

EXPANDED DRAFT MEETING SUMMARY  
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NASHUA CITY PLANNING BOARD  
January 9, 2020

The regularly scheduled meeting of the Nashua City Planning Board was held on January 9, 2020 at 7:00 PM in the 3<sup>rd</sup> floor auditorium in City Hall.

Members Present:     Scott LeClair, Chair  
                          Mike Pedersen, Mayor's Rep.  
                          Edward Weber, Secretary  
                          Dan Hudson, City Engineer  
                          Maggie Harper  
                          Bob Bollinger  
                          Larry Hirsch, Alt.

Also Present:         Linda McGhee, Deputy Planning Manager  
                          Scott McPhie, Planner I

*Mr. Hirsch will be participating and voting as an alternate.*

**Approval of Minutes**

December 5, 2019

**MOTION** by Ms. Harper to approve the minutes of the December 5, 2019 meeting, as written.

**SECONDED** by Mr. Hirsch

**MOTION CARRIED 6-0-1 (Hudson abstained)**

**COMMUNICATIONS**

Ms. McGhee went over the following items that were received after the case packets were mailed:

- 2020 Planning Board Meeting Dates and Deadlines

**REPORT OF CHAIR, COMMITTEE & LIAISON**

Capital Improvements Committee: Mr. LeClair gave an update on the process, and said the report should come to them in February.

Nashua Regional Planning Commission: Mr. Weber said that all cases were approved.

### **PROCEDURES OF THE MEETING**

Mr. LeClair went into the procedure of the meeting as follows: After the legal notice of each conditional, special use permit, site plan or subdivision plan is read by the Chair, the Board will determine if the application is complete and ready for the Board to take jurisdiction. The public hearing will begin at which time the applicant or representative will be given time to present an overview and description of their project. The applicant shall speak to whether or not they agree with recommended staff stipulations. The Board will then have an opportunity to ask questions of the applicant or staff.

The Chair will then ask for testimony from the audience. First anyone wishing to speak in opposition or with concern to the plan may speak. Please come forward to the microphone, state their name and address for the record. This would be the time to ask questions they may have regarding the plan. Next public testimony will come from anyone wishing to speak in favor of the plan. The applicant will then be allowed a rebuttal period at which time they shall speak to any issues or concerns raised by prior public testimony.

One public member will then be granted an opportunity to speak to those issues brought by the applicant during their rebuttal period. The Board will then ask any relevant follow-up questions of the applicant if need be.

After this is completed the public hearing will end and the Board will resume the public meeting at which time the Board will deliberate and vote on the application before us. The Board asks that both sides keep their remarks to the subject at hand and try not to repeat what has already been said.

Above all, the Board wants to be fair to everyone and make the best possible decision based on the testimony presented and all applicable approval criteria established in the Nashua Revised Ordinances for conditional, special use permits, site plans and subdivisions. Thank you for your interest and courteous attention. Please turn off your cell phones and pagers at this time.

**OLD BUSINESS - CONDITIONAL/SPECIAL USE PERMITS**

None

**OLD BUSINESS - SUBDIVISION PLANS**

None

**OLD BUSINESS - SITE PLANS**

None

**NEW BUSINESS - CONDITIONAL/SPECIAL USE PERMITS**

1. Bridges Domestic & Sexual Violence Support Services, Inc. (Owner) - Application and acceptance of proposed Conditional Use Permit to allow for social assistance. Property is located at 28 Concord Street. Sheet 67 - Lot 10. Zoned "RB" Urban Residence. Ward 3.

***For the purposes of discussion, Cases #1 & #2 were considered together.***

**NEW BUSINESS - SITE PLANS**

2. Bridges Domestic & Sexual Violence Support Services, Inc. (Owner) - Application and acceptance of proposed site plan amendment to NR2011 to show the conversion of the existing garage into a conference room, and a building connector expansion and associated site improvements. Property is located at 28 Concord Street. Sheet 67 - Lot 10. Zoned "RB" Urban Residence. Ward 3.

**MOTION** by Mr. Bollinger that Case #1 is complete and the Planning Board is ready to take jurisdiction.

**SECONDED** by Mr. Pedersen

**MOTION CARRIED 7-0**

**MOTION** by Mr. Bollinger that Case #2 is complete and the Planning Board is ready to take jurisdiction.

**SECONDED** by Mr. Pedersen

**MOTION CARRIED 7-0**

Steve Auger, Project Engineer, Hayner Swanson Inc., 3 Congress St, Nashua NH

Mr. Auger introduced himself to the Board as the representative for the owner. He also introduced Director Dawn Reams and Atty. Jay Leonard.

Mr. Auger introduced the subject parcel. He described the onsite and surrounding features. He said there is an existing sidewalk along Concord St, so there is no need to construct one. He said they appeared before the Historic District Commission on September 23<sup>rd</sup>, 2019, and were approved for exterior and interior renovations.

Mr. Auger gave an overview of the conditional use permit. He described the historic use of the site, and the changes that have been made onsite. He said they are in full compliance with each point of the conditional use permit regulations.

Mr. Auger summarized the proposed changes to the site plan. They propose to convert a large existing detached garage to a conference room, and connect it to the main building with a passageway. Outside of the connector, they propose an outdoor veranda. Other site improvements include a handicap ramp to the north side of the building, an onsite dumpster, and parking improvements. He described the changes to stormwater runoff.

Mr. Auger requested a waiver from NRO §190-198, which requires minimum parking standards for the site. He described the parking needs for Bridges. He said they have approval letters from Planning and Engineering Depts. He said the recommended conditions of approval are acceptable, and seek the Board's approval.

Mr. LeClair asked what the function of the conference room is. Is there an intent for additional people other than employees?

Mr. Auger said it's to serve as a meeting area. The existing building is not a standard office building, so they need a gathering place.

Mr. LeClair asked if it would be used for functions and require additional parking.

Mr. Auger said he doesn't think that is the case. He thinks it's intended for office type functions, needed for the employees.

**SPEAKING IN OPPOSITION OR CONCERN**

None

**SPEAKING IN FAVOR**

Atty. Thomas "Jay" Leonard, Welts, White & Fontaine, PC, 29  
Factory St, Nashua NH

Atty. Leonard introduced himself as a representative for the owner. He clarified that the only change to the site is making a connector, and making the former garage available for conference. It's all directly associated with the use of the main building. He said there will be no new employees or people coming onto the site.

Atty. Leonard said this building has been used in its present state for many years, and the site has been grandfathered ever since the zoning regulations changed. All they are talking about is a waiver for the additional space. He said the site has always worked, and they think it will work the same with this new additional space.

Atty. Leonard said if needed, Director Dawn Reams and associated board members would be happy to answer any questions the Board may have.

Mr. LeClair closed the public hearing and moved into the public meeting.

Mr. LeClair summarized the public hearing. He thinks this is straightforward. The site has been there for a while, and seems to be functioning. All of the proposed changes seem to be improvements, and he doesn't see anything that raises red flags. He supports the dumpster enclosure.

Mr. Weber said they came before the Historic District Commission, and the Commission was really excited that they were going to do extensive work to make this building look so much better than it does now. The Commission really appreciated their intent and proposal. He said this will look very nice and historical, and they are happy with that.

**MOTION** by Mr. Weber to approve New Business - Conditional Use Permit #1. It conforms to § 190-133(F) with no stipulations or waivers.

**SECONDED** by Mr. Bollinger

**MOTION CARRIED 7-0**

**MOTION** by Mr. Bollinger to approve New Business - Site Plan #2. It conforms to § 190-146(D) with the following stipulations or waivers:

1. The request for a waiver of NRO § 190-198, which requires minimum parking standards for the site, is granted, finding that the waiver will not be contrary to the spirit and intent of the regulation.
2. Prior to the Chair signing the plan, minor drafting corrections will be made to the plan.
3. Prior to the Chair signing the plan, all conditions from the Planning Board approval letter will be added to the cover page of the final mylar and paper copies submitted to the City.
4. Any work within the right-of-way shall require a financial guarantee.

**SECONDED** by Mr. Hirsch

**MOTION CARRIED 7-0**

**NEW BUSINESS - SUBDIVISIONS**

None

**NEW BUSINESS - SITE PLANS (cont.)**

3. John J. Flatley Company (Owner) - Application and acceptance of proposed site plan to construct a 255,272 square foot Research & Development facility. Property is located at 100-300 Innovative Way. Sheet A - Lot 798. Zoned "PI" Park Industrial and "RC" Urban Residence. Ward 8. **[POSTPONED TO THE MAY 21, 2020 MEETING]**

**OTHER BUSINESS**

1. Review of tentative agenda to determine proposals of regional impact.

None

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**DISCUSSION ITEMS**

Mr. Bollinger said there will be an open discussion and public meeting regarding future Riverfront development on January 29<sup>th</sup>.

**MOTION** to adjourn by Mr. Pedersen at 7:29 PM.

**MOTION CARRIED 7-0**

**APPROVED:**

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Mr. LeClair, Chair, Nashua Planning Board

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Prepared by: Kate Poirier

Taped Meeting