

Planning Board Meeting Minutes

March 7, 2023

6:30 PM

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Chairman Scott Burns called the meeting to order at 6:32 PM.

**Members Present:** Scott Burns – Chairman, Tim O’Neil, Alan Theodhor, Frank Lombardi and Joyce McGee – Secretary.

**Members Absent:** Shawn White – Selectmen’s Rep. and Steve LaRoza – Alternate.

**Public Present:** Thomas Jackson, Luke Proctor, Stephen Shaw, Marcia Hammond, Robert Stiles and Mark Vander-Heyden.

**Minutes:** A motion was made by Frank Lombardi to approve the February 7, 2023 minutes as written, seconded by Alan Theodhor. All in favor, motion carries. **APPROVED**

Chairman Burns read the following:

**Public Hearing(s):**

**Change of Use/Site Plan Review:**

**#660 – Proctor, Luke & Amanda – 63 Maple Street Ext., Tax Map 104 Lot 048:** who is/are requesting a Change of Use/Site Plan to convert 250-300 sq. ft of garage into a gunsmithing workshop. Expected hours will be 5pm-7pm weekdays and 10am-5pm Saturdays.

Mr. Proctor was present, he would like to do repairs and customization. Frank Lombardi read a letter from abutters Gibbs Murray and Colin Haas, only concern was firing of arms. Mr. Proctor stated that no firing of arms would be done. Abutter, Marcia Hammond was present to ask the following questions as she had done a phone tally with a few neighbors. Her and some neighbors don’t feel another gun shop is needed as there is already one in town, not in favor of gun shop. She encourages business coming to Town though. Will there be sales or background checks done? Mr. Proctor, No. Ms. Hammond, this is a residential area why allowed? The Board advised that this was considered a home occupation. Ms. Hammond, will you be receiving pieces by UPS or in person? Mr. Proctor, yes but most will be delivering in person, exchange of monies once project is done. Ms. Hammond, will there be more traffic? Mr. Proctor, maybe one or two people at the most. Ms. Hammond, how do you envision it will impact the neighborhood? Tim O’Neil, what would be the positive impact? Mr. Proctor, it would bring money to town. Tim O’Neil, it’s a home business with low impact. Frank Lombardi, what about security and safety of the guns? Mr. Proctor, a gun safe will be used and shop will be locked. Alan Theodhor, stated alarms and security devices should be installed before getting going. Chairman Burns stated that over the years other gunsmithing businesses have been in town.

Frank Lombardi went over the Absolute Criteria and Residential Activity List. Mr. Lombardi stated that some items will not apply. Mr. Proctor stated that the garage is not currently winterized but will be.

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Mr. Lombardi advised that Fire Chief Ross will need to do an inspection, a gun safe and locks for building are needed. Alan Theodhor, how many people do you envision? Mr. Proctor, maybe 1 or 2 additional people at a time and probably not even that, I have 5 parking spots. Frank Lombardi continued that traffic will be minimal with 1 or 2 cars a day, hours of operation weekdays 5-7 PM and Saturdays 10 AM – 5 PM. The Board had no other concerns.

**A motion was made by Tim O'Neil to approve the application submitted as complete, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**A motion was made by Frank Lombardi to approve the Change of Use/Site Plan for a gunsmithing shop at 63 Maple Street with the following conditions: Fire Chief Ross to do an inspection, gun safe and locks to secure building, hours of operation will be weekdays from 5-7PM and Saturdays from 10AM-5PM. Seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

Chairman Burns read the following:

**Lot Line Adjustment:**

**#659- Robert & Lois Stiles Trustees (Robert Stiles Sr. Revocable Trust) – 23 Freds Way, Tax Map 101 Lot 017 and Thomas Jackson Trustee (Jackson Family Trust) – Freds Way, Tax Map 101 Lot 022:** who is/are requesting a Boundary Line Adjustment between Tax Map 101 Lot 017 and 022. Lot 017 is currently 15.03 acres and Lot 022 is currently 56.14 acres. Said Lot 017 will decrease by 2.46 acres making it 12.57 acres and Lot 022 will increase by 2.46 acres making it 58.6 acres. Vander-Heyden Land Surveying

Mr. Stiles, Mr. Jackson and Surveyor Mark Vander-Heyden were present. Mr. Jackson stated that this would allow him to build a fire road to his back lot, he has no way of getting across from the other entrance as a waterway crosses the property. He currently has a 16' ROW across the 2.46 acres. The Board has no concerns.

**A motion was made by Frank Lombardi to accept the application as complete, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**A motion was made by Frank Lombardi to approve the Lot Line Adjustment as presented on the plan, seconded by Tim O'Neil. All in favor, motion carries. APPROVED**

**Other Business:**

**Development Permit:**

**Shaw, Stephen – 38 Lancaster Road, Tax Map 101 Lot 043:** Mr. Shaw was present, he is looking to do interior renovations (no structural changes) to the old Whitefield Animal Hospital, it currently has two (2) units. He stated that the Fire Chief did a site visit as the next phase would be turning it into 3 units, it has a main area, an upstairs area, and then construct a 3<sup>rd</sup> unit above the garage into a studio currently

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a laundry room. Only interior configuration would change, each area has its own staircase access. He would live in the main building and would do short to mid-term rentals in the L shape part and studio. NHDOT change of use on driveway, he will be contacting them, a lot less traffic during the week more on the weekend. The Fire Chief will be sending an e-mail of his site visit to Secretary McGee.

The Board advised Mr. Shaw that a Change of Use would be required for the short to mid-term rentals and the Board would go over the Absolute Criteria. He stated he was aware of the Change of Use and would be filing the application in a few days.

**A motion was made by Tim O'Neil to approve the Development Application for renovations as submitted, seconded by Alan Theodor. All in favor, motion carries. APPROVED**

Stiles, Robert – 100 Lancaster Road, Tax Map 101 Lot 018: Mr. Stiles was present to ask the Board if anything needed to be done at this location as the church had left and now it was being used for martial arts classes. The Board advised Mr. Stiles that a Change of Use Application should be filed.

**Septic Design(s):**

Romano, Joseph – 98 Kimball Hill Road, Tax Map 241 Lot 021: A letter was received from NHDES stating they have given Mr. Romano a one-time extension of 90 days from the expiration date of the Construction Approval for System #1 & #2. The Board was frustrated with the extension, Chairman Burns stated it's like kicking the can down the road, this issue with the two systems has been going on since 2020. The Board wondered about sending a letter to NHDES regarding this continuing issue.

Zeek, Samantha – 21 Longwood Drive, Tax Map 207 Lot 011: To install two septic tanks, a 1,000 gallon and 1,500 gallon tank for a proposed 3-bedroom dwelling with 1 bedroom in-law apartment. Board had no concerns. **A motion was made by Frank Lombardi to approve the septic design plan as presented for 21 Longwood Drive, seconded by Alan Theodor. All in favor, motion carries. APPROVED**

**Demolition Permit(s):**

Smith, Alan – 56 Elm Street, Tax Map 102 Lot 115: Mr. Smith is requesting a 60-day extension. Board had no concerns, will extend until 5/8/2023. **A motion was made by Frank Lombardi to extend the Demolition Permit for 60 days, until 5/8/2023 seconded by Alan Theodor. All in favor, motion carries. APPROVED**

**RV Permit(s):**

Ferrara, Daniel and Rosalba – 587 So. Whitefield Road, Tax Map 249 Lot 004: To place two (2) RV's on said lot for 180 days, from 5/1 – 10/28/23. Board had no concerns. **A motion was made by Tim O'Neil to approve the two (2) RV applications as submitted, seconded by Alan Theodor. All in favor, motion carries. APPROVED**

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**Development Permit(s):**

**Morris, Jeffrey – 19 Melanie Drive, Tax Map 226 Lot 015:** To construct a wood framed movable 12'x24'. **APPROVED BY CHAIRMAN BURNS ON 3/1/23.**

**Gosselin, Brian – 309 Lancaster Road, Tax Map 218-003:** Secretary McGee gave the Board an update on where Mr. Gosselin was with his new building. The Board agreed to given a 90- day extension so that Mr. Gosselin can secure funding, he will need to report back to the Board by June 6, 2023.

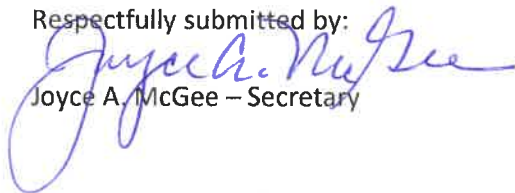
**Correspondence:**

-10 Tamarack Road: Board was advised that this location is running an Airbnb, a letter will be sent as a Change of Use is required.

**CIP Committee Update:** Chairman Burns advised that Edwin Betz will Chair the Committee and is confirming one more member, then they will be ready to meet with NCC.

**A motion was made by Tim O'Neil to adjourn the meeting at 7:50 PM, seconded by Frank Lombardi. All in favor, meeting adjourned.**

Respectfully submitted by:

  
Joyce A. McGee – Secretary

Scott C. Burns - Chairman

