



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: April 1, 2021

Date of Meeting: April 8, 2021

Submitted by: Community Development Director

Timothy Thompson

Department: Community Development

Time Required: 5 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:

Recognition/Resignation/  
Retirement:

**Public Hearing:**

Old Business:

New Business:

Consent Agenda:

Nonpublic:

Other:

## TITLE OF ITEM

Reappointment of Merrimack Representative to the Nashua Regional Planning Commission

## DESCRIPTION OF ITEM

The Town Council to consider the reappointment of Karin Elmer as one of Merrimack's representatives to the Nashua Regional Planning Commission (NRPC), as recommended by the Merrimack Planning Board and pursuant to RSA 36:46 (III)

## REFERENCE (IF KNOWN)

RSA: 36:46 (III)

Warrant Article: \_\_\_\_\_

Charter Article: \_\_\_\_\_

Town Meeting: \_\_\_\_\_

Other: \_\_\_\_\_

N/A

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:

Grant Requirements:

Easel:

Joint Meeting:

Special Seating:

Other:

Laptop:

None:

## CONTACT INFORMATION

Name: Tim Thompson

Address

6 Baboosic Lake Road

Phone Number 424-3531

Email Address

tthompson@merrimacknh.gov

## APPROVAL



# Town of Merrimack, New Hampshire

Community Development Department  
6 Baboosic Lake Road  
Town Hall - Lower level - East Wing

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Fax 603 424-1408  
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Planning - Zoning - Economic Development - Conservation

## **MERRIMACK PLANNING BOARD VIRTUAL MEETING APPROVED MINUTES TUESDAY, MARCH 2, 2021 7:00 P.M.**

Due to the COVID-19 crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Planning Board is authorized to meet electronically.

As stated on the agenda, the meeting was aired live on Merrimack TV and the Merrimack TV webpage (<http://www.merrimacktv.com>). Telephone access was available for members of the public wishing to speak during the Public Hearing or provide public comment. Also identified on the agenda was the opportunity for general public comment to be submitted leading up to the start of the meeting via email to [CommDev@MerrimackNH.Gov](mailto:CommDev@MerrimackNH.Gov).

Members of the Board and Town Staff were participating via Zoom. In accordance with RSA 91-A: 2 III, each member of the Board was asked to state, for the record, where they were, and who, if anyone was with them.

### **1. Call to Order**

Robert Best called the virtual meeting to order at 7:07 p.m. and read the procedures & processes for the virtual meeting. He appointed Nelson Disco to a voting position.

Roll Call:

- Robert Best (Chair) stated he was present at his office in Concord and alone in the room he was in.
- Alastair Millns (Vice Chair) stated he was present at home and alone in the room he was in.
- Neil Anketell stated he was present at home and alone in the room he was in.
- Councilor Bill Boyd (Ex-Officio) stated he was present at home and alone in the room he was in.
- Nelson Disco (Alternate) stated he was present at home and alone in the room he was in.

Members Absent: Paul McLaughlin & Lynn Christensen

Community Development Director, Tim Thompson was attending from his home in Concord and was alone in the room he was in.

### **2. Planning & Zoning Administrator's Report**

**The Board voted 5-0-0 by roll call vote to determine that the RCA Holdings site plan application is not of regional impact, on a motion made by Bill Boyd and seconded by Nelson Disco.**

- ### **3. RCA Holdings, LLC (applicant) and Edgebrook Heights, LLC (owner) – Review for acceptance and consideration of final approval of a Site Plan to construct a 57,850 s.f. self-storage facility in**



accordance with the Edgebrook Heights mixed use Conditional Use Permit. The parcel is located at 4 Benning Court in the I-1 (Industrial) zone. Tax Map 2E, Lots 006-02 and 007. Case # PB 2021-08.

Tim Thompson prefaced the presentation by reminding the Board that this location is part of the Edgebrook Heights project and was originally going to be a gas station, a convenience store and 20,000 square feet of retail space; however back in December the Conditional Use Permit (CUP) was amended to change the CUP to allow for the self-storage facility use. Mr. Thompson went on to explain that if the application is approved, the lots will be merged into a single lot and that phase 1 of the overall mixed use project has begun with the construction of the private road (Benning Court) and the residential units. He concluded his summary by advising the Board that the project was sent for peer review and staff has not received those comments back at this time.

Jason Lopez, (Keach-Nordstrom Associates) presented the project on behalf of the applicant. Mr. Lopez began by showing a layout of the parcels in question and demonstrating where the residential units are currently being constructed in relation to the proposed storage facility. He continued by explaining that when the Board discussed the CUP amendment in December 2020, a suggestion was made to move the parking from the front of the site (along Daniel Webster Highway) to the back. That change has been made and it is depicted in the site plan. He also confirmed that landscaping and lighting plans are included in the site plan.

**The Board voted 5-0-0 by roll call vote to accept the application for review on a motion made by Nelson Disco and seconded by Bill Boyd.**

Mr. Lopez continued his presentation by explaining that once the site plan is signed and ready to be recorded, the owner will also complete a Voluntary Lot Merger to make the two lots one. Once the lots are combined, it will be approximately 5.7 acres with 733 feet of frontage on DW Highway and 402 feet on Benning Court. The self-storage facility will be accessed through Benning Court. Mr. Lopez explained that there is currently an easement for access to the abutting property's driveway that will be extinguished with this proposal. He also added that underground utilities will be utilized and that the applicant has been, and will continue to work with the Fire Department throughout design and construction of the site. He also discussed the proposed office space, fencing around the site and entry into the facility, which will be through key card access at an automated gate. He indicated on the site plan the locations that have been marked for snow storage and the approximate location of the proposed sign, which will mimic what has already been approved for the overall site. He also briefly reviewed the landscaping plan and stormwater design indicating that infiltration approval has been received and they can now submit their Alteration of Terrain application. Additionally, NHDOT has been given a copy of the traffic analysis but they have not received comments yet however, they expect the comments to be minimal because the analysis showed a decrease in traffic from the retail use from the prior version of the CUP. Mr. Lopez also indicated that they met with the Conservation Commission on March 1<sup>st</sup> and they have requested the addition of a spill kit and a note regarding fertilizer be added to the plan. He then shared the architectural renderings of the buildings and paused for questions from the Board.

Nelson Disco complemented Mr. Lopez on the thoroughness of the plan and asked if he knew what percentage of the site is going to be paved. Mr. Lopez apologized and indicated that he has not calculated that yet but will be doing it soon. Mr. Disco also asked about the infiltration system and whether or not the run-off would be increased and Mr. Lopez walked through the design of the system and explained that the run-off will not be increased. Mr. Disco also commended the applicant on the landscaping plan and stated that he was happy to see that the buildings are set down.

Public comment was received via e-mail from Bob Simonds, SMC Management Corporation (developer of residential portion of the mixed use development on abutting parcel).\*

*\*A copy of this email can be found in the project file at the Merrimack Town Hall Community Development Department.*

Tim Thompson addressed two changes to the staff memo regarding signage that will be updated in the next staff memo to the Board.

**The Board voted 5-0-0 by roll call vote to continue the public hearing to April 6, 2021 on a motion made by Bill Boyd and seconded by Alastair Millns.**

**5. Discussion/possible action regarding other items of concern**

Chairman Best announced that he has received confirmation that Karen Elmer has requested to renew her status as one of the Merrimack Commissioners for the Nashua Regional Planning Commission. The Town Council will handle the renewal of her commissioner status.

**6. Approval of Minutes — February 16, 2021**

**The Board voted 5-0-0 by roll call vote to approve the minutes of February 16, 2021, as amended, on a motion made by Bill Boyd and seconded by Neil Anketell.**

**7. Adjourn**

**The Board voted 5-0-0 by roll call vote to adjourn at 7:49 p.m. on a motion made by Bill Boyd and seconded by Nelson Disco.**

**From:** Karin Elmer [mailto:kelmer@bedfordnh.org]  
**Sent:** Tuesday, January 26, 2021 11:14 AM  
**To:** Becky Thompson  
**Subject:** RE: NRPC Membership

Hi Becky,

I also forgot about it. Tim reminded me too. Yes, I am interested in reappointment. Please let me know if there is anything I need to do.

Thanks!

**Karin Elmer**  
**Planner 1**  
**Town of Bedford, NH**  
**24 No. Amherst Rd**  
**Bedford, NH 03110**  
**(603)792-1320**  
**[www.bedfordnh.org](http://www.bedfordnh.org)**

**From:** Becky Thompson <bthompson@merrimacknh.gov>  
**Sent:** Monday, January 25, 2021 2:57 PM  
**To:** Karin Elmer <kelmer@bedfordnh.org>  
**Subject:** NRPC Membership

[External]

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Hi Karin,

I spoke with Tim Tenhave last week and he reminded me of my neglect of the NRPC memberships.

Are you interested in reappointment? I will get the ball rolling on this with the Planning Board and Town Council.

I'm sorry that I overlooked this.

Sincerely,  
Becky

*Becky Thompson*

Executive Secretary, Town of Merrimack  
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Merrimack, NH 03054  
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[bthompson@merrimacknh.gov](mailto:bthompson@merrimacknh.gov)