

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on April 6, 2021

minutes approved on 04/20/2021

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 19, 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, Kate Stevens - Vice Chairman, James Boffetti, Ronn Stephens, Curtis Sampson, Kimberly Queenan - Selectmen's Rep.

Kate, James, and Curtis via Webex

MEMBERS ABSENT: Joshua Smith

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

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:

Home Occupation: Sharon Tower, 9 Josiah Dr. Map 6 Lot 77

Tabernacle Baptist: Sign Replacement, Rte. 102

Potential Site plan and Zoning Amendments Discussion

Home Occupation

Sharon Tower, applicant was present via Webex. She would like to have a home occupation for Reiki, Reflexology - Holistic Therapy at 9 Josiah Dr. She would have one client at a time, 6-10 clients per week. Sharon would be the only

employee. No sign is requested, there are no other home occupations at the site. The area used for the business is 170 square feet. Clients would be entering the front door and then proceed upstairs. There is outdoor lighting at the end of the driveway and the front entrance. A client only bathroom on the first floor. Hours of operation 3-4 days per week no earlier than 11 a.m., no later than 7 p.m.

Abutters have been notified and fees paid. There was no comment from the public.

Ronn S. made a **MOTION** to approve the home occupation. Kate S. seconds the motion. Motion to approve passed 6-0-0.

Tabernacle Baptist Church Sign Replacement Map 2 Lot 29, Rte 102

Roger Diener, Head Trustee, is present via Webex for the church.

They would like to update the sign on 102 for their upcoming 50th anniversary.

The sign would be a direct replacement of the current sign. 12' high with landscaping at the base. A rendering of the sign was submitted. If approved it would then go to the building inspector for a permit.

James B. makes a **MOTION** to approve the replacement sign. Ronn S. seconds the motion. Motion passes 6-0-0. The applicant will need to apply for a building permit.

Potential site plan and zoning amendments

Jay presented the following changes:

a new form for conditional use permits (CUP) , Appendix I, to include a list of all the possible conditional reasons for a conditional use permit and more detailed information on the CUP.

Section 180, site plan regulations submission requirements for the expedited review of farm building and minor site plans. Lists the items not needed for expedited review and the applicant may submit a copy of a previously approved site plan or subdivision plan with proposed alterations shown for reference.

Parking requirements: As previously discussed Jay has grouped parking requirements by use categories instead of by number of employees. Parking will use an objective measure. Like uses are grouped for parking requirements. Some uses are by floor area, some by square feet, daycare or preschool uses are still by employee.

Restaurants are in three categories: sit down type, fast food, ice cream stands and coffee shops. Industrial uses based on floor area.

All of the above proposed changes will need to be approved by the planning board at a duly noticed public hearing.

Committee Reports

April 12 Board of Selectmen 6:30 pm

April 1 Conservation Comm., first Thursday of the month

Quarterly CIP meetings April 5 and July 19, 6:00 pm

Lower Merrimack River Advisory Committee no meeting

Cadorette Subdivision

The subdivision map 5 lot 166, one lot into two was approved Nov. 2020. The plan was not recorded in sixty days and Mr. Cardorette would like an extension in order to record the plan at the registry of deeds.

James B. made a **MOTION** to grant an extension for map 5 lot 166 subdivision. Kate S. seconded the motion. Motion passes 6-0-0.

Hudson Logistics, Hudson, NH

Hudson planning had closed public input, they would have board deliberations at the next meeting.

The next Litchfield planning board meeting is April 20, 2021 at 7 pm

Kate S. made a **MOTION** to adjourn the meeting seconded by Kim Q.

All in favor, meeting adjourned at 8:10 pm

Meeting transcribed by

J. McKibben