

The Planning Board for the Town of Derry held a public meeting on Wednesday, June 03, 2026, at 7:00 p.m. The meeting was broadcast from the Derry Municipal Center, 14 Manning Street, Third Floor meeting room, with a virtual option.

Members present: Dave Nelson, Chair, Richard Malaby, Secretary, Randy Chase, Town Council Liaison, Derek Minervini, Michael Wood, Bryan Fishman, Jacob Pelletier, Members, and Thomas Mauzy, Z. Michael Appleton, Alternates

Members absent: John O'Connor, Vice Chair, Brian Chirichiello, Town Administrator Representative

Also present: Elizabeth Robidoux, Planning Director, Caroline Wilson, Planning Administrative Secretary II, Abigail Burrill, Planning Intern, Sam Fazioli, Engineering Coordinator

Mr. Nelson opened the meeting at 7:00 p.m. The meeting began with a salute to the flag.

Mr. Appleton was seated for Mr. O'Connor.

Escrow

#26-18

Project Name: Subdivision of Land, Map 29, Lot 046

Developer: Beacon Home Builders, LLC

Escrow Account: Same

Escrow Type: Cash Escrow

Parcel ID/Location: 29046, 46 High Street

The request is to establish cash escrow in the amount of \$71,597.52, for the above noted project. This escrow will be non-interest bearing.

Motion by Malaby, seconded by Pelletier, to approve Escrow #26-18 as presented.

Roll Call Vote: Chase, Wood, Minervini, Appleton, Fishman, Pelletier, Malaby, and Nelson vote Yes. The motion passed.

#26-19

Project Name: Subdivision of Land, Map 29, Lot 046

Developer: High Meadows, LLC

Escrow Account: Same

Escrow Type: Cash Escrow

Parcel ID/Location: 29046, 46 High Street

The request is to approve a final release of cash escrow in the amount of \$71,597.52 for the above noted project. The amount to retain is zero.

Motion by Malaby, seconded by Pelletier, to approve Escrow #26-19 as presented.
Roll Call Vote: Chase, Wood, Minervini, Appleton, Fishman, Pelletier, Malaby, and Nelson vote Yes. The motion passed.

#26-20**Project Name: C.H.I. Overhead Doors****Developer: Cinema Properties, LLC****Escrow Account: Same****Escrow Type: Letter of Credit****Parcel ID/Location: 08280, 10 Ashleigh Drive**

The request is to renew irrevocable Letter of Credit # 9000002, issued by The Millyard Bank, in the amount of \$45,470.16, for the above noted project. The expiration date will be June 07, 2028.

Motion by Malaby, seconded by Pelletier, to establish Escrow #26-20 as presented.

Roll Call Vote: Chase, Wood, Minervini, Appleton, Fishman, Pelletier, Malaby, and Nelson vote Yes. The motion passed.

Minutes

The Board reviewed the minutes of the May 20, 2026 public meeting.

Motion by Malaby, seconded by Pelletier, to approve the minutes of the May 20, 2026 public meeting as written.

Roll Call Vote: Chase, Wood, Minervini, Pelletier, Malaby, and Nelson vote Yes, Appleton and Fishman abstained due to absence. The motion passed.

Correspondence

Mr. Malaby announced that Alexander Mello, Director of Community Development in Windham, emailed Ms. Robidoux about a proposed sports dome project. The proposal is going before the Windham ZBA on July 1st; the ZBA is anticipated to determine whether it will be a Development of Regional Impact per NH RSA 36:54-58. The Town of Derry will be notified if the determination is found to be in the affirmative. Ms. Robidoux added that if determined to have regional impact, the Derry Planning Board will have 30 days to review the proposed plan and provide comment to the Town of Windham.

Other Business**Planning Board Policy & Procedure – Vote to Approve Amendments**

Mr. Nelson explained that the amended Policy & Procedure has had two clean readings, and just needs a vote to be approved.

Motion by Minervini, seconded by Pelletier, to approve the proposed changes to the Planning Board Policy & Procedure as presented this evening. Changes will be effective as of this date.

Roll Call Vote: Chase, Wood, Minervini, Appleton, Fishman, Pelletier, Malaby, and Nelson vote Yes. The motion passed.

Architectural Design Review - Sign in TBOD

PID 30132, 21 East Broadway

Once Upon Again Bookstore

Ms. Robidoux explained that the Town of Derry Zoning Ordinance, Section 165-101.5 (A)(1)(q), requires that all new signs proposed in the Traditional Business Overlay District be reviewed by the Planning Board prior to the issuance of a sign permit. Once Upon Again Bookstore has opened at 21 East Broadway. The applicant has a sign permit pending with the Building Department. Staff recommends the Board approve the proposed signage, which will be in the form of window decals only.

Motion by Malaby, seconded by Pelletier, pursuant to the Town of Derry Zoning Ordinance, Article XII, Signs, Section 165-101.5, Signs in the TBOD, to approve the sign design presented for Once Upon Again Bookstore, Parcel 30132, 21 East Broadway, as presented. The Board finds the sign is compatible with the surrounding buildings, meets the regulations contained in the Ordinance, and compliments the surrounding architecture.

Roll Call Vote: Chase, Wood, Minervini, Appleton, Fishman, Pelletier, Malaby, and Nelson vote Yes. The motion passed.

Conceptual Discussion – WRB District

PID 05034, 84/86 Rockingham Road

Prime Storage

Ms. Robidoux explained that pursuant to RSA 676:4, II (a) and Derry's LDCR Section 170-52, applicants may come before the Planning Board at a regularly scheduled meeting to hold a non-binding discussion about a proposed project to obtain preliminary feedback on the project.

Additionally, in the West Running Brook (WRB) District, any project which needs a use variance (Zoning Ordinance, Section 165-32.4 (B)(20)) must first appear before the Planning Board to seek the Board's advice and comment as to the suitability of the use for the lot in question, taking into consideration the effect of the variance on the character of the district and any other pertinent data with respect to the Master Plan.

The project is located in the West Running Brook district, on a lot that currently contains a self storage use. Self Storage is not a permitted use in the WRB, therefore a variance is required. The applicant is considering the addition of 11,675 square feet of additional storage space (3 buildings).

Staff recommends the Board review the proposal and comment on the suitability of the additional self storage use on the lot and provide a copy of the minutes to the Zoning Board for consideration during its deliberation of the Variance request.

Mr. Nelson noted that this was an existing self storage facility prior to the adoption of the WRB District; within which self storage is not a permitted use. Is this not a natural expansion of a grandfathered use? Ms. Robidoux explained that natural expansions of grandfathered uses usually do not exceed 10% of the use. The ZBA will determine if this is a natural expansion of a grandfathered use and whether a variance will be required.

Keith Curran, PE, from Bohler Engineering, was recognized. Mr. Curran explained that if the variance is required, and is granted by the ZBA, the application will come to the Planning Board for formal site plan review. There is a fourth building closer to Rockingham Road which was not depicted on the survey. The three new buildings would fill in between the existing buildings. One of the new buildings would be 19.5' from the side property line. No additional parking is proposed; parking is up front near the office. The only additional impervious surface would be the footprints of the three new buildings.

Mr. Nelson suggested that the Planning Board may be interested in potential increase in traffic, visual impacts from the road, and architectural styling. Mr. Curran explained that the new buildings would be designed to match the existing buildings. A traffic memo would be provided to the Board. If required, an increase in trip analysis could be provided.

Mr. Chase inquired if any of the emergency vehicle turning radii would be altered. Mr. Curran said no, the same pavement width will be maintained between the buildings. Mr. Chase asked Mr. Fazioli if it appeared that the emergency vehicle turning radii would be met. Mr. Fazioli did not believe that it would be changing, and assuming the existing site is compliant, then the turning radii would be compliant. Mr. Fazioli had no prior knowledge of the existing site.

Mr. Mauzy expressed concern with the ample lighting that is usually present at self storage facilities; would added lighting be obtrusive to abutters? Mr. Curran explained that if this proposal returns to the Board, a site lighting plan would be provided, and their goal would be to ensure there is no light spillage onto abutting properties.

Mr. Fazioli stated that at this time, the Engineering Department did not have any immediate concerns about this proposal. If the plan progresses, they will vet items including drainage and site circulation.

Ms. Robidoux explained that a formal motion is not required for a conceptual discussion. The Board might wish to conduct a straw poll of whether each member felt the additional uses would be appropriate on this lot.

Mr. Chase felt that the proposal was an appropriate expansion of the existing business without being overwhelming on the lot.

Mr. Wood felt that the proposal was a natural expansion; and if there are no changes to turn radii or lot lines, then he could not see any issues with it.

Mr. Minervini agreed with Mr. Chase, and added that the distance from Rockingham Road to the proposed buildings made him more comfortable with the expansion than he may otherwise be.

Mr. Appleton, although not a fan of self storage facilities, thought this proposal was far enough from the road and did not seem to be a huge divergence from what the property already is.

Mr. Fishman felt it would be helpful to have the sight line from the road to understand the full impact and what will be visible from the road, given the grade. Generally speaking, it seemed to be an appropriate continued use of this site.

Mr. Pelletier felt the proposal was an appropriate use of the site, and agreed with Mr. Wood's and Mr. Minervini's statements.

Mr. Malaby would be curious to see a site lighting plan and a landscaping plan. It's already set off the road, so he is comfortable with the proposal.

Mr. Nelson stated that the landscaping, lighting, and road curves are technically out of the jurisdiction of what the Board is being asked tonight. That said, Mr. Nelson agreed that the proposal would be an appropriate expansion of the existing use on this lot.

Planning Director and Chairman Updates

Ms. Robidoux introduced Abigail Burrill, Planning Department Intern for this summer. Ms. Burrill is a student at UMass Amherst, studying Sustainable Community Development. The Board welcomed Ms. Burrill.

Ms. Robidoux informed the Board that the summer schedule will be July 08 and August 05, which aligns with the Town Council's summer schedule. The Board will return to having two meetings in September.

Ms. Robidoux forwarded the Board an email regarding the upcoming NNECAPA fall conference this October in Manchester, NH. It offers great opportunities to learn about different perspectives in the planning disciplines and to network with peers. The Town will cover the cost of Board members that attend the sessions (one, two, or all three days; not including lodging.) Please let Ms. Wilson know if you would like to attend.

Ms. Robidoux mentioned that Sylvia von Aulock has retired from her position as the Executive Director of the Southern NH Planning Commission. Ms. von Aulock is renowned for the plans reading and analysis workshops that she has provided for many years. Ms. von Aulock would be glad to provide the Board with this training. Ms. Robidoux encouraged the Board to determine a few dates to schedule such a workshop.

Mr. Nelson encouraged interested parties to apply on DerryNH.gov for the vacant alternate position.

Public Hearings

None.

Board Member Comments

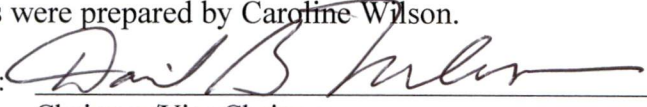
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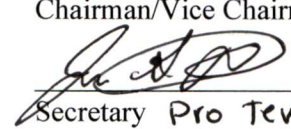
Motion by Malaby, seconded by Pelletier to adjourn.

All members present voted Yes. The motion passed, and the meeting was adjourned at 7:29pm.

The minutes were prepared by Caroline Wilson.

Approved by:


Chairman/Vice Chairman


Secretary Pro Tem

Approval date: June 17, 2026