

**LONDONDERRY PLANNING**  
**MINOR SITE REVIEW COMMITTEE PUBLIC HEARING**  
**JANUARY 5, 2023 – ELWOOD CONFERENCE ROOM**

Members present: Kellie Caron, Assistant Town Manager; John Trottier, P.E., Director of Engineering & Environmental Services.

Also present:

Laura Gandia, Associate Planner acting as minute keeper; Allison Lewis, Project Engineer, Keach-Nordstrom Associates, Inc.; Steve Keach, P.E., Keach-Nordstrom Associates, Inc., and Kurt Kendall, Twin Smoke Shop

K. Caron called the meeting to order at 9:00 a.m. for the following application:

**Application acceptance and public hearing on an application for formal review of a minor site plan for a change of use to add a service establishment (barber shop) and a cigar lounge as uses, 80 Perkins Road, Map 15 Lot 55, Zoned Mixed Use Commercial (MUC), KAK Real Estate Holdings, LLC (Owner & Applicant)**

K. Caron read the case into the record and briefly explained the process. She noted that two waivers were needed to accept the applications as complete and that those waivers were not requested. She asked the applicant if he would like to request a waiver to checklist items IV and V for acceptance purposes only. A. Lewis asked what those items were. J. Trottier explained that the checklist items dealt with plan notes and providing an existing conditions plan as of January 2023. S. Keach wrote out the waiver request letter and handed it to K. Caron.

**J. Trottier made a motion to grant the applicant's request for a waiver to checklist items IV and V for acceptance purposes only per Staff's Recommendation memo dated January 5, 2023.**

**K. Caron seconded the motion.**

**The motion passed, 2-0-0.**

**J. Trottier made a motion to accept the application as complete per Staff's Recommendation memo dated January 5, 2023.**

**K. Caron seconded the motion.**

**The motion passed, 2-0-0.**

Allison Lewis stated that the Twin Smoke Shop would benefit on having a barber shop on the first floor where 300 SF of existing office space would be repurposed. She stated that the cigar lounge was proposed back in 2014/2015 but at that time, the plans did not explicitly provide for the use or the parking calculation. She provided the committee with updated calculations (See Exhibit 1). J. Trottier asked for those calculations to be included in the plan. K. Caron asked about signage and A. Lewis

stated there would be no additional signage. J. Trotter asked that it be noted on the plan. There were no further questions by the committee. K. Caron opened up public input. There were no members of the public present. K. Caron closed public input.

**J. Trotter made a motion to grant approval of the minor site plan for a change of use to add a service establishment (barber shop) and a cigar lounge as uses, 80 Perkins Road, Map 15 Lot 55, Zoned Mixed Use Commercial (MUC), KAK Real Estate Holdings, LLC (Owner & Applicant) in accordance with the Staff Recommendation Memorandum dated January 5, 2023.**

**K. Caron seconded the motion.**

**The motion was granted, 2-0-0.**

“Applicant”, herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

### **PRECEDENT CONDITIONS**

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works staff recommendation dated January 5, 2023.
2. The Owner’s signature shall be provided on the plans.
3. Applicant shall update plan to include checklist items IV and V (minor site plan sheet and existing conditions sheet).
4. The parking calculation noted on the plan indicates 21 spaces are required based on 6,200SF of retail and 2,325SF of storage. 32 spaces have been provided. The cigar lounge and barber shop uses are not accounted for in this calculation. The parking required for those uses are 10 spaces/1,000SF and 3 spaces/1,000SF respectively. Please clarify the total square feet of the cigar lounge so staff can evaluate the required parking.
5. Draft easements shall be provided to the Town, reviewed for acceptance by the Town and shall be recorded at the Rockingham County Registry of Deeds, concurrent with the recording of the plans.
6. The Applicant shall note all general and subsequent conditions on the plan sheet to be recorded.
7. The Applicant shall note the approval of all variances and waivers on the plans including date granted.
8. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional approval.

9. Financial guarantee to be provided to the satisfaction of the Department of Engineering & Environmental Services.
10. Final planning and engineering review.

**PLEASE NOTE** – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

**GENERAL AND SUBSEQUENT CONDITIONS**

All of the conditions below are attached to this approval.

1. No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town. Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.
5. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.

K. Caron made a motion to adjourn the meeting at 9:08 a.m.

J. Trottier seconded the motion.

The motion passed, 2-0-0.

These minutes were prepared by Associate Planner Laura Gandia acting as recording secretary.

## Parking Calculations

Building: 8,525 sf

- 6,200 sf of retail space
- 2,325 sf of basement storage

Uses:

- Retail - 4,600 SF
- Storage – 2,325 SF
- Cigar Lounge – 1,300 SF
- Barber Shop – 300SF

Required Parking

- Retail: 3 Spaces per 1,000 SF  
(Business Sales and Service – Medium Generator)
  - $4,600\text{SF}/1,000\text{SF}=4.6$
  - $4.6 \times 3 \text{ spaces} = 13.8 \text{ Spaces}$
  - 14 parking spaces required
- Storage: 1 space per 1,500 SF  
(Warehouse and Storage)
  - $2,325\text{SF}/1,500\text{SF} = 1.55$
  - 2 parking spaces required
- Cigar Lounge: 10 spaces per 1,000 SF  
(Food and Drink, Lounge)
  - $1,300\text{SF}/1,000\text{SF} = 1.3$
  - $1.3 \times 10 \text{ spaces} = 13$
  - 13 parking spaces required
- Barber Shop: 3 spaces per 1,000 SF  
(Business Sales and Service – Medium Generator)
  - $300\text{SF}/1,000\text{SF} = 0.3$
  - $0.3 \times 3 = 0.9$
  - 1 parking space required

**Total parking required: 30 parking spaces**

**Total Parking provided: 32 spaces including 2 accessible spaces**