



Planning Board Meeting Minutes
Allenstown Town Hall - 16 School Street
Allenstown, New Hampshire 03275
October 04, 2023

Call to Order

The Allenstown Planning Board Meeting of October 04, 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, Michael Frascinella, and Michael Juranty.

Excused: N/A

Absent: Chad Pelissier

Ex-Officio: Sandy McKenney

Residents of Allenstown: See Below:

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

Meeting Date: 10 / 4 / 23

Sign-In Record

| Print Name | Signature | Indicate applicable status | |
|--------------------|--------------------|---|---------------------------------------|
| | | Allenstown Resident | If no, state Organization represented |
| David Mark Sanborn | <i>[Signature]</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Jamison Graham | <i>[Signature]</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Ryan Weiss | <i>[Signature]</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2 Bartlett Manager LLC |
| Will Reddington | <i>[Signature]</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | WSP |

Allenstown Staff: Derik Goodine – Town Administrator

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

Others present: David Mark Sanborn – Resident of Allenstown

Jamison Graham – Resident of Allenstown

Ryan Weiss – 2 Bartlett Manager LLC

Will Reddington – Attorney for 2 Bartlett Manager LLC

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 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 Manager LLC - 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.

Mr. Ryan Weiss of 2 Bartlett Manager LLC presented an update to the Board following the continuation that was granted per his request at the September 06, 2023 Planning Board Meeting.

Mr. Weiss advised that he did not have a Site Plan for the property that had been prepared by a licensed Land Surveyor, as he had agreed to provide at the September 06, 2023 PB Meeting. He offered two reasons for not providing the agreed upon plan – cost & availability. Mr. Weiss advised that he had contacted numerous Land Surveyors and the costs quoted were to an extent that would be prohibitive for the proposed project to convert an existing commercial space into two residential apartments. He also stated that the licensed surveyors were quoting several months' lead time before a survey of the property could be conducted, followed by a report of findings. Mr. Weiss apologized for not having the agreed upon Site Plan completed and asked to present a report of activities that had been conducted as a possible alternative. The Chair permitted the presentation of the alternate information.

Mr. Weiss began by summarizing the situation regarding the Surveyors, Site Plan, "as-Built" Plan, additional evidence to present to the Board, and offered a Site Walk before the Board makes a final decision. He also addressed the primary concerns of the Board – parking and property lines, explained that he had gone to the property with plans in hand to search for boundary monuments, that he had measured the parking lots and spoke with the owner of the abutting property at 6 Bartlett St – Mr. Jamison Graham.

Mr. Weiss next briefly reviewed the existing survey from 1966 and a 2 Bartlett Street Road Plan. He provided a pictorial view of the property with an outline of where he expected to find boundary markers, both for Bartlett St and Turnpike St. Mr. Weiss then presented the activities that he had conducted in an effort to locate the boundary lines of the property that would normally be reflected on a formal Site Plan. To support those activities, he introduced and provided copies of an undated document entitled: "**2 Bartlett St Site Plan Waiver**" with a by-line of "Information Compiled by Ryan Weiss", both being on the front page of the presentation. For completeness, the document presented and relied upon by Mr. Weiss in his testimony to the Board is attached and included by reference to these meeting minutes as Appendix I.

Referring to the provided document, Mr. Weiss explained that he had attempted to first locate the physical boundary pins for the abutting property on Bartlett Street by digging in the area, but despite his efforts, he was unable to do so. He described meeting Mr. Graham while conducting those activities and stated that Mr. Graham does not dispute the property line and existing parking at the 2 Bartlett St property. Mr. Graham also spoke to confirm what Mr. Weiss asserted, further advising that he does not oppose the project. Mr. Weiss also described his efforts along the rear property line which did not yield any results.

He next addressed the boundary markers for the front (Turnpike St) markers, advising that he had located 2 of the four expected markers, and provided visual evidence of those efforts in

his presentation. Also presented were measurements of the parking lot with supporting pictorial evidence to which Mr. Weiss referred and spoke about the activities and methods used to gather the presented evidence. Mr. Graham and Mr. Sanborn also again spoke in support of the information provided in the presentation and the project, which they stated would provide much needed additional residential space in town. Mr. Weiss also spoke to his belief that based on the activities he had conducted, the property would be capable of supporting more parking than initially thought.

Mr. Weiss concluded his presentation to the Board with the following summary that is reproduced verbatim:

- i. Front monuments are evidence that front parking is on Bartlett St Property
- ii. Back monuments are unknown, however property line is undisputed with neighbor
- iii. More parking is possible than previously thought
- iv. Site plan waiver is not requested due to any concerns with property passing site plan review
- v. This project puts the property into greater conformity with the zoning
- vi. No change to structure, site, pavement, etc.
- vii. We will be following all building regulations and codes, working closely with Brian, and pulling all permits as needed
- viii. Requesting waiver of Site Plan Review, would welcome a property walk with the board

Mr. Arsenault spoke to advise the Board that he was still of the opinion that a formal Site Survey should be conducted by the applicant and an updated Site Plan be produced for the property before granting the requested waiver from Site Plan Review.

There followed additional interaction with the Board and the applicant regarding parking, especially the accessibility of parking spots to the rear of the boundary line with 6 Bartlett St, which could be difficult to access due to the proximity of the existing structures on the site. Following discussions, the applicant offered to “angle” those spots to ensure accessibility for residents.

The Board also remained concerned about the lack of definitive proof of the boundary line between the property and the abutting property at 6 Bartlett St, despite the verbal agreement regarding its location between the current owners. In particular, the Board was concerned about the potential for future disputes should one or both of the current owners sell their properties. During discussions on the matter, Kaitlyn Sheriden offered the suggestion of creating a Boundary Line Agreement between the property owners which would serve to document the agreed upon location of the line. Both Mr. Weiss and Mr. Graham were agreeable to such an arrangement as a method of documenting the dividing line between their respective properties.

Michael O’Meara spoke to propose that if the Board should decide to grant the requested waiver, then an NOD should be issued documenting the decision, and that the NOD should include the requirement to complete a Boundary Line Agreement, both of which should be recorded at the Merrimack County Registry of Deeds.

There being no further questions from the Board, Sandy McKenney made a motion to Grant the Waiver from Site Plan Review as requested by the Applicant with the condition that a Boundary Line Agreement is also completed and both documents are filed at the Merrimack County Registry of Deeds. Michael Juranty seconded the motion.

Roll call vote was taken.

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

The motion passed, and the requested Waiver was granted, subject to the conditions of the motion.

- **Allenstown Floodplain Regulation Review**

Matt Monahan presented the proposed revisions to the Allenstown Floodplain Regulations. He advised that the revisions were the outcome of a State of NH review of our current zoning requirements to bring them in line with updated state regulations and guidelines. He also advised that this was part of a broader effort across the State.

Mr. Monahan went through the proposed revisions line-by-line with the Board, explaining the changes. There followed some general discussion between the Board and Mr. Monahan about the changes, with Mr. Monahan emphasizing that the proposal only brought the zoning ordinance in line with current state requirements and did not add any new regulation.

It was agreed that the proposed changes would be included in a proposed revision to the Zoning Ordinance, which would be further reviewed by the Board as part of the established process for recommending such changes, prior to being presented to residents at the March 2024 Town Meeting.

- **Industry Standard for Free Standing Signs**

Consider a change to *Section 1206. General Sign Regulations – All Districts* of the Zoning Ordinance to reduce the height of street numbers from 8 inches to 6 inches.

This item was considered at the request of Brian Arsenault, Building Inspector & Code Enforcement Officer. Currently, Section 1206 F of the Zoning Ordinance states: “*Eight inch (8”) high street numbers shall be included on all commercial freestanding signs for identification purposes and will not count towards the sign size.*”

Mr. Arsenault spoke about the request, explaining to the Board that, based on information that had been presented to him by industry professionals, the current practice and standard is for 4” high numbers (clarification that it was not 6” as previously stated). There followed a general discussion between Board Members and Mr. Arsenault about the request, visibility & legibility of the reduced size and overall appropriateness of reducing the height of the characters. Mr. Arsenault also stated that he would like the name of the road added into the Zoning Ordinance. It was agreed that Section 1206 F of the ordinance would be reworded to state:

“a minimum four inch (4”) high street numbers with road name shall be included on all commercial freestanding signs for identification purposes and will not count towards the sign size.”

This would be included in a proposed revision to the Zoning Ordinance, which would be further reviewed by the Board as part of the established process for recommending such changes, prior to being presented to residents at the March 2024 Town Meeting,

- **Follow-up Discussion on detached ADU's**

The Board further discussed revising the Zoning Ordinance to permit detached ADU's in Allenstown. Information gathered by Michael Juranty and Michal O'Meara was reviewed

with the Board. Items such as the character of a detached ADU, siting on a property, requirement for an additional parking space and additional curb cuts were discussed, as was driveway location and siting if an additional driveway was part of the detached ADU. The consensus of the Board was to allow flexibility in the character of a detached ADU and not enforce the character of the existing structure on the detached structure, along with flexibility in the ability to obtain additional curb-cuts (taking town roads & state roads into consideration), and permitting additional driveways on a property parcel, subject to meeting zoning requirements. It was also discussed that on smaller lots in town, where siting of a detached ADU would violate setbacks, a variance would be required from the ZBA. It was agreed that language would be developed and shared with the Board to add detached ADU's to the ordinance.

UNAPPROVED MINUTES

- **September 20, 2023**

Sandy McKenney made a Motion to approve the minutes of September 20, 2023.

Michael Juranty seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the minutes for September 20, 2023 were approved.

CORRESPONDENCE & OTHER BUSINESS

- **Zoning Ordinance Clarification**

After an inquiry from a commercial solar installer, it will be clarified in the Zoning Ordinance that the Small-Scale Solar installation limit is for the AC energy component that is delivered to the structure, regardless of coupling (connection) method used.

SUBCOMMITTEE & STAFF UPDATE

None.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES

None

SCHEDULING OF NEXT MEETING

The next meeting of the Board is scheduled for November 01, 2023.

ADJOURN



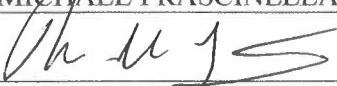

Sandy McKenney made a Motion to adjourn. Michael Juranty seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the meeting was adjourned at 8:31 P.M.

Signature Page
Town of Allenstown Planning Board
Public Meeting Minutes
October 04, 2023

| Original Approval: | |
|---|-------------------|
|  DIANE ADINOLFO, Chair | 11-1-2023 DATE |
| ABSTAIN | N/A |
| CHAD PELISSIER, Vice-Chair | DATE |
|  MICHAEL FRASCINELLA, Member | 11-1-2023 DATE |
|  MICHAEL JURANTY, Member | 11/01/23 DATE |
| RYAN BEAUDRY, Alternate Member | DATE |
| KAITLYN SHERIDAN, Alternate Member | DATE |
|  SANDRA McKENNEY, Ex-Officio | 11-01-23 DATE |

| 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, Alt. Member | DATE |
| | KAITLYN SHERIDAN, Alt. Member | DATE |
| | SANDY McKENNEY, Ex-Officio | DATE |
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TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275

Meeting Date: 10 / 4 / 23

Sign-In Record

[illegible]

Town of Allenstown Planning Board

Appendix I

Meeting Minutes October 04, 2023

2 Bartlett St Site Plan Waiver

Information Compiled by Ryan Weiss

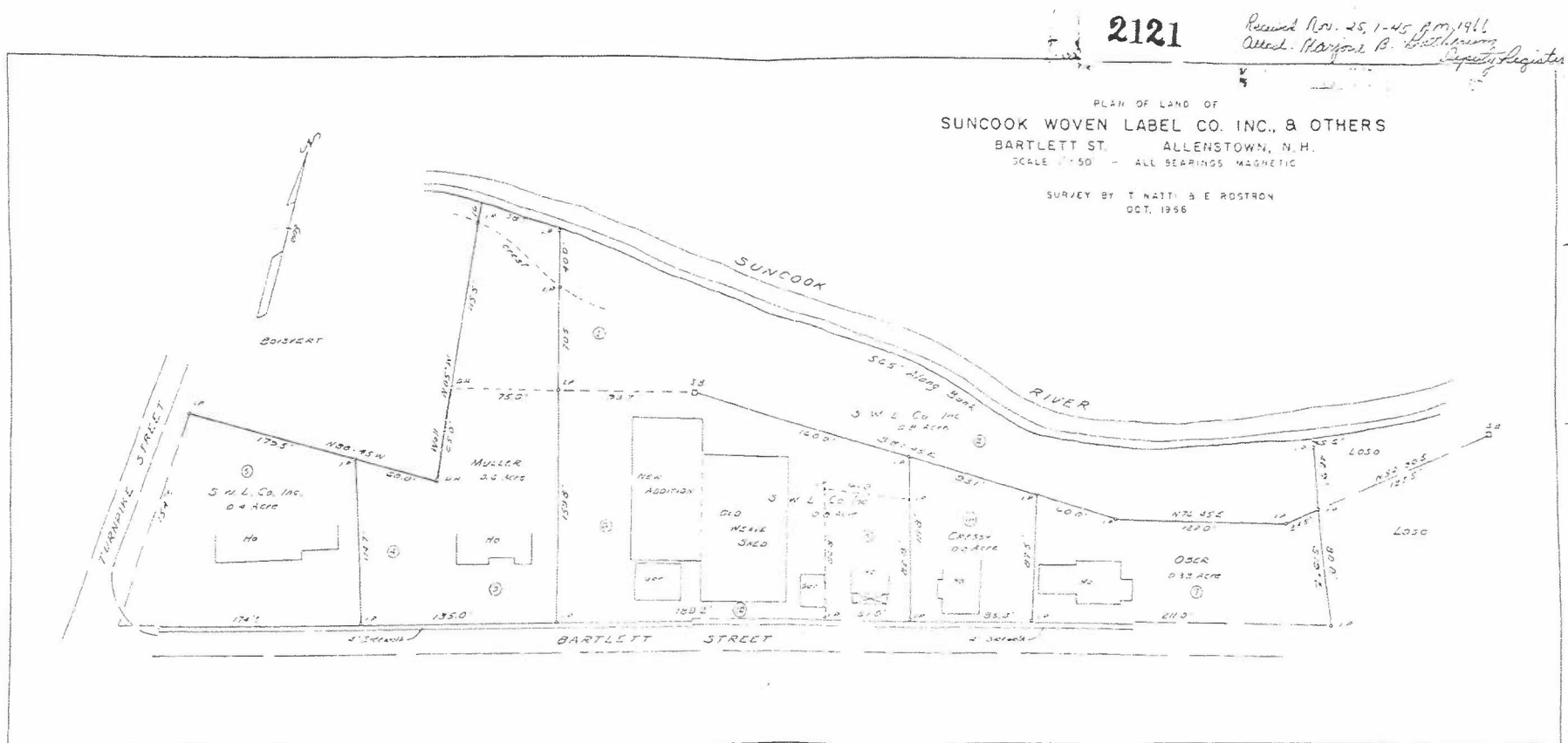
Follow Up From 9/6/2023 Meeting

- Did not get a site plan or boundary survey as promised
- Thought an “as-built” plan was a cheaper alternative, it was not.
- Reasons site plan/survey were not done: cost & timeline were too great, threatening economic viability of project
- Discovered some final evidence to present to the board on parking and would like to offer a site walk before the board makes a decision.

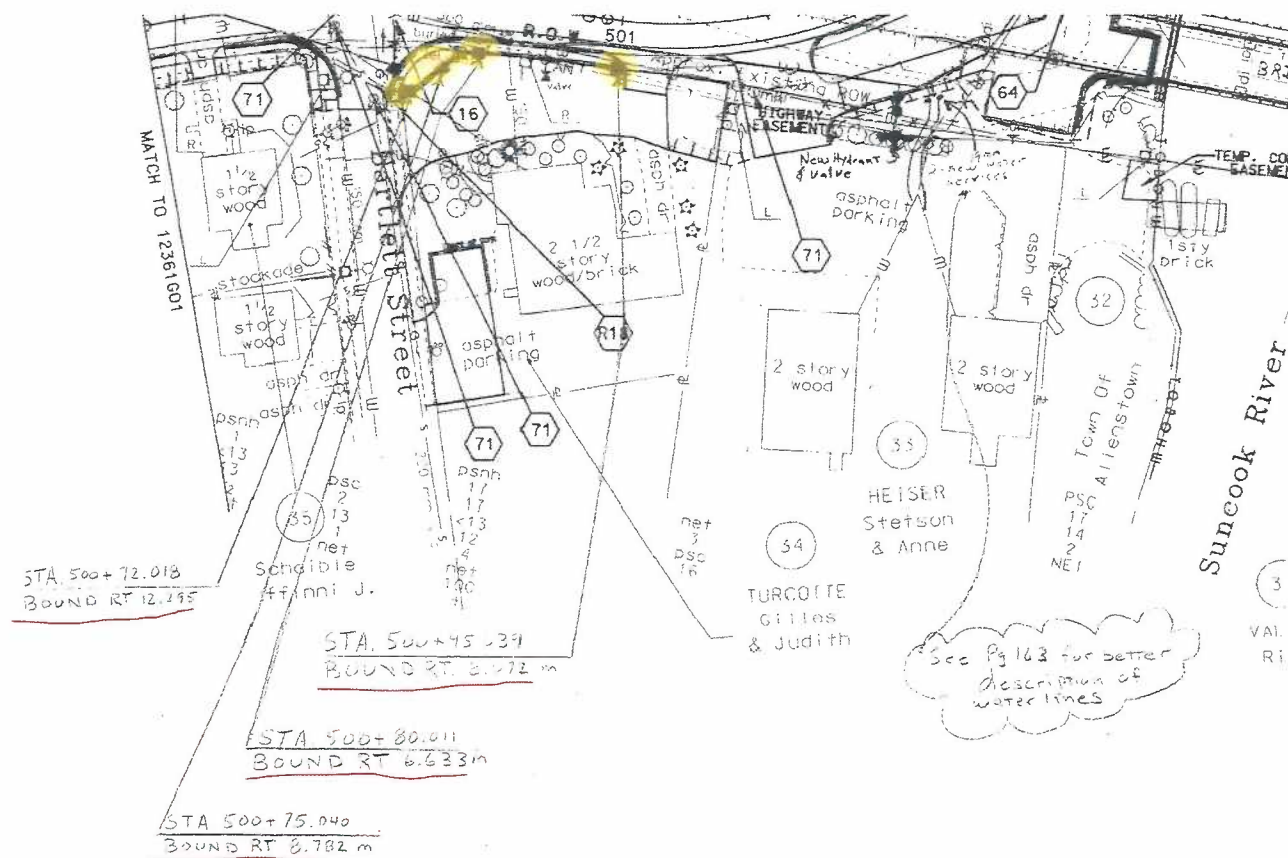
2 Bartlett Boundary Research

- Primary concern of the board was parking and property lines
- Traveled to the property with plans in hand to search for monuments
- Measured parking lots and spoke with abutter (6 Bartlett St) Jamison Grahm

2 Bartlett 1966 Survey



2 Bartlett Road Plan



Expected Markers



Digging Rear Property Line Before



Digging Back Property Line After



Jamison Grahm, Abutter

- Met Jamison when excavating property line looking for pins
- Jamison does not dispute property line and parking
- Additionally, Jamison does not oppose this project

Expected Markers



Front Markers



Front Markers cont.



Front Markers cont.



Expected Markers



Pictures Of Parking Lot



Measuring Parking Lot



Fitting 17-18 Parking Spaces



Pictures of Measurements being Taken, More Available



Summary

- Front monuments are evidence that the that front parking is on 2 Bartlett St Property
- Back monuments are unknown, however property line is undisputed with neighbor
- More parking is possible than previously thought
- Site plan waiver is not requested due to any concerns with property passing site plan review

Summary Continued

- This project puts the property into greater conformity with the zoning
- No change to building structure, site, pavement, etc.
- We will be following all building regulations and codes, working closely with Brian and pulling all permits as needed.
- Requesting waiver of Site Plan Review, would welcome a property walk with the board.