

**PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
April 6, 2022**

DATE APPROVED:04/20/22

TIME: 6:00 p.m. – 8:24 p.m.

MEMBERS: Susanne White- Chairperson, Melinda Gehris -Vice Chair, Adam Charrette, Ed Sauer, Steve Livingston, Nancy Egner

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Kim Opperman

Excused: None

Public: Ed Gross, Dana Clow, Danny Kirouac, Dane D’Arcangelo, Ralph Kennedy

Call to Order:

Chairman Susanne White called the meeting to order at 6:55 PM.

The Planning Board opened and accepted the two applications from engineering firms that responded to the RFQ. They were Comprehensive Environmental Inc. of Merrimack NH and Gayle Associates of Bedford NH.

Meeting adjourned at 6:59pm

Call to Order

Chairperson Susanne White called the meeting to order at 7:00 pm.

Appointment of Alternate

Dana Clow submitted a letter of interest to be an alternate on the Planning Board. Mr. Clow introduced himself and reviewed his background. Melinda Gehris made a motion to appoint Mr. Clow as an Alternate. Nancy Egner seconded the motion. The motion carried unanimously.

Minutes 03/16/22

Melinda Gehris made a motion to approve the minutes. Jim Bailey seconded the motion. The motion carried with Nancy Egner abstaining.

Applications

Change of Use/Waiver of Site Plan Review

Angus Lee Golf Course (Map 11P Lot 345)
HK Hillsborough LLC.

Ed Gross of Tall Pines Construction presented the application requesting a Waiver of Site Plan Review for the construction of a 780sq ft wrap around deck on to an existing structure it will be used as additional seating for the restaurant. Owner Danny Kirouac was also present.

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Steve Livingston said he had stopped by the site, and he was impressed with the work being done and that it is good for the town.

There was discussion about the project and future improvements.

Susanne White asked if there were plans for music on the deck. Mr. Kirouac said that he planned on having music eventually but not at this time.

Planning Director said there is an increase of 50 seats on the deck which is a Change of Use. She said the Board needed to decide if that is a significant enough change of use to require Site Plan Review.

There was discussion about the other properties in the area.

Ed Sauer asked if the additional seating fit in to the total seating amount allowed.

Steve Livingston said they would be losing seating from other locations in the building and this seating would make up for that.

Mr. Kirouac said he had spoken to the Fire Chief, and they were well within their occupancy.

Jim Bailey made a motion to waive Site Plan Review. Steve Livingston seconded the motion. The motion carried unanimously.

Scenic Road Hearing

County Road

Eversource

Dane D'Arcangelo presented the plan to trim and remove trees and brush that are endangering its power lines along County Road, which is designated as Scenic Road. Eversource reached out to the property owners to get permission to cut down the trees. They have received all, but two responses and all of the respondents have given permission.

Steve Livingston made a motion to grant permission for the tree cutting. Ed Sauer seconded the motion. The motion carried unanimously.

WORK MEETING

Survey

Robyn Reported to the Board that a survey had been received for the property at 12 Union Street owned by Cheryl Schneider. No action is required by the Board.

New England Dieselz

Robyn distributed to the Board a letter and supporting information that she submitted to Mike Borden, Code Enforcement Officer regarding potential violations of New England Dieselz Site Plan Approval. She received a copy of a Facebook post made by the company that showed they were intending to sell sheds. This was a direct conflict with their Site Plan Approval of April 7th, 2021. The minutes of the March 17th, 2021, Planning Board meeting state that there would only be cars, pickup trucks and SUV's sold on the lot.

Following discussion Melinda Gehris directed Robyn to make changes to the memo that include specifically that it is addressed to the Code Enforcement Officer directing him to investigate and report his findings back to the Planning Board.

- **Dark Skies**

Adam Charrette reported that he spoke to the head of the science department at the school, and he may be willing to work on Dark Skies. He has been in touch with the New Hampshire Astronomical society to facilitate the Dark Skies program. Adam said he was ready to set up a ZOOM meeting with the International Dark Skies Association. It will be during a regularly scheduled Planning Board meeting and the Board of Selectmen and other town Boards will be invited.

- **Site Plan Checklist-Draft**

The Planning Board reviewed the draft of the checklist developed by Melinda Gehris.

Susanne White complimented Melinda on the checklist and said that she asked Robyn for a coversheet to submit to the Board with an application showing information like whether it is complete, what departments have responded with comments, and any other pertinent information. Melinda suggested Robyn use this checklist as a guide.

Melinda said if the Board was happy with this check list she would go ahead and make one for Subdivision Regulations.

- **PB Meeting Checklist-Draft**

The Planning Board reviewed the draft of the checklist developed by Melinda Gehris.

Jim Bailey said this was a good start based on what was discussed in the past. He said it would be fair to everyone who comes in with an application. He said as the Board is here to protect the Town with the decisions that they make. He said they are making things more transparent and fair. He said you don't want to discourage business, but we want to make sure that the Town is protected.

Robyn asked if the Board would be adopting these tonight.

Melinda said she had some minor corrections to make, so she said she would make them and the Board could adopt them at the next meeting.

- **Amended Site Plan/Subdivision Applications**

Robyn presented the Subdivision and Site Plan applications that she updated to include the charge to record decisions with the Registry of Deeds. She checked with Attorney Chris Boldt who confirmed that changes to the application would need to be approved at a Public Hearing. She said that the applications would be updated at the same hearing that the updated Site Plan Regulations would be approved. In the meantime, the Planning Board can require recording the decision as a condition of approval.

- **Site Plan Regulations**

Robyn reviewed the updated Site Plan regulations that had been reviewed by Town Counsel.

Melinda said Chris Boldt's associate had done a great job reviewing the regulations, his suggestions about parking, condo development that came from the Meredith and Alton regulations would not fit in well with Hillsborough. She did like his suggestion to incorporate the zoning ordinance definitions by reference. Robyn said that her goal is to move all of the definitions from the Site Plan and Subdivision regulations into the Zoning Ordinance, so they are all in one place.

Melinda said that he also mentioned more information on wetlands. She said that she believed all the information he suggested is already included in a full site plan anyway. She said the Conservation Commission would be writing a Wetland's Ordinance to be on the 2023 Warrant. She said her suggestion was to wait for that instead of re-writing it.

Susanne White asked if the lighting section could state that all lighting be "Dark Skies Compliant". Robyn said that since there was no Dark Skies Ordinance currently you couldn't, but you could give the lighting requirements the characteristics of "Dark Skies Compliant" lighting.

Steve Livingston asked if the Dark Skies Lighting would be on new construction only. Adam Charrette said it would be new construction moving forward and then hopefully it would be a ten-year limit on old fixtures. The hope would be that all lighting would be in compliance with the ordinance. Adam said in the ordinance it is not so much restrictive. The site plan review requirements already have downward facing and shielded lighting required. If its on a motion sensor or its holiday lights it is exempt from the lighting ordinance.

Susanne White said the Dark Skies Committee will be getting the word out about Dark Skies and how it will benefit the community.

Jim Bailey said the ordinance is primarily for new lighting. If you change a fixture on your house, you will be aware of options of what you should put in and why.

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Robyn went through the changes individually and discussed the reasons behind them to the Board.

There being no further business:

Ed Sauer made a motion to adjourn. Nancy Egner seconded the motion.

Meeting Adjourned 8:24 pm

Respectfully Submitted,

Robyn L. Payson, Planning Director