

**Planning Board Meeting Minutes  
Allenstown Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
September 20, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of September 20, 2023 was called to order by Chair Diane Adinolfo at 6:32 PM. Chair Adinolfo called for the Pledge of Allegiance.

Note: Due to an internet outage at Town Hall, remote attendance via Zoom, and simultaneous broadcast via Facebook Live were unavailable. In accordance with the advisory provided in the agenda, the meeting continued as the meeting location was fully open to the public. Remote attendees joined via telephone, which permitted contemporaneous communication with the Board.

**Roll Call**

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

Excused: Derik Goodine

Absent: Chad Pelissier

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Allenstown Staff: Brian Arsenault – Building Inspector & Code Enforcement Officer (remote)

Others present: Ryan Beaudry – Alternate Member

Kaitlyn Sheridan – Alternate Member\*

Matt Monahan – CNHRPC (remote)

Mike O'Meara – Volunteer Administration

\* In the absence of Mr. Pelissier, Chair Adinolfo invited Ms. Sheridan 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**

- **Allenstown Floodplain Regulation Review**

This item was tabled for review at the next PB Meeting due to no internet connectivity at Town Hall.

- **Revisit Small-Scale Solar Limit**

At the request of Brian Arsenault, the Board revisited the topic of raising the limit for Small-Scale Solar Installations, which was originally discussed and tabled by the Board at the April 19, 2023 meeting, pending further information. The proposal was to raise the current limit of 10kW to a new limit of 30kW. The Board discussed the proposal, and Sandy McKenney asked if the new proposed limit was appropriate. Mr. Arsenault advised that he had consulted with Mr. Bob Hayden of Standard Power (who is assisting the Town with a Community Power Plan) who opined that the new proposed limit was appropriate. The Board concurred

with the new proposed limit of 30kW, which will be added to the proposed changes in the Zoning Ordinance to be presented to town residents at the March 2024 Town Meeting.

- **Review Lot Line Setback**

At the request of Brian Arsenault, the Board was asked to review and clarify the Front Lot Line Setback for a Sign in the Commercial/Light Industrial Zone, which currently states that it is to be 5/20 (ft.). Following discussion among the Members, and consideration of matters such as location of current signs in town, adequate provisions for snow plowing, etc., the Board agreed that in the interest of clarity, the setback be revised to state 20 feet. The revised limit will be added to the proposed changes in the Zoning Ordinance to be presented to town residents at the March 2024 Town Meeting.

## **UNAPPROVED MINUTES**

- **September 06, 2023**

Sandy McKenney made a Motion to approve the minutes of September 06, 2023 with a correction to remove the second instance of “it would show” on page 4. Michael Juranty seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Frascinella- Aye, Michael Juranty- Aye, and Kaitlyn Sheridan- Abstain.

The Motion passed, and the minutes for September 06, 2023 were approved as corrected.

## **CORRESPONDENCE & OTHER BUSINESS**

- Based on his review of the latest NH Housing Survey that had been previously distributed to Board Members, Michael Juranty raised the possibility of revising the Zoning Ordinance to permit detached ADU's in town and opined that it might be a way to address the availability of housing stock. There followed a general discussion on the idea amongst those present, with questions or concerns raised on what this would potentially look like from an ordinance language perspective, siting of a detached structure on an existing land parcel, boundary setbacks, utilities (water, sewer, electric, etc.), the detached ADU's conformance to the character of the existing dwelling, and related topics. It was ultimately decided that additional research would be conducted, and the idea brought back to the Board for further discussion.

## **SUBCOMMITTEE & STAFF UPDATE**

None.

## **BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES**

- Brian Arsenault advised that he had been contacted about the possibility of operating a scrap metal operation from a former medical device storefront on School Street. There was some discussion on the permissibility of such a business in the zone, and impact on surrounding business and residents. There is no action required of the Board at this time.

- Mr. Arsenault also advised that he had been contacted about the possibility of operating a daycare center at the site of a former church on Pinewood Road, which is not permitted in the zone.
- Mr. Arsenault additionally advised about the potential for an upcoming subdivision application for a parcel of land on Main Street. No action required by the Board at this time.

#### **SCHEDULING OF NEXT MEETING**

The next meeting of the Board is scheduled for October 04, 2023.

#### **ADJOURN**

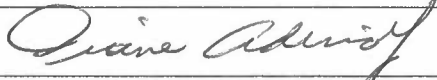
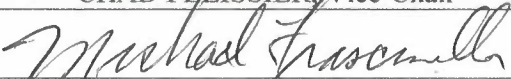
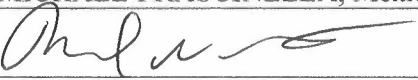
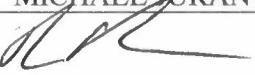
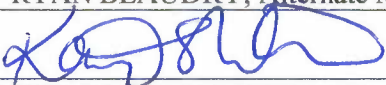
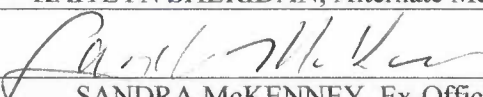
Sandy McKenney made a Motion to adjourn. Michael Frascinella seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Frascinella- Aye, Michael Juranty- Aye, and Kaitlyn Sheridan- Aye.

The Motion passed, and the meeting was adjourned at 7:19 P.M.

**Signature Page**  
**Town of Allenstown Planning Board**  
**Public Meeting Minutes**  
**September 20, 2023**

<b>Original Approval:</b>	
	10-4-23
DIANE ADINOLFO, Chair	DATE
ABSENT	N/A
CHAD PELISSIER, Vice-Chair	DATE
	10/4/23
MICHAEL FRASCINELLA, Member	DATE
	10/4/23
MICHAEL JURANTY, Member	DATE
	10/4/23
RYAN BEAUDRY, Alternate Member	DATE
	10/4/23
KAITLYN SHERIDAN, Alternate Member	DATE
	10-4-23
SANDRA McKENNEY, Ex-Officio	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	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