

LONDONDERRY, NH PLANNING BOARD MINUTES OF THE MEETING OF OCTOBER 6, 2021, AT THE MOOSE HILL COUNCIL CHAMBERS

I. CALL TO ORDER

Members Present: Art Rugg, Chair; Al Sypek, Secretary; Jake Butler, Assistant Secretary; Giovanni Verani, Ex-Officio – Town Manager (arrived at 7:04 p.m.); Ann Chiampa, member; Deb Paul, Town Council Ex-officio; Jeff Penta, member; .Roger Fillio, alternate member; Jason Knights, alternate member; and Lynn Wiles, alternate member

Also Present: Town Planner Colleen Mailloux; Associate Planner Laura Gandia; Jose' Lovell, Assistant Department of Public Works and Engineering; Amy Kizak, GIS Manager; and Beth Morrison, Recording Secretary

Chairman Rugg called the meeting to order at 7:00 PM, explained the exit and emergency procedures, and began with the Pledge of Allegiance. He appointed L. Wiles to vote for C. Davies.

II. ADMINISTRATIVE BOARD WORK

A. APPROVAL OF MINUTES:

Member A. Sypek made a motion to approve the minutes of September 1, 2021, as presented.

J. Butler seconded the motion.

The motion was granted, 6-0-1, with J. Butler abstaining. The Chair voted in the affirmative.

Member A. Sypek made a motion to approve the minutes of September 8, 2021, as presented.

J. Butler seconded the motion.

The motion was granted, 7-0-0, with abstaining. The Chair voted in the affirmative.

B. REGIONAL IMPACT DETERMINATIONS: Town Planner Mailloux informed the Board that she had two projects for their consideration this evening.

1. Application for design review of a minor site plan amendment for construction of two additional loading docks and other associated site

improvements, 14 Liberty Drive, Map 16 Lot 60-5, Zoned IND-II, Trend Moving & Storage (Applicant) and 14 Liberty Drive, LLC (Owner)

2. Application for design review of a phased site plan for construction of a 100,000 SF office building and other associated site improvements, Pillsbury Road & Michels Way, Map 10 Lots 41, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Auto Owners Insurance Company (Applicant) and Pillsbury Realty Development, LLC (Owner)

Member A. Sypek made a motion to find these projects are not of regional impact.

J. Butler seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

C. Discussion with Town Staff:

Town Planner Mailloux informed the Board that there is one extension request from Seven Litchfield Road, Map 12 Lot 20. She noted that they did obtain an easement from the abutter and are finishing up a few administrative items now. She said that they are requesting an additional 90-days to meet the conditions of approval. She said that staff recommends the Board grant the 90-day extension request, which would be until January 4, 2022, as the new deadline to meet the conditions.

Member A. Sypek made a motion to grant the request for an extension to meet the conditions of approval on a previously approved subdivision plan to subdivide one lot into two, Seven Litchfield Road, Map 12, Lot 20, Zoned AR-1, Seven Litchfield Road Realty Trust, LLC (Owner & Applicant until January 4, 2022.

J. Butler seconded the motion.

The motion was granted, 8-0-0. The Chair voted in the affirmative.

Chairman Rugg informed the Board that terms for Jeff Penta, Jake Butler and Jason Knights are expiring at the end of this year. He said that if they would like to continue serving on the Board to put their requests in to Town Planner Mailloux.

III. Old Business -n/a

IV. New Plans/Public Hearings/Conceptual Discussions

A. Application for a site plan amendment for a change of use from an existing spa to a professional office, and for a 672 SF building addition and associated site improvements, 213 Rockingham Road, Map 15 Lot 23-1, Zoned C-I & RTE 28 POD, Gagne Family Trust (Owner & Applicant)

Chairman Rugg read the case into the record. G. Verani recused himself from this case. Town Planner Mailloux informed the Board that there are no outstanding checklist items and staff recommend the application be accepted as complete.

A. Sypek made a motion to accept the application as complete per Staff Recommendation Memorandum dated October 6, 2021.

J. Butler seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock has started. Karl Dubay, P.E., from The Dubay Group, Inc., 136 Harvey Road, Building B101, Londonderry, NH, and Paula Gagne, owner of the site, addressed the Board. P. Gagne told the Board that she owns and operates a business called Regency Home Health, which has home care services. She noted that she moved her business from Manchester to Londonderry last year. She said that it is an office, with a handful of people working there. She mentioned that they provide nursing, personal care, physical therapy, etc. She added that she has been in business for 21 years. K. Dubay reviewed the site with the Board noting that it is serviced by water and sewer, is on a lot that is an acre in size, and is an old house that was built in the 1940s that has changed uses over the decades. He noted that the building will be used as a management office, as the services that they provide are at their client's homes. He said that they are updating the parking area, noting they have six spaces. He mentioned that they obtained some variances and reviewed those with the Board.

Chairman Rugg opened up the discussion to the Board. José Lovell, Town Engineer, reviewed the remaining design review items with the Board. Town Planner Mailloux added that this property is located in the Performance Overlay District (POD) and because it is less than three acres of size, the POD does not apply, and they are governed by underlying C-II zoning, which is why they needed variances. A. Chiampa asked what freeboard is. J. Lovell explained what freeboard is to the Board. A. Chiampa asked for the reason for the bump into the western border of the property. K. Dubay replied that there was an existing property line that bumps in there, noting there used to be a well there. He added that the existing driveway is over the property line there and they will be removing this. J. Butler said that he likes the rain garden look instead of a detention pond. K. Dubay noted that they worked with engineering on this concept.

Chairman Rugg opened it up to the public.

Giovanni Verani, 73 Page Road, addressed the Board. G. Verani welcomed the applicant to the neighborhood and was said he was excited to have new business there.

Chairman Rugg brought the discussion back to the Board as there was no further comment.

A. Sypek made a motion to grant conditional approval of the site plan amendment for a change of use from an existing spa to a professional office, and for a 672 SF building addition and associated site improvements, 213 Rockingham Road, Map 15 Lot 23-1, Zoned C-I & RTE 28 POD, Gagne Family Trust (Owner & Applicant) in accordance with plans prepared by The Dubai Group, Inc., dated October 22, 2020 last revised September 15, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated October 6, 2021.

J. Butler seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

"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 Engineering & Environmental Services/HTA review memo dated October 6, 2021.

2. Owner's signature shall be provided on the plans.

3. Project Note j on Sheet 1 states that Sanitary Sewer Service is provided by Manchester Water Works and should be revised.

4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.

5. Draft sewer easement language be submitted for review by Staff, with an executed document and appropriate recording fees to be submitted for recording prior to plan signature.

6. Third-party review fees shall be paid within 30 days of conditional site plan approval.

7. Financial guarantees be provided to the satisfaction of the Department of Engineering & Environmental Services.

8. Final engineering review.

PLEASE NOTE – If these conditions are not met within 120 days 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.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. No construction or site work 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 site-restoration financial guaranty with the Town. Contact the Department of Engineering & Environmental Services 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 Engineering & Environmental Services, 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. Fire department access roads shall be provided at the start of the project and maintained throughout construction. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.

5. 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.

6. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements shall be completed in accordance with the plan approved by the Planning Board. In accordance with Section 6.01.d of the Site Plan Regulations, in circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Division may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning Division & Department of Engineering & Environmental Services, when a financial guaranty (see forms available from the Engineering Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of

occupancy, or the Town shall utilize the financial guaranty to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. ***No other improvements shall be permitted to use a financial guaranty for their completion for purposes of receiving a certificate of occupancy.***

7. As built site plans must to be submitted to the Department of Engineering & Environmental Services prior to the release of the applicant's financial guaranty.

V. Other

A. Public hearing for non-binding review and discussion in accordance with RSA 674:54 and the Town of Londonderry & Manchester Airport Authority Intermunicipal Agreement for review an air cargo facility and partial relocation of Green Drive, 7A Green Drive, Map 28 Lot 23-1A, 5 Green Drive, Map 28 Lot 23-2, 10 Green Drive, Map 28 Lot 23-18, Zoned IND-II and Airport Overlay District, Manchester Airport Authority (Owner) & Manchester-Boston Regional Airport (Applicant)

Chairman Rugg read the case into the record. G. Verani came back to the Board for this application. Town Planner Mailloux informed the Board that in accordance with the Intermunicipal Agreement between the Town of Londonderry and the City of Manchester, aeronautical facilities are exempt from the Town of Londonderry's land use regulations. She stated that upon notification by the Airport of the proposed construction of an aeronautical facility or government land use, the Planning Board may hold a public hearing and offer non-binding review and comment on the project.

Jenna Dakalovic, Esq., One Airport Road, Manchester, NH, and Brian Smith, P.E. from McFarland Johnson, 53 Regional Drive, Concord, NH addressed the Board. J. Dakalovic told the Board that there are also representatives from Aeroterm and Lavallee architects with them this evening. She stated that this project involves a cargo facility, apron and associated access improvements. She pointed out that this will allow for a substantial opportunity for the airport to increase their cargo capacity. She noted that they are coming off back to back years of record breaking cargo volume. She said that the facilities are at 100% for cargo with no room to accommodate additional cargo volume or cargo operators. She explained that the proposed project is a 63,000 SF common use air cargo facility to be built by Aeroterm. She said that the funding for the project will be federal funds through the airport agreement program to pay the principal of a \$12. 9-million-dollar loan from New Hampshire Business Finance Authority. She added that the airport received another \$2 million in federal funding last week to assist with the development of the cargo program and cargo apron. She commented that the cargo apron will have three aircraft parking positions, all of which will be common use, and the airport will construct and maintain the cargo apron. She discussed that the location of aircraft parking positions, the depth of the aircraft parking stand, the circulation around the aircraft and where the cargo building is placed is consistent with the Federal Airport Authority (FAA) design standards. She pointed out that the existing location of

Green Drive will be impacted. She said that the airport will be responsible for demolishing two existing hangars, associated pavement and a portion of Green Drive that is impacted. She stated that they would like to begin the demolishing preferably in October in order to turn the site over to AeroTerm by February for them to begin construction in March of 2022 with an anticipated completion date of October 2022. B. Smith reviewed the plan on the screen with the Board. He mentioned that this will be done in phases, noting the first phase will be the 63,000 SF building and three aircraft parking spots. He added that eventually as more space is leased through AeroTerm, it will likely go to 100,000 SF building and have a fourth parking spot. He commented that they will need to demolish two existing hangars, take the pavement out and relocate a portion of Green Drive. He noted the only thing served by the portion of Green Drive they are relocating is the loading dock and terminal. He went on stating that next spring, the second phase will start, and they will be back before the Board at that time. He added that when the project is complete there will be a cul-de-sac at the end of Green Drive, and a new access into the AeroTerm cargo facility and terminal building.

Alexi Lachambre, Vice President of AeroTerm, 2100 Reverchon, Suite 200, Dorval QC and Sean Landry with Lavallee Brensinger Architects, 155 Dow St #400, Manchester, NH, addressed the Board. S. Landry reviewed the building with the Board noting that it will be occupied by two tenants. Chairman Rugg asked if they expected three tenants eventually. A. Lachambre replied that they have options with this facility to add more tenants. He commented that this is a terminal support facility, which will support all the activities that are non-terminal at the airport, noting it will be predominately cargo. J. Dakalovic added that it is a common use facility, so in addition to the tenants there will be available space as needed, which is in compliance with FAA requirements. A. Chiampa asked if this would increase truck traffic into the airport area to facilitate the transfer of goods and services. A. Lachambre replied that they looked at traffic studies, but there were no increase in volumes. S. Landry reviewed some renderings with the Board noting that they generally will be working with AeroTerm and the airport, so the materials will be complimentary to the airport itself. A. Chiampa asked how tall this building would be in comparison to the parking garage. A. Lachambre replied that it is about 30-feet high. D. Paul asked how many more planes they would anticipate. A. Lachambre answered that is going to be variable, noting there will be three positions on the apron. D. Paul asked how many planes use this area today. A. Lachambre replied there are no planes coming in today. D. Paul asked if the planes fly in the day or night. A. Lachambre responded that he would be hesitant to make a representation, but thought it would be consistent with UPS and FedEx that are already at the airport. D. Paul asked how many more trucks might be added. A. Lachambre replied that he is not sure how many more trucks at this point. D. Paul expressed her opinion that she believes residents that live in the area should be contacted and have the opportunity to speak to them about their concerns. J. Dakalovic commented that they had The National Environmental Policy Act (NEPA) review that addressed noise contours that found no impact. D. Paul remarked that she understands what is being said, but a resident that lives near there might have another view point. Chairman Rugg mentioned that the FAA does sound studies every year to study the noise contours. D. Paul reiterated that she believes

residents should be made aware of what is happening in their neighborhood and the Planning Board should conduct a public hearing. Town Planner Mailloux replied that this is the public hearing that was noticed through the appropriate channels. D. Paul noted that she did not see the advertisement. J. Knight commented that he expects growth of the airport. D. Paul asked if J. Knights live near the airport. J. Knights replied that he lives right there. A. Chiampa asked if there are any quiet hours. J. Dakalovic replied that there are not assigned quiet hours. J. Penta asked if the FAA studies are publicly available. B. Smith noted that the noise study is available on the website and if it is not, Town Planner Mailloux can get it to the Board. B. Smith pointed out that cargo carriers tend to keep getting quieter as a national trend. D. Paul asked how much more deicing they would expect, as this has been connected to water contamination issues in Londonderry. B. Smith noted that there will be more deicing with more airplanes. D. Paul asked for numbers to be provided, as well as how it is removed, as she is concerned about the water in town. J. Dakalovic stated that she would send a study that was done to Town Planner Mailloux. D. Paul thanked them for that information. L. Wiles asked if there would be any parcel order fulfillment. A. Lachambre replied that AeroTerm will be the tenants and they will sublease to other users. L. Wiles commented that he thinks of a storage facility with a warehouse. A. Lachambre noted that this is a high flow facility, with the aircraft coming in and unloading to trucks. He added that there is no vacancy at the airport and this will help with growth. A. Sypek thanked them for coming to present the project and thanked them for their great working relationship. R. Fillio mentioned that he lives in the direct flight path and it is getting quieter. J. Butler clarified that this is a public hearing that was noticed correctly.

Chairman Rugg opened the discussion up to the public and there was none.

Chairman Rugg brought the discussion back to the Board. A. Chiampa asked if one of the runways was going to be closed down. B. Smith commented that the main runway at the airport is in design to be resurfaced now and it might start next fall, so there will be occasional closures to resurface it. He added that a few years after this is completed, the other runway will be resurfaced. A. Chiampa noted that this could affect the flights over Londonderry. B. Smith replied that there may be a period of time where there are less flights on the north/south runway and more flights on the east/west runway. Town Planner Mailloux told the Board that she has forwarded the staff memorandum to the airport with recommendations and if there is anything new she would coordinate as needed. D. Paul clarified that she did not mean it was noticed improperly, but rather she did not see it.

B. Public Hearing for the adoption of the 2021 (FY 2023–2028) Capital Improvement Plan (CIP). The proposed plan can be viewed online or during business hours in the Planning & Economic Development Department

Chairman Rugg informed the Board that they would be taking this out of order. He said that CIP document is a tool for determining the infrastructure needs of the community as well as planning and budgeting tool for the Town Council, School Board and Budget Committee. Amy Kizak, GIS Manager, told the Board that due to the COVID pandemic there are no new town projects and the school is still in the

process of completing their 10-year facilities master plan. She noted that projects that are listed, are place holder projects, to show that the school has needs, but are unknown until their 10-year facilities master plan is completed.

Chairman Rugg asked the Board for questions. A. Chiampa asked why impact fees are in the document, as she thought they were eliminated years ago. Town Planner Mailloux replied that the impact fee ordinance has been eliminated and she asked where it was in the document. A. Chiampa noted it is on page six. Town Planner Mailloux stated she would review this. D. Paul asked if the number had been updated from the placeholder figure of \$4 million for the SAU building to \$2.5 million. A. Kizak replied that it had not. Chairman Rugg commented that it is unknown at this time.

Chairman Rugg asked for public input.

Ray Breslin, Three Gary Drive, addressed the Board. R. Breslin asked if the old CIP plan is just being carried over, as there are no new projects this year. Chairman Rugg replied that is correct. R. Breslin asked if this would be updated. Chairman Rugg informed R. Breslin that the time period to submit projects has lapsed, so he will have to wait until next year.

Chairman Rugg brought the discussion back to the Board as there was no further public comment.

A. Sypek made a motion to accept the adoption of the 2021 (FY 2023-2028) Capital Improvement Plan.

J. Butler seconded the motion.

A. Chiampa noted that she would feel more comfortable with numbers instead of having to wait until January.

The motion was granted, 8-0-0. The Chair voted in the affirmative.

C. Southern New Hampshire Planning Commission appointments

Chairman Rugg noted that the 2020 Census has the population of Londonderry over 25,000, and therefore by statute Londonderry can have an additional member to the Southern New Hampshire Planning Commission. He reviewed that Suzanne Brunelle is the most senior alternate member with four years' experience and would be appropriate to nominate her for a full-time member position. He said that Brian Battaglia is a current alternate member with his term expiring on 12/31/2021, and has requested reappointment recommendation, and that Lynn Wiles has requested appointment recommendation.

A. Sypek made a motion to recommend Suzanne Brunelle to a four-year full-member term to the Southern New Hampshire Planning Commission to the Town Council.

J. Butler seconded the motion.

The motion was granted, 8-0-0. The Chair voted in the affirmative.

A. Sypek made a motion to recommend Brian Battaglia and Lynn Wiles to a one-year term as the alternate members to the Southern New Hampshire Planning Commission to the Town Council.

J. Butler seconded the motion.

The motion was granted, 7-0-1, with L. Wiles abstaining. The Chair voted in the affirmative.

VI. Adjournment

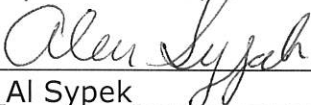
Member A. Sypek made a motion to adjourn the meeting at approximately 8:05 p.m. Seconded by J. Penta.

The motion was granted, 8-0-0.

The meeting adjourned at approximately 8:05 PM.

These minutes were prepared by Beth Morrison.

Respectfully Submitted,



Name: Al Sypek
Title: Secretary

These minutes were accepted and approved on November 3, 2021, by a motion made by A. Sypek and seconded by J. Butler.

STAFF RECOMMENDATION

To: Planning Board
From: Colleen P. Mailloux, AICP, Town Planner
José Lovell, PE, Town Engineer

Date: October 6, 2021

Application: Application for formal review of a site plan amendment for a change of use from an existing spa to a professional office, and for a 672 SF building addition and associated site improvements, 213 Rockingham Road, Map 15 Lot 23-1, Zoned C-I & RTE 28 POD, Gagne Family Trust (Owner & Applicant)

- **Completeness:** There are no outstanding checklist items and Staff recommends that the application be accepted as complete.

Board Action Required: Make a motion to accept the application as complete per Staff Recommendation Memorandum dated October 6, 2021.

- **Waivers:** There are no waivers requested for this application.
- **Recommendation:** Based on the information available to date, Staff recommends that the Planning Board CONDITIONALLY APPROVE this application with the Notice of Decision to read substantially as follows:

Board Action Required: Motion to grant conditional approval of the site plan amendment for a change of use from an existing spa to a professional office, and for a 672 SF building addition and associated site improvements, 213 Rockingham Road, Map 15 Lot 23-1, Zoned C-I & RTE 28 POD, Gagne Family Trust (Owner & Applicant) in accordance with plans prepared by The Dubay Group, Inc., dated October 22, 2020 last revised September 15, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated October 6, 2021.

“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 Engineering & Environmental Services/HTA review memo dated October 6, 2021.

2. Owner's signature shall be provided on the plans.
3. Project Note j on Sheet 1 states that Sanitary Sewer Service is provided by Manchester Water Works and should be revised.
4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
5. Draft sewer easement language be submitted for review by Staff, with an executed document and appropriate recording fees to be submitted for recording prior to plan signature.
6. Third-party review fees shall be paid within 30 days of conditional site plan approval.
7. Financial guarantees be provided to the satisfaction of the Department of Engineering & Environmental Services.
8. Final engineering review.

PLEASE NOTE – If these conditions are not met within 120 days 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.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work 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 site-restoration financial guaranty with the Town.** Contact the Department of Engineering & Environmental Services 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 Engineering & Environmental Services, 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. Fire department access roads shall be provided at the start of the project and maintained throughout construction. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
5. 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.
6. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements shall be completed in accordance with the plan approved by the Planning Board. In accordance with Section 6.01.d of the Site Plan Regulations, in circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Division may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning Division & Department of Engineering & Environmental Services, when a financial guaranty (see forms available from the Engineering Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the financial guaranty to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. **No other improvements shall be permitted to use a financial guaranty for their completion for purposes of receiving a certificate of occupancy.**
7. As built site plans must to be submitted to the Department of Engineering & Environmental Services prior to the release of the applicant's financial guaranty.

MEMORANDUM

To: Planning Board

Date: October 6, 2021

From: Planning and Economic Development
Engineering & Environmental Services
Hoyle Tanner & Associates, Inc.

Re: Site Plan - 213 Rockingham Road
Londonderry, NH
Tax Map 15 Lots 23-1

Owner: Gagne Family Trust of 2019

Applicant: Gagne Family Trust of 2019

The Dubay Group, Inc. submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Hoyle, Tanner and Associates, Inc. reviewed the submitted plans and information, and review comments were forwarded to the Applicant's engineer. The Applicant submitted revised plans and information and we offer the following comments:

Checklist Items:

Design Review Items:

1. The Applicant has not provided copies of all required permits. They have indicated that only a NHDOT drive permit is required and have noted the approval number on the Cover Sheet. A copy of the NHDOT driveway permit should be provided.
2. The Applicant has not provided sanitary sewer design calculations as required by LSPR 3.06.a.
3. The Applicant should include a Minor Traffic Impact Analysis per LSPR 3.14. and Checklist item XI.1. The Applicant has provided a paragraph in the response letter, but the paragraph does not include the elements required by LSPR 3.14.
4. We recommend that the Applicant address the following items related to the **Site Plan (Sheet 4 of 8)**:
 - a. The Applicant has designated with signage and pavement markings a van accessible wheelchair space per LSPR 3.09.e. however; additional details should be provided regarding the dimensions of the SSLW (i.e. 4").
5. We recommend that the Applicant address the following items related to the **Grading and Landscape Plan Sheet 5 of 8**:
 - a. The Applicant has generally shown the existing features as lightly shaded or greyscale per LSPR 4.14.a. however; the existing building is still shown in a darker line weight.
 - b. The Applicant should clarify the proposed grading to demonstrate that one foot of freeboard will be provided around the entire rain garden. A flat four-foot-wide berm should also be provided per the Town's typical detail. Once the grading is updated, the weir design table should be updated to include the final top of embankment elevation.
 - c. The Applicant has shown tree protection to be constructed on the adjacent lot. The Applicant should confirm that permission has been secured to access the adjacent parcel.

6. We recommend that the Applicant address the following items related to the **Site Details Sheet 6 of 8**:
 - a. The Applicant should remove reference to SiltSoxx from Erosion Control Construction Sequence Note 3 on Sheet 7, General Construction Note 10, and Maintenance and Protection notes 5 and 6.
7. We recommend that the Applicant address the following items related to the **Stormwater Management Report**:
 - a. The Applicant should provide discussion of pretreatment in the report. If no pretreatment is needed per the NH Stormwater Manual, then that should be noted with reasons for no pretreatment per LSPR 3.07.b.11. The Applicant responded to the above in the response letter, however the Applicant should add the response to the Stormwater Management Report.
 - b. The Applicant should clarify the design of the weir on the plan set by including units in the design table.
 - c. The Applicant should include hydrographs in the Stormwater Management Report demonstrating that the time span utilized (0 to 24 hours) is sufficient to allow the complete storm to occur.
8. The Applicant should verify that all design review comments for the project are adequately addressed as applicable:
 - a. Please verify the comments of Planning Department have been adequately addressed with the Planning Department.
 - b. Please verify the comments of Fire Department have been adequately addressed with the Fire Department.
 - c. Please verify the comments of Conservation Commission have been adequately addressed with the Conservation Commission.

Board Informational Items:

2. On July 21, 2021 the ZBA granted the following variances for this project:
 - Variance to encroach 35 feet into the 60 foot front setback for an existing non-conforming building and proposed addition.
 - Variance to encroach 4 feet into the 30 foot side setback for an existing non-conforming building.
 - Variance to encroach 13.7 feet into the 14 foot perimeter green landscaping buffer for a paved parking area.
 - Variance to encroach 30 feet into the 30 foot front perimeter green landscaping buffer for a paved parking area.

STAFF RECOMMENDATION

To: Planning Board
From: Colleen P. Mailloux, AICP, Town Planner
John R. Trottier, PE, Director of Engineering & Environmental Services
José Lovell, PE, Town Engineer

Date: October 6, 2021

Application: Non-binding review and discussion in accordance with RSA 674:54 and the Town of Londonderry & Manchester Airport Authority Intermunicipal Agreement for review of an air cargo facility and partial relocation of Green Drive, 7A Green Drive, Map 28 Lot 23-1A, 5 Green Drive, Map 28 Lot 23-2, 10 Green Drive, Map 28 Lot 23-18, Zoned IND-II and Airport Overlay District, Manchester Airport Authority (Owner) & Manchester-Boston Regional Airport (Applicant)

In accordance with the Intermunicipal Agreement between the Town of Londonderry and the City of Manchester, aeronautical facilities are exempt from the Town of Londonderry's land use regulations. Upon notification by the Airport of the proposed construction of an aeronautical facility or government land use, the Planning Board may hold a public hearing and offer non-binding review and comment on the project.

The proposed project includes the construction of a 63,400 square foot cargo facility, cargo apron and related access improvements. A temporary relocation of Green Drive will be required in order to accommodate the proposed facility, and the Airport has prepared conceptual plans for discussion of a long-term project to discontinue a portion of Green Drive and relocate the access road.

Recommendation: It is recommended that the Planning Board provide input on the overall project design and site layout. In addition, based upon the information available to date the Staff recommends the following non-binding comments be provided to the Applicant.

1. We recommend that the full set of site plans, drainage calculations and permit applications (if any) prepared by McFarland Johnson, be submitted to the Town. Many of the comments below may have been addressed in that full plan set.
2. Detailed construction sequence be provided clarifying the phasing of the project and the purpose of the plan.
3. Grading plan be provided.
4. Plan and profile and cross sections for the temporary & permanent Green Drive relocation be provided. It is recommended that the road section be designed & constructed in accordance with Londonderry Site Plan Regulations roadway design requirements.
5. Existing and proposed utilities be identified on the plan.
6. Existing and proposed stormwater drainage controls be identified on the plan.
7. Utility clearance letters be obtained.
8. It appears that additional/relocated security fencing will be required along Green Drive and should be indicated on the plan.
9. Please coordinate with the Sewer Division regarding proposed municipal sewer connection and permitting requirements.
10. Recommend coordination with the Londonderry Police and Fire Departments to address any comments.
11. Recommend continuing to coordinate with Staff as plans are refined, in particular relating to the long-term access road construction plan.