asked about signage. Ebert explained there is a structure for a sign already on the site that he will use. Chairman Tillman stated there will be a restriction for truck size and noted nothing larger than 6 wheels, 15 foot truck limit. The restriction will be on trucks used by the business onsite, not on trucks that other companies might use to make deliveries to the business.

Morasco moved, Crowell seconded the motion to approve the change of use with signage in between the two posts and unlit, hours of operation 7:00 to 7:00 Monday through Friday and nothing larger than 6 wheel, 15 foot truck limit. The motion carried unanimously.

The LUPF was duly signed.

PUBLIC HEARING: Two Lot Subdivision, Tim & Joni Castine

Owner/Developer: Tim & Joni Castine

Location: 93 Jenness Road, **Tax Map 028 – Lot 013**

Chairman Tillman read notice of a two lot subdivision by Tim & Joni Castine. Abutters present: Paulette Branco and Paul Leavis.

Roscoe Blaisdale explained the proposal is to subdivide a 2 ½ acre lot. He stated the rest of the lot has six units and the main reason doing this is for refinancing for the bank. Blaisdale stated they have State Subdivision approval, new septic and noted he just hasn't set the corners.

Howard explained the plan is making a non conforming lot less non-conforming and meets all setbacks, and her only concern is the septic is not noted on the plan.

Blaisdale explained the existing well is near the property line and stated they have a new recorded well release which says if the well is close to the property line the stated cannot be sued for them allowing a subdivision.

Morasco questioned if it is okay that the 75 foot well crosses the driveway. Howard stated that well already exists. Blaisdale explained the state asked for that existing well to show on the plan and noted there are no plans to build a new well. Blaisdale explained you don't want a well radius to go off the property lines or into the road. Howard explained that is usually if there's a house going that would affect the water table there could be potential runoff.

Blaisdale stated he has a request for waiver on HISS mapping.

Chairman Tillman moved, Morasco seconded the motion to approve the waiver for HISS mapping. The motion carried unanimously.

Chairman Tillman moved, Crowell seconded the motion to approve the waiver of the well radius given that it is an existing well and given that it makes the two lots more conforming

Abutter Paulette Branco of 102 Jenness Road asked how this plan will effect the containment and cleanup of MBT. Chairman Tillman explained all the Board is looking at is a lot line adjustment and stated it will not affect the cleanup, and that everything will remain as it is.

Abutter Paul Leavis of 90 Jenness Road asked where the lot is relative to all the buildings currently on the lot. Blaisdale showed Leavis the plan and explained there are no plans for another structure. Chairman Tillman explained the board is dealing only with the lot line and nothing else.

Chairman Tillman moved, Morasco seconded the motion to accept and approve the plan with the condition that the well radius easement be recorded with the plan/deed. The motion carried unanimously.

The LUPF was duly signed.

PUBLIC HEARING: Site Plan

Owner/Developer: Jim Jossick

Location: 68 Old Hedding Road & Route 125, **Tax Map 023 – Lot 090**

Chairman Tillman read notice of a site plan hearing by James Jossick. There were no abutters present.

Joe Coronati from Jones and Beach and Chris Webster came before the Board with the proposal. Coronati spoke of the improvements to the lower portion of the site parking areas and at the intersection of Route 125 and Old Hedding Road. Coronati showed a plan with the existing pavement that will be removed and

repaved, and pushing the access from the intersection and dedicate 15 parking spaces. Coronati explained the area will be repaved and the one area that is gravel will be paved. He explained the entrance will be moved approximately 50 feet to the west which will increase in the pavement about 7,000 square feet for a net gain. He explained they looked at the overall parking with calculations allowing 92 people at the 5,000 square foot fitness center. Coronati explained there will be an improvement with the drainage at the intersection and an existing catch basin which is at the pavement and in the future will be in the grass area and a culvert going across which has been replaced when the water and sewer was done on Route 125. Coronati explained the proposal is to push the parking lot back and regrade the side slope with a retention pond in front. Coronati explained the drainage heads west on Old Hedding Road and heads across Route 125.

Chairman Tillman asked which way the drainage goes on 125. Coronati explained it drains south.

Coronati explained they will be removing the old utilities and hooking the entire building to water and sewer. He explained the proposal is to start the new leg of water and sewer down Old Hedding Road and bring sewer to a manhole and to Old Hedding Road. He explained at this time there are two pump stations going to each septic which will not be needed and will try and reuse both septic tanks. He explained the sewer will be all gravity and will extend 75 feet and will put a stub in the manhole which will be the run onto Old Hedding Road. He noted the water system has been brought off 125 to a new hydrant and will extend 210 feet. Coronati stated they have to go to Water & Sewer, noted there's not too many changes in the existing lighting which consists of lights along the large building, the lower parking lot has lights on building and one on the utility pole shining over the parking lot and will add two to the new parking lot area. He showed the proposed landscaping with six trees along parking lot with perennial beds.

Morasco asked if the whole site uses the one dumpster. Coronati stated he is not sure.

Howard noted her concerns are with drainage especially the majority of it is in the Town's right-of-way. She questioned if the plan is to tear up the lower parking and regrade it and repaving it then putting on a top coat. Coronati explained they are proposing to do a base coarse that's gravel with a one inch top course. Howard asked about the landscaping and mentioned to plant trees to break up the building. Howard asked about sprinklers. Coronati explained it doesn't have sprinklers according to the rule on NFPA.

Reinhold explained from the corner of the building it runs out to a 55 drum that's been cut in half and runs across Old Hedding Road which mostly all bad. Reinhold explains it also takes the water from Comcast and goes across the parking lot. He stated the new parking lot should flow east toward Route 125. Reinhold stated he would meet with Coronati to go over the drainage.

Chairman Tillman stated if the plan is to only have one dumpster it needs to be shown on the plan. Coronati stated he can't speak for the lower tenant but will note it on the plan.

Chairman Tillman advised to change the lights on the building to the current regulations. The Chairman asked what the percentage of coverage on the parking lot. Coronati stated there is 6500 square feet of additional pavement, and the percent of coverage is allowed within the zone.

Crowell asked how many parking spaces are intended. Coronati noted 58 parking spaces on the entire parcel.

Chairman Tillman directed Howard to look at the maximum impermeable surface coverage for possible regulation change in the future.

Morasco stated on the original plan there was an area that was going to be low shrubs and questioned if they are still going to do that. Chairman Tillman advised the applicant to adhere to the last site plan and added a condition if the trees are cut along Stagecoach the applicant will be responsible to replace or repair the visual buffer with extensive landscaping..

Chairman Tillman asked about signage. Coronati stated they will come back with a sign plan.

Chairman Tillman asked that the parking lot lights go off after hours. Coronati stated the lights on the building stay on for safety reasons and the parking lot lights will go off after the gym closes.

Chairman Tillman asked if the gym is a 24 hour fitness club. Coronati advised it is not and explained the gym will be manned during operation.

Coronati explained he will work out the drainage with Reinhold and Howard and come back before the Board with the plans.

Chairman Tillman reiterated the conditions for the approval. The dumpster to be shown on the plan, drainage approval is pending, landscaping brought up to previous plan, signage is pending, lights will be adjusted to be compliant with existing regulations, the gym will have an employee present when open, the parking lot lights to go off when closed, and if trees are cut on Old Stagecoach Road the applicant is responsible for that area of landscaping.

Morasco moved, Colby seconded the motion to approve the plan with the conditions stated. The motion carried unanimously.

The LUPF was duly signed.

PUBLIC HEARING: Amendments to Driveway Regulations
 Planning Board Application Fee Structure

Howard explained the amendments to Driveway Regulations, and Planning Board Application Fees.

Morasco moved, Tillman seconded the motion to approve the Driveway Regulations, and Planning Board Application Fee changes. The motion carried unanimously. (Attached)

Morasco moved, Crowell seconded the motion to approve the Site Plan and Subdivision fees. The motion carried unanimously. (Attached)

MINUTES OF 06/24/10 FOR APPROVAL – Will be discussed at the next meeting.

MINUTES OF 07/22/10 FOR APPROVAL – Will be discussed at the next meeting.

RPC DUES \$5,677 FOR PAYMENT – Morasco moved, Colby seconded the motion to pay the bill for \$5,677. The motion carried unanimously.

ADJOURNMENT: The meeting adjourned at 7:30 PM.

Respectively Submitted,

Phyllis McDonough
Planning Board Secretary

NOTE: THE NEXT MEETING WILL BE HELD SEPTEMBER 23, 2010 at 6:00 p.m.

082610pbmin.doc pg.1-5
Attachment

DRIVEWAY PERMIT APPLICATION - EPPING HIGHWAY DEPARTMENT

DATE: _____

FEE: \$55.00

Note: You will be charged an additional \$55.00 if another inspection is required.

Pursuant to the provisions of Title 20, Chapter 236:, Section 13, Revised Statutes Annotated 1955 and amendments thereto, permission is requested to construct one driveway entrance to property onto the dedicated R.O.W. or town accepted street in the Town of Epping, N.H. at the prescribed location herein which will meet the requirements for safety specified in said statutes.

Tax Map: _____ Parcel Number: _____ Location: _____

The driveway requested is for access to:

Residence Industry Business Subdivision Other _____

As the landowner applicant, I hereby agree to the following:

1. To construct driveway entrance only for bona fide purpose of securing access to private property, such that the highway right-of-way is used for no purpose other than travel.
2. To construct driveway entrance at permitted location in accordance with statutes, all provisions of Driveway Permit specifications and standard drawings for driveway entrance issued by the Town of Epping Board of Selectmen and/or Highway Department.
3. To hold harmless the Town of Epping and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.

LOCATION DESCRIPTION: Provide a description of your driveway location. If available list a nearby house number.

NOTE: Allow 7-10 working days for initial permit; and 3-5 working days for final inspection.

**Please note, any lot that disturbs greater than one acre requires an EPA Construction General Permit, which can be obtained at the following web site: cfpub.epa.gov/npdes/stormwater/cgp.cfm

PLEASE PRINT: MAILING ADDRESS

Name: _____ Signature: _____

Street address _____ City, State, Zip _____

Tel# (____) _____ Fax# (____) _____

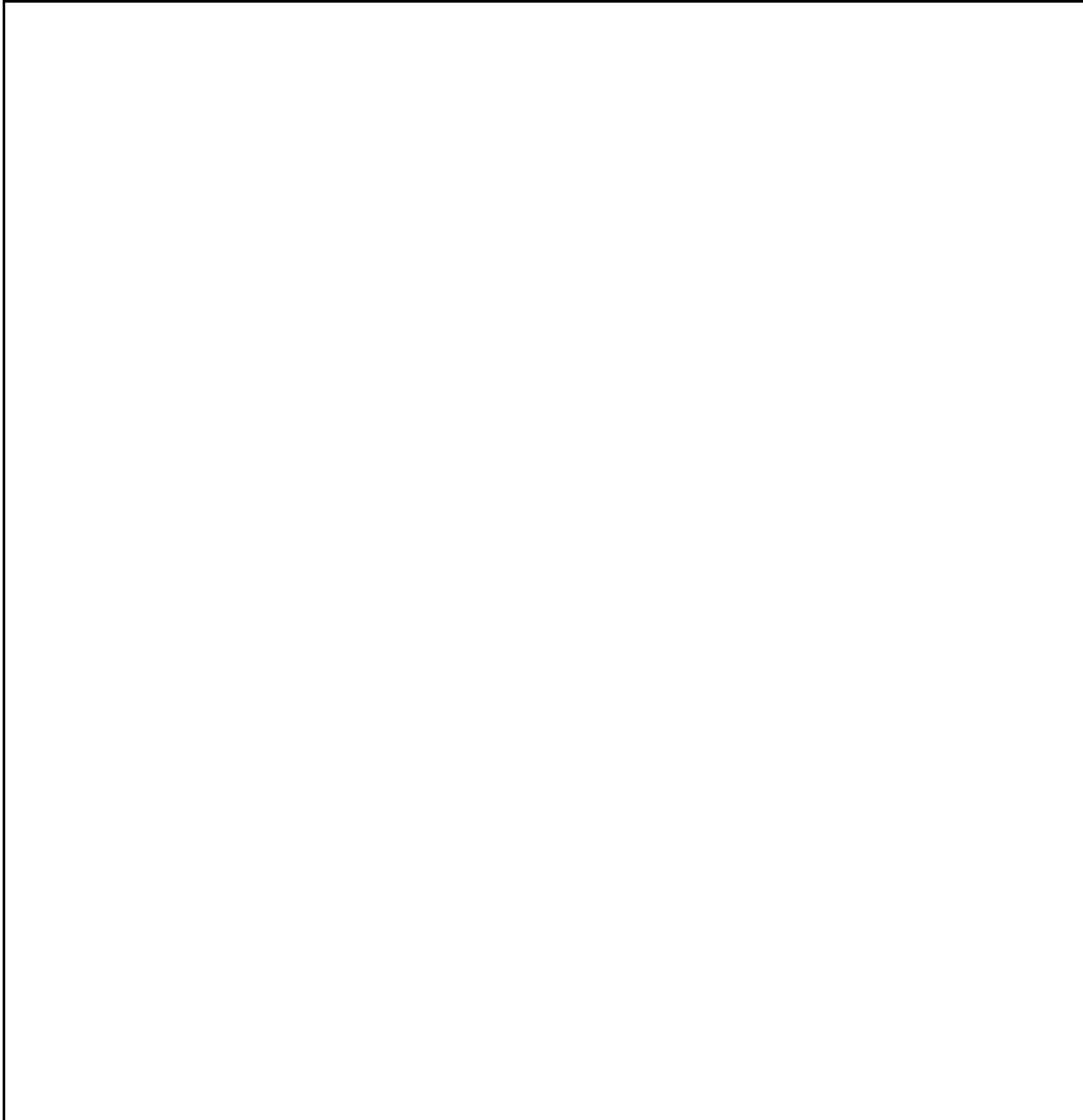
Dig Safe # 1.888.344.7233

Date of Inspection: _____ **Road Agent Signature:** _____

Final Inspection: _____ **Approved** _____ **Not Approved**

Comments: _____

SITE PLAN

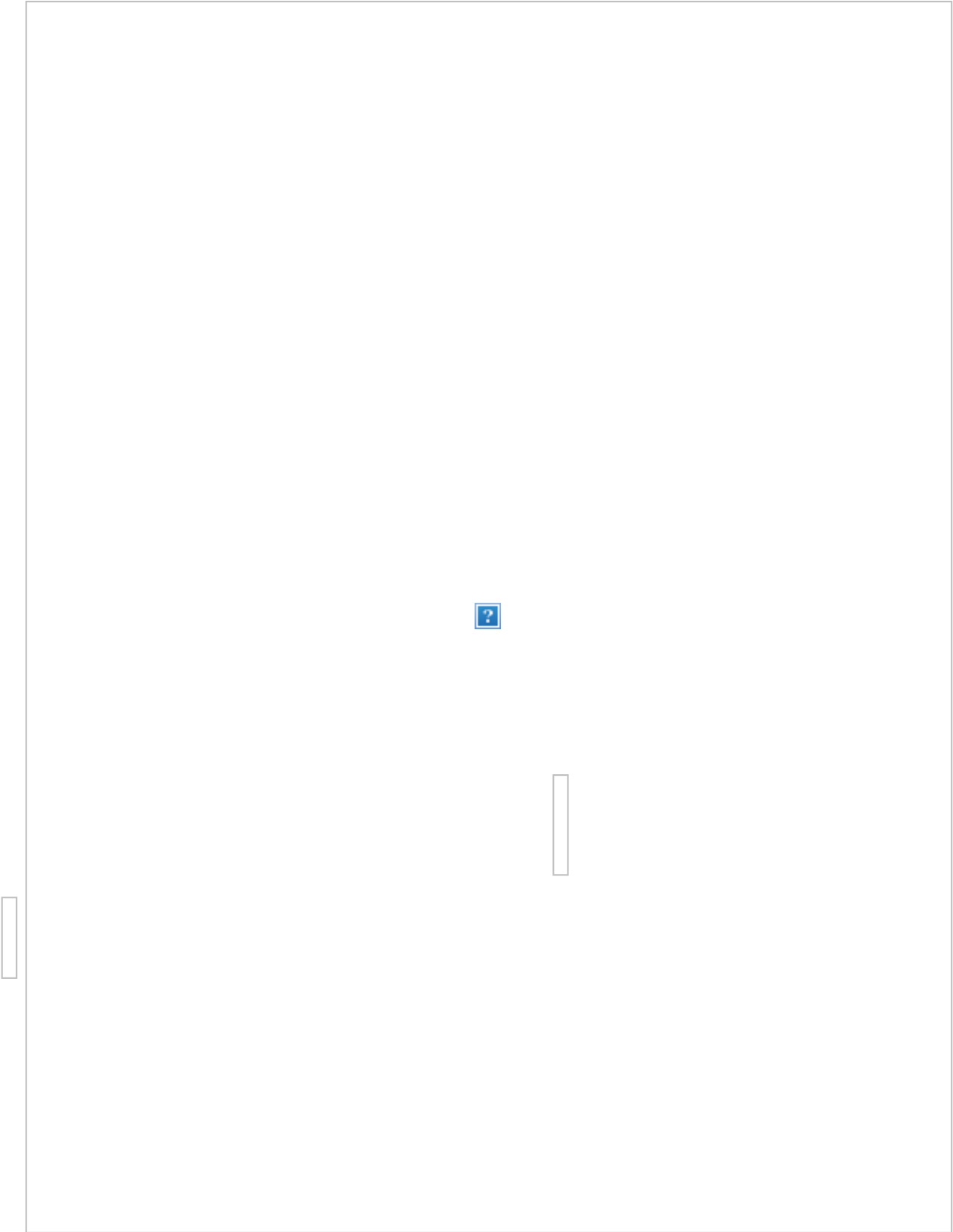



INSTRUCTIONS

FOR A NEW CONSTRUCTION – DRIVEWAY PERMIT APPLICATION

In an effort to make your application for a new Driveway Permit as efficient as possible, please complete the following requests:

1. Mark your lot with Map and Lot number in a manner that will survive both weather and ‘subs’. If the location is not easily identified it will likely result in delays in obtaining your permits or Final Inspection.
2. Mark your driveway location with some stakes and ribbon. Write the word ‘driveway’ in magic marker on the stake.
3. Provide a description of your driveway location. If available, show a nearby house number.
4. Submit a plot plan showing the following:
 - driveway location
 - driveway profile with elevations starting from edge of road to finish grade at the proposed house foundation
 - wetlands and setbacks
 - building envelope
 - foundation location including garage
5. Driveways over 300 feet in length shall meet all applicable NFPA requirements. Driveways longer than 300 feet in length and or driveways having a slope greater than 8% shall have the driveway plan designed and certified by a licensed surveyor or engineer.
6. One of Epping’s primary concerns is drainage of the roadway. Do not install, remove, or modify any drainage structure in the Town right-of-way without prior approval. Failure to receive approval will void this permit.
7. Permits are filed by Map and Lot number. Please provide both when making inquiries or requesting an inspection.
8. Call Dig Safe at 1-888-344-7233 and provide your Dig Safe # on your application.
9. For further information on proper driveway construction, please see attached detail and Development Regulations section.



Driveway Regulations

- A. Purpose: Driveways are intersections that require certain controls in order to provide safe and efficient access to and exits from property, as well as to provide for proper and suitable discharge and control of surface drainage in and around the entrance (within the Town right of way) to said driveway. The intent of these regulations is to protect the safety and health of the public and the general welfare of the community. (These regulations are adopted pursuant to RSA 236:13)
- B. Permits: Anyone desiring to construct, repave, pave, or relocate a driveway within the Town right-of-way shall first apply for a permit from the Town of Epping Road Agent under supervision of the Board of Selectmen, who are hereby delegated the authority to administer these regulations on the part of the Planning Board. The Road Agent shall prescribe the application form for such a permit and shall have the authority, in appropriate cases, to require the applicant to provide satisfactory surety to guarantee the performance of permit conditions. Security, if required, shall be provided prior to a permit being issued. In addition to the foregoing, the Road Agent, under the supervision of the Board of Selectmen is empowered to act on behalf of the Planning Board with regard to any and all of the duties and prerogatives set forth in RSA 236:13, (V) and (VI), in order to implement these regulations and the foregoing statutes.
- C. General Requirements: These requirements apply to all new, upgraded or relocated driveways.
1. A plan showing the location, proposed grading and drainage of the driveway, including sight distance requirements must be provided with the application. The proposed location shall be clearly staked in the field.
 2. Driveways shall in no way impede the natural flow of water along or away from the ROW. It is the property owner's responsibility to properly construct and maintain the apron and drainage structures, e.g. culvert and swale, between the roadway and the property line.
 3. Driveways, as measured from the nearest edge, shall not intersect a public road within 50 feet of the nearest sideline of another public road.
 4. Whenever a common driveway is either proposed or required, the applicant shall provide documents, subject to the approval of the Board of Selectmen, which adequately establishes the perpetual joint easements and maintenance responsibility for the common driveway. The applicant shall also execute the Town's waiver of liability agreement.
 5. With the exception of shared driveways, no driveway, including any of its flare, shall be within 10 feet of a side property line.
 6. A Dig Safe number must be provided on the application.
 7. The maximum width of any residential driveway, at the Town right-of-way line, shall not exceed 20 feet. Flares of 10-foot radius may be constructed. The width of the rest of the driveway must be between 10-12 feet. Industrial and commercial driveways shall be designed for their proposed use.
 8. Driveways should intersect the street at 90 degrees, and shall not intersect at less than 60 degrees.
 9. There shall be no permanent structure, e.g. fences, walls, lampposts or irrigation systems, constructed above or below the finish grade, within the right-of-way. There shall be no filling, or changing, of the town's drainage ditches, system or structures within the right-of-way.

10. The grade of the driveway shall slope no less than ¼” per foot, and no more than ½” per foot, downward away from the edge of the traveled surface of the Town roadway, to the center of the roadway ditch line. The maximum allowable grade for a driveway is 10%. A driveway grade greater than 4 % shall include a platform or parking area on the applicant’s land, outside of the right-of-way, large enough to park 2 cars, i.e. 9’x 18 ½’ each, for when weather conditions prohibit use of the driveway.
11. Any driveway over 300 feet in length must be built to NFPA standards and meet the approval of the Epping Fire Department.
12. If the Highway Department determines that a culvert is required, the minimum shall be a 12-inch diameter corrugated, smooth-walled HDPE, reinforced concrete or polypropylene. The culvert shall be a minimum of 20 feet long and extend a minimum of 5 feet from the edge of the driveway pavement. Headers or flared-end sections to be built to Highway Department specifications.

Material covering 12" culverts must have a minimum depth of 12"
13. The minimum all-season sight distance for a driveway in both directions from each entrance can be obtained, the Road Agent shall not permit more than one (1) access to a single parcel of land.
14. A 20' paved entrance; from the edge of Town pavement, shall be constructed for final approval of this permit. Entrance shall be no greater than 20' wide where the driveway meets the Town road. This is not required if the Town road is not paved.
15. Waivers may only be granted by the Board of Selectmen, who authorized and designated in accordance with RSA 236:13 to act on behalf of the Planning Board in accordance with this provision.
16. Requirements for commercial driveways and residential driveways that are specifically approved in terms of location or other requirements as part of site plan or subdivision approval must be constructed in accordance with the requirements of the Planning Board and cannot be waived or modified by the Road Agent or Board of Selectmen.
17. If Construction of the driveway is taking place when the asphalt plants are closed, a bond of \$2,500 will be required. The road agent will give the applicant a future pave-by-date, after the asphalt plants are open, that the driveway must be paved. If the applicant meets this deadline, the bond will be returned. Failure to meet this deadline, the bond money will be used to pave the driveway.

These Regulations were adopted by the Planning Board - August 26, 2010 by majority vote.

FEE PAYMENT WORKSHEET

Subdivision Application - Schedule of Fees

All Planning Board and Engineering fees SHALL be paid prior to being scheduled for the first Public Hearing. Additional fees may be required by the Planning Board for administrative expenses and

for special investigative studies, review of documents, and other matters which may be required by particular applications. The applicant shall pay the fees outlined as follows:

1. Application Fee (Check made out to “Town of Epping”):

This fee is assessed pursuant to RSA 676:4(I)(g) to off-set general administrative expenses associated with the processing of an application:

Subdivision - Application Fee	\$300.00
Boundary Line - Adjustment Application Fee	\$175.00

Plus:

Per Lot Fee	\$150.00 per lot
	_____ x \$150 = _____

Total From Section 1: _____

2. Notice & Recording Fee (Check made out to “Epping Planning Board – Notice Account”):

This fee is assessed pursuant to RSA 673:16 to cover costs of statutory notice requirements, recording of final plans and conditions of approval, and updating town and tax maps with new information as required by the application.

Abutter Notification Fee	\$10.00 per abutter
	_____ x \$10 = _____

Recording and Town Map Update Fee	\$50.00 per plan sheet
	_____ x \$50 = _____

LCHIP Fee	\$25.00
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Total From Section 2: _____

3. Application Initial Review Escrow Account

This escrow account is set up pursuant to RSA 676:4(I)(g) and RSA 673:16 to cover the cost of initial review of application materials by the town consulting engineers, legal, and other associated reviews. Unexpended funds shall be returned to the applicant upon reconciliation of all expenditures; the Board may require additional funds for complex applications.

Review Escrow Fee – No Road Construction	\$50.00 (per lot)
	_____ x \$50 = _____

Review Escrow Fee – New Road Construction	\$100.00 (per lot)
	_____ x \$100 = _____

Total From Section 3: _____

Section 1: _____
Section 2: _____
Section 3: _____

Total Amount Due: _____

Make Check Payable to: Town of Epping

In accordance with RSA 676:4 I,(g), the Board shall also require an applicant to reimburse the Town for costs associated with special investigative studies. Such costs may be encountered in the following instances:

1. The Town Planner, including, but not limited to, time spent for technical review of plans, meetings with the applicant subsequent to application, and other reasonable expenses directly accountable to the particular application, the rate shall reflect the current hourly rate charged to the Town for this service, The Town Planner shall provide a detailed accounting of the time spent reviewing an application to the Town for purposes of proper billing prior to reimbursement.
2. Engineering review of plans, roadway design, drainage and stormwater management, and erosion and sediment control plans by an agent appointed by the Planning Board.
3. Periodic construction inspections and/or tests.
4. Witnessing of test pits by an agent designated by the Planning Board.
5. Legal review of documents associated with the application, including, but not limited to, easement language, deed language, and association documents.
6. Review of traffic impact analysis.
7. Other studies and/or review of studies reasonably required and associated exclusively with the application.

FEE PAYMENT WORKSHEET

Site Plan Review Application - Schedule of Fees

All Planning Board and Engineering fees SHALL be paid prior to being scheduled for the first Public Hearing. Additional fees may be required by the Planning Board for administrative expenses and for special investigative studies, review of documents, and other matters which may be required by particular applications. The applicant shall pay the fees outlined as follows:

1. Application Fee:

This fee is assessed pursuant to RSA 676:4(I)(g) to off-set general administrative expenses associated with the processing of an application:

Minor Review - Application Fee	\$150.00
Full Review - Application Fee	\$300.00

plus:

\$50.00 per \$1,000 feet of total building floor area

_____ x \$50 = _____
Total From Section 1: _____

2. Notice & Recording Fee:

This fee is assessed pursuant to RSA 673:16 to cover costs of statutory notice requirements, recording of final plans and conditions of approval, and updating town and tax maps with new information as required by the application.

Abutter Notification Fee	\$10.00 per abutter
	_____ x \$10 = _____

Recording and Town Map Update Fee	\$50.00 per plan sheet
	_____ x \$50 = _____

LCHIP Fee	\$25.00
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Total From Section 2: _____

3. Application Initial Review Escrow Account:

This escrow account is set up pursuant to RSA 676:4(I)(g) and RSA 673:16 to cover the cost of initial review of application materials by the town consulting engineers, legal, and other associated reviews. Unexpended funds shall be returned to the applicant upon reconciliation of all expenditures; the Board may require additional funds for complex applications.

Review Escrow Fee – Minor Review	\$ 500.00*
Review Escrow Fee – Full Review	\$1,500.00*

(Not required for Change of Use if the is no alteration to the Site Plan)

*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.

Total From Section 3: _____

Section 1: _____
 Section 2: _____
 Section 3: _____

Total Amount Due: _____

Make Check Payable to: Town of Epping

- D. In accordance with RSA 676:4 I,(g), the Board shall also require an applicant to reimburse the Town for costs associated with special investigative studies. Such costs may be encountered in the following instances:
1. The Town Planner, including, but not limited to, time spent for technical review of plans, meetings with the applicant subsequent to application, and other reasonable expenses directly accountable to the particular application, the rate shall reflect the current hourly rate charged to the Town for this service, The Town Planner shall provide a detailed accounting of the time spent reviewing an application to the Town for purposes of proper billing prior to reimbursement.
 2. Engineering review of plans, roadway design, drainage and stormwater management, and erosion and sediment control plans by an agent appointed by the Planning Board.
 3. Periodic construction inspections and/or tests.
 4. Witnessing of test pits by an agent designated by the Planning Board.
 5. Legal review of documents associated with the application, including, but not limited to, easement language, deed language, and association documents.
 6. Review of traffic impact analysis.
 7. Other studies and/or review of studies reasonably required and associated exclusively with the application.