**PLANNING BOARD**

**27 School Street**

**HILLSBOROUGH, NH**

**September 6, 2017**

**DRAFT**

 **DATE APPROVED**: 09/20/2017

**TIME:** 7:00 p.m. – 7:20 p.m.

**CHAIRMAN:** Herman Wiegelman

**FIRST VICE CHAIRMAN:** Donald Solomon

**SECOND VICE CHAIRMAN:** Gary Sparks

**MEMBERS:** Michael Reopel, John Penny and Denise DeForest

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Larry Baker, Terry Cutter, Susanne White and Charles Denton, Robert Hansen

**EXCUSED:** John Penny

**MEMBERS of the PUBLIC:** Tim Skillings, Richard Miller, Victor Deloia, Peter Colbath

**CALL to ORDER: 7:00 PM**

Chairman Wiegelman opened the meeting at 7:00 p.m.

Designation of Alternate Member: Susanne White for John Penney

**Minutes**

Meeting -**08-16-2017**

Gary Sparks made a motion to approve the minutes. Mike Reopel seconded the motion. The motion carried with Denise Deforest abstaining.

**Site Plan Review Discussion**

174 Henniker Street-Map 12 Lot 071

Peter Colbath/Vincent Daloia

Robyn Payson reported that Town Counsel had been asked to advise the planning board on the best way to move forward with this application. The application had been denied previously, and at the August 2nd meeting the denial had been reconsidered.

Upon advice of Town Counsel, the Planning Board asked that the application be re-submitted with the Town assuming the application and notification costs.

The main issue with the application was the “type” of site plan that would be acceptable for submission. Mrs. Payson said the Board needed a formal site plan that conformed to the requirements enumerated in the Site Plan regulations, and that a “pencil sketch” was not acceptable.

Mr. Deloia asked what the board was looking for. Mr. Reopel and Mr. Sparks said that the Site Plan needed to be to scale and show parking, landscaping, location of buildings and meet the requirements for a Site Plan as stated in the Site Plan Regulations.

Mr. Deloia said he wanted to make sure he had everything the Planning Board wanted and asked what else they needed.

Mr. Bailey said that they needed a new completed application because there were questions about different versions of the application that were being circulated. Robyn will schedule the Public Hearing as soon as the new complete application has been submitted.

Mrs. Payson gave the applicant a clean copy of the application and a printout of the Site Plan Regulations, and the statute that addresses “waivers”.

Mr. Deloia asked if they could increase the number of cars that they can sell on the lot. Mr. Sparks said to put everything they want to do on the Site Plan. Mr. Wiegelman said that they were starting from scratch. Mr. Sparks said to be sure the Site Plan included details for lighting, signage, landscaping and screening. He said screening was an important part of the landscaping and taking in to consideration the concerns of the neighbors.

Mr. Deloia said they had a letter for the abutters to address their concerns. Mr. Sparks said to “put it on the plan”.

Ms. White asked for “hours of operation”. Mr. Deloia asked if there were any limitations. Mr. Sparks said to include hours of operation on the plan and the planning board would consider them. Mrs. Payson said that there was nothing in the town regulations that gave a limitation on business hours but the Planning Board would consider the hours of operation in their decision.

Mr. Deloia asked about the submission time line. Mrs. Payson said she would send the submission schedule to him the next morning. Mr. Deloia asked when the Plan would need to be submitted and Mrs. Payson told him that the public hearing would be scheduled as soon as the complete application was received.

Mr. Deloia asked if the application would then be approved that night. Mrs. Payson said she did not know what the Planning Board would do but it would be considered that night.

Mr. Wiegelman said they would do the best they could to move the application forward. If everything is submitted as requested the Planning Board would do their best to get it through that night.

**Change of Use**

Hillsboro Daily News Map 23 Lot 143

27 West Main Street

Mr. Solomon recused himself to avoid any appearance of a conflict.

Mr. Tim Skillings sent in an application for a “Change of Use/Waiver of Site Plan Review” is to convert two vacant commercial units in to efficiency apartments. The store that fronts on West Main Street will remain commercial space.

Mr, Reopel asked if there was going to be any change to the exterior of the building or the parking lot. Mr. Skillings said the parking spaces would stay the same.

Mr. Sparks asked if there would be a total of two apartments. Mr. Skillings said there would be a total of three apartments with the two new units.

Mr. Bailey asked if the existing curb cuts would be used for the parking. Mr. Skillings said that he would use the existing parking and not allow parking on the “brick patio” area.

Mr. Sparks asked if Mr. Skillings was the current owner of the property. Mr. Skilling said that they would be closing on the property tomorrow (September 7th)

Mr. Bailey made a motion to approve the application for a Change of use/Waiver of Site Plan Review. Denise Deforest seconded the motion. The motion carried unanimously. Mrs. Payson said she would send out the Notice of Decision as soon as it was written.

**Zoning Amendment**

Mrs. Payson handed out a Commercial Property Maintenance Ordinance for consideration and discussion at the next Planning Board.

**ADJOURNMENT:**

Mr. Sparks made a motion to adjourn. Ms. Deforest seconded the motion. The Board voted all in favor.

Meeting adjourned at 7:20 p.m.

Respectfully Submitted:

Robyn Payson

Planning Director