

**TOWN OF ALLENSTOWN  
Planning Board  
Allentown Town Hall –16 School Street  
Allentown, New Hampshire 03275  
Meeting Minutes  
August 03, 2022**

**Call to Order & Pledge of Allegiance**

The Allentown Planning Board Meeting of August 03, 2022 was called to order at by Chair Diane Adinolfo at 6:31 PM. Chair Adinolfo called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Diane Adinolfo, Mike Frascinella, Sandy McKenney

Ex-Officio: Sandy McKenney

Residents of Allentown: None

Allentown Staff: Derik Goodine – Town Administrator  
Brian Arsenault, Code Enforcement Officer (remote & alone)

Others present: Bob Parker, HL Turner Group representing The Lofts at 25 Canal Street  
Matt Monahan, Central NH Regional Planning Commission  
Mike O'Meara – Volunteer Administration

Public Officials: None

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

None.

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

• **Lofts at 25 Canal Street- Discussion on Flood Delineation Line**

Mr. Parker did a share screen for the Board of the China Mill complex which showed a map dated 2010. Mr. Arsenault said there is no updated federal flood map after this date.

Mr. Parker explained that FEMA contracted with the USGS out of Maine to perform flood analyses of New England. He said in part because of Covid and the amount of federal shutdowns there have been, the new maps that the USGS has completed are not yet current effective. Mr. Arsenault said he is aware of this.

Mr. Parker said by regulations, they are applying for a Letter of Map Amendment (LOMA) because the mapping that you see (which is the current effective) is based on topographic data that

Mr. Parker said by regulations, they are applying for a Letter of Map Amendment (LOMA) because the mapping that you see (which is the current effective) is based on topographic data that is 40 years old. He said in summary, he is looking to remove these 8 units and the waste building out of the flood plain.

Mr. Arsenault said that if it is removed, there are some substantial savings to the developer in regards to insurance. Mr. Parker added that in addition, by removing it, they are able to do work to that building.

Mr. Monahan and Mr. Arsenault discussed that since they do not have a Conservation Commission in town, the Selectboard is going to have to sign the map amendment form or designate Mr. Arsenault as he has done in the past on another project.

Mr. Arsenault said they will add it to the agenda for the Selectboard meeting.

Ms. McKenney made a Motion for the Planning Board to recommend that the Selectboard approve the Letter of Map Amendment for The Lofts at 25 Canal Street. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, and Michael Frascinella- Aye.

The Motion passed.

### **UNAPPROVED MINUTES**

- **July 20, 2022**

Ms. McKenney made a Motion to approve the meeting minutes of July 20, 2022 as written. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, and Michael Frascinella- Aye.

The Motion passed and the minutes for July 20, 2022 were approved as written.

### **CORRESPONDENCE & OTHER BUSINESS**

- **Hillsbrook Village- Variance Request to the NH State Fire Marshall**

Mr. O'Meara provided a copy of the Concept Site Plan, Notice of Decision from the Planning Board, the Variance request filed by the owners of the facility with the NH State Fire Marshal and a copy of the granting of that variance by the Fire Marshall.

Mr. Arsenault said the variance was granted on July 12, 2022 and it states that the first floor and the second floor will follow under the purview of an assisted living residential board and care. He said the third and fourth floor of the building will be classified as residential apartments. So, with that said, the State Fire Marshall is not going to approve

anything more than the 1<sup>st</sup> and 2<sup>nd</sup> floor for the assisted living which poses a problem and he was wondering if the Board would like to hear some of his concerns.

First, he said the Notice of Decision that was granted by the Planning Board for Case # 06-2020 back on August 20, 2020 treated the whole entire building as an assisted living facility. Now, there is a Proposed Site Plan and proposed 75 parking spaces for the complex which may have been okay for assisted living, but now floors 3 and 4 will be recognized as “residential apartments.” He said there is going to be a parking issue.

He doesn’t know how they are going to tie in the rental units into the assisted living facility to ensure that it is not separated. Mr. Arsenault said that the Board is probably going to have to ask these questions to the owners based on this variance.

He wondered if the residential apartments will have age restrictions and how they will be handled by Optimus Senior Living.

Mr. O’Meara said they will need to understand how it impacts the original Notice of Decision when they come before the Planning Board. He said the Planning Board in 2020 did not designate the 3<sup>rd</sup> and 4<sup>th</sup> floor as residential apartments and they should be filing an Amended Residential Site Plan.

Mr. Monahan said they need to let the Board know what their plans are in regards to what their Notice of Decision says and what the variance says. He said if they are making changes to appease the Fire Marshall, then that will change the Notice of Decision and they need to come back before the Board.

Mr. Goodine said there are laws that deal with Senior Living age 62 and older or independent 55 and over, which should be child restricted. He also asked if they can allow “residential” in a commercial/ light industrial zone or is that a special exemption. Mr. O’Meara said they need to understand from the ordinance and what they now plan / intend to do.

Mr. Arsenault cannot commit as to when Hillsbrook plans to open.

Mr. O’Meara proposes that they invite them to come into the next Planning Board meeting on August 17<sup>th</sup> or as soon as they can get ready. Mr. Arsenault said he will draft something to give to the applicant.

- **Phased Development Proposal- Update to the Board**

Mr. O’Meara said he researched phased development in several different towns and the information ranges from a few lines to a 7 page ordinance with a flow chart. He said he needs to digest this more before he comes up with something for Allenstown.

- **Driveway Permit- 16 Main Street**

Mr. O’Meara said there was a driveway permit in their package for 16 Main Street, and it is just a reconstruction. He said there was nothing for the Planning Board to do. Mr. Arsenault said it worked out very well.

- **EPA Guidance Interim Guidance/2020 Census**

Mr. O'Meara asked Mr. Monahan to discuss the recent EPA Interim Guidance regarding MS-4. Mr. Monahan said the MS-4 area is determined by Census which is an "urbanized area." He said that means a certain population density for a certain area. For Allenstown and Pembroke, that area is Suncook. He said in the event that it changes, it could just mean the update of a map to define that area.

Mr. Arsenault said there was an email that went around on July 26<sup>th</sup>, and it said Allenstown may be declassified to urbanized area which may impact the MS-4. They are awaiting a determination.

**STAFF UPDATE**

None.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER UPDATES**

None.

**SCHEDULING OF NEXT MEETING**

The next meeting will be August 17, 2022 at 6:30 pm in Town Hall.

**ADJOURN**

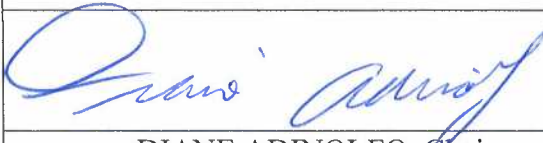
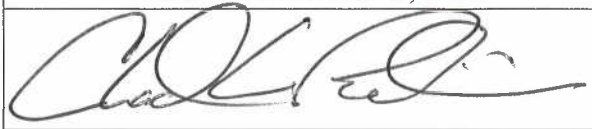
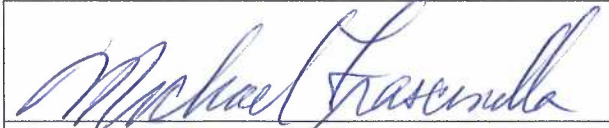

Mr. Frascinella made a Motion to adjourn. Ms. McKenney seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, and Michael Frascinella- Aye.

The Motion passed and the meeting was adjourned at 7:26pm.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**August 03, 2022**

| Approval:   |           |
|---|-----------|
|    | 17 Aug 22 |
| DIANE ADINOLFO, Chair   | DATE      |
|    | 08/27/22  |
| CHAD PELISSIER, Vice Chair  | DATE      |
|    | 8/17/22   |
| MICHAEL FRASCINELLA, Member   | N/A       |
|   | DATE      |
| N/A   | N/A       |
| N/A, Member   | DATE      |
|   |           |
| N/A   | N/A       |
| N/A, Alternate Member   | DATE      |
|  | 08.17.22  |
| SANDRA MCKENNEY, Ex-Officio   | N/A       |
|   | DATE      |



**SIGNATURE PAGE**  
**Planning Board**  
**August 03, 2022**

| <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,<br>Member | DATE         |
|                               |                                |              |
|                               | N/A,<br>Member                 | DATE         |
|                               |                                |              |
|                               | N/A<br>Alternate Member        | DATE         |
|                               |                                |              |
|                               | SANDRA McKENNEY, Ex-Officio    | DATE         |