

**Pembroke Planning Board Meeting  
Tuesday, August 22, 2006  
7pm Pembroke Town Hall**

**ADOPTED MINUTES**

**PRESENT:** Bob Bourque, Chairman; Larry Young, Selectmen; Roland Lemoine, Vice-Chair; Alan Topliff, Member; John Harrington, Member; Paul Andrews, Member; Bill Faith, Member, (arrived late); Cindy Lewis, Alternate; Todd Terrien, Alternate; Mark Zydel, Alternate.

**ABSENT:** Kevin Foss

**STAFF PRESENT:** Laura Scott, Planning Director; Catie Tirrell, Recording Secretary.

Meeting was called to order at 7:00 pm by Chairman Bob Bourque.

**Public Hearings – Old Business**

- 1) **Major Subdivision Application.** Case #04-13. Map 634 Lot 47, located at 600 Pembroke Street, in the Soucook River Development District, the Architectural Design District, Aquifer Conservation District, Shoreland Protection District, Floodplain District, and the Wetlands Protection District. Applicant, H. L. Turner Group and CLD Consulting Engineers, on behalf of Pembroke 600 Corp., propose to create a 4-lot commercial subdivision with associated offsite improvements to Route 3 and Route 106.

The applicant has requested that Planning board consideration be continued until the September 26<sup>th</sup> meeting.

**Motion: Alan Topliff motioned to continue consideration on the application to the September 26, 2006 meeting. Seconded Paul Andrews.**

Cindy Lewis was designated to vote for Bill Faith until he arrives.

Cindy – Yes	Larry – Yes	Roland – Yes	Paul – Yes	Alan – Yes
John – Yes	Bob – Yes			

The motion passes 7-0.

- 2) **Major Site Plan Application.** Case #06-104. Map 561 Lot 14, located on Route 106 in the Commercial/Light Industrial (C1) Zoning District. The applicant, Jeff Coombs of A&B Lumber Company LLC, proposes to construct a drive-thru sales building, office building, and the expansion of an existing millwork building creating an additional 3,322 sqft of retail/office and 23,765 sqft of warehouse space.

Laura explained there have been some changes made by the applicant and that the new plans propose one phase not two phases.

Laura Scott said she has no concerns regarding the revised plans.

Daniel Genric from Holden engineering explained the original site plan had two phases. The new plan only has one in order to be under 100,000sqft of disturbed area.

Alan Topliff asked if with the new building you would have to go inside of the office for a slip. Mr. Coombs of A & B Lumber stated no there would be a separate store/office where you would get a slip.

Cindy Lewis asked if the area around the drive-thru building was actually a drive around or is it just paved. Daniel Genric explained no they won't drive around the building there would be stripping to guide them into the building.

Bob Bourque asked if there were any other questions from the Board.

Mr. Bourque said there is a clash on the site plan regarding square feet of disturbed area. Mr. Bourque stated that that needs to be resolved. Daniel Genric said maybe KV partners and himself could sit down and resolve that.

Cindy Lewis asked what the pavement was for around the building. Mr. Coombs said forklifts would access that area.

Motion: Alan Topliff motioned to accept as complete. Paul Andrews seconded.

Bill – Yes      Larry – Yes      Roland – Yes      Paul – Yes      Alan – Yes  
John – Yes      Bob – Yes

Motion approved on 7-0 vote.

Public hearing opened at 7:18 pm

With no questions/comments from the public the hearing was closed at 7:18 pm.

Roland Lemoine asked if the sign was staying in place. Mr. Coombs of A & B Lumber stated No the sign would be moved.

**Motion: Roland Lemoine motioned to approve the plan with the condition that KV Partners signed off on the revised plan. Paul Andrews seconded.**

Bill – Yes      Larry – Yes      Roland – Yes      Paul – Yes      Alan – Yes  
John – Yes      Bob – Yes

**Motion approved on a 7-0 vote**

### **Public Hearings – New Business**

- 1) **Minor Subdivision Application.** Case #06-04. Map 266 Lots 25-2 & 25-3, located at 104 & 106 Broadway in the Medium Density Residential (R1) Zoning District. The applicant, Stephanie K. Burnham, Esq., proposes to convert 2 existing duplex structures into 4 condominium units.

Laura Scott stated in the packet there was a memo dated August 16, 2006.

Laura Scott explained that the applicant is seeking to convert 2 existing duplex structures into 4 condo units. In addition the applicant is seeking for waiver of the application fees and the legal and engineering fees.

Mrs. Burnham, the applicant, explained what they are doing is making the renters the owners of the units. In their eyes it is a very small change with no construction. The applicant Mrs. Burnham said they don't have to file with the State because they are smaller than 10 units.

Mr. Bourque spoke that there is a concern without a proper driveway access or an easement on the actual condo lots

Mrs. Burnham said they are hoping for a conditional approval.

**Motion: Bill faith motioned to waive the legal & engineering fees. Paul Andrews seconded.**

Bill – Yes            Larry – Yes    Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on a 7-0 vote**

Larry Young said he has no problem. There is nothing that is going to change.

Alan Topliff asked if a survey was done and dimensions were now done would we potentially have issues with the conversion based on dimensions.

Cindy Lewis said that the survey is the only verification we have. If they were to sell we would not now what they were buying.

Mr. Bourque stated he felt the common areas needed to be identified.

**Motion: Alan Topliff motioned to accept the plan as complete. Bill Faith seconded.**

Bill – Yes            Larry – No    Roland – No            Paul – Yes            Alan – Yes  
John – No            Bob – Yes

**Motioned accepted on a 4-3 vote.**

Public meeting opened at 7:50 pm

Bob Bourque said the issue that still arises is the driveway area.

Bob Bourque asked if there were any comments from the Board or Public

Closed public hearing at 7:56 pm

Roland Lemione commented on the driveway issue.

**Motion: Alan Topliff motioned to approve the plan with three conditions: (1) the driveway issue to be resolved (2) a copy of the NHDOT driveway permit is to be provided. . (3)A survey is required in accordance with the Town regulations. (3) \$500 condo conversion fees (application fees) need to be paid. Seconded Paul Andrews.**

Bill – No            Larry – No      Roland – No            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved 4-3 vote.**

- 2) **Minor Subdivision Application.** Case #06-03. Map 264 Lot 77, located at 337 Pembroke Hill Road, in the Residential-Rural\Agricultural (R3) Zoning Districts. The applicant, Tracey Sweeney of Richard D. Bartlett and Associates, LLC, on behalf of the Ellen M. Laramie Trust, proposes to subdivide Lot 77 into two residential lots.

Laura Scott said in the packet there was a letter from her , KVPartners, the DPW Department, and a set of plans

The issues Laura Scott have are minor and include fixing things on the plan.

**Motion: Roland Lemoine motioned to approve the waiver request to not provide wetlands and topo for the entire subject parcel.. Paul Andrews Seconded.**

Bill – Yes            Larry – Yes      Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on 7-0 vote.**

**Motion: Paul Andrews motioned to accept the plan as complete. Seconded Roland Lemoine**

Bill – Yes            Larry – Yes      Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on 7-0 vote**

Public hearing open at 8:21 pm

Public hearing was closed at 8:22 pm

**Motion: Bill Faith motioned to approve the plan conditionally that the items on Laura Scott's letter dated August 22, 2006 with an addition of wetlands medallions to be installed on the new lot.**

Bill – Yes            Larry – Yes      Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on 7-0 vote.**

- 3) **Special Use Permit and Major Site Plan Application.** Case #06-103. Map VW Lot 188-1,

located at Memorial Field Drive in the Medium Density Residential (R1) Zoning District. The applicant, Civil Design Engineering Consultants, on behalf of the Amoskeag Rowing Club, proposes to build 4 boathouses, a walkway, boardwalk, boat dock, and associated car, bus, and trailer parking areas. A Special Use Permit is required per §143-71E of the Zoning Ordinance to allow development within the 125' Shoreland setback requirement.

Laura Scott stated in the packet there was a memo from her and a memo from KV partners. The items that remained incomplete were: Tennessee gas still needs to sign off, DES wetlands permit, the engineer issues, and she added that conservation committee has signed off and so has recreation signed off.

A member of the rowing club stated they had an approval several years ago to develop the land and never acted on it. The new proposed plan is very similar.

Larry Young added that this has been before the recreation committee and the selectmen.

The member of the Rowing club added that along the viewing area there would be vegetation planted to keep people from walking to the edge of the banking.

**Motion:** Paul Andrews motioned to accept the plan as complete. John Harrington seconded.  
Bill – Yes            Larry – Yes    Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on a 7-0 vote.**

Public session opened at 9:06 pm

Paul Andrews asked if the engineer had received the letter from KV partner.

The engineer said yes and there are all the issues outlined in his memo will be taken care of.

Public session closed at 9:07 pm

**Motion: Roland Lemoine motioned to approve the plan with the conditions of 1- 4 Laura Scott's' memo date August 9, 2006, KV partners letter dated August 11, 2006, the gates as discussed, and a paved apron. Larry Young seconded.**

Bill – Yes            Larry – Yes    Roland – Yes            Paul – Yes            Alan – Yes  
John – Yes            Bob – Yes

**Motion approved on a 7-0 vote.**

### **Meeting Minutes**

Review and Adopt Meeting Minutes for July 25<sup>th</sup> and August 8<sup>th</sup>

### **July 25, 2006 Minutes**

Cindy Lewis was designated to vote on the minutes.

Motion: Alan Topliff motion to accept the minutes as amended. John Harrington seconded.

Bill – Yes      Larry – Yes      Cindy - Yes      Paul – Yes      Alan – Yes  
John – Yes      Bob – Yes

**Motion approved on a 7-0 vote.**

### **August 8, 2006 Minutes**

Cindy Lewis was designated to vote on the minutes.

A brief discussion took place on the procedure for taking minutes and what should be included.

Bob Bourque asked that procedure on taking minutes be placed on an agenda for a future work session.

**Motion: Paul Andrews motioned to approve the minutes as amended. Alan Topliff seconded.**

Bill – Yes      Larry – No      Cindy - Yes      Paul – Yes      Alan – Yes  
John – Yes      Bob – Yes

**Motion approved on a 7-0 vote.**

### **General Correspondence**

September 13, 2006 the budget will be discussed by the BOS.

September 20, 2006 future conservation/recreation land and money uses.

GeoInsight was at the Town August 22, 2006 and at NHDES doing the file review regarding Merrill/Dennison LLC. The site review is hopefully scheduled for Friday August 25, 2006.

**Motion: John Harrington motioned to adjourn the meeting at 9:55 pm. Paul Andrews seconded.**

**Motion approved on 7-0 vote.**

**Respectfully Submitted,**

**Catie Tirrell**

**Recording Secretary**