



# PLANNING BOARD MEETING MINUTES

Thursday April 20, 2017  
Town Hall Meeting Room  
6:30 p.m.

## Call to Order

## Pledge of Allegiance

## Introduction of Board Members

*David Andreesen; Paul Boisvert; David Dow; Niles Schore; Nichole Fecteau*

**Regular Board Member(s) Absent:**

**Alternate Members Present:**

**Alternate Member Absent:**

*Sean Winston, John England*

**Staff Members Present:**

Kathy Connor, Town Planner; Joe Rousselle, Code Enforcement; James Bellissimo,  
Planning Technician

## Public Comment

## Approval of Minutes

- April 6, 2017  
Mr. Boisvert said that the minutes state that he recused himself, but did not show him joining the board to participate later in the meeting.

**Motion:** Nichole Fecteau motions to approve the minutes as amended.

**Second:** Paul Boisvert

**VOTED – 5-0 in favor**

## Motion Passed

In favor: David Andreesen; Paul Boisvert; David Dow; Niles Schore; Nichole Fecteau

Opposed: None

Abstain: None

## **Public Hearing**

### **Old Business**

- Conditional Use application. 1 Sullivan Street (U-4, Lot 8)
  - One Sullivan Square - Light Intensity Industrial, Museum, Club Facility/Function Hall, Restaurant (Fast Food & Standard), Accessory Structures – Pier, Dock, Wharf – One Sullivan, LLC

*Paul Boisvert recused himself.*

Town Planner, Kathy Connor, summarized the materials sent to the Planning Board, the materials included hours of operation, maximum occupancy and maximum parking.

Mr. Underwood of 21 Keay Road introduced himself as a representative of One Sullivan LLC. Mr. Underwood explained to the board where the property is, the structure of the building and the previous uses for the building.

Mr. Underwood said that they are not performing any demolition on the building. Mr. Underwood shared with the board the layout of uses inside and outside of the building.

Mr. Underwood explained to the board the timeline from the previous April 6<sup>th</sup> meeting, and the packet created from questions from Ms. Connor and board. Recreation facilities has been added as a potential use where the function hall is. The room will be either a function hall or recreational facility. Mr. Underwood explained that recreational facilities has been added to cover a yoga studio, or health club.

Mr. Underwood stated One Sullivan LLC worked with Salmon Falls Landscaping to develop a landscape plan. Mr. Underwood stated there are few opportunities in the parking lot, they will develop landscaping behind fencing.

Smaller food trucks can range from 16' to 20'. One Sullivan LLC has cut out some of the parking spaces for the food truck.

One Sullivan LLC asked for a waiver on parking, and a waiver on screening.

Mr. Underwood explained the 5am to 10pm span, a restaurant could be a breakfast into lunch or open in the evenings for dinners.

Mr. Underwood explained the wharf, walkway and temporary dock. Mr. Underwood explained that the structures require a DEP permit.

Mr. Underwood said that he spoke with Fire Department Captain, Sam Tibbets, about capacity. The State Fire Marshall is involved in the process.

According to Mr. Underwood, the capacity with seats the occupancy is 423, without seating 736. The capacity changes depending on club or recreational facility.

Mr. Underwood explained the parking space table. Standing room would require 164 parking spaces, with seats would require 131 parking spaces. Mr. Underwood stated that the parking available on site is 18 spaces, plus one handicap space.

Nichole Fecteau asked the board whether the board could make a condition for employees to park off site. Kathy Connor stated that sometimes businesses take that matter into their own hands.

Jamie Blood of Cornerpoint Brewing talked about two parking spaces to use for to-go parking for growlers. Dave Andreesen asked Mr. Underwood whether they have considered having the front parking lot as a green space.

Nichole Fecteau stated she hates the backlit sign.

The Planning Department will send copies of letters to the Town Manager, Selectmen, Planning Board, Road Commissioner/Public Works Director, Fire Chief, Police Chief, notifying them of the proposed development.

**Motion:** Nichole Fecteau made a motion that the application is complete with a condition that the Planning Department will notify Department heads.

**Second:** Niles Schore

**VOTED – 4-0 in favor**

**Motion Passed**

In favor: David Andreesen; David Dow; Niles Schore; Nichole Fecteau

Opposed: None

Abstain: None

The site walk was scheduled for May 4<sup>th</sup> at 5:00, and the public hearing was scheduled for May 4<sup>th</sup>. Planning Department will send out notices Friday morning.

Cornerpoint was represented by Jamie Blood, and Modspoke was represented by Erin Thomas. All four owners of One Sullivan LLC were in attendance.

- 2017 Land Use Ordinance Changes  
*Paul Boisvert rejoins the Planning Board.*
  - Contract Zone, Design Standards, Lighting, Sidewalks, Site Amenities & Site Furniture, Types of Parking, Utilities, Village Center District

Kathy Connor said that the Town's Vision Report clearly states the Town will use Form Based Code and Performance Standards to develop the downtown. Ms. Connor stated according to the state statute, that the Town will have to amend the Vision Report to include contact zoning.

Mike Lassel of Lassel Architects introduced himself. Mr. Lassel praised the work the Town has completed. The Town has identified a vision, and how to implement the vision and it is all tied into the Comprehensive Plan.

Mike Lassel stated that the Town is working towards a hybrid of Form Based Code, Smart Growth and New Urbanism. Street sections, signage, shared parking, green space, connected spaces are all defined and then codified visually. Mr. Lassel stated that Scott Collard will be helping as well, Scott assisted the Town during the Workforce Housing Charrette.

Mike Lassel shared with the board that he had a conversation with Dave Gamble about their rendering, and how the rendering would not meet the current Land Use Ordinance. Other elements include bus stops, bicycle lanes and connected public green spaces.

The standards will include pictures of what the Town wants and likes, and will include text as well, both will help to complement each other. The document will be consistent for all comprehension levels.

Mike Lassel stated that the Design Standards can be used as a basis for a contract zone. Kathy Connor stated that there are multiple ways to use a contract zone, both for uses and how buildings are constructed.

Paul Boisvert clarified that the contract zone ordinance would be for the Village Overlay District.

Dave Andreesen asked what the joint meeting would look like. Mr. Lassel stated there will be a handout with the progress to date, and the group will go over each point. Mr. Lassel stated he will create a list showing current ordinance sections, with suggested ordinance changes next to them. The first meeting will go over what the design means, and whether there needs to be more information. Mr. Lassel would come back a month later, around that time the public would be notified and the changes presented. The documents will always be available online and at the Town Hall for public input.

Mike Lassel and Paul Boisvert agree that the Prime development is a once in a lifetime chance.

**New Business**

**Information Items**

**Other**

**Public Comment**

**Adjournment**

**Motion:** Nichole Fecteau motioned to adjourn.

**Second:** Niles Schore

**VOTED – 5-0 in favor**

**Motion Passed**

In favor: David Andreesen; Paul Boisvert; David Dow; Niles Schore; Nichole Fecteau

Opposed: None

Abstain: None

***The Planning Board adjourned at approximately 8:20PM.***

Minutes prepared by Planning Technician, James Bellissimo, for consideration at the Berwick Planning Board's May 4, 2017 meeting.

Signed as Approved by the Board:

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Signature

\_\_\_\_\_  
Date