**PLANNING BOARD**

**27 School Street**

**HILLSBOROUGH, NH**

**November 20, 2019**

 **DATE APPROVED**: 12/04/2019

**TIME:** 7:00 p.m. – 9:00 p.m.

**MEMBERS:** Gary Sparks- Chairman,Susanne White-Vice Chair, Mike Reopel**,** Bob Hansen, Adam Charrette, Stephen Bennett

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:**

**EXCUSED:** Susanne White

**Public Present**: Frank and Sonia Pearsall, Brenda and Allan Hillsgrove, Adam Quinn, Tom Carr of Meridian Land Services, Kay Bennett, Dennis Roberts Jr, Atty. Roy Tilsley

**Minutes** 11/06/2019 Mike Reopel made a motion to approve the minutes. James Bailey seconded the motion. The motion carried with Bob Hansen abstaining

**Public Hearings**

**Site Plan Review Map 11L Lot 318**

81 Antrim Road

Arthur Siciliano representing

Hillsboro Ford

**Site Walk 3:30 pm**

**Present: James Bailey, Adam Charrette, Steve Bennett, Mike Reopel, Robyn Payson**

**Members of the public: Dennis Roberts Jr., Sonia and Frank Pearsall**

Members of t he Planning Board met at 3:30 pm for a site walk on the property in question. Dennis Roberts Jr. showed the location of the proposed building and parking areas. It was stated that the Planning Board would not be addressing the Brookside Drive/right of way civil dispute and would confine review to within the property lines of the parcel in question. Site walk adjourned at 3:45

The Planning Board reconvened: 7:00 pm at the Town Office. Chairman Gary Sparks asked Planning Director Robyn Payson if she had any review comments. Mrs. Payson said that the application had been accepted and is ready for the board to consider approval. She had the site plan on an easel that showed the scope of planning board review. The area highlighted for review was only within the property lines. The civil dispute is not to be addressed by the Planning Board. However, she pointed out that a widening of the entrance to the property would need to be removed from the site plan.

Chairman Sparks opened the public hearing

Sonia Pearsall asked for a commitment from Mr. Roberts that trees they planted in the right of way would not be removed or damaged. Gary Sparks said that anything to do with the right of way was out of the Planning Board’s preview.

Mr. Roberts said that there would be no changes proposed for the road or driveway until the civil dispute was resolved. Mrs. Payson said she would need an updated site plan if there were any changes but doubted an amendment would be necessary.

There being no more discussion, Mr. Sparks closed the public hearing

Following discussion James Bailey made a motion to approve the Site Plan with the following conditions:

1. The site plan will be updated to remove the expansion of the entrance to the property
2. Traffic will be confined to the existing edge of pavement
3. Any damage to the existing pavement on Brookside Drive during construction will be the responsibility of and repaired by the applicant.
4. $2000.00 surety to guarantee survival of plantings for one year. Surety will be eligible for refund one year after plantings are installed
5. Approval of all necessary state and federal permits

**Site Plan Review Map 10 Lot 45-1**

737 West Main Street

Dunkin Donuts

Adam Quinn

**Site Walk 4:00 pm**

**Present: Adam Charrette, Steve Bennett Mike Reopel Robyn Payson**

**Members of the public: Tom Carr of Meridian Land Services**

Members of the Planning Board visited the site of the proposed Dunkin Donuts drive through. Mr. Carr reviewed the Site Plan and pointed out the location of the building and driving lanes.

The Planning Board reconvened: 7:00 pm at the Town Office. Mr. Sparks asked if this application was complete and ready for consideration of approval. She said it was with the exception of the drainage review. She received comments from the consultant and passed them on to the applicant for correction. She said that updating the drainage plan could be included in conditions of approval if the board chose to vote that night.

Mike Reopel said that he saw there was the entrance to a snowmobile trail next to the entrance to the property. He asked what would be done with that because of the safety issue. Tom Carr of Meridian Land Services said that the entrance would need to be gated off for safety reasons.

There was discussion about this being “drive through only” and concern that people will try and walk up to the drive through. Mr. Quinn said that no one is served that is not in a car.

Mr. Sparks opened the public hearing

There being no comment the public hearing was closed

Stephen Bennett made a motion to approve the application with the following conditions:

1. Receipt and approval of final approval of drainage plan
2. $5000.00 surety to guarantee survival of plantings for one year. Surety will be eligible for refund one year after plantings are installed
3. Signage and a gate across the snow mobile trail
4. Hours of operation shall be 4:00 am – 9:00 pm for fire and security concerns.
5. Approval of all necessary state and federal permits

James Bailey seconded the motion. The motion carried unanimously.

**Change of Use**

Brenda and Alan Hillsgrove

273 Second NH TPK Map 11B Lot 214

Use of Property-Residential

Zone-Commercial

Mrs. and Mrs. Hillsgrove intend to establish a Small Engine/Snowmobile/ATV repair business in an outbuilding located on their property. The use is allowed, the property is not located over an Aquifer and there is no site work necessary.

Change of use does not require a public hearing

The Planning Board asked about the following issues

* Disposal of waste oil and chemicals
* Outside storage
* If there is anything outside, it needs to be screened
* Work must be done inside the building
* Hours of operation

The applicant responded by saying any waste oil will be brought to a waste oil burning facility.

There is no intended outside storage

There was discussion about the possibility of vehicles needing to be parked outside waiting to be fixed or to make room in the workshop.

Mr. Hillsgrove said that the business would be by appointment only and there would be no stacking of vehicles on the property. Mr Reopel said that it was not realistic to think that no vehicles would ever be outside.

Following discussion, Bob Hanson made a motion to approve the application with the following conditions:

1. Outside storage and dumpster will be screened
2. No more than 6 recreational vehicles will be parked outside the business
3. Hours of operation will be 8:00 am-4:00 pm
4. Approval is subject to obtaining all applicable state and federal permits.

James Bailey seconded the motion. The motion was approved unanimously.

**Zoning Amendments**

Robyn opened the discussion on two of the zoning amendments being proposed at 2020 town meeting.

**Historic District Ordinance**

The Planning Board reviewed the proposed uses to be allowed in the district. After discussion the board decided that 2 family dwellings would be allowed by special exception rather than be prohibited.

**Downtown Maintenance Ordinance**

This ordinance is in response to the concern about the maintenance of businesses and buildings in the Central Business and Commercial Districts.

The Planning Board discussed the ordinance and made changes (see attached)

It was suggested that the ordinance should be enacted one year after adoption to allow the businesses the opportunity to make improvements.

Robyn said she would bring these changes to Town Counsel for review. She went on to say her intention was to bring the final form of the ordinances and amendment to the Planning Board to post for public hearing.

**Meeting Adjourned 10:00 pm**

Robyn Payson

Planning Director