

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
April 21, 2021

CALL TO ORDER

The hybrid (in-person and virtual) Allenstown Planning Board Meeting of April 21, 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, Sandy McKenney, Diane Adinolfo, Mike O’Meara (all in-person), Matt L’Heureux, Alternate (remote and alone)

Excused: Chad Pelissier.

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 (remote and alone)
Matt Monahan, CNHRPC (remote and alone)

Allenstown Staff: Derik Goodine, Town Administrator (in-person)

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

Mr. Frascinella stated that he had added to Chapter 1 an explanation of the change from Articles and Roman Numerals to Chapters and Sections. Referring to Chapter 5, he said he has discovered that some properties in Allenstown have public water but not sewer.

Chair O'Meara said, in that case, they would have four (4) residential zones.

Mr. Arsenault said they would create two more zones, which will require changes to the columns.

Chair O'Meara said they could all be in one column because all four residential zones would have the same requirements.

Mr. Arsenault said that the Section titled Signs Not Requiring a Permit has a reference to a section that does not exist – 1111.8. He said it must be a typo.

Chair O'Meara said the definition of Reader Board should be only in one place, and the word 'Electronic' needs to be removed.

Mr. Monahan said that creation of a Quick Reference Chart would make it very easy to use the Ordinance and that the Town of Bradford provides a great example of this. It would, however, take some time to create, he said.

Chair O'Meara said this could be a project for the future.

Mr. Arsenault referred to a discussion from the April 7th meeting about requiring street names and numbers on buildings. He said this is for non-residential properties only; it is for commercial zones.

Mr. Frascinella next said that the existing section 1116 "Regulations," is now in Chapter 13.

Mr. Arsenault referred to Section 13.02 "One Residential Building Per Lot" and said that c under which does not allow living in or operating a business in a foundation, should be moved to this section and the title should now be

Ms. Adinolfo and Ms. McKenney noted situations where residents building a home sometimes cap the foundation and live in it until they are able to finish constructing the house.

Mr. Arsenault next said that signs should be capped at 75 square feet, because allowing up to 10% of the façade can result in a sign that is greater than 75 square feet.

Chair Frascinella said that should remove a from the chart and make b the new a in this section.

Mr. Arsenault continued, saying that under the Parking Regulations, #1 and #9 should be switched so that the size required for a parking space – 10 X 20 – is established first. He said that c in Section 1118 should move to the beginning of the new Chapter 13. He also said that the title should be changed to Motor Vehicles Barred, because the remaining items refer only to motor vehicles.

Mr. Arsenault next referred to the regulations for swimming pools, saying that the State regulations are very strict, so they could simply require that the State RSA on this subject be referenced as the governing.

Mr. Arsenault said that Section 1404 should state that no more than four (4) used tired per registered vehicle should be allowed to be stored at a property. He said that Section 1405

regarding having a street number on a house prior to receipt of a CO should be moved to the section where it belongs. The reference to Lot Access in 1408 should be a new #6 in 13.04.

Mr. Frascinella stated that he could not find the reference in 15.09.

Mr. Arsenault said it is 1102.

Mr. Frascinella next asked about Additional Standards for Watercourses, which is 1104 of the existing Ordinance.

Mr. Arsenault said it is a reference to 13.15 in the revised Ordinance.

Mr. Frascinella stated that he moved the small chapters to the end of the Ordinance because they will have minimal changes over time. In fact, he said he questions why some of them exist at all.

Chair O'Meara said he wants to check with legal before making any changes of that sort.

Ms. Adinolfo asked about who should be designated to enforce the Ordinance. She asked if it should be the Building Inspector.

Chair O'Meara suggested stating that the Board of Selectmen should designate the appropriate individual to enforce the requirements of the Ordinance.

NEW BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

None.

UNAPPROVED MINUTES

- **April 07, 2021**

Minutes were not available for review.

CORRESPONDENCE & OTHER BUSINESS

Ms. Adinolfo stated that the car dealership at 66 School Street, approved for not more than five (5) vehicles for sale at one time, often has more cars than five on the lot.

Mr. Arsenault said that he checks on that situation frequently and that they have received communication from the State as well. When their exception comes up for review in September, he said he will be reluctant. He said he has been contacted by potential buyers of the property about whether or not the exception goes with the property, and he confirmed that it does.

Chair O'Meara said that the Deerfield Planning Board meeting scheduled for April 14th was cancelled because the Zoom information was incorrect. The applicant says they will revisit the matter in May, and they want to wait for the outcome in Deerfield before proceeding with an Allenstown application.

STAFF UPDATE

None.

SCHEDULING OF NEXT MEETING

Chair O'Meara set May 05, 2021 at 6:30 pm as the date and time for the next meeting, subject to change.

ADJOURNMENT

Ms. McKenney made a motion to adjourn at 8:17 pm. Ms. Adinolfo 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
April 21, 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
SANDRA MCKENNEY, Ex-Officio	DATE

SIGNATURE PAGE
Planning Board
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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	