

**FARMINGTON PLANNING BOARD**  
**153 Farmington Falls Road**  
**March 11, 2019 – 6:00 P.M.**  
**Minutes**

Planning Board members present: Chairman Clayton King, Lloyd Smith, Craig Jordan, Mike Otley and Jeff Wright.

Alternate members present: Judith Murphy and Dave Robbins.

Members unable to attend: Gloria McGraw and Donna Tracy.

Others present: Richard Davis, Town Manager; Steve Kaiser, Code Enforcement Officer; Kate Foster, Code Assistant; and James (Jim) Cranston from Bohler Engineering.

Mr. King opened the meeting at 6:00 P.M.

**1. Designate alternate members, if needed**

Mr. King designated Ms. Murphy and Mr. Robbins as voting member for this meeting in the absence of regular members.

**2. Review minutes of February 11, 2019**

Mr. Smith made a motion to approve the minutes of February 11, 2019 as written.  
Mr. Jordan seconded the motion.

VOTE: 7 – Affirmative

**3. 19-SR-02**

**Walmart**

**615 Wilton Road**

**U37-020**

**Installation of canopy over parking spaces for order pick-ups**

Mr. King introduced the application and asked who was present to represent the application.

Mr. Cranston from Bohler Engineering introduced himself as the representative for the application, stating that it's for 10 parking spots dedicated for order pickup - six covered by a canopy to be installed and four not covered. He said because the canopy area is greater than 1,000 sq. ft. Planning Board approval is required. Mr. Cranston said each of the 10 parking spaces would be numbered for use of the phone app for customer pickup where an associate will bring their groceries out to the assigned spot. He said the overall parking would have a loss of five spots in the creation of these larger order pickup spaces, and the location is on the right [north] side of the building which is a great location so cars don't have to go in and out of parking lot aisles.

Mr. Smith made a motion to accept the application as presented.  
Ms. Murphy seconded the motion.

Mr. King opened the application for discussion.

Mr. Cranston added there will be signs and arrows to direct people to the right side of the building.

Ms. Murphy said Mr. Cranston answered her question about the phone app and how it would work. She followed by stating that it doesn't seem like it will affect traffic at all and will be an asset to the consumer.

Mr. Cranston replied by stating that this location is probably one of the best ones he has done for this feature, it seems to fit very well at this location especially with the on-site traffic flow.

Mr. King stated that Hannaford's is doing the same thing and it seems to be a big hit.

Mr. Otley mentioned Mr. Davis' comment on the Letter of Review that they needed to devise a workable plan for snow removal and asked what that plan will be.

Mr. Cranston stated employees will have to shovel the sidewalks and plow what falls in the parking lot.

Mr. Otley asked Mr. Kaiser what his comment stated on his Letter of Review.

Mr. Kaiser replied by stating he recommended Dana Sturdevant P.E. to do their third-party inspection for this project under MUBEC.

Mr. Wright asked if it was based on weather regarding which spot someone is assigned.

Mr. Cranston stated current orders will rotate starting with spot number one.

Mr. Wright asked, as the numbers will probably get covered in snow at some point if will there be numbers on a post or somewhere higher as well.

Mr. Cranston replied by stating the parking spaces wouldn't be numbered anywhere else.

Mr. Wright followed by asking if there was going to be additional lighting added to the canopy section.

Mr. Cranston said there would be four additional lights added under the canopy.

Mr. Jordan stated he didn't have any questions or concerns.

Mr. Robbins asked if any of the 10 parking spaces would be handicap accessible.

Mr. Cranston replied by stating that yes, they would be 12 feet wide from post to post - which is three feet wider than a regular parking space.

Mr. Robbins asked if there is a certain size limit to items ordered.

Mr. Cranston said someone can't order a T.V. or anything like that, and that the phone app is meant for mainly grocery shopping and household supplies.

Mr. Smith asked how Walmart intends to police or control these parking spaces to make sure they are only occupied by people picking up orders.

Mr. Cranston said he is in hopes that the assigned associates can adequately manage this.

Mr. Robbins stated the top corner of the canopy would be a great place for a security camera in case of an accident or fall.

Mr. Smith asked Mr. Kaiser if these parking spaces would take away from the number of parking spaces needed for the area of the building.

Mr. Kaiser stated there are more than enough parking spaces.

Mr. Cranston added that even with the loss of five spaces there are still 70 more spaces than required.

Mr. King and Mr. Smith questioned the durability of the canopy.

Mr. Cranston reassured them the heavy-duty fabric would suffice.

Mr. Davis asked how the communication would work between the store and the customer as far as knowing when the customer had arrived, and if there was a sensor or something to notify the associate inside the customer was there.

Mr. Cranston stated he believes most if not all communication will be done through the phone app. He stated there would be a button to press when a customer had arrived or an associate outside to notify the correct employee.

Mr. King called for a vote on the application.

VOTE: 7 - Affirmative

#### **4. Other Business**

##### Code Office Updates by Mr. Kaiser:

Mr. Kaiser informed the Board that Franklin Printing and the Homeless Shelter have been in contact with the Code Office and are hoping to have applications ready for the April 8<sup>th</sup> meeting.

Mr. Kaiser stated he spoke with Bill Hamilton who is the architect for the shelter and advised him that a management plan should also be submitted.

Mr. King asked Mr. Kaiser what the status was with getting Seth Kempton to clean up all the trash and garbage bags on his property and if we were sending letters to him or his previous tenant Crystal Neil.

Mr. Kaiser stated the Code Office has sent several letters to both Mr. Kempton and Ms. Neil with no response, and that the matter has been referred to the Town’s attorney.

Ms. Murphy made a motion to adjourn the meeting.  
Mr. King seconded the motion.

VOTE: 7 - Affirmative

The meeting adjourned at 6:20 P.M.

Minutes respectfully submitted by Kate Foster.

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Planning Board

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Date