



Town of Merrimack, New Hampshire

Community Development Department

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Planning - Zoning - Economic Development - Conservation

MERRIMACK PLANNING BOARD

APPROVED MINUTES

TUESDAY APRIL 18, 2023

A regular meeting of the Merrimack Planning Board was conducted on Tuesday, April 18, 2023 in the Matthew Thornton Room.

Members Present:

- Robert Best (Chair)
- Paul McLaughlin (Vice Chair)
- Lynn Christensen
- Town Councilor Barbara Healey - Ex-Officio
- Maureen Tracey – Alternate
- Nelson Disco – Alternate

Members Absent:

- Jaimie von Schoen
- Brian Dano
- Neil Anketell
- Haleem Mediouni - Alternate

Staff Present: Tim Thompson, AICP, Community Development Director

1. Call to Order

Chair Robert Best called the meeting to order at 6:30 p.m. and led everyone in the Pledge of Allegiance. He then seated Alternates Maureen Tracey and Nelson Disco for Neil Anketell and Jamie von Schoen, respectively.

2. Consent Agenda

a. Regional Impact Determinations

The Board voted 6-0-0 to approve the consent agenda, on a motion made by Barbara Healey and seconded by Nelson Disco.

- 3. Starten Realty, LLC (applicant/owner) –** Continued review for acceptance and consideration of final approval for a site plan for the addition of a gas station, convenience store and drive-thru coffee shop at the site of an existing car wash. The parcel is located at 376 DW Highway in the C-2 (General Commercial), Aquifer Conservation, and Elderly Housing Overlay Districts. Tax Map 4D-3, Lot 002. Case #PB2022-40. ***This item is continued from the November 15 & December 20, 2022, and January 17, February 21 & March 21, 2023 Planning Board Meetings.***

Tim Thompson prefaced the presentation by providing a brief update on the project. Mr. Thompson advised the Board that staff received an email from the applicant on Monday requesting a continuance, but given the fact that the Board has not heard anything about this project since November, they were strongly urged to attend the meeting to provide an update. If the Board feels that the update provided is sufficient then staff recommends continuing the project at the applicant's request. If the information provided tonight does not satisfy the Board, then staff recommends finding the application incomplete.

David Frothingham (Wilcox & Barton) presented the application to the Board. He began by providing a brief update on the changes that have been made to the plan since the November meeting, which include the elimination of the convenience store and a landscaping plan (which he displayed for the Board). Mr. Frothingham also displayed a copy of the revised Site Plan. He noted that the dumpster has been relocated to allow enough space for a car to by-pass the drive thru line if necessary. He added that it is not a complete by-pass lane but there is enough space for a car to get through if needed. Mr. Frothingham went on to explain that a yield sign has been added to the coffee shop exit to advise cars to watch for traffic leaving the car wash and that, at the Board's recommendation, all traffic will be one way within the site and signs and painted arrows on the ground will be used to direct the traffic.

Mr. Frothingham commented that the building elevations are still not available as they have had some difficulty finding someone to complete them in a timely fashion. He added that the view from the street will not change because the addition to the building is not facing the street and will be built to match the existing building.

Chair Best shared that he likes the one way direction of the site and the addition of the greenery at the gas station pumps. He asked if the gas pumps will be credit card only now that the convenience store is being removed. Mr. Frothingham responded that there is always a car wash attendant on site so they will be able to take cash payments and assist drivers if needed. The logistics of the cash payments have not been worked out at this time, nor has the decision on whether or not the pumps will be operational 24-7. He added that the canopies will contain fire suppression systems regardless of the hours of operation.

Councilor Healey expressed concerns that even with the changes being proposed, the traffic maneuvering still seems tight. She also asked if there were plans to add an electric vehicle charging station and Mr. Frothingham stated that it is something they had discussed but have not made a decision to add any at this time. Nelson Disco commented that he feels there is still a lot undecided and Chair Best reminded Mr. Disco that the applicant realizes this and is requesting a continuance to continue working on the plans.

Mr. Frothingham noted that fuel tank deliveries and dumpster emptying will have to be done during off peak hours to allow enough room for the large trucks to maneuver through the site. Nelson Disco asked for a reminder of what waivers are being requested and Mr. Frothingham replied that they are seeking waivers from the requirement to supply architectural renderings and the identification of wetlands on the site as the site is currently fully developed and there are no wetlands.

Maureen Tracey and Lynn Christensen both expressed their appreciation to the applicant for listening to their feedback and adjusting the plan. Mrs. Christensen did share that she is still concerned with large trucks exiting the site so Mr. Frothingham shared a turning plan that he had drawn up using a 46 foot fire truck. Fire Marshal John Manuele was in attendance and he

commented that the Fire Department typically uses a school bus template as the largest vehicle that would traverse the site.

No public comments were received.

At the applicant's request, the Board voted 6-0-0 to continue the application's acceptance and public hearing to June 6, 2023 at 6:30 p.m. in the Matthew Thornton Room, with no further written notice to abutters, on a motion by Paul McLaughlin and seconded by Barbara Healey.

4. **McDonald's USA, LLC (applicant) and CP Merrimack, LLC (owner)** – Continued review for consideration of a waiver of full site plan to reconfigure the existing single order point drive-thru with a dual order point configuration. The parcel is located at 9 Dobson Way in the C-2 (General Commercial) & Aquifer Conservation Districts, and Wellhead Protection Area. Tax Map 4D-, Lot 054-03. Case #PB2022-47. ***This item is continued from the December 6, 2022, January 17, February 21, and March 21, 2023 Planning Board Meetings.***

Mr. Thompson began by advising the Board that the applicant has not revised the plans since the last presentation to the Board but has submitted updated parking and traffic studies. The applicant is requesting a waiver of full site plan review but has also submitted a separate parking waiver. The Board can determine the parking waiver is unnecessary as it can be incorporated under the waiver of full site plan review.

Daniel Allen (Bohler Engineering) and Jason Adams (McMahon Associates) presented the application to the Board. Daniel Allen kicked off the presentation with a brief overview of the proposal and a review of the existing conditions on the site. Mr. Allen went on to review the parking allocations on site, indicating that there are currently 27 spaces on-site and 12 shared spaces in the abutting Shaw's Parking lot. The plan calls for the reduction of 12 spaces on-site, which will leave 15 spaces on-site and 12 off-site which the applicant feels is sufficient, but noted this was a major concern raised by the Board at the last meeting. To address this concern, they hired McMahon Associates to conduct an on-site study to determine the peak traffic flows of both walk-in and drive-thru customers. Mr. Adams shared the results of the study with the Board which revealed that the maximum number of parked vehicles at any given time during the study was 16 (which occurred during midday on Saturday). Mr. Adams added that this count includes the employee cars so if the applicant moves the employee parking to the Shaw's spaces, there will be more than enough parking for customers. As for the drive-thru results, Mr. Adams shared that the peak traffic in the drive thru was 13 cars which is 3 more than what should safely be stacking with the current on-site conditions. The new proposal will eliminate this issue as the proposed two lanes can accommodate 15 cars.

Mr. Allen clarified that the plans that were supplied for the meeting are the same as the ones originally shared as they decided to focus their attention on the parking and traffic issues. Chair Best asked how walk-in customers are accessing the building and Mr. Allen used the plan to demonstrate where the parking spaces are in relation to the entrance door. Chair Best then asked about the pull forward spots and Mr. Allen showed where they are on the plan and clarified that they are not moving, they will remain where they are today. Chair Best expressed concerns with the pull forward spots being so close to where pedestrians could be walking to enter the restaurant.

Chair Best reviewed the drive-thru study numbers that were provided and asked the applicant if the goal of the project is not to increase business, why are the updates necessary because according to the results of the study, the 10 stacking space queue is sufficient the majority of the time. Mr. Allen responded that the additional order lane will reduce customer wait times.

Mrs. Tracey asked if there was any thought given to the previous suggestion to discuss shared parking with the restaurant next door (Papa Ginos/D'Angelos). Mr. Allen replied that the applicant leases the land and the property owner was not interested in that option. Councilor Healey expressed concerns with the two lanes merging into one and the potential problems that could bring. She also raised concerns with having anyone park in the Shaw's plaza and cross Dobson Way to get to the restaurant as that is a very busy road. Mr. Adams explained that they understand that that it's a busy road which is why they are going to designate it for employee parking. The employees do not arrive during peak times and once they are there, they remain for their entire shift so it will result in less pedestrian traffic crossing the street. He also pointed out that there is a crosswalk on Dobson way that is striped appropriately.

Vice Chair McLaughlin shared his opinion that he thinks the operational functionality of the business is not within the Board's purview but agrees that the proposal may cause the site to be overdeveloped. Chair Best disagreed stating that if the business' operations cause a bottleneck of cars, then that makes it within the Board's purview and added that he would not vote to approve the plan if it was being presented as a brand new development.

The Board voted 6-0-0 to grant a waiver of full site plan review and accept the application as complete on a motion made by Paul McLaughlin and seconded by Barbara Healey.

Public Comment

Bill Fallon (12 Merrimack Drive) spoke in opposition of the project stating that Dobson Way is too dangerous to cross and feels that McDonald's should change its business to drive-thru only at this location if it wants to proceed with this plan.

Chair Best reiterated his concerns regarding pedestrian safety and questioned the feasibility of enforcing the employee parking in the Shaw's plaza, which will ultimately result in customers parking off-site and safety concerns. Other Board members also expressed their similar concerns with the proposal.

A motion to find that with the granted waiver of full site plan review and the recommended conditions of approval, the site plan application meets all applicable regulatory requirements necessary, and further, to grant conditional final approval to the site plan subject to the recommended conditions of approval presented in the staff memo dated April 11, 2023, failed on a 1-5-0 vote, on a motion made by Paul McLaughlin and seconded by Lynn Christensen. Robert Best, Lynn Christensen, Barbara Healey, Nelson Disco, and Maureen Tracey voted in opposition.

The Board voted 5-1-0 to deny the site plan (Paul McLaughlin voted in opposition) for the following reasons:

1. Insufficient accessibility of the building for disabled or elderly customers.

2. Inadequate safety provisions for pedestrians on site, sidewalks are not placed in locations that lead to access doors on the building, and dangerousness of crossing Dobson Way from the off-site parking spaces.
 3. The proposed reconfigured drive through would result in inadequate on-site parking;
 4. The proposed site plan would result in a site that is congested and overdeveloped that is unwelcoming to anyone that would want to eat inside the restaurant.
 5. Imposition of a requirement for employees to park off-site would be difficult to monitor and enforce.
 6. The parking configuration on site (and off-site) results in parking that is remote and inconvenient for anyone wanting to go inside the restaurant.
5. **S.J. Torres (applicant) and Orrin H. Connell Family Trust (owner)** – Continued review for consideration of a waiver of full site plan review to permit a variety of temporary “event” uses on site. The parcel is located at 454 Daniel Webster Highway in the C-2 (General Commercial), Aquifer Conservation, Elderly Housing, and Town Center Overlay Districts. Tax Map 5D-4, Lot 54. PB2022-46. ***This item is continued from the December 6 & December 20, 2022, & January 17, and February 21, and March 21, 2023 Planning Board Meetings.***

Mr. Thompson prefaced the presentation by providing a brief history of what has occurred at the previous meetings regarding this project. He stated that the Board’s biggest concern with the proposal to date seems to be the potential noise however Staff reminds the Board that the Town does not have a noise ordinance. Additionally, the applicant has offered to limit musical acts to only acoustic artists, no more than two people per act, and will limit events to daytime hours. The Board’s other area of concern involved the blocking of the access to Woodbury Street. At the last meeting, Fire Marshal John Manuele noted that he felt a movable, temporary blockade was sufficient so as to allow emergency vehicles to pass through the area if necessary. The existing storage containers were previously identified as needing zoning relief given they encroach into wetland setbacks, but since this is not directly related to the events proposal, it can be addressed as a potential condition of approval. The final issue is the parking situation, which can also be addressed as a potential condition of approval but staff recommends that the applicant get an updated letter from the School District as the one that has been provided is only good for a year.

Matt Peterson (Keach-Nordstrom) and S.J. Torres (applicant) presented the application to the Board. Mr. Peterson began by stating that the applicant has obtained letters from the property owner and direct abutter indicating that they have no concerns with the proposal. He has also received a letter from the School District granting permission for attendees to park in the high school’s parking lot. As Mr. Thompson advised, the letter from the School District is only good for a year but the applicant is committed to getting a new letter at the end of the year for 2024 and beyond. Mr. Peterson reiterated that this approval is only for six events to be held on Sundays to help support the various School District programs. As for the noise concern, it was mentioned at a previous meeting that a neighboring restaurant holds karaoke nights outside in the parking lot and the Tavern events will be limited to acoustic performances of no more than two people so they do not foresee any issues with noise.

Mrs. Christensen commented that she has been at the Tavern when they have live music on the patio and it is not loud at all so she supports the proposal. Chair Best also voiced his approval of

the proposal indicating that he has no doubts that an updated letter would and could be provided by the School District as no one uses the parking lot on Sundays anyway.

Mr. Disco expressed concerns about approving the project before the applicant is granted a variance for the container encroachment issue. Both Mr. Peterson and Mr. Thompson explained that the containers are a separate issue and have nothing to do with the request for events. Mr. Thompson also clarified that the encroachment is within the wetland setback and not the wetland itself. Councilor Healey asked where the wetlands are located and Mr. Peterson used the site plan to show the location. Mr. Peterson commented that if the variance is not received then the containers will just be moved. Mr. Disco asked about what items are being stored behind the containers and Mr. Torres explained that its things like fire wood and a lawnmower.

No public comments were received.

The Board voted 5-1-0 to find that with the granted waiver of full site plan review and the recommended conditions of approval, the site plan application meets all applicable regulatory requirements necessary, and further, to grant conditional final approval to the application, subject to the following precedent conditions to be fulfilled within 6 months and prior to signing of the plan, unless otherwise specified on a motion made by Barbara Healey and seconded by Lynn Christensen (Nelson Disco voted in opposition):

1. Final plans and mylars to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans and mylars.
2. The applicant shall note the waiver of full site plan review on the plan.
3. The applicant shall obtain all necessary relief from the Zoning Board of Adjustment for the storage trailers located on the property, or they shall be removed/relocated to comply with the wetland setback and buffer requirements of the Zoning Ordinance.

The following general and subsequent conditions are placed on the approval:

1. The applicant shall provide an updated letter to the Community Development Department from the School District regarding availability of off-site parking at Merrimack High School after September 2023, before any events are permitted to take place in 2024 and beyond. If a letter is unable to be obtained, the applicant shall be required to return to the Planning Board for a compliance hearing (with all required public hearing notice) before any events take place in 2024 and beyond.
 2. The applicant shall address any forthcoming comments from the Building Department, as related to building code compliance and permit application, as applicable (that are not deemed precedent conditions).
 3. The applicant shall address any forthcoming comments from the Fire Department, as related to property addressing and fire code compliance, as applicable (that are not deemed precedent conditions).
- 6. Ward Gleason Jr. (applicant) and Gas Producer Realty Inc. (owner) – Review for acceptance and consideration of a 2-lot subdivision. The parcel is located at 53 Turbine Way in the I-1 (Industrial), Aquifer Conservation, Town Center, and Elderly Housing Overlay Districts. Tax Map 5D-1, Lot 005. Case # PB2023-14.**

Mr. Thompson began by informing the Board that the application proposes a 2 lot subdivision which will result in lot 005 having 6.07 acres and lot 005-1 having 5.85 acres.

Matt Peterson, Keach-Nordstrom, presented the application to the Board and began by sharing an aerial photograph of the land in question. He explained that the existing building located on site is a granite/stone business that has been operating in Merrimack for approximately 20 years. The long term plan for the subdivision is to divide the property so that a new 5,000 square foot building can be developed on the newly created lot, which will be forthcoming as a separate site plan application. Mr. Peterson used the aerial photo to demonstrate the approximate location of where the new lot line will be. He also spoke briefly about some of the easements associated with both sites.

Mr. Disco asked about access to the site and Mr. Peterson stated that the access would be from Turbine Way and used the aerial photo to demonstrative how to access the lot(s) in question. Mr. Disco then asked if there is an access easement in place to access the northern lot and Mr. Peterson clarified that it should have been shown on the plan and he missed it. Chair Best commented that if the plan is conditionally approved he would like to have a condition added that the easements be shown on the plan.

The Board voted 6-0-0 to accept the application as complete on a motion made by Paul McLaughlin and seconded by Nelson Disco.

No public comments were received.

The Board voted 6-0-0 to find that with the proposed conditions of approval, the application meets all applicable regulatory requirements necessary and further, to grant conditional final approval of the subdivision, subject to the following precedent conditions to be fulfilled within 6 months and prior to signing of the plan, unless otherwise specified on a motion made by Nelson Disco and seconded by Maureen Tracey:

1. Final plans and mylars to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans and mylars;
2. The applicant shall obtain all required State approvals/permits applicable to the project and provide copies to the Community Development Department, as applicable;
3. The applicant shall indicate an access easement on the plans as necessary, and provide draft copies of any all applicable legal documents for review at the applicant's expense, by the Town's Legal Counsel;
4. The applicant shall address any forthcoming comments from any municipal departments, as applicable;
5. The applicant shall address the following Planning Staff Technical Comments:
 - a. Add Owner's signature block to sheet 1;
 - b. The applicant shall revise the Planning Board Signature Block on sheets 2-5, to be designed as shown below;

Approved by the Merrimack, NH Planning Board on: _____

Certified by:

Chair: _____

Vice Chair:

- c. Add North arrow indicating True North per Section 4.06.1.e to sheets 2-5;
- d. All lots shall be bounded with permanently set granite or precast concrete markers and iron pipes per Sections 4.17.f & 4.18.a of the Subdivision Regulations;
- e. The applicant shall add existing water services and sewer services to the plan.

The following general and subsequent conditions are placed on the approval:

- 1. The applicant is responsible for recording the plan (including recording fee and the \$25.00 LCHIP fee, check made payable to the Hillsborough County Treasurer) at the Hillsborough County Registry of Deeds. The applicant is also responsible for providing proof of said recording(s) to the Community Development Department;
 - 2. The applicant is responsible for recording any proposed easements and/or applicable legal documents at the Hillsborough County Registry of Deeds at the expense of the applicant. The applicant is also responsible for providing proof of said recording(s) to the Community Development Department;
 - 3. The applicant shall address any forthcoming comments from the Fire Department, related to property addressing, as applicable.
- 7. Keith Pasquale (applicant) KTK Realty Trust (owner) -** Consideration of an amendment to an approved site plan to waive the requirements of Section 6.01.c of the Site Plan Regulations (which requires all on site improvements be completed prior to the issuance of a certificate of occupancy) to allow for the majority of required site improvements to be bonded instead of completed prior to issuance of the certificate of occupancy. The parcel is located at 20 Star Drive in the I-1 (Industrial) and Aquifer Conservation Districts. Tax Map 3D-1, Lot 012. Case # PB2023-13.

Mr. Thompson prefaced the presentation by briefly reviewing portions of the staff memo that was provided to the applicant and Board for this project. He stated that the applicant is asking permission to “bond off-site improvements” for purposes of obtaining a certificate of occupancy before completion of the improvements, per Section 16.C of the Zoning Ordinance. The applicant’s request cannot be processed by the Planning Board, as this section of the Ordinance allows for the bonding of off-site improvements for the purposes of obtaining building permits, but not for certificates of occupancy. There is no situation under the Town’s ordinances or regulations that would permit the bonding of improvements (with the exception of landscaping due to winter conditions per Section 6.01.c of the Site Plan Regulations). He noted that winter conditions would not apply at this time of the year since it is May.

Further, the applicant’s description of the improvements necessary are not wholly off-site improvements, as they are primarily on-site improvements that happen to require a connection to sewer (off-site in the railroad ROW) or associated with the reshaping of the driveway access at the right-of-way for Star Drive.

What the applicant is requesting would require a variance from the Zoning Board for relief from that section of the ordinance, as again, the Planning Board has no authority under the ordinance to allow bonding of off-site improvements for an occupancy permit.

Based on the information available to date, staff recommends that the Board deny the waiver to Section 6.01.c and in conjunction deny the proposed amendment to the site plan.

David Morin (Berkshire-Hathaway Verani Realty) presented the application to the Board. He explained that he previously presented a similar request to the Board in February but the request was withdrawn. He explained he feels that the work that needs to be done to the site should be considered off-site improvements and not on-site and that the town's Zoning Regulations permits the Planning Board to accept bonds, letters of credit, liens, or other suitable measures of security in lieu of actual construction. He argued that Mr. Pasquale's business has not been able to function as it has in the past because they have not been able to complete the work in question due the inability to access the land that is owned by the railroad. He spoke a little about the difficulties they have faced in reaching someone from the railroad to get permission to access the land to find out that the town has an access easement in place for the sewer connection. Mr. Morin then shared a copy of the site plan from 1982 and reviewed the improvements that were supposed to be made by the original owner that were not completed. He argued that the town should have followed up on the original plan to ensure the work was done properly because now, 40+ years later we're finding out it was not done and the burden is falling on Mr. Pasquale. He provided details about the work that needs to be done on the sewer line and explained that the work needed for the swale entails removing the septic tank which cannot be done until the sewer connection is in place because they cannot leave the building without some kind of connection. Mr. Morin also advised the Board that the railroad has agreed to allow the work on their property but has requested that the town take liability for it since the sewer line belongs to the town. The matter has been handed off to the town's legal counsel but Mr. Morin expressed frustration that no progress has been made on rendering a decision.

Chair Best commented that although he understands that this has been a long process for the applicant, the town has only sought the advice of legal counsel a week ago and that process is going to take some time. The discussion continued with Mr. Morin expressing frustration about the town not being aware of the easement and the fact that the work was never done in the first place, and Chair Best explaining that is unreasonable to expect current town staff to know about an easement that was created 44 years ago or to answer for work that should have been done but wasn't during the same time period.

Mr. Thompson interjected to ask the Board to redirect Mr. Morin's focus to the request at hand which is to bond the off-site improvements to allow an occupancy permit to be issued, something that this Board does not have jurisdiction to do. Mr. Morin voiced his opinion that he is interpreting the Zoning Ordinance differently and feels that his request is within the Planning Board's jurisdiction. Mr. Thompson advised Mr. Morin that even if he was successful in getting a variance from the Zoning Board to allow the improvements to be bonded, there are other town departments that need to sign off on a certificate of occupancy whose areas of jurisdiction are not subject to the land use regulations and they will not sign off if all of the work is not completed in accordance with their individual regulatory requirements.

The discussion continued for a brief period of time until Mrs. Christensen interjected to ask the Chair to refocus the conversation back to the matter at hand because the Board cannot answer to why improvements shown on a 44 year old plan were never made.

The Board voted 6-0-0 to DENY the requested waiver from Section 6.01.c of the Site Plan Regulations which requires all on site improvements be completed prior to the issuance of a certificate of occupancy and DENY the amendment to the approved site plan because the applicant has failed to demonstrate that the waiver would meet the requirements of RSA 674:44 and Section 7.04 of the Site Plan Regulations for the following reasons on a motion made by Lynn Christensen and seconded by Paul McLaughlin:

1. The Planning Board lacks the authority to allow off-site improvements to be bonded for purposes of a certificate of occupancy. The Board only has authority under the Zoning Ordinance to allow bonding of off-site improvements such that building permits can be obtained to allow site construction to commence;
2. The requested waiver to allow occupancy prior to the completion of required improvements is contrary to the spirit and intent of the Regulations, which is to ensure that the site functions properly in all aspects (drainage, traffic, landscaping, etc.) prior to the use being allowed to operate on the site;
3. Allowing bonding for all required improvements would be a dangerous precedent set by the Board that could render the regulatory requirements for site plans irrelevant for any other project seeking to forgo construction of improvements prior to occupancy; and
4. Allowing occupancy without required improvements being completed would likely result in a situation where the ability of the Town to compel compliance with the approved plans would be significantly diminished, as the occupancy permitting process is key to a municipal government's ability to ensure compliance with regulatory requirements and site plan improvement requirements.

8. Planning & Zoning Administrator's Report/Discussion/possible action regarding other items of concern

Mr. Thompson advised that Board that he recently attended an NRPC event and learned that the workforce housing project that was approved on Twin Bridge road may qualify the town to receive a \$430,000 grant. He added that he is in the process of researching the specifics of the grant now, and will be applying for it once the building permits are issued for the project.

Mrs. Tracey asked if the Board is allowed to visit the properties being discussed at the meetings because she typically does drive by each property before the meetings. Chair Best explained that as long as they are viewing the properties from the right-of-way (ROW) then there are no concerns but Board members should refrain from going onto the property itself unless it is a business frequented by the public (such as McDonald's). The Board can decide to conduct a site walk if necessary but it is something that is voted on and scheduled because the public needs to be noticed as it is considered a meeting. Meeting minutes are also kept for all site walks. Chair Best gave examples of site walks that were conducted in the past and said that he thinks they can be helpful in certain situations.

9. Approval of Minutes — April 4, 2023

The Board voted 6-0-0 to approve the minutes of April 4, 2023, as written, on a motion made by Lynn Christensen and seconded by Barbara Healey.

10. Adjourn

The Board voted 6-0-0 to adjourn at 9:15 p.m. on a motion made by Lynn Christensen and seconded by Paul McLaughlin.