

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on November 19, 2019**

minutes approved on 12/3/2019

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, November 19 , 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, James Boffetti, Joshua Smith, Ronn Stephens - Alternate, Steve Webber - Selectmen's Rep. (for K. Lynch)

**MEMBERS ABSENT:** Kevin Lynch - Selectmen's Rep., Tony Turecki, Curtis Sampson - Alternate

**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.

Ronn Stephens, alternate, appointed as a voting member for this meeting.

**Public Input:** No Public input on non-agenda items.

**AGENDA ITEMS:**

- 1. LMS Students for presentation as part of their Robot Competition**
- 2. LKQ Sign Permit 476 CBH, Map 20 Lot 21**
- 3. Master Plan Update - Transportation Chapter**
- 4. Ordinance changes for 2020 Town Meeting**

**LMS Students**

10 Junior High Students and their mentor, Robin Corbeil, were present. Three of four teams at LMS qualified for the state competition.

As part of the robot competition the students were charged with a challenge idea to solve a local problem in their community. Ms. Corbeil stated how well they work allows

them to move onto state competition.

Two teams were present. The first team decided to change a community space to better use.

They chose the old fire station (now empty) to create a space for a food kitchen.

They had to work at looking at the site for items like parking, there would have to have a fundraiser to convert the space for more usable area.

They have shared the idea with Litchfield Fire Chief, a UNH Student and the Planning Board. They explained their concept to the Board, several members ask questions of the students.

The second team "The Circuit Breakers" Chose the Albuquerque bike path. The problem they saw was the darkness of the path after sunset.

They envisioned solar lights along the path every 20' for the six miles of the path at a height of 3'. This would create better peace of mind, more benefit to the public via safety and more hours of use. They calculated the whole cost at \$17,420.

They have shared the idea with Madison Corbeil, Energy Solutions and the Planning Board. The Board had some questions for them.

### **LKQ Sign, Map 20 Lot 21, 476 Charles Bancroft Hwy.**

Jason Gagnon from Sousa Signs is present to submit the sign application for approval. Fees have been paid, abutters were not notified because the sign is not illuminated at this time.

The applicant is proposing one freestanding sign, double faced, 9' tall, 18 square feet at the drive entrance on Charles Bancroft Hwy. On 3.2 square foot sign on the building next to the door stating "Customer Pickup".

The face on the freestanding sign will be acrylic with a steel support with a black aluminum cover on the pole.

Jay M. both signs are will within the limits of the ordinance. There was discussion on two support poles vs. one. And if the sign was in the rural character.

It was decided to have the sign stay as presented by the applicant.

Joshua S. makes a **MOTION** to approve the two signs as submitted. James B. seconds the motion. The motion carries 6-1-0.

### **Master Plan - Transportation Chapter**

The Board went over the recent changes to update the chapter.

Section J. are the recommendations and conclusions.

Jay M. spoke of the recommendation to complete the sidewalk on Pinecrest Rd. east to the intersection with Albuquerque Ave.

Explore development of sidewalks along Hillcrest Rd.

Install marked crosswalks connecting all four corners at key intersections along Albuquerque Ave.

The design speed on Albuquerque Ave. is fast, traffic calming measures could be installed such as textured pavement at crosswalks. Reducing the width of travel lanes through striping. Widened shoulders could then be used for designated bike lanes. Examples in Nashua were shown on page 25 of the document.

Discussion continued on extending Albuquerque Ave. to Rte. 102.

There is a section in the document (section H) regarding newer technology - Connected and Autonomous Vehicles, charging stations.

It may be possible to do some improvements through the next round of CTAP funding. Steven W. will investigate crosswalks with the road agent.

Master Plan is a visioning document, the Select Board could implement recommendations.

There was no consensus previously on roundabouts.

Traffic light at Page Rd. and Rte. 102 is not warranted now, the volume is not there but will continue to monitor that intersection.

James B. makes a **MOTION** to take the Transportation Chapter of the Master Plan to public hearing on January 21, 2020. Kim Q. seconds the motion.

Motion carries 7-0-0.

### **Ordinance Changes**

The chairman of the Zoning Board of Adjustment (ZBA) requests a change instead of a special exception in the following districts issued by the ZBA the following should be granted by conditional use permit from the Planning Board:

Gasoline Sales, Automobile Service and Repair and Fast Food Restaurants in sections 603 Highway Commercial, 703 Southwestern Commercial District, 803 Northern Commercial District and 1003 Southern Commercial/Industrial Service District.

**There would be no changes to the criteria in any of the districts.**

### Sheds

Amend Section 310.00 DIMENSIONAL REQUIREMENTS, Note 4, to change the square footage for a shed needing to meet the minimum ten (10) foot side and rear

setback from 192 square feet to 200 square feet.

#### Electronic Messaging Signs

Propose a new section 1502.03 and amend section 1502.02 remove c. no neon, flashing, moving or colored lights will be used.

1502.03 criteria for electronic signs

#### Campers

Amend Section 500.00 Residential District, to provide specific requirements for the maintenance and storage of campers, including the use of campers for guest accommodations.

Include a new subsection 501.01 to define campers, storage of, and guest stationing for a period not to exceed 30 days in any one calendar year, with certain criteria.

#### Agriculture Definition

There has been a change to the definition of agriculture and existing agricultural activities and uses in zoning and planning ordinances and rules by the state that was effective 9/5/2019. Chapter 338 HB 663

At the December 3 planning board meeting the board should decide what issues are important to change in 2020.

#### Committee Reports

December 5 Conservation Commission 7:00 p.m. at the Litchfield Fire Station  
Community Room

December 18, 7:00 p.m. NRPC quarterly meeting

Joshua Smith is interested in becoming a commissioner to regional planning (NRPC).

#### Approval of Minutes

James B. made a **MOTION** to approve the November 5 minutes as written. Seconded by Joshua S. Motion carries 5-0-2.

There will be a compliance hearing Dec. 3 for Mel's Funway last plan, recorded 2/19/19 plan #40070 at Hillsborough County Registry of Deeds (HCRD). Abutters and owners will be notified by certified mail.

The chair asked for a volunteer for the Capital Improvement Plan (CIP) Probably a six month process. With volunteers from planning board, BUDCOM, Select Board, 2 citizens.

A MOTION to adjourn was made by James B. seconded by Kate S.  
All in favor. Meeting adjourned at 9:07 p.m.

Minutes by J. McKibben