

## **January 8, 2019 Planning Board**

**Present were:** Regular Members Tom McCue, Lori Langlois, Naomi Levesque, Greg Estrella, Richard Cassidy, Christina Lefebvre, and Ex-Officio Member Bryan Chevarie.

Regular Member Helene Rayborn, Ex-Officio member Lucie Remillard, and Alternate Members Aline Boucher and Lane Strahan were excused.

**Others Present:** Pamela Laflamme, Community Development Director; Jay Poulin, HEB Engineers; Barbara Tetreault, Berlin Sun; Michel Salek, Code Enforcement Officer

### **Public Comments**

None

### **Approval of December Minutes**

Mr. McCue, Mr. Estrella, and Mr. Cassidy abstained from voting as they did not attend the December 4, 2018 meeting. Ms. Levesque made a motion to approve the minutes of the December 4, 2018 meeting as written. Ms. Langlois seconded the motion. All in favor, the motion carried.

### **Site Plan Review – Androscoggin Valley Hospital (AVH) (1752 Hutchins Street, Tax Map 135 Lot 37) – HEB Engineers**

Mr. McCue noted that he is on the Board of Directors for AVH, however, he does not feel that there is a need for him to recuse himself from the discussion and subsequent vote as he has neither a pecuniary interest nor other conflicts of interest in the matter.

This site plan was reviewed at the prior meeting with the vote being tabled until property boundary issues were resolved. Now that this has been completed, Mr. Poulin distributed updated plans to the group for their review. This building is currently owned by AVH and used for storage purposes. This new plan will involve the first floor hosting office space and the basement utilized for storage.

It was noted that the City of Berlin had an agreement with AVH regarding a boundary line adjustment for this parcel. The intended benefit of that adjustment was to improve the roadway alignment between Hutchins Street and Bridge Street. This is now accounted for on the new plan. The lot-line adjustment was never finalized and recorded at the Coos County Registry of Deeds as the City was unsure if they would proceed with the road realignment. Since the December meeting, the two parties have agreed that the boundary line adjustment will be executed. Subsequently, the City and AVH will enter into a license agreement allowing the hospital to utilize the area for their current operations as the area in question impacts a handful of parking spaces on this proposed plan.

Ms. Levesque questioned the loss of additional parking area in the new plan considering the original proposal already required a waiver regarding insufficient spaces. Mr. Poulin

responded that the waiver has been updated. On-street parking will be utilized in the event that the City exercises its right to realign Hutchins Street.

Mr. Poulin also explained that additional signage has been incorporated into the plan as a result of the prior meeting. Some of the parking spots will be designated to exit the property onto Bridge Street while vehicles parked in other spots will not be allowed to in order to minimize the traffic flow out of that exit.

Ms. Laflamme stated that this approval of the plan will be contingent upon the City filing the deed related to prior the boundary adjustment and at that time the parties will execute the license agreement to use the area for parking. Additionally, the approval will be contingent on the approval of the parking space waiver.

At this time Mr. McCue opened the public hearing. No one spoke. The public hearing ended.

A motion to approve the waiver was made by Ms. Levesque. Mr. Cassidy seconded the motion. All in favor, the motion carried.

Ms. Langlois made a motion to approve the site plan contingent on the deed being recorded relating to the lot-line adjustment and, subsequently, the City of Berlin and AVH entering into a license agreement on the matter. Mr. Estrella seconded the motion. All in favor, the motion carried.

Mr. Poulin exited the meeting.

### **Site Plan Review – David Poulin (412 Glen Avenue, Tax Map 116, Lot 12) – York Land Services**

This matter was not ready to be voted on at this meeting. This is an official notification that public notices will not be resent. The site plan review will be tabled until the February 5, 2019 meeting.

### **Project Updates**

Riverwalk – The City is awaiting the confirmation to proceed from the Department of Transportation regarding the next step in the process. It does not appear that construction will be completed during the summer of 2019.

UNH Cooperative Extension – Ms. Laflamme has a meeting scheduled this upcoming Monday, January 14 with representatives of the UNH cooperative. They will be discussing the early phases of our mater planning efforts.

### **Other**

None

**Public Comments**

None

**Member Comments**

Mr. Estrella inquired about any progress being made regarding the welcome sign. Ms. Laflamme explained that warmer temperatures are needed before remedies can be tested and implemented.

**Planner Comments**

None

**Adjournment**

There being no further business to come before the Board, Ms. Lefebvre made a motion to adjourn, seconded by Ms. Levesque. All in favor, the motion carried. The meeting ended at 7:05 pm.

The next Planning Board meeting will be held on Tuesday, February 5, 2019.

Respectfully Submitted,  
Bryan Chevarie