

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
February 21, 2018

Call to Order.

The Allenstown Planning Board Meeting for February 21, 2018 was called to order by Chair Mike O'Meara at 6:30 p.m.

Roll Call.

Present on the Board: Diane Adinolfo, Chad Pelissier, Mike Frascinella and Mike O'Meara

Ex-Officio: Ryan Carter – Not Present

Others Present.


Residents of Allenstown: See Below

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Allenstown, New Hampshire 03275

Meeting Date: 02 / 21 / 2018

Sign-In Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
Edward Emond		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Leominster NH
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Others Present: Matt Monahan, CNHRPC

Other Public Officials: None

Allenstown Staff: None

OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- a. None

NEW BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS.

- a. Lincoln Street Right-of-Way revision: conceptual discussion.

The Board of Selectmen (BOS) requested input and recommendation from the Planning Board on a proposed sale of public land on Lincoln Street. The proposal involves the transfer of public and private land between the town and a private party. Also included is the construction of a "Hammerhead" at the top of Lincoln Street (at no cost to the town) to provide a turn-around area for town vehicles to permit driving down the street rather than having to back vehicles down to Granite Street. Proposed improvements also include the construction of a Class V road (extending the existing road) to access the Hammerhead and an adjacent housing lot.

Mr. Edward Emond was present at the meeting and was invited by the Chair to discuss the conceptual proposal. Mr. Emond outlined the concept in detail, including the construction of the Hammerhead, extension of the existing road, transfer of land between himself and the town to facilitate the proposal, and the development of a housing lot in the same area.

Following review of the concept, and discussions with Mr. Emond, the Board had no issues or concerns with the concept and recommended to the BOS to move forward with the process. As this was a conceptual discussion, the presented proposal is not binding on either party. Subject to Regulation requirements, a future application to the Planning Board for any development of the housing lot may also be required.

- b. Interpretation of Site Plan Regulation Section 4.01(e) regarding the duration of a site plan approval prior to securing a building permit.

Pursuant to a request from a recent applicant, the Planning Board was asked to render an interpretation on Section 4.01(e) of the Site Plan Regulation regarding the duration of a site plan approval prior to securing a building permit.

Section 4.01(e) of the Regulation states:

"Upon approval of a site plan by the Board, the applicant shall have a period of one year to secure a building permit unless the Board authorized a longer period not to exceed one year."

In summary, the applicants question was in relation to what constitutes “approval”, i.e. is it when the Board approves the application (at a meeting of the Board) or when the site plans are submitted and signed.

During discussion amongst the Board members it became clear that the current language was somewhat ambiguous and could be interpreted either way, with the members present initially being split 50:50 on an interpretation. After further discussion and debate, and to remove ambiguity going forward, the Board requested that Matt Monahan draft revised language for the Board to consider clarifying what is meant by “approval”. Some ideas for the revised language were discussed. Matt will finalize the proposed revisions and bring back before the Board for review/approval.

Given the current lack of clarity, The Chair requested a consensus of the Board to interpret the meaning of “approval”. All members present agreed to interpret the current language as meaning that “approval” is when the Final Site Plans are submitted and signed.

c. Review potential MS4 changes to the Zoning Ordinance, Town Ordinance, Site Plan Regulations, and Subdivision Regulations.

Matt Monaghan provided an overview and explanation of potential MS4 changes to the following:

- Illicit Discharge Ordinance
- Article XXIV–Groundwater Protection Overlay District
- Article XXV–Allenstown MS4 Post-Construction Stormwater Management Ordinance
- Site Plan Review Regulations, and
- Subdivision Regulations

This was an introduction to the Planning Board members of the potential changes required for compliance with the requirements of the Town’s Municipal Separate Storm Sewer System (MS4) General Permit issued by USEPA under the National Pollution Discharge Elimination System (NPDES) program and applicable regulations. Matt provided an overview of the changes for informational purposes in advance of the Planning Board taking up and working on the proposed changes in the coming months. No action was required of or taken by the Board at this time. The proposed changes will be considered, and public notification provided (as/if required) in due course.

UNAPPROVED MINUTES:

- a. Review and approve minutes from the January 17, 2018 and the January 24, 2018 meetings.

The Chair requested a motion to approve the minutes of the January 17, 2018 and the January 24, 2018 meetings as written. Motion to approve made by Mike Frascinella. Motion seconded by Diane Adinolfo.

Vote: Diane Adinolfo–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed and the minutes for January 17, 2018 and January 24, 2018 were approved.

IV. CORRESPONDENCE & OTHER BUSINESS:

- a. None

V. STAFF UPDATE:

- a. None

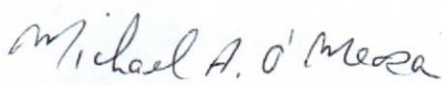
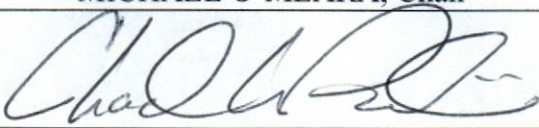
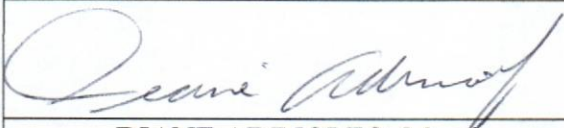
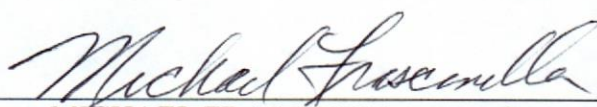
VI. ADJOURN

There being no further business before the board, the Chair requested a motion to adjourn. Motion to adjourn made by Diane Adinolfo. Motion seconded by Mike Frascinella.

Vote: Diane Adinolfo–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed, and the meeting was adjourned at 7:32 p.m.

Signature Page

Approval:	
	3/21/2018
MICHAEL O'MEARA, Chair	DATE
	3/21/18
CHAD PELISSIER, Vice Chair	DATE
	3-21-18
DIANE ADINOLFO, Member	DATE
	3/21/2018
MICHAEL FRASCINELLA, Member	DATE
ABSTAIN.	3-21-2018
RYAN CARTER, Ex-Officio	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	RYAN CARTER, Ex-Officio	DATE

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