

Planning Board Meeting Minutes
Allenstown Town Hall - 16 School Street
Allenstown, New Hampshire 03275
September 06, 2023

Call to Order

The Allenstown Planning Board Meeting of September 06, 2023 was called to order by Chair Diane Adinolfo at 6:36 PM. Chair Adinolfo called for the Pledge of Allegiance.

Roll Call

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

Excused: Michael Frascinella
 Kaitlyn Sheridan

Absent: N/A

Ex-Officio: Sandy McKenney

Residents of Allenstown: None (see Below)

Page 1 of 1

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

Meeting Date: 9 / 6 / 23

Sign-In Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
Will Reddington	<i>Will Reddington</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	WSP
Ryan Weiss	<i>Ryan Weiss</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	"
		<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*
 Ryan Weiss – 2 Bartlett Manager, LLC
 Will Reddington – Wadleigh, Starr & Peters, Attorney for 2 Bartlett Manager, LLC
 Matt Monahan – Central New Hampshire Regional Planning Commission
 Mike O'Meara – Volunteer Administration

* In the absence of Mr. Frascinella, Chair Adinolfo invited Mr. Beaudry to participate as a full member of the Board for this meeting.

OLD BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- None

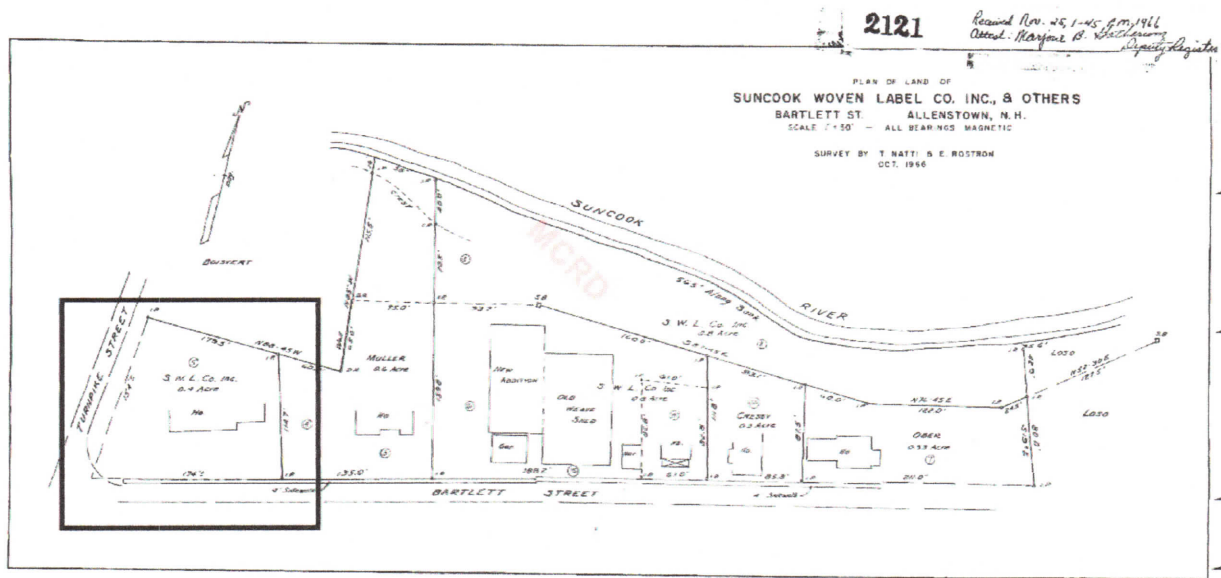
NEW BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

• Continuation - 2 Bartlett Street – Request for Waiver from Site Plan Review

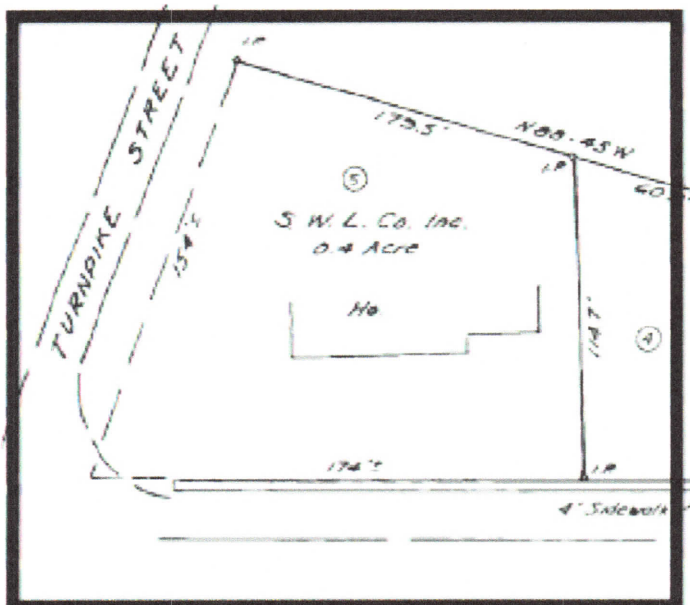
2 Bartlett Manager, LLC has requested a Waiver from Site Plan Review for the proposed renovation of one of the vacant commercial units on the property, and to convert that space into two 2-bedroom residential apartments.

Chair Adinolfo asked representatives of 2 Bartlett Manager, LLC if they had any additional information that they would like to present.

Mr. Reddington presented a general plan from 1966 for the area where the property is located— see below: (emphasis added for subject property)



Overall Plan View



Subject Property Plan View

While members reviewed the document, he explained that it is not a site plan but shows the dimensions of the property and that they are back before the Board to answer any additional questions. Chair Adinolfo clarified with Mr. Reddington that this shows dimensional information but does not depict site specifics such as parking spaces to which Mr. Reddington replied that was correct and that it is not a site plan.

Chair Adinolfo invited input from Brian Arsenault, Building Inspector & Code Enforcement Officer, while also speaking to a concern from last meeting regarding parking spaces, their proximity to boundary lines and whether they are fully contained on the property.

Mr. Arsenault advised that as the plan had only been received on the day of the meeting, it did not afford him the opportunity to visit the property to try and locate the boundary markers, while referencing the markers shown on the plan document. It was also noted that the property marker for the intersection of Turnpike & Bartlett Streets was not shown. Mr. Arsenault expressed concerns about being able to determine whether the parking spaces currently being utilized for the property are fully contained on the site or if they have encroached on other properties. He also discussed the siting of a new bridge that was built since the creation of the 1966 plan, potentially causing further uncertainty. Due to the totality of circumstances, Mr. Arsenault stated that he would like to see a site plan for the property depicting parking spaces in compliance with the Town's Zoning Ordinance. He also discussed the possibility of more than one vehicle per apartment being on site and questioned where they might park, further supporting the need for a site plan depicting the maximum numbers of parking spots possible on the site.

Chad Pelissier additionally discussed the location of the new bridge and the potential changes that it caused to property lines in the neighborhood, including State owned vs. private property and associated boundary lines. Mr. Pelissier stated that while the history of the plan is good, he does not know if it actually depicts the current status of the subject site or other properties in the area. There was some further general discussion regarding State property with Mr. Pelissier providing historical background on issues that had occurred following the construction of the bridge, including State-owned property that private property owners mistakenly believed was their property, which could not be included when calculating the number of parking spaces for a privately owned site.

Mr. Reddington next referenced the possibility of an "as-built" site plan with a Notice of Decision (that would include conditions) that was discussed at the previous Board meeting. Chair Adinolfo advised that the Board had consulted with the Town Attorney, but any such path would only apply if the Board decided to grant the requested Waiver.

Sandy McKenney asked about the number of tenants and parking spaces at the site. It was clarified that there are currently 14 parking spaces, and if the current proposal proceeds, there would be 8 residential units and 1 commercial unit on the site. Ms. McKenney asked about the lack of visitor parking, to which Mr. Reddington responded that there are 6 commercial parking spaces and they do not see a conflict as they could be used for visitor parking during off-hours, on weekends and after working hours. Mr. Reddington further stated that the site does currently meet the Zoning Requirement of 1 parking space per apartment.

Mr. Pelissier asked Mr. Arsenault his opinion about an "as-built" plan, to which he responded that the current plan does not show off-sets or parking, and it would be nice to know the number of parking spaces the site can support before it triggers parking on the street. Mr. Arsenault also advised that he is ok with whatever nomenclature is used to describe a plan as long as the plan is put together by a land surveyor and not developed from a GIS from the Town's website, as that is not accurate.

Mr. Reddington inquired about the possibility of conditional approval from the Board pending the development of a site plan showing the necessary information for the property. Chair Adinolfo responded that while the intent is understood, the Board needs the information before making a decision. Following a clarification request from Mr. Arsenault, the Chair reiterated the need for information prior to a decision and opined that it would provide clarity for the Town and the applicant.

The Chair also invited input from Board members. Michael Juranty discussed the potential for adding another condition regarding the provision of a site plan that shows adequate on-site parking after a decision on the requested Waiver from Site Plan Review is made by the Board. He opined that it would show ~~it would show~~ compliance with a Notice of Decision, or not. *OK 9/20/23*

Michael O'Meara reminded all present that it is a Request for a Waiver from Site Plan Review that is before the Board, and that based on input received during the meeting, Mr. Arsenault has concerns about the current parking on the site, and whether it is on the property, or not, and that M. Pelissier, in his capacity as Road Agent, has echoed that. Mr. O'Meara also advised that if the requested Waiver was not granted, a new application with a site plan would then be required.

Following further discussions between the applicant and the Board, the applicant initially requested a continuation until the September 20, 2023 Board meeting to develop a site plan for the property, to be prepared by a land surveyor. Mr. O'Meara advised that may not provide sufficient time for the applicant to engage a surveyor, survey the site, develop, and provide a site plan to present to the Board. The applicant then chose to request a continuation to the October 4, 2023 meeting, which was granted by the Board.

- **Revised STR Ordinance**

Review proposal for the revised STR Ordinance as discussed at the August 16, 2023 PB Meeting.

Chair Adinolfo shared the proposed Draft STR Ordinance that had been developed since the last meeting with the Board, outlining an Abstract of the proposal for review. The draft adopted the definition of a Short-Term Residential Rental as discussed at the August 16, 2023 meeting and will create a new Chapter in the Allentown Zoning Ordinance, which, if adopted at Town Meeting in March 2024, will give the Planning Board the authority to adopt regulations relative to Short-term Residential Rental of dwellings. The Board concurred with the proposal which will now be integrated into a revised draft of the Zoning Ordinance and be processed through the necessary legal review and Planning Board steps (incl. Public Hearing(s)) to be included as a Warrant Article for the 2024 Town Meeting.

Table of Uses

As mentioned at the August 16, 2024 PB Meeting, a Table of Uses was developed which provides a visual representation of that is permitted, not permitted, permitted by ZBA Variance, etc. for all Zones in Allentown, as reflected in the current Zoning Ordinance. Added to the table was information on the newly proposed Short-Term Residential Rental Ordinance and in particular, where in town such activities should be permitted, not permitted, etc. Following discussion amongst the members, it was decided that this use would be permitted in the Residential (incl. all sub-zones) & OSF Zones, permitted via ZBA Variance in the Business and Commercial/Light Industrial Zones, and not permitted in the Industrial Zone. Further discussion took place on other items for clarification.

The Members concurred with the Table of Uses as revised during the Meeting, and a proposal to add this new table to the Zoning Ordinance will be presented to town residents via a Warrant Article at the 2024 Town Meeting.

UNAPPROVED MINUTES

- **August 16, 2023**

Chad Pelissier made a Motion to approve the minutes of August 16, 2023. Michael Juranty seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Chad Pelissier- Aye, Michael Juranty- Aye, and Ryan Beaudry- Abstain.

The Motion passed, and the minutes for August 16, 2023 were approved.

CORRESPONDENCE & OTHER BUSINESS

None.

SUBCOMMITTEE & STAFF UPDATE

None.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES

- Mr. Arsenault mentioned that he had recently visited the site of the new school and that work was progressing towards completion for some time next year.
- Mr. Arsenault raised the possibility of raising the current 10Kw limit for Small-Scale Solar Installations to 30 Kw. This was previously discussed by the Board in April 2023 and tabled pending gathering of further information.
- Mr. Arsenault advised that he was still awaiting an application for 179 Granite St. which had previously been the subject of a non-binding consultation with the Board.

SCHEDULING OF NEXT MEETING

The next meeting of the Board is scheduled for September 20, 2023.

ADJOURN

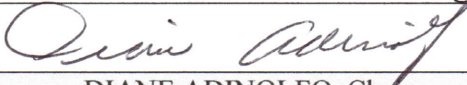
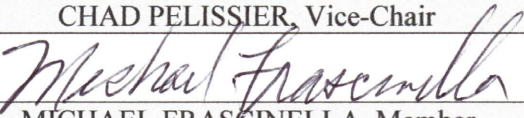
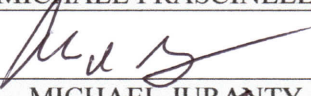
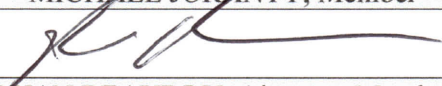
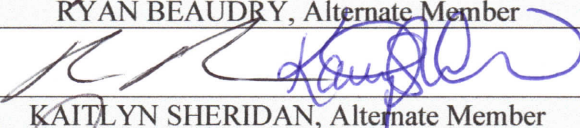
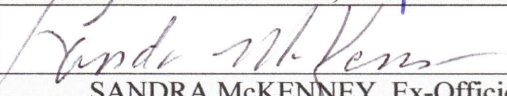
Chad Pelissier made a Motion to adjourn. Ryan Beaudry seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the meeting was adjourned at 7:58 PM.

Signature Page
Town of Allenstown Planning Board
Public Meeting Minutes
September 06, 2023

Original Approval:	
	9-20-23
DIANE ADINOLFO, Chair	DATE
ABSENT	N/A
CHAD PELISSIER, Vice-Chair	DATE
	9/20/23
MICHAEL FRASCINELLA, Member	DATE
	9/20/23
MICHAEL JURANTY, Member	DATE
	
RYAN BEAUDRY, Alternate Member	DATE
	09-20-23
KAITLYN SHERIDAN, Alternate Member	DATE
	09-20-23
SANDRA McKENNEY, Ex-Officio	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
Corrected typo on page 4. mark up attached. QA 9-20-23		
	DIANE ADINOLFO, Chair	DATE
	CHAD PELISSIER, Vice-Chair	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MICHAEL JURANTY, Member	DATE
	RYAN BEAUDRY, Alt. Member	DATE
	KAITLYN SHERIDAN, Alt. Member	DATE
	SANDY McKENNEY, Ex-Officio	DATE