

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on January 5, 2021**

minutes approved on 1/19/2021

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 5, 2021 at 7:00 p.m.

In response to the COVID-19 Pandemic, the Planning Board also held a hybrid meeting pursuant to Governor Sununu's Emergency Order #12 related to public meetings. Via webex.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Dr. Kimberly Queenan - Vice-Chairman, Kate Stevens-remote, James Boffetti-remote, Ronn Stephens-remote, Joshua Smith

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

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

**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.

**AGENDA ITEMS:**

1. Zoning Ordinance Hearing Conservation Open Space Development Clarifications Section 575.0.0
2. Discussion of Accessory Dwelling Units (ADU) Zoning Section 507.00

Zoning Ordinance Hearing Conservation Open Space Development (COSD) Section 575.0.0

First hearing on changes to COSD.

Jay M. explained the main intent of the modifications are to clarify types of open space, uses those open spaces can be put to and how they can be managed and owned.

There was some confusion in the ordinance because of the different terms that were used and the different ways they were described.

Open space in the existing ordinance was always required. That section was clarified, when public access was desired and when it didn't make sense as in agricultural fields. Designated open space shall be permanently protected. Public access may be required; it is not always required.

Clarifications were made in section 575.8.0 control and management of common land and designated open space. #4 was added to this section to allow private ownership of open space as long as it was consistent with uses approved by the Planning Board.

Kim Q. had some grammatical suggestions.

The Chairman called for public comment, there was no public present remotely or in person.

Kim Q. made a **MOTION** to hold a second hearing on Conservation Open Space changes on January 19, 2021 at 7:00 pm seconded by James B. The motion passed 6-0-0.

#### Discussion of Accessory Dwelling Units (ADU) Zoning Section 507.00

Currently ADU's have to be within or attached to the single-family dwelling.

Discussion centered around detached ADU's being allowed within an existing garage, barn, or other similar outbuilding or shall be designed to be consistent with the character and appearance of accessory buildings customary for a single-family dwelling.

There should be some level of review to maintain the single family character, either a conditional use permit from the Planning Board or a special exception from the Zoning Board. A detached ADU would be required to execute a restrictive covenant running in favor of the Town.

ADU's are currently allowed in the residential district.

Jay M. and the Board felt a conditional use permit would make more sense instead of a special exception because the Planning Board has experience with residential uses.

James B. and Kate S. were not in support of proposed larger lots if they contain an ADU.

James B. made a **MOTION** to take the ADU zoning changes to a second public hearing on January 19, 2021 at 7:00 pm. Kim Q. seconded the motion. Motion passed 6-0-0.

#### Committee Reports

Heritage Committee 1/12 7:00 pm Remote

NRPC 3/17 7 pm details on their website

Capital Improvements 1/18 7:00 pm the public will be remote, discuss plans for 2021

Kim Q. had several items from the NRPC meeting:

- They are trying to have the town website link to NRPC's website
- Souhegan Valley Rail Trail from Nashua to Wilton is work in progress
- A gentleman from Hollis is hoping to get a group together to research replacing diesel buses with electric buses

- Glass-grinding machines were discussed in the context of China may no longer be viable cost wise.
- Pennichuck Water rate hike discussed.

Approval of 12/15/20 Minutes

Ronn S. made a **MOTION** to approve the 12/15 planning board minutes. Kim Q. seconds the motion. Motion passed 6-0-0.

Other Business

Mike C. mentions another letter was sent to the Hudson Logistics lawyer and copied to Hudson Planning Board regarding the traffic impact to Litchfield and what Litchfield would like Hudson P.B. propose for traffic issues.

Jay will check on the date of the next Hudson Planning meeting.

There is a site walk Saturday, 1/9 at 10:00 am with the Conservation Comm. at the proposed gas station at 522 Charles Bancroft Hwy. Planning Bd. can attend.

A **MOTION** was made to adjourn the meeting by Kim Q. and seconded by Kate S. Motion passed 6-0-0. The meeting was adjourned at 8:17 pm

Meeting transcribed by  
J. McKibben