

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
February 03, 2021

CALL TO ORDER

The hybrid (in-person and virtual) Allenstown Planning Board Meeting of February 03, 2021 was called to order by Chairman Mike O'Meara at 6:30 p.m. Chair O'Meara called for the Pledge of Allegiance.

ROLL CALL

Present on the Board: Mike Frascinella (Town Hall), Sandy McKenney (Town Hall), Diane Adinolfo (Town Hall), Mike O'Meara (Town Hall), Chad Pelissier (at home with Kathleen Pelissier), Matt L'Heureux, alternate (at home & alone)

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Others present: Brian Arsenault, Code Enforcement Officer (at home & alone);
Matt Monahan, CNHRPC (at home & alone)

Allenstown Staff: Derik Goodine, Town Administrator (Town Hall)

Public Officials: None

The following statement established authority to hold an electronic meeting, along with remote viewing and listening guidelines.

As Chair of the Allenstown Planning Board, I, Mike O'Meara, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is only limited space at the physical location to observe and listen to this meeting, thus we are broadcasting it virtually, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.* We are utilizing a Conference Call and Zoom Video Conferencing. We will also be attempting to use Facebook Live, as long as band width allows, as a redundant video source for this electronic meeting. All members of the Planning Board have the ability to communicate during this meeting through one

of these platforms, and the public has access to listen and, if necessary, participate in this meeting by dialing the following phone number: 603-485-7321, password 12342 or by clicking on the website address link below or by typing it into your browser.

<https://us0=eFdrV3E0aFpJN1NnNnNna21YaHFQQT09>

b) Providing public notice of the necessary information for accessing the meeting. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Planning Board page attached to the agenda for this meeting. Facebook Live is another platform for viewing the meeting.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.

If anybody has a problem, please call 207-595-0310 or email at:

dgoodine@allenstownnh.gov.

If the video begins to lag, or there are rare audio issues, please call the Conference line to listen to the meeting.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, it will be adjourned and rescheduled. The meeting will only be adjourned if the Conference Call fails to work.

The meeting may be paused if the video links fail and a quorum of the Planning Board is needed on the Conference Call.

Please note that all votes taken during this meeting shall be done by roll call voice vote.

OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- **Continue the chapter-by-chapter review of the proposed administrative changes to the Allenstown Zoning Ordinances**

Chair O'Meara stated that the Board would review Chapters 2 & 3 this evening.

Mr. Frascinella said that there are some open issues with the Preface. He said he would just call it Preface because the original title only refers to Section 1. The change, he said, makes it more generic.

Chair O'Meara agreed with that change.

Mr. Frascinella said that he has inserted a dictionary definition for Severability: "If any section, subsection or clause of this Zoning Ordinance shall be deemed unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected. This is also called a separability clause."

Chair O'Meara said that seems reasonable, but it will need to be confirmed.

Mr. Frascinella read his definition of Effective Date: "This Zoning Ordinance and this Code shall take effect upon adoption by the voters at the Annual Town Meeting. This is the date shown on the Title Page. A list of specific changes is documented in the revision history." He said he will insert a footer indicating that this is a Working Draft, so that it will not be confused with the official version. He said that Chapter Titles are now underlined, and he would like to use background colors going across the Chapters and their names.

Ms. Adinolfo said this is a good idea.

Chair O'Meara said the highlighting will make the title stand out.

Mr. Frascinella said he has placed a header on every page which repeats the Chapter Number and Title.

Chair O'Meara said he liked the changes.

Mr. Frascinella next said he questions the word 'recordation' in Definition #44.

Mr. Monahan said he agreed that it sounds weird, but it is an actual word. He said he has heard it used for the recording of documents.

Chair O'Meara agreed, saying it is used in ordinance writing.

Mr. Frascinella next asked about the term 'professional offices.'

Chair O'Meara said he has seen it in other documents, both public and private, and that it is a standard definition used when giving examples to readers of what constitutes a professional office.

Mr. Frascinella said that, under the definition of Recreation Vehicles, it says, "... 400 square feet or less, **then** measured at the largest horizontal projection." He suggested changing **then** to **as**.

Mr. Frascinella indicated that the examples of restaurant types include sit-down, take-out and drive-in. He suggested that the virus has emphasized the distinction between indoor versus outdoor dining, and this should perhaps be added to the Ordinance.

Mr. Monahan said that type of change should be in Track Changes because it would need to be approved at Town Meeting.

Chair O'Meara said this goes beyond administrative changes, which is not the intent of this project. He suggested that they make a note about it and follow up later.

Mr. Arsenault referred to Chapter 3, Section 302-c, references section 1102. It says 'Home Occupation', but should say 'Accessory and Home Occupation'.

Chair O'Meara told Mr. Arsenault that his was a good catch.

Mr. Frascinella said he would make a live cross-reference.

Mr. Monahan said that the live, cross-references are 'cool.'

Chair O'Meara agreed that they work well.

Mr. Arsenault said Section 311 Use Permits needs to be corrected as well.

Chair O'Meara said they could proceed to a review of Chapter 4.

Mr. Frascinella said he has no comments on Chapter 4.

Chair O'Meara said they would start Chapter 5 at the next meeting. He thanked Mr. Monahan for his service in the National Guard. He has been on duty for the past five weeks.

NEW BUSINESS

None.

UNAPPROVED MINUTES

▪ January 20, 2021

Ms. Adinolfo made a motion to approve the minutes of the January 20, 2021 meeting as written.

Ms. McKenney seconded the motion.

Chair O'Meara called for a roll call voice vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Chad Pelissier – Aye, and Michael O'Meara – Aye.

The motion carried unanimously.

CORRESPONDENCE & OTHER BUSINESS

Chair O'Meara shared a communication from the Town of Hooksett. Dated January 19, 2021, it is regarding Silver City NH, LLC. The Hooksett ZBA is reviewing an excavation permit request. The property is in the commercial zone adjacent to Exit 11. Per RSA 36:55, it has potential regional impact because of traffic, which is why Allenstown is being notified. Chair O'Meara said Hooksett is inviting members of our Planning Board to testify at their next meeting, scheduled for February 9, 2021, beginning at 6:30 pm. It will be held in the Hooksett Town Office Building at 35 Main Street. The property is 39 Hackett Hill Road, Map 13, Lot 51.

Mr. Frascinella asked if there is any reason for concern for Allenstown.

Mr. Goodine responded that he did not think there was reason for concern.

Mr. Arsenault stated that he has had a conversation with Hooksett about this permit request. There may be a lot of trucking on Route 3A and Route 28.

Chair O'Meara thanked Mr. Arsenault for the clarification.

Mr. Arsenault asked if he should attend the meeting via Zoom.

Chair O'Meara responded yes, that would be great.

STAFF UPDATE

None

SCHEDULING OF NEXT MEETING

Chair O'Meara announced February 17, 2021, beginning at 6:30 pm, as the date and time for the next meeting.

ADJOURNMENT

Ms. Adinolfo made a motion to adjourn at 7:18 pm. Ms. McKenney seconded the motion.

Chair O'Meara called for a roll call voice vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Chad Pelissier – Aye, and Michael O'Meara – Aye.

The motion carried unanimously, and the meeting was adjourned.

SIGNATURE PAGE
Allenstown Planning Board
February 03, 2021

Approval:	
MICHAEL O'MEARA, Chair	DATE
CHAD PELISSIER, Vice Chair	DATE
DIANE ADINOLFO, Member	DATE
MICHAEL FRASCINELLA, Member	DATE
MATTHEW L'HEUREUX, Alternate Member	DATE

SIGNATURE PAGE
Planning Board
February 03, 2021

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MATTHEW L'HEUREUX, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE