

**Planning Board Meeting Minutes
Allenstown Town Hall - 16 School Street
Allenstown, New Hampshire 03275
August 02, 2023**

Call to Order

The Allenstown Planning Board Meeting of August 02, 2023 was called to order by Chair Diane Adinolfo at 6:32 PM. Chair Adinolfo called for the Pledge of Allegiance.

Roll Call

Present on the Board: Diane Adinolfo, Sandy McKenney, Chad Pelissier, Michael Juranty, and Michael Frascinella.

Excused: Kaitlyn Sheridan

Absent: N/A

Ex-Officio: Sandy McKenney

Residents of Allenstown: None - See Below

Page ____ of ____

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

Meeting Date: 8 / 2 / 23

Sign-In Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
Ryan Weiss	<i>Ryan Weiss</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2 Bartlett Manager, LLC
Abby Weiss	<i>Abby Weiss</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2 Bartlett Manager, LLC
Will Readington	<i>Will Readington</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wadleigh Stone + Peters
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Allenstown Staff: Derik Goodine – Town Administrator

Brian Arsenault – Building Inspector & Code Enforcement Officer

Others present: Ryan Beaudry – Alternate Member

Matt Monahan – Central New Hampshire Regional Planning Commission

Ryan Weiss – 2 Bartlett Manager, LLC

Abby Weiss – 2 Bartlett Manager, LLC

OLD BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- None

NEW BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

2 Bartlett Street – Request for Waiver from Site Plan Review

Request from 2 Bartlett Manager, LLC for a Waiver from Site Plan Review for the proposed renovation of one of the vacant commercial units on the property, and to convert that space into two 2-bedroom residential apartments.

On behalf of 2 Bartlett Manager, LLC, Mr. Reddington presented the submitted written request to the Board Members, requesting a Waiver from Site Plan review in accordance with Article III, B.4 of the Allenstown Site Plan Review Regulations, which states:

"When it is unclear if a project requires site plan review, an applicant may request a waiver from the Planning Board, in writing, from the site plan review process. The Planning Board may or may not grant the waiver based upon the merits of the waiver request."

2 Bartlett Street is currently a mixed-use property with six apartments and two commercial spaces. The current owners wish to convert the larger of the commercial spaces into two 2-bedroom apartment units, leaving the property with eight (8) apartments and one (1) commercial space. The remaining commercial space is currently unoccupied.

The Waiver request resulted in discussion and questions from the Board, which were addressed one by one. During the presentation, it was also stated that:

- There would be no external changes to the existing building,
- There would be no changes to the existing lot, and that
- Snow storage would be on-site.

During subsequent discussion, other questions were posed by the Board including:

- Position and adequacy of dumpsters,
- Number of existing parking spaces (currently 14), and
- Potential for changes in traffic flow.

It was opined that additional dumpster space might not be needed, and that the current number of parking spaces is adequate. It was also discussed by the Applicant that the proposed change could result in decreased traffic flow due to the residential nature of the change.

It was also discussed that if the Board was to grant the Waiver Request, could the following conditions be attached to an approval Motion:

1. That there are no external changes to the existing building,
2. That there would be no changes to the existing lot,
3. That any additional dumpsters would not impact parking spaces,
4. That snow storage will be on-site,
5. That there will be no reduction in existing parking spaces,
6. That there will be no increased traffic flow.

A concern was raised by the Building Inspector that attaching conditions to an Approved Motion might not be the way to ensure that conditions of approval are documented and go with the property should it be sold in the future. A discussion then ensued about how best to address that concern which resulted in the below additional condition and proposal to potentially document them in an NOD.

7. That a signed Notice of Decision incorporating these conditions be recorded at the Merrimack County Registry of Deeds.

Concern was again expressed if an NOD would be effective in capturing the conditions and be enforceable in the future if the applicant or a future property owner deviated from the agreed upon conditions?

Further discussion then centered around whether an NOD would be sufficient or whether the conditions of approval for the requested Waiver should be captured as a submitted Plan Note. During that discussion, the Building Inspector opined that he believed a Site Plan should be submitted; something akin to an "as-built" plan with notes addressing the conditions.

It was also noted that any Site Plan submitted to the Board would be for the "as-built" layout of the property, given that there will be no exterior changes to the building or the lot, rather a Site Plan for the existing property. It was also stated that the last Site Plan on record for the property was from the early 1960's.

After consideration of all input and discussion, the Chair decided to continue the request until the August 16, 2023, Planning Board meeting in order to consult with legal counsel on how best to proceed.

- **Review Sample STR Ordinance provided by the Town Attorney**

Chair Adinolfo briefly discussed a telephone discussion with the Town Attorney about the Draft STR Ordinance created by the Board, and a sample document later provided for review, explaining that there was a greater emphasis on fire and code inspections prior to approval of an STR, and subsequent enforcement in the sample document, compared to that proposed by the Board. It was also noted that the municipality for which the sample ordinance was created chose not to proceed with its implementation.

The Chair advised that she wants to proceed by performing a further review of STR Ordinances that exist in other municipalities and asked the Board Members to assist with that. The Chair will provide the listing of towns with existing STR ordinances that Members can use to aid in that review.

UNAPPROVED MINUTES

- **July 19, 2023**

Sandy McKenney made a Motion to approve the minutes of July 19, 2023. Michael Juranty seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Juranty- Aye, and Michael Frascinella- Aye.

The Motion passed, and the minutes for July 19, 2023 were approved.

CORRESPONDENCE & OTHER BUSINESS

None.

SUBCOMMITTEE & STAFF UPDATE

None.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES

- Mr. Arsenault said he was notified that the MRF facility on Rt. 28 intends to apply for a permit to expand the building, has provided some architectural information and that he has requested a Site Plan from them.
- The owners of 91 Pinewood Rd. are likely moving forward with a sporting/recreational type of development for the property.
- The Select Board continues to work on the Kettle Rock Rd. matter.

SCHEDULING OF NEXT MEETING

The next meeting of the Board is scheduled for August 16, 2023.

ADJOURN

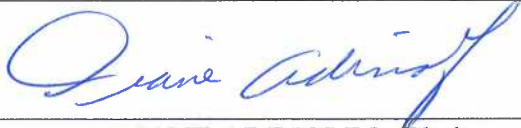
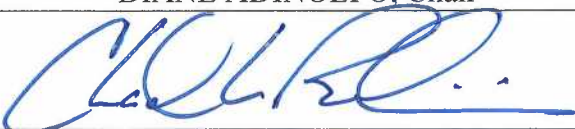
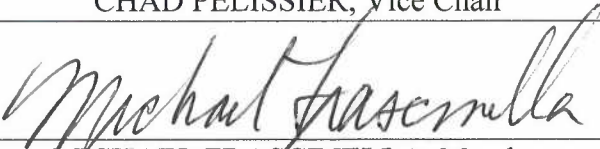
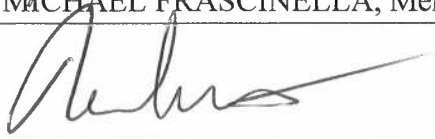
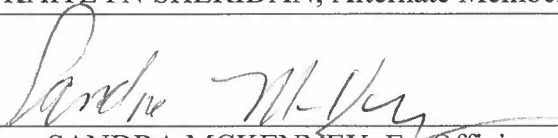
Sandy McKenney made a Motion to adjourn. Michael Juranty seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Juranty- Aye, and Michael Frascinella- Aye.

The Motion passed, and the meeting was adjourned at 7:46 PM.

SIGNATURE PAGE
Allenstown Planning Board
August 02, 2023

Approval:	
	8/16/23
DIANE ADINOLFO, Chair	DATE
	8/16/23
CHAD PELISSIER, Vice Chair	DATE
	8/16/23
MICHAEL FRASCINELLA, Member	DATE
	8/16/23
MICHAEL JURANTY, Member	DATE
n/a	n/a
RYAN BEAUDRY, Alternate Member	DATE
n/a	n/a
KAITLYN SHERIDAN, Alternate Member	DATE
	08-16-23
SANDRA MCKENNEY, Ex-Officio	DATE

SIGNATURE PAGE
Planning Board
August 02, 2023

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	DIANE ADINOLFO, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MICHAEL JURANTY, Member	DATE
	RYAN BEAUDRY, Alternate Member	DATE
	KAITLYN SHERIDAN, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE