

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
March 17, 2021

CALL TO ORDER

The hybrid (in-person and virtual) Allenstown Planning Board Meeting of March 17, 2021 was called to order by Chairman Mike O’Meara at 6:32 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), Matt L’Heureux (at home and alone)

Chair O’Meara asked Mr. L’Heureux to participate as a full member at this meeting in Mr. Pelissier’s absence.

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Others present: Brian Arsenault, Code Enforcement Officer (at home and alone)
Matt Monahan, CNHRPC (at home and 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. It is not the official source for the 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 1234 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: ta@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**

Mr. Frascinella recounted the changes to the Allenstown Zoning Ordinances proposed at the last meeting. To the definition of accessory structures will be added some examples, such as garages, utility sheds and greenhouses.

Chair O'Meara said they would take up later the issue of defining indoor and outdoor restaurant dining. For now, he said, they would focus on administrative changes only.

Mr. Monahan agreed to get a definition of ‘redoximorphic’ from an engineer via email.

Mr. Arsenault suggested adding to the phrase ‘as determined by a licensed hydrogeologist’ the words ‘or registered.’

Chair O’Meara said this would not be an administrative change.

Mr. Arsenault next suggested including ‘soil or wetlands scientist’ after the word ‘hydrogeologist.’

Mr. Monahan and Chair O’Meara stated that they approve of this addition.

Ms. McKenney asked about Section 157 which addresses 55+ communities and says 80% of the units must have someone over 55 living there.

Chair O’Meara said he would confirm that with legal counsel.

Mr. Frascinella said he will invert ‘flush-mounted solar panel’ to ‘solar panel, flush mounted.’

Mr. Frascinella next asked about two definitions related to tower height.

Mr. Arsenault said that both definitions should be kept because one is just the tower and the other is for the height of the entire structure. He presented a diagram to demonstrate this.

Chair O’Meara agreed.

Mr. Frascinella next demonstrated the live links he has inserted. He said that ‘and districts’ will be added to ‘zones’ as discussed, in Chapter 5.

Chair O’Meara said he checked the water maps provided by Pembroke Water Works and learned that the whole town has public water, so residents could have public water but not sewer.

Mr. Monahan said they could establish a zone with public sewer service and a well, even though it does not exist now.

Mr. Arsenault said that manufactured housing parks should be added as a district (page 83, Article 17).

Mr. Goodine said an overlay district for manufactured housing, including the boundaries, is not in the new section.

Mr. Arsenault said 702.c in the old version has the boundaries.

Ms. Adinolfo said the word 'housing' is more appropriate than 'home' in this situation.

Chair O'Meara said they also need to include the MS4 district, the Stormwater Management Overlay District.

Mr. Frascinella said that he has added this verbiage in the Open Space & Farming section, 'along a Class 5 or better public way,' as discussed. He also added 'siting' and 'systems' to items 6 & 7.

Mr. Arsenault said that, in Chapter 7, accessory dwelling units need not be included because they are only allowed on the property of a single-family homes. He said they should add 'indoor' in section J and anywhere throughout the document where private recreation is addressed. He next addressed item 6 which refers to gardens that are 'offensive to neighbors.' He said this probably arose from some conflict among neighbors. Referring to a section in 702 referencing an exception for municipalities and public utilities, he said that a lot of times they are exempt from zoning regulations.

Mr. Monahan said he did not know if public utility companies are exempt.

Mr. Arsenault offered this example: If a large tract of land is purchased in a residential zone to build a school, would they need a ZBA special exception?

Chair O'Meara obtained the consensus of the Board to remove 'municipal uses' from this section.

Mr. Frascinella said that Supplement Regulations changes to 13.11 in the revised version.

Mr. Arsenault next referred to section M, #13, addressing personal services less than 5,000 square feet allowed in residential zones.

Ms. McKenney said this might be a hair stylist.

Mr. Arsenault said he was asking about the 'less than 5,000 feet.' Is that referring to the structure or the whole property?

Chair O'Meara obtained the consensus of the Board to add 'of the structure.' For example, a restaurant would need a special exception to have a restaurant of less than 5,000 feet; a variance would be needed if the structure is more than 5,000 square feet.

Mr. Monahan raised a question about repairs allowed in the industrial/business zone but not mentioned in the commercial zone.

Chair O'Meara said they would deal with that later.

Mr. Frascinella said that Item 8 refers to 11.13.4 and should be changed to 13.04 to be correct in the new version.

NEW BUSINESS

None.

UNAPPROVED MINUTES

▪ March 03, 2021

Mr. Arsenault reported two typographical errors on page 3 and suggested adding 'swimming' before the word 'pool' on page 5.

Ms. Adinolfo made a motion to approve the minutes of March 03, 2021 as corrected. 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, Matt L'Heureux – Aye, and Michael O'Meara – Aye.

The motion carried unanimously, and the corrected minutes from March 03, 2021 were approved.

CORRESPONDENCE & OTHER BUSINESS

▪ NHMA Virtual Workshop - The Right-to-Know Law: Meetings and Governmental Records Thursday, April 15, 2021 1:30 pm - 3:30 pm. Cost: \$40.00

Chair O'Meara announced that NHMA would be holding a Virtual Workshop on the Right-to-Know Law on Thursday, April 15, 2021, from 1:30 pm – 3:30 pm at a cost of \$40.00. He asked members to let him know if they would like to attend.

▪ Application for combined lot line adjustment and subdivision

Chair O'Meara said the Board will soon get an application for a combined lot line adjustment and subdivision in the area of Mt. Delight Road and Kettle Rock Road. Some of the property is in Deerfield and some in Allenstown.

- **New Minutes Clerk**

Ms. McKenney said they will have a new minutes clerk soon and encouraged everyone to state their names before speaking until this person gets to know their voices.

Chair O’Meara also stated that the Board would like to express its thanks to Kathleen Donnelly who had done an excellent job of transcribing and providing draft versions of the Board’s minutes for several years, as well as her services to the town over many years. The Chair wished her well in her new position with a neighboring town.

STAFF UPDATES

None.

SCHEDULING OF NEXT MEETING

Chair O’Meara announced that the next meeting would be on April 07, 2021, beginning at 6:30 pm.

ADJOURNMENT

Ms. Adinolfo made a motion to adjourn at 7:53 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, Matt L’Heureux – Aye, and Michael O’Meara – Aye.

The motion carried unanimously, and the meeting was adjourned.

SIGNATURE PAGE
Allenstown Planning Board
March 17, 2021

Approval:	
MICHAEL O'MEARA, Chair	DATE
Not Present	N/A
CHAD PELISSIER, Vice Chair	DATE
DIANE ADINOLFO, Member	DATE
MICHAEL FRASCINELLA, Member	DATE
MATTHEW L'HEUREUX, Alternate Member	DATE
SANDRA MCKENNEY, Ex-Officio	DATE

SIGNATURE PAGE
Planning Board
March 17, 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