

**Planning Board Meeting Minutes  
Allenstown Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
November 01, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of November 01, 2023 was called to order by Chair Diane Adinolfo at 6:31 PM. Chair Adinolfo called for the Pledge of Allegiance.

**Roll Call**

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

Excused: Brian Arsenault

Absent: N/A

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Allenstown Staff: Derik Goodine – Town Administrator

Others present: Ryan Beaudry – Alternate Member

Kaitlyn Sheridan – Alternate Member

Matt Monahan – CNHRPC (remote)

Mike O'Meara – Volunteer Administration

**OLD BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS**

- None

**NEW BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS**

• **Review proposed changes to the Zoning Ordinance**

Michael O'Meara presented a summary of proposed Ordinance changes to the Board that had been reviewed with the Members during previous Board meetings. He went through a line-by-line review which included the following changes to be presented to town residents at the March 12, 2024 Town Meeting:

- To enact certain administrative changes to the Ordinance including: To update the title page to reflect the latest revision of the Ordinance and the effective date; To ensure the table of contents accurately reflects the sections and page numbers correctly; To correct minor grammatical errors not affecting the content of the document.
- Section 202 – Added new definition for Short-Term Residential Rental and renumbered accordingly.
- Section 202.147 – Revised limit for Small-Scale Solar Installations to thirty Kilowatts (kW) and clarified as AC Coupled to structure.
- Section 601 – Added Short-Term Residential Rental to list of Uses in the Open Space and Farming Zone and renumbered accordingly.
- Section 701 – Added Short-Term Residential Rental to list of Uses in the Residential Zone.
- Section 802 – Added Short-Term Residential Rental to list of Exceptions in the Business Zone

- Section 903 – Added Short-Term Residential Rental to list of Uses Not Permitted in the Industrial Zone.
- Section 1002 - Added Short-Term Residential Rental to list of Exceptions in the Commercial/Light Industrial Zone.
- Chapter 12: Signage Regulations - Revised Table 12-1 to clarify 20 ft. setback requirement for signs in the Commercial/Light Industrial Zone.
  - Section 1206.F – Revised to specify a minimum of 4” street numbers and added a requirement to display the Street or Road Name on all commercial free-standing signs.
- Chapter 15: Flood Plain Regulations – Revised throughout to reflect changes to, and for compliance with, the updated requirements of the Federal National Flood Insurance Program (NFIP). Other minor grammatical changes that do not affect the content of the section.
  - Section 1504.1 – Revised to change elevation of structures as being in relation to mean sea level.
  - Section 1504.3 – Revised to change references to “100-year flood” to “base flood” and how to determine the base flood elevation.
  - Section 1506 – Added definition for “Base Flood Elevation” and “Flood Opening”; Deleted definition for “Functionally Dependent Use”; Deleted reference to “One Hundred Year Flood”; Revised definition of “Substantial Improvement”.
  - Section 1511.F – Revised Development Standards related to Recreational Vehicles.
  - Section 1511.1.L.3 – Clarified that “openings” refer to “flood openings”.
  - Section 1511.3 A & B – Revised to reflect reference to “base flood elevation”.
- Chapter 29 – Added new Chapter 29 on Short-term Residential Rentals.
- APPENDIX C – Added new Appendix C – Table of Uses.
- APPENDIX D – Revised name of “Revision History” to Appendix D

The Board concurred with the proposed changes which will now advance to the next stage of the review/approval process.

- **Follow-up discussion on Detached ADU's**

Following discussions on the topic at the October 04, 2023 Board meeting, Michael O'Meara presented proposed changes to the ADU regulations to permit both attached and detached Accessory Dwelling Units in town. Proposed changes are in Red or Blue below:

**Section 1306. Accessory Dwelling Units**

1. Purpose: The purpose of this Section is to describe the permitting process for Accessory Dwelling Units (ADU) in the Town of Allentown.
2. Permissibility: Any proposed Accessory Dwelling Unit shall be located on a lot containing a ~~single-family~~single-family home. The Accessory Dwelling Unit ~~may~~must be attached to, ~~or detached from,~~ the ~~single-family~~single-family home.
3. Granting of a Permit: The Planning Board is authorized to issue a Conditional Use Permit for an Accessory Dwelling Unit provided that all of the Required Criteria as described in this Section have been met. Failure to meet all of the Required Criteria shall result in the permit being denied.
4. Conditional Use Permit Application:
  1. Process: All Conditional Use Permits shall be processed as a public hearing by the Planning Board. Applications must be made to the Planning Board in accordance with the application deadlines as described in the Subdivision Regulations, as amended.
  2. Fees for newspaper publication and abutter notification shall be in accordance with the same as described in the Subdivision Regulations, as amended.
  3. ~~The a~~The application fee for an Accessory Dwelling Unit Conditional Use Permit shall be

the same as other Conditional Use Permits processed by the Planning Board.

4. The Planning Board is authorized to consult with planners, engineers, or attorneys while processing an Accessory Dwelling Unit Conditional Use Permit. Fees shall be borne by the applicant. The Planning Board is authorized to secure an escrow, in accordance with the process described in the Subdivision Regulations, as part of the required application components.
5. Application Form: All applications shall be made on a Town of Allenstown Conditional Use Permit Application Form, as amended and revised by the Allenstown Planning Board.
5. Upon receiving an Accessory Dwelling Unit Conditional Use Permit from the Planning Board, an applicant must then obtain a building permit from the Building Inspector in accordance with the Building Code and the Building Permit application process for the Town of Allenstown.
6. Conditional Use Permit Required Criteria:
  1. The Accessory Dwelling Unit to be located on a lot that contains no more than one single family dwelling unit.
  2. The Accessory Dwelling Unit must be an independent living unit with its own sleeping, cooking, eating, and sanitation facilities.
  3. ~~The~~An attached Accessory Dwelling Unit must have an interior door between it and the principal dwelling unit. A detached Accessory Dwelling Unit must have at least two (2) methods of egress in compliance with Fire and Life Safety Codes, as amended.
  4. The Accessory Dwelling Unit must have adequate water supply and sewage disposal and be in compliance with the applicable requirements for public or private water and sewer connections, use, treatment, and disposal for such utilities.
  5. ~~The~~An attached Accessory Dwelling Unit must maintain the look and feel of the single-family home with which that it is associated ~~with~~. A detached Accessory Dwelling Unit is not required to maintain the same look and feel but must comport with other residential or habitable structures in the neighborhood or Zone in which it is located.
  6. The owner(s) of the property must occupy either the single-family home or the Accessory Dwelling Unit as a primary dwelling unit.
  7. If the attached or detached Accessory Dwelling Unit it is proposed to be larger than 775 square feet in size, the Accessory Dwelling Unit may not exceed one half of the total floor area of the single-family dwelling.
  8. An attached or detached Accessory Dwelling Unit must comply with all applicable land-use requirements for the Zone in which it is located, including but not limited to: Boundary Line Setbacks, Curb-Cut (Local or State Road), Driveway, private water wells, sewer/septic placement, etc.
  - 7.9. Relief from land-use requirements for an Accessory Dwelling Unit may be sought via an application for a Variance from the Zoning Board of Adjustment.

The Board concurred with the proposed changes which will now advance to the next stage of the review/approval process.



## **UNAPPROVED MINUTES**

- **October 04, 2023**

Sandy McKenney made a Motion to approve the minutes of October 04, 2023. Michael Frascinella the Motion.

Roll call vote was taken.

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

The Motion passed, and the minutes for October 04, 2023 were approved.

## **CORRESPONDENCE & OTHER BUSINESS**

- **New Proposed Overlay District**

Michael O'Meara apprised the Board of an idea for a new Overlay District that was initially proposed by Town Administrator Derik Goodine. Mr. O'Meara advised that this is in the very early stages of development and will need to be fully thought out, but the general idea is to create a new overlay district that would primarily apply to excavation pits in town, especially in the Business Zone, but also including other Zones, as applicable. The concept is to model the new Overlay District after the Commercial/Light Industrial Zone, but with some modifications. If implemented, this would in turn permit owners of such lots to develop those properties "by right" (in accordance with the Overlay District regulations) as excavation activities progress and land becomes available for uses other than gravel extrication. Other lots within the Business Zone might also be included in the new district. Mr. O'Meara also advised that this would not be ready in time for inclusion as a Warrant Article for the March 2024 Town Meeting, but that a Special Town Meeting might be convened in late Spring or early Summer for residents to consider the proposal, should it proceed. The matter will come back to the Board at future meetings for consideration.

## **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 15, 2023.

## **ADJOURN**

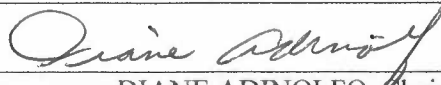
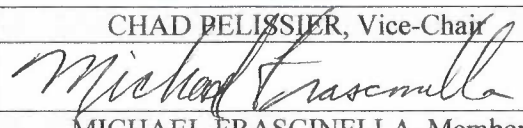
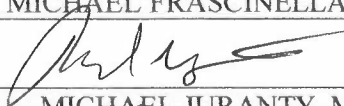


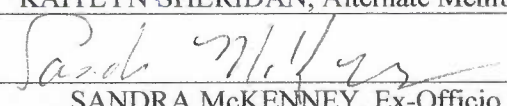
Sandy McKenney made a Motion to adjourn. Chad Pelissier seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the meeting was adjourned at 7:23 P.M.

**Signature Page**  
**Town of Allenstown Planning Board**  
**Public Meeting Minutes**  
**November 01, 2023**

<b>Original Approval:</b>	
 DIANE ADINOLFO, Chair	12-6-23 DATE
EXCUSED CHAD PELISSIER, Vice-Chair	N/A DATE
 MICHAEL FRASCINELLA, Member	12/6/23 DATE
 MICHAEL JURANTY, Member	12/6/23 DATE
 RYAN BEAUDRY, Alternate Member*	12/6/23 DATE
 KAITLYN SHERIDAN, Alternate Member*	12/6/23 DATE
 SANDRA McKENNEY, Ex-Officio	12.06.23 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

\*If not acting as a full member for the meeting, Alternate Member signatures signify concurrence with, not approval of the meeting minutes.