

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on MAY 7, 2019**

minutes approved on 6/4/2019

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 7, 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, James Boffetti, Kevin Lynch - Selectmen's Rep.,

**MEMBERS ABSENT:** Tony Turecki, Joshua Smith

**ALSO PRESENT:** Joan McKibben (P.B. Admin. Assistant), Jay Minkarah (Executive Director Nashua Regional Planning Commission - NRPC)

**CALL TO ORDER**

Mr. Croteau called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance. Roll call of members.

**Public Input:** No Public input on non-agenda items. (no public present)

**AGENDA ITEMS:**

- 1. Master Plan Update - Transportation Chapter**
- 2. Zoning and Site Plan review proposed changes**

**Master Plan Update Transportation Chapter**

Jay M. - we are close to finalizing a draft for Board review.

We are going to need additional information on turning traffic at Page Rd. and Rt.102. The conclusion by the NRPC traffic folks, at this time, a signal at that intersection would not be warranted. We will put the data in the master plan and continue to monitor the intersection over a few years.

A discussion on the future continuation of Albuquerque Ave to Rt. 102 continued to be discussed by the Board. Also history of the Circumferential Hwy, which is not on the States 10-year plan. For the update of the transportation chapter they will look at Albuquerque connection to Rt. 102 over Cutler Rd.

Staff will investigate the plan file for information on the layout of the above roads.

Albuquerque Ave to Rte.102 would take traffic off Page Rd. Keven L. would like to get State funds to help out with that construction.

NRPC has put in some alternative traffic calming to consider, in this chapter. Cutler Rd. and Page intersection will have more traffic counts done.

Sidewalks along Pinecrest will be recommended in the plan.

Hillcrest Rd. and Albuquerque Ave. intersection.

Kim Q. stated she would like to see a possibility of directing larger trucks out of neighborhood areas along Albuquerque Ave. .

#### Zoning Items to flag for possible changes

After meeting with the zoning board chair a proposed change was identified.

- In all of the commercial zoning districts under special exceptions for Gasoline Sales and Automobile Service and Repair and Fast Food Restaurants there are many objective questions that don't need to be answered by the zoning board as a special exception.  
The suggestion is to make these items a conditional use that would come before the planning board.
- Signs - How are other communities defining electric signs. Where the Board thinks electronic signs might be appropriate. How do other towns define brightness of the sign.
- Kim Q. suggests applicants should check with the Historic Society regarding names of historic places in Litchfield before using the names on signs.

#### Site Plan Regulations for possible changes

Parking Standards - How to calculate parking for multiple uses on one site. Now parking is based on number of employees which is fluid and changing. Better to base parking on square footage of the business.

180.5 Submission Requirements for Expedited review of farm building and minor site plans

Jay M. felt this is not really expedited review because we are asking you all the categories and then having the applicant ask for waivers.

It would be better to ask the applicant for the items the Board really wants to see.

Jay will submit some examples to the Board.

Mike C. mentioned definition of temporary structure.  
Jay will look for a good definition.

Kevin L. mentioned changing the setbacks for sheds the zoning currently says  
Sheds less than or equal to 192 square feet should be setback 10' from the property  
line. He would propose the 192 to be changed to 200 square feet.

### **Committee Reports**

Conservation Commission is meeting the first Thursday of the month. June they will  
continue learning about combined sewer overflows in Manchester.

Nashua Regional Planning Commission (NRPC) June 19 full commission meeting.  
Litchfield members needed for NRPC commissioners.

Litchfield Heritage Commission approved their by-laws now send to legal counsel.

Lower Merrimack River Local Advisory Committee (LMRLAC) next meeting June 27.  
Members from Litchfield also needed for LMRLAC.

The Historic Society is planning on getting a plaque for the Darrah Pond

### **Approve Minutes**

Kim Q. makes a motion to approve the April 16 minutes as amended.

Kate S. seconds the motion. Motion carried 5-0-0.

No Planning Board meeting May 21 next meeting is June 4, 2019.

Kate S. made a motion to adjourn at 8:37 seconded by Kevin L.

Motion carried 5-0-0.

Respectfully Submitted

J. McKibben

