

Town of Greenville, New Hampshire
Planning Board
Minutes
Thursday, July 13, 2023

The Greenville Planning Board met on **Thursday, April 13, 2023** in the Mascenic SAU 87 Cafeteria, 16 School St., Greenville, NH 03048.

In attendance were: Vice-Chair Scott Tenney, BOS Ex-officio Margaret Bickford, Member Tim Kearney, and Town Administrator Tara Sousa serving as Planning Board Administrative Assistant.

Vice-Chair Tenney called the meeting to order 7:01 p.m., and announced the first meeting agenda item.

Chuck Ritchie, of Fieldstone Land Consultants, presented on behalf of Davis Village Properties for the proposed commercial flex space and trailer fabrication shop (in a existing building on the property). He noted the 2 major outstanding items from the previous meeting were the septic (for the existing building), which he reported was designed, approved, installed, and cleared for operation as of July 6th, and the addition of a plan note regarding the allowable uses in the tenant flex spaces. The proposed note indicated that only allowed uses as defined in the commercial-industrial zone would be allowed, and that a "fit-up" permit process would be required for all new tenancies, as well as approval by the "Zoning Administrator" before occupancy. He explained that this approach, rather than creating a list of approved uses, leaves it more open, but also requires approval for tenants. Mr. Kearney questioned who would be monitoring that. Mr. Ritchie expressed that the building owner would be directing prospective tenants to the Town for approval, and that uses requiring a variance, for example, would be required to come before the Planning Board.

Vice-Chair Tenney asked if the plans for Building C were updated to include the exterior lighting, and Mr. Ritchie answered they had not. Vice-Chair Tenney asked if notes were added to define the use of Building C, and questioned if updated plans had been disseminated to Town departments. Mrs. Sousa noted that no new plans had been submitted since the previous meeting. Vice Chair Tenney expressed concerns about the egress path with the current location of the dumpster. He also questioned the Board if a note specifying the use of Building C was necessary, given the new note restricting uses to those allowed in the C/I district. Mrs. Sousa expounded on that concept, noting that if the trailer fabrication was an acceptable use for the tenant bays in the flex building, it could in the future move into one of those spaces, and Building C could be rented to a tenant for another allowed use. Nathan Somero, the property owner, advocated for the same Town approval process for the flex spaces and Building C. Selectwoman Bickford questioned if the note was clear that it applied to all three buildings. Vice-Chair Tenney felt the generic note was encompassing to the entire site plan. He referenced an email communication he had between Chairman Sadowski and Building Inspector Doug Reardon, that a Certificate of Occupancy could not be issued for Building C until the full site plan was approved. Mr. Somero questioned if a CO was needed, given that it was an existing building. Vice-Chair Tenney explained that it had never been issued a CO in the past, and Mrs. Sousa explained that that was due to its former use as the water tank house for the old condos, and was never occupied by people in its use/purpose. Mr. Somero discussed that this had been triggered by remodeling of the building, and Vice-Chair agreed that it is the change of use, as any former operations within that building were

unknown to the Town. Mr. Somero questioned if there was paperwork relative to the original approval, and Mr. Tenney answered that the Planning Board was not in possession of such, but that records may be available at Town Hall. Mr. Somero expressed the need to be granted occupancy to continue working in that building. Vice-Chair Tenney discussed the previous conceptual, where it was discussed that a site plan was need for the change of use of the garage (Building C), but that by incorporating it into the site plan for the whole property, it is streamlining the process, rather than requiring 2 separate site plans.

Vice-Chair Tenney opened the floor for public comment. Mrs. Sousa asked if the Board was comfortable with the term "Zoning Administrator" in note 22, as the Town does not have any designated planning staff. She suggested that the first review would be the by the Building Inspector, and questioned if other towns maybe had a special form for the noted "fit-up". Vice-Chair Tenney discussed that the process in Amherst requires a formal building permit for all fit-ups and changes of use, including floor plans and description of the use, copies of which are forwarded to the Fire Department and Community Development Office. He suggested that he would prefer the note to read "Zoning Administrator and/or Code Enforcement Officer."

Vice-Chair Tenney asked for more detail on the installed septic. Mr. Ritchie noted the new location, and Mr. Somero confirmed it is a gravity-feed system. Vice-Chair Tenney noted that the new septic was incorporated into the previously-existing manhole.

The Board's requested revisions and additions were reviewed, including the addition of "Building Inspector" to note 22, and Building C lighting. The "ruins to be remove" noted on the plan were discussed, and it was confirmed that their removal was necessary for the site grading and construction. Mr. Ritchie asked if the small number of items could be part of a conditional approval rather than be continued to a future meeting. Vice-Chair Tenney asked Deputy Chief Charles Buttrick if he had any concerns on behalf of the Fire Department with a conditional approval. Deputy Chief Buttrick answered that as long as there were no changes to the plan relative to Building B having sprinklers, he had no objections. Marshall Buttrick, as a member of the Conservation Commission, indicated the concerns regarding the septic had been resolved. Deputy Emergency Management Director Helen Burke questioned the timeframe for a completing any conditional items. Mr. Ritchie indicated that the changes could be made with a few weeks. Vice-Chair Tenney suggested a 30-day timeframe for submission to the Town. Mr. Somero questioned how a conditional approval would impact his CO for Building C, and if he could obtain a temporary CO. Vice-Chair Tenney referred him to the Building Inspector, but anticipated a temporary CO would be able to be issued, and could be converted to permanent upon meeting the site plan conditions.

Motion by Mrs. Bickford, 2nd by Mr. Kearney, to conditionally approve the site plan for Davis Village Properties, Map 1 Lot 44, subject to the following conditions:

- 1. That note 22 have added "the Building Inspector/Code Enforcement Officer"**
- 2. Dumpster pad and enclosure be relocated**
- 3. Exterior lighting for Building C be noted and marked on the plans.**

Motion carried with 3 in favor, none opposed.

Vice-Chair Tenney noted that he had not made the 30-day requirement for the required revisions part of the motion, but if submitted within that time, he or Chairman Sadowski would sign the plan. Mr. Ritchie asked if there were any other typical conditions, and Vice Chair Tenney expressed that every plan is different. Mr. Somero invited the Fire Chief or other officials to tour the current operation, if they wished. Vice-Chair Tenney asked Mrs. Sousa if a formal address had been assigned. She answered that

she had not submitted anything to E911, so unless it had been done prior to her time in the position (of Town Administrator), she did not believe an address had been assigned. She reviewed the process for submitting the Town's recommendation for review and approval by the State.

Discuss Change to Correct Discrepancy Regarding Submission Deadlines

Mrs. Sousa explained that Chairman Sadowski had submitted an update to mirror the 21-day timeframe for applicant submissions as required by the Site Plan Review Regulations. She indicated she was looking for feedback whether the Board would want to make that administrative change to 21 days in any location where the submission deadline is currently 30 days (prior to the next meeting), or if the Board wished to amend the Site Plan Review Regulations. Vice-Chair Tenney asked if 30 days was indicated in the Zoning Ordinance and Mrs. Sousa answered it was. She expressed that the 21-day submission deadline is challenging in terms of getting the certified notices out and back in time. Vice-Chair commented that this was related to the discussion about submission deadlines for revised plans. Mrs. Sousa expressed that that had been more of an issue with the 2 recent site plans, due to their complexity, but that in most cases, if the initial submission to department heads does not trigger any comment, the often-minor revisions requested by the Planning Board would not change that. She noted that it is not uncommon for engineers to bring revisions with them to a meeting. Mrs. Bickford stated that it should be uncommon, and Vice-Chair Tenney concurred that perhaps a 7-day deadline for revisions would allow for the Board to review prior to the meeting rather than on-the-fly. Vice-Chair Tenney agreed that 21 days is tight for meeting the noticing requirements, and expressed that it should be 30 days. He believed that the Site Plan Review Regulations could be change by the Board with the appropriate public hearings. Vice-Chair Tenney suggested that the matter be tabled to the next meeting, so that he could review the Zoning Ordinance for references to the 30 days. There were no objections.

Approval of Minutes: June 8, 2023 and June 15, 2023

Discussion of minutes was tabled due to the limited number of members available to review.

Other Business

Mrs. Sousa noted that the written public comments regarding 21 Chamberlin Street were compiled and shared via email to the Board and several members of the applicant's team. She reminded members that the next meeting for that project is August 17, 2023, and if no new applications are received, she anticipated the regularly scheduled meeting on August 10, 2023 would be cancelled. Deputy Fire Chief Charles Buttrick noted that the Fire Department had not received the updated plans they had requested, but that they had provided comments which were limited by the currently-available information. Mrs. Sousa stated that the Fire Department's response was included in the compiled comments shared with the Board. She noted Mr. Eckman's commitment to provide the updated plans to the Board by August 10, 2023. Marshall Buttrick, of the Conservation Commission, commented that this has become a two-step process, where the Commission has provided comment on the first iteration, and they will want time to review if the second iteration incorporates those comments. He expressed concern about the changing plans for parking, as an example, without definite items such as a purchase and sales agreement for the Mill Street property, or a plan for the available number of spaces. He expressed that deed restrictions on the building had not been investigated as promised. He stated there is nothing under the statute that requires them (the Conservation Commission) to sign-off that they agree, so he will continue to attend in person.

Mrs. Sousa asked Vice-Chair Tenney if the representation by Mr. Eckman that changes could not be made to submitted plans until an application was accepted as complete was accurate. Vice-Chair Tenney discussed that it is a gray area, but it was his understanding that changes could be made based on

feedback from the Board. He noted that items from the checklist, for example, might need to be completed in order to get to a point where the application can be considered complete.

Helen Burke, Deputy Emergency Management Director, inquired if there is any indication whether adults and kids will be allowed at the facility. Vice-Chair Tenney believed either the plan or the application materials reflected 18+, and he indicated he would verify that recollection for the next meeting. Ms. Burke indicated her question had been submitted as part of the written feedback from Emergency Management.

Adjournment

Motion by Mr. Kearney, 2nd by Mrs. Bickford, to adjourn at 8:07 p.m.

Motion carried with 3 in favor, none opposed.

Respectfully Submitted,
Tara Sousa, Town Administrator

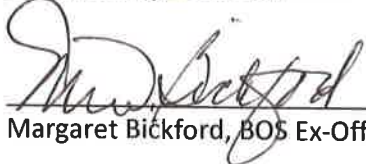
APPROVED BY:

Greenville Planning Board

Michael Sadowski, Chairman



Scott Tenney, Vice Chairman



Margaret Bickford, BOS Ex-Officio

Kelle O'Keefe



Tim Kearney