

**TOWN OF ALLENSTOWN**  
**Planning Board**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**March 03, 2021**

**CALL TO ORDER**

The hybrid (in-person and virtual) Allenstown Planning Board Meeting of March 03, 2021 was called to order by Chairman Mike O'Meara at 6:31 p.m. Chair O'Meara called for the Pledge of Allegiance.

**ROLL CALL**

Present on the Board: Mike Frascinella (Town Hall), Sandy McKenney (Town Hall), Diane Adinolfo (Town Hall), Mike O'Meara (Town Hall), Matt L'Heureux, alternate (at home & alone)

Chad Pelissier joined the meeting at 7:27 pm

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Others present: Brian Arsenault, Code Enforcement Officer (at home & alone)  
Matt Monahan, CNHRPC (at home & alone)

Allenstown Staff: Derik Goodine, Town Administrator (Town Hall)

Public Officials: None

The following statement established authority to hold an electronic meeting, along with remote viewing and listening guidelines.

As Chair of the Allenstown Planning Board, I, Mike O'Meara, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is only limited space at the physical location to observe and listen to this meeting, thus we are broadcasting it virtually, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

**a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.** We are utilizing a Conference Call and Zoom Video Conferencing. We will also be attempting to use Facebook Live, as long as band width allows, as a redundant video source for this electronic meeting. It is not the official source for the meeting. All members of the Planning Board have the ability to communicate during this meeting through one of these platforms, and the public has access to listen and, if necessary, participate in this meeting by dialing the following phone number: 603-485-7321, password 1234 or by clicking on the website address link below or by typing it into your browser.

<https://us0=eFdrV3E0aFpJN1NnNnNna21YaHFQQT09>

**b) Providing public notice of the necessary information for accessing the meeting.** We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Planning Board page attached to the agenda for this meeting. Facebook Live is another platform for viewing the meeting.

**c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.**

If anybody has a problem, please call 207-595-0310 or email at:

[dgoodine@allenstownnh.gov](mailto:dgoodine@allenstownnh.gov).

If the video begins to lag, or there are rare audio issues, please call the Conference line to listen to the meeting.

**d) Adjourning the meeting if the public is unable to access the meeting.**

In the event the public is unable to access the meeting, it will be adjourned and rescheduled. The meeting will only be adjourned if the Conference Call fails to work.

The meeting may be paused if the video links fail, and a quorum of the Planning Board is needed on the Conference Call.

Please note that all votes taken during this meeting shall be done by roll call voice vote.

## **OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS**

- **Continue the chapter-by-chapter review of the proposed administrative changes to the Allenstown Zoning Ordinances**

Mr. Frascinella reviewed the work done at the last meeting. He asked Chair O'Meara about the issue of the effective date and the definition of severability and separability.

Chair O'Meara said those issues have not yet been resolved.



Mr. Frascinella noted that there are multiple fonts used throughout the document. He confirmed that the issue of indoor and outdoor regulations would be dealt with later. After the last meeting, he said that he checked all of the cross references. He asked if the repeal of March 2003 was for the entire 402 section or only item 402.3.

Chair O'Meara responded that it was probably only 402.3.

Mr. Arsenault asked if there were revisions prior to 2010.

Mr. Monahan said they would have to go through the Town Reports.

Mr. Frascinella said he had no edits for Chapter 5.

Mr. Arsenault said he had several questions about Chapter 5. He said that the residents of the R-1 (A) zone have both town water and sewer, and those of R-2 (B) have neither. He asked about designations for those with town water and septic and those with town sewer and a well. If they have town sewer and a well, he said, they were getting the town sewer service at no cost because sewer costs are calculated from the readings of the water meters.

Mr. Goodine said that was true unless there was a water meter on their well. Or, he said, they could have metered and unmetered sewer. Lot size is an issue if the house will be on septic.

Mr. Arsenault next noted the names of the various districts within the zones, with #6 being the Suncook Village zone and #23 being the Suncook Village Infill Development District #23. The Agricultural/Conservation District is #22. Then there is the Groundwater Protection Overlay District and the Manufactured Housing Park Overlay District.

Chair O'Meara said that the districts are within the zones and can only be modified via approved warrant articles. He reminded the members that they are focusing now on administrative changes only. He said this would be an action issue if areas do not fit in an existing zone. All districts should be added within their zones.

Mr. Goodine said that districts offer more protection.

Mr. Arsenault pointed out the date of March 14, 2017 on the Official Zoning Map and asked why it was there.

Chair O'Meara said they will have a statement saying that the Official Allentown Zoning Map is attached to this Ordinance, and they will delete the date in Section 504.

Ms. McKenney noted places where the text says 'zone' and should say 'zone or district.'

Mr. Arsenault questioned the use of the word 'street' in Section 601.

Mr. Monahan said that should be replaced with 'along a Class 5 or better public way.' He said that other sections with frontage will need that same language.

Mr. Arsenault next said that #6 refers to accessory small scale solar, for which there is no definition. Then, definition #70 is for 'flush mounted solar panels,' and should be 'solar panels, flush mounted,' so that it will be with other solar definitions alphabetically.

Chair O'Meara said they should take out the word 'accessory.'

Mr. Monahan next said Article 28 is Alternate Energy and includes small wind systems and small-scale solar siting.

Mr. Frascinella said that is Chapter 30 in the current version.

Mr. Arsenault said that car ports are not listed as accepted uses in Section 601, but it is allowed under a special exception if it encroaches on another property in the back. Yet, he said, a resident would need a variance to build a car port which does not encroach.

Chair O'Meara said they have discussed this with the town attorney, and they should leave it alone.

Mr. Arsenault referenced Section F regarding removal of fill, gravel, stone, or loam. He asked what was to be done when a house is being built.

Chair O'Meara said that this is in the open space and farming district.

Mr. Arsenault said he thinks it means a quarry.

Mr. Monahan suggested adding the word 'commercial.'

Mr. Arsenault asked about private outdoor recreation (J) where there is no definition.

Chair O'Meara said this is the open space and farming district.



Mr. Arsenault asked why it is limited to outdoor; Why not indoor?

Chair O'Meara said that indoor could be added, but not as an administrative change.

Mr. Arsenault then addressed Section 604. He said that the ZBA dealt with this issue in distinguishing between a barn and a shed. He likes 'accessory structure' for all of these types of structures. He also noted that there are two definitions for accessory structure.

Mr. Monahan said that all of these are okay, with the proper setbacks.

Ms. Adinolfo asked about the regulations for swimming pools, where the setback in the back is addressed but not for the sides and the front.

Chair O'Meara said that the sides and front are the same as other structures – 30 feet and 20 feet, respectively. The back requires 15 feet, not 30. He said that they do not want to be too restrictive with Allentown residents. Many lots are small.

Mr. Arsenault suggested adding examples to the definition of 'accessory structures.'

Ms. Adinolfo agreed and noted that she had suggested that.

Chair O'Meara said he liked that idea.

Mr. Monahan said the examples could be offered as 'included but not limited to.'

Chair O'Meara said they would add examples for #6 and leave #7 as it is, because it is for agriculture and farming.

## **NEW BUSINESS**

None.

## **UNAPPROVED MINUTES**

### **▪ February 03, 2021**

Ms. Adinolfo made a motion to approve the minutes of the February 03, 2021 meeting as written. Ms. McKenney seconded the motion.

Chair O'Meara called for a vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Matt L’Heureux – Aye, and Michael O’Meara – Aye.

The motion carried unanimously, and the minutes for February 03, 2021 were approved as written.

### **CORRESPONDENCE & OTHER BUSINESS**

Chair O’Meara stated that there would be online planning board classes on Saturday, May 15<sup>th</sup>, from 9:00 am until noon, in case anyone is interested.

Mr. Arsenault suggested notifying residents who might be interesting in joining the Planning Board or the ZBA. He said a notice at the Town Election would be a good idea.

### **STAFF UPDATES**

None.

### **SCHEDULING OF NEXT MEETING**

Chair O’Meara announced Wednesday, March 17, 2021 at 6:30 p.m. as the date and time of the next meeting.

### **ADJOURNMENT**

Ms. Adinolfo made a motion to adjourn at 8:04 pm. Ms. McKenney seconded the motion.

Chair O’Meara called for a vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Matt L’Heureux – Aye, and Michael O’Meara – Aye.

The motion carried unanimously, and the meeting was adjourned.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**March 03, 2021**

Approval:	
<i>Michael A. O'Meara</i>	<i>17-MAR-2021</i>
MICHAEL O'MEARA, Chair	DATE
N/A	N/A
CHAD PELISSIER, Vice Chair	DATE
Yes – Via Roll Call Voice Vote	March 17, 2021
DIANE ADINOLFO, Member	DATE
Yes – Via Roll Call Voice Vote	March 17, 2021
MICHAEL FRASCINELLA, Member	DATE
Yes – Via Roll Call Voice Vote	March 17, 2021
MATTHEW L'HEUREUX, Alternate Member	DATE
Yes – Via Roll Call Voice Vote	March 17, 2021
SANDRA MCKENNEY, Ex-Officio	DATE



**SIGNATURE PAGE**  
**Planning Board**  
**March 03, 2021**

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MATTHEW L'HEUREUX, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE