

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT

2 February 2, 2021 Board of Selectmen’s Meeting Room, 6:30 PM

3
4 **Members Present:**

5 Tim Finan, Vice Chairman
6 Paul Amato, Member
7 Janet Langdell, Member
8 Pete Basiliere, Member
9 Susan Robinson, Member
10 Laura Dudziak, Selectmen’s Rep.

Staff:

Lincoln Daley, Com Dev Director
Darlene Bouffard, Recording Secretary

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12 **Members Excused:**

13 Doug Knott, Chairman
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17 **MEETING PREAMBLE DURING COVID-19 EMERGENCY**

18 *Good Evening, as Chairman of the Planning Board, I am declaring that an emergency exists and I am*
19 *invoking the provisions of RSA 91-A:2, III (b). Federal, State, and Local officials have determined that*
20 *gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to*
21 *combat the spear of COVID-19. In concurring with their determination, I also find that this meeting is*
22 *imperative to the continued operation of Town government and services, which are vital to public safety*
23 *and confidence during this emergency. As such, this meeting will be conducted without a quorum of this*
24 *body physically present in the same location.*

25 *At this time, I also welcome members of the public accessing this meeting remotely. Even though this*
26 *meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct*
27 *and decorum apply.*

28 *Public comments will be limited to three minutes per person. Any person found to be disrupting this*
29 *meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that*
30 *person will be removed from this meeting.*

31 *Please note that all votes that are taken during this meeting must and will be done by Roll Call Vote.*
32 *Let’s start the meeting by taking a Roll Call attendance. When each member states their name, also*
33 *please state whether there is anyone in the room with you during this meeting, which is required under*
34 *the Right-to-Know Law.*

35
36 Members and staff were polled individually: T. Finan was in his office alone; J. Langdell at her home in the
37 room alone; P. Amato was at his home in the room alone; P. Basiliere was at his home in the room alone; S.
38 Robinson was at her home in the room alone; L. Dudziak was alone in her office alone.

39
40 **1. Call to order:**

41 In the absence of D. Knott, Vice Chairman Finan called the meeting to order at 6:30 p.m. indicating that
42 tonight there is one application to be heard followed by a conceptual discussion.

43
44 **2. Public Hearing(s):**

- 45
46 **a. Zachary Clark (applicant/owner) – Tax Map 47, Lot 39, 557 Route 13 South. Review for**
47 **acceptance and consideration of final approval for a site plan and conditional use permit to**
48 **construct a 1,300 square foot building to be used as a home industry based business in the**
49 **Residential R zoning district.**

50
51 T. Finan explained that staff received an e-mail this afternoon from Fieldstone requesting a continuation
52 of the application in order to address concerns in the staff memo and Conservation Commission
53 comments. T. Finan asked for a motion for continuation to February 16, 2021. P. Basiliere moved to
54 continue the application to February 16, 2021 for review. J. Langdell seconded. J. Langdell asked if the
55 Conservation Commission memo was received just recently? L. Daley responded the memo was received

56 just prior to the last meeting. L. Daley will forward it to members. A poll was taken: P. Basiliere yes; P.
57 Amato yes; J. Langdell yes;; S. Robinson yes; T. Finan yes.

58
59 **3. Public Meeting:**

60 T. Finan indicated this is just an informational discussion tonight with no decisions to be made. Matt
61 Bombaci of Bohler Engineering, representing the applicant, explained they have a survey in place and are
62 looking at the traffic service and trying to get any concerns of the Planning Board brought up before a formal
63 application is submitted. M. Bombaci said the St. Mary's Bank application is in process of using a parcel on
64 a lot similar to what we would like to do for a coffee shop. This is for a proposed 2,250 sf coffee shop with
65 drive through and a bypass lane. There will be an outdoor patio around the back. A quick parking study was
66 done. The plaza is overparked compared to today's standards. There are 545 parking space required
67 including the entire center. A formal traffic study is underway and they are waiting on a few items for a
68 formal submission package. Water and sewer would be connected as well. This will be connected to a
69 stormwater system.

70
71 One item that has been mentioned by Lincoln Daley was any plans for sidewalks on both sides of Nashua
72 Street and the applicant is amenable to that. Starbucks would also like a sign along the frontage. M. Bombaci
73 shared the preliminary architectural drawings which have no flat roofs. This is brought here tonight to get a sense of
74 the Planning Board of what is being considered. J. Langdell said it appears there are 21 parking spaces on
75 this plan for the coffee shop. M. Bombaci said that is corrected. J. Langdell counted 20 and one
76 handicapped. M. Bombaci said that is correct. P. Basiliere said this is a drive through, but asked if there is
77 also inside dining? M. Bombaci said yes, there will be indoor dining as well but there would be about 30
78 seats inside and 8 outside. M. Bombaci said it is a coffee shop, typically they require 17 minimum spaces and
79 that is standard in New England. P. Basiliere asked how many employees will there be at one time? M.
80 Bombaci said about 5-6 employees. P. Basiliere said only a handful of parking spaces would be available
81 after employees use some of them. M. Bombaci said not a lot of people come and stay, it is more of a drive
82 through or pick up and go business.

83
84 P. Amato said the employees could park out at the parking at the center if need be. M. Bombaci said there
85 would be reciprocal agreements in place. P. Basiliere asked if that could be noted somewhere on the plan
86 somehow? M. Bombaci said he can look at that. P. Amato said it is like walking in a grocery parking lot. T.
87 Finan asked how many cars can sit at the entrance to that lot? M. Bombaci said there is an industrial standard
88 of 10 cars in a drive through for the queue. J. Langdell said there are already a couple places that stack up
89 cars out onto Route 101A. M. Bombaci is familiar with that and that particular location is not up to today's
90 standards, it only has 4-5 stacking. L. Daley asked about the sharing of parking spaces, is the St. Mary's
91 Bank lot included in the parking calculations? M. Bombaci said yes, it was included but he can split that out.
92 L. Daley asked if there could be any sharing outside of the lot to have pedestrians safely come up to buy
93 coffee on foot? J. Langdell asked if the parking calculations are for this side of the plaza but also include the
94 other side where the postal center is? M. Bombaci said the parking calculations are for the entire plaza from
95 the previous site plan, but we can break it down the way we want to see it.

96
97 L. Daley suggested extracting the St. Mary's Bank lot and just focus on the proposed lot and its parent lot. To
98 be consistent, look at the parent company of the east and west side plazas for those parking calculations. J.
99 Langdell said there is an east and a west plaza and they are separate and there should be a table that has the
100 two lots being subdivided out with the numbers. P. Amato said there might be another section that will be
101 subdivided off and that will be good information to have.

102
103 P. Basiliere said the traffic heading East that want to go left to go get coffee could be difficult and questions
104 the light at that intersection. L. Daley said with the traffic study that will show that it supports this activity.
105 P. Basiliere looks forward to seeing that analysis. M. Bombaci said he can also have the traffic analyst come
106 to the formal meeting at Site Plan. T. Finan indicated it is a very quick light at that intersection. L. Daley
107 asked if the left hand turn could be looked at? M. Bombaci knows they are looking at that data to present at
108 the formal application. L. Daley is interested to see the amount of traffic that this will generate. P. Amato
109 thinks the coffee shop will have different peak times than the Shaws Plaza. T. Finan asked about any
110 landscaping? M. Bombaci said we will have a landscaping plan that will be brought to the formal application
111 meeting. L. Daley said there are no monument signs on that property, what will be done for signage? M.

112 Bombaci said that will be brought forward with Site Plan. L. Daley said a smaller monument sign could be
113 proposed. P. Amato said this entrance to the plaza was not put in until long after the plaza was built. L.
114 Daley asked the Planning Board if this conceptual design is okay for the most part? P. Amato asked about the
115 siding that will be used, will it be the usual light brown? M. Bombaci said yes it will be the standard
116 Starbucks coloring. P. Basiliere asked if there will be a full roof or just a façade? M. Bombaci said the
117 HVAC might be put in the attic and there will be a full peaked roof. L. Daley asked what is the siding? M.
118 Bombaci said it is usually clapboard. P. Amato said the client wants it to look like Starbucks and the town
119 wants it to look like a barn so we appreciate the architectural features. M. Bombaci said he is hoping to be on
120 the agenda in March and that construction will be in summer or fall.

121
122 J. Langdell thanked Matt for coming in for a conceptual discussion, the Planning Board appreciates the
123 information. S. Robinson also appreciates it and feels most of her concerns have been addressed. L. Daley
124 indicated that if a formal application is submitted, this plan can be put on the March 16, 2021 Planning Board
125 agenda. J. Langdell thanked Matt for being open about pedestrian connections, there are a lot of people that
126 use the sidewalks all the way down to this plaza.

127
128 **4. Other Business:** L. Daley explained that he has hired Jason Cleghorn as the Planner, he is coming from
129 Arizona and has plenty of Planning experience and will be an asset going forward. Jason will attend the next
130 meeting in February. L. Daley indicated there will be another meeting for a conceptual design for a multi-
131 family development at the old Telegraph building on School Street. They are eager to work toward a final
132 design and want to meet next week with the ZBA and Planning Board and will come in with a solid plan later
133 in March, this joint discussion will take less than one hour. Lincoln will find out availability and send out an
134 email for when it will take place.

135 **5. Adjournment.** The meeting was adjourned at 8:30 p.m. on a motion made by P. Amato and seconded by P.
136 Basiliere. A poll was taken: P. Amato, yes; T. Finan, yes; P. Basiliere, yes; J. Langdell, yes; S. Robinson,
137 yes. The next Planning Board meeting is February 16, 2021.

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141 _____ Date: _____

142 Signature of the Chairperson/Vice-Chairperson:

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145 **MINUTES OF THE 2/2/21 MEETING WERE APPROVED** _____