



Planning Board Agenda

Wednesday December 10, 2025

6:00PM

2155 Main Street Bethlehem NH

3rd Floor Meeting Room

- **Call to Order**
- **Roll Call**
- **Agenda Review** – The order in which the agenda is presented may be subject to change
- **Previous Meeting Minutes**
 - November 11, 2025
- **Continued Business**
- **New Business**
 - Application 203-001-SD-2025: Bethlehem Country Club LLC (Owner), Gardiner Kellogg and Mark Koprowski (Agents); request final review of a subdivision plan to subdivide a 1.62-acre parcel from an existing 99.26-acre parcel. The property is located at 1901 Main Street, identified as Map 203 Lot 001, in the District 1 Main Street (D1-M) Zone.
 - Review Proposed Zoning Ordinance Amendments
 - December 17th First Public Hearing for Amendments
- **Board and Administrative Communications**
- **Public Participation** – Public Participation shall pertain to topics within the purview of the Planning Board
- **Adjournment**



Planning Board Meeting Minutes

Wednesday November 12, 2025

Meeting called to order at 6:00 PM on Wednesday, November 12, 2025.

Board Present: Alecia Loveless, Jerry Blanchard, Rob Gilgen, Linda Moore, April Hibberd and Sally Fitzgerald

Absent: Sean Gawlik

Public Present: Mary Moritz, Cheryl Jensen, Chris Jensen, Veronica Morris

Minutes: September 24 Sean Gawlik made motion to approve as presented, Rob Gilgen seconded. All in favor. Motion Passed. October 22 Linda Moore made motion to approve as presented. Sally Fitzgerald seconded. All in favor. Motion passed.

Continued Business: None

Littleton Elks Lodge Sign Permit Application: There was discussion on whether the applicant needs to come back to the Planning Board or not. Neither the Zoning Ordinance or Site Plan Regulations have clear language on modifications, alteration or replacement of previously approved existing signs. The Board agreed that the sign sections in both documents will need to be amended in the future.

The applicant explained that the original sign was externally lit, and the new sign is internally lit and slightly larger, although the posts for the sign remain in the same location. They are working on being compliant with the Variance conditions. They have been in contact with NH DOT and they have no issue with the sign and doesn't present a safety concern. A volunteer will be building the roof structure once the material is available and has time to erect it.

A Board member asked how compliance is followed up on. It was clarified that the Code Enforcement Officer is responsible for enforcement.

After a short discussion the Board determined the newly installed sign didn't require any action from the Planning Board.

Library Presentation: Library Director Laura Clerk presented an overview of the new outdoor pavilion project at the library. She explained that the idea originated from the need for outdoor programming during COVID, as the temporary tent used at that time had deteriorated. The library sought a permanent, accessible structure and successfully secured two grants, \$10,000 dedicated to creating an ADA-accessible sidewalk and \$15,000 toward pavilion construction. Additional contributions from the Friends of the Library and private donors fully funded the project at no



cost to taxpayers. Construction is being carried out by Bob LaFleur of Building Professional, Inc., with completion required by April 30 to meet grant conditions. The pavilion will support summer programming and will also be used by the Recreation Department. Board members expressed appreciation for the project and the fact that it is entirely grant-funded.

Proposed Zoning Ordinance Amendments: The Board reviewed the proposed Zoning Ordinance changes but would like to wait until Liz, the contracted planner is present to go further in depth. One member pointed out the use tables need to be amended and remove the “s” on Accessory Dwelling Units.

The Board discussed concerns with the current Site Plan Review Regulations and the need for clearer, more comprehensive guidance within the document. It was noted that the existing regulations frequently direct applicants to the Zoning Ordinance, which has created confusion regarding responsibilities, board oversight, and enforcement. Liz, the Town’s planning consultant, has recommended that the Site Plan Review Regulations be updated so that requirements relevant to site plan review, including commercial noise standards and certain sign provisions are contained directly within the regulations rather than referenced externally.

Board members acknowledged that some requirements appropriately belong in the Zoning Ordinance (such as night sky/lighting standards that affect both residential and commercial districts), while others, particularly commercial/industrial performance standards are more suitably regulated through the site plan process.

A resident volunteer, Cheryl, expressed frustration with conflicting guidance and the difficulty of navigating between documents after extensive work was previously conducted with consultant Tara Bamford to eliminate redundancies. She noted that she has repeatedly sought clear direction and is concerned about adopting regulations that may be unenforceable without legal review. She emphasized her desire for an ordinance that is functional, enforceable, and legally compliant.

Board members reiterated that proposed amendments must be reviewed by legal counsel prior to adoption and that Liz’s recommendations are advisory; the Planning Board will ultimately determine how requirements are divided between the Ordinance and the Site Plan Regulations.

Board members agreed that the discussion should continue when Liz is present, as she can provide additional explanation and respond to technical questions which may include clarification on where specific regulations should be located. The Board plans to place the Commercial & Industrial Noise Ordinance and related site plan changes on the next Planning Board agenda (December 10). Legal review is expected by December 3.



The Board also discussed whether placing noise standards in both the Zoning Ordinance and the Site Plan Regulations could cause a conflict if voters reject the ordinance at Town Meeting. Members requested that legal counsel clarify whether including such standards in the site plan regulations remains lawful even if the standalone ordinance fails. The Board also discussed the differing enforcement tools available under ordinances (including civil penalties) versus site plan regulations, which generally apply at the time of review rather than through routine code enforcement.

Lahout Park – Site Plan Extension Request: The Board reviewed a letter from Mr. Lahout requesting a four-year extension on the approved site plan for five additional multifamily buildings at Lahout Park. Mr. Lahout noted that only one building has been constructed to date and that rising construction costs have delayed further development. After a short discussion.

Motion: Linda Moore made motion to grant the four-year extension, Rob Gilgen seconded. All in favor. Motion passed.

Budget Discussion: The Board reviewed the proposed Planning Board budget. Discussion focused largely on staffing, consulting services, and transitioning from the current consultant (Liz) to a future part-time employee.

The draft budget included 26 weeks of part-time staffing at 20 hours per week at \$25/hour. Consultant costs were calculated assuming 26 weeks at 15 hours per week at \$85/hour.

Even at the higher consulting rate, the Town would save money overall due to not paying benefits, retirement, or health insurance. If a qualified permanent employee is hired, funds can be reallocated from the consultant line to the salary line as needed.

The Board discussed increasing the consultant services budget to cover up to one year of consulting time in the event that a permanent hire is not immediately secured. It was noted that major applications would be billed directly to applicants under the existing fee structure.

Motion: Linda Moore made a motion to increase the consulting services line item to \$66,300 Alecia Loveless seconded. All in favor. Motion carried.

The Board agreed to reduce the clerk line item to maintain the category but free additional funds for the consulting/salary lines. Staff will adjust the internal allocation accordingly.

Motion: Alecia Loveless made motion to approve the amended budget, Jerry Blanchard seconded. All in favor. Motion carried.



Board and Administrative Communications

The Board requested when receiving files via email to have Minutes in the title.

Motion: Jerry Blanchard made motion to adjourn at 7:08 PM. Rob Gilgen seconded, motion carried unanimously.

Respectfully Submitted,

Liz Emerson

Interim Planning & Zoning Clerk

DRAFT

**PLANNING BOARD
TOWN OF BETHLEHEM, NEW HAMPSHIRE**

APPLICATION FOR MAJOR SUBDIVISION, MINOR SUBDIVISION, OR LOT LINE ADJUSTMENT

INSTRUCTIONS:

1. Carefully read Zoning Ordinance and Subdivision Regulations.
2. Complete this application.
3. Complete appropriate Checklist. (For Final Application, Checklist must be complete.)
4. Compile abutters list containing the names and addresses of all abutters as indicated in Town records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
5. Submit all required information by hand to the Planning & Zoning Clerk at the Town Hall or mail to Bethlehem Planning Board, PO Box 189, Bethlehem, NH 03574, along with a check payable to the Town to cover filing fees, mailing, advertising, and other costs at least 21 days before the next regular monthly meeting.

FOR MORE INFORMATION PLEASE CALL 603-869-3351 or email planning@bethlehemnh.org

PROPERTY INFORMATION

Map # 203 Lot # 1 Number of Lots/Sites/Units Proposed 2

Property Address, or, if none, street that would provide access ROUTE 302 / MAIN ST

Lot Size 1.62 Acres 70.599 Sq. Ft. Zoning District I MAIN STREET

APPLICATION TYPE

Major _____ Minor X Lot Line Adjustment/Boundary Agreement _____

Preliminary Plan (Design Review) _____ Final Approval X

CONTACT INFORMATION

Owner's Name: BETHLEHEM COUNTRY CLUB
Mailing Address: P.O. BOX 217 (1901 Main St)
BETHLEHEM N.H
E-mail: GK@KELLOGG SURVEY.COM Phone 603-616-7901

AGENT (if applicable)

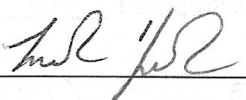
Name: GARDNER KELLOGG
Mailing address: 320 MANNS HILL ROAD
LITTLETON NH 03561
E-mail: GK@KELLOGGSURVEY.COM Phone 603.616.7901
mark.koprowski.4@gmail.com 603-991-7103

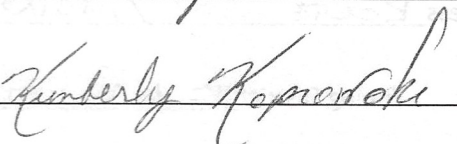
SIGNATURES

I hereby declare that:

1. I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete.
2. The Agent listed (if any) is authorized to represent me in the application process.
3. Members of the Bethlehem Planning Board and its agents, including consultants and Town employees, are hereby authorized to enter the property for the purpose of evaluating this application, including for the purposes of a publicly noticed site visit, and if approved, for performing any inspection deemed necessary by the Board or its agents to ensure conformance with conditions of approval and conformance of the on-site improvements with the approved plan and all other applicable ordinances and regulations.

NOTE: If there are multiple owners, a valid application requires the signature of each owner.

Signature:  Date: 11/21/2025

Signature:  Date: 11/21/2025

TOWN OF BETHLEHEM, NH
CHECKLIST FOR SUBDIVISION APPLICATIONS

Applicant Name: BETHLEHEM COUNTRY CLUB Map # 203 Lot # 1

Using the Applicant column, please check off each item below that is contained in your application material or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Subdivision Regulations.

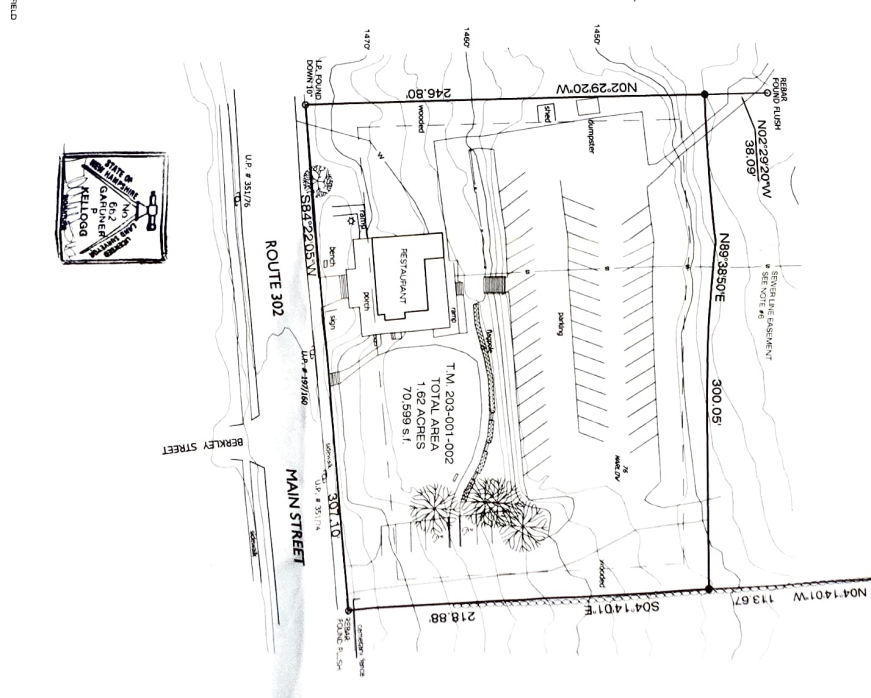
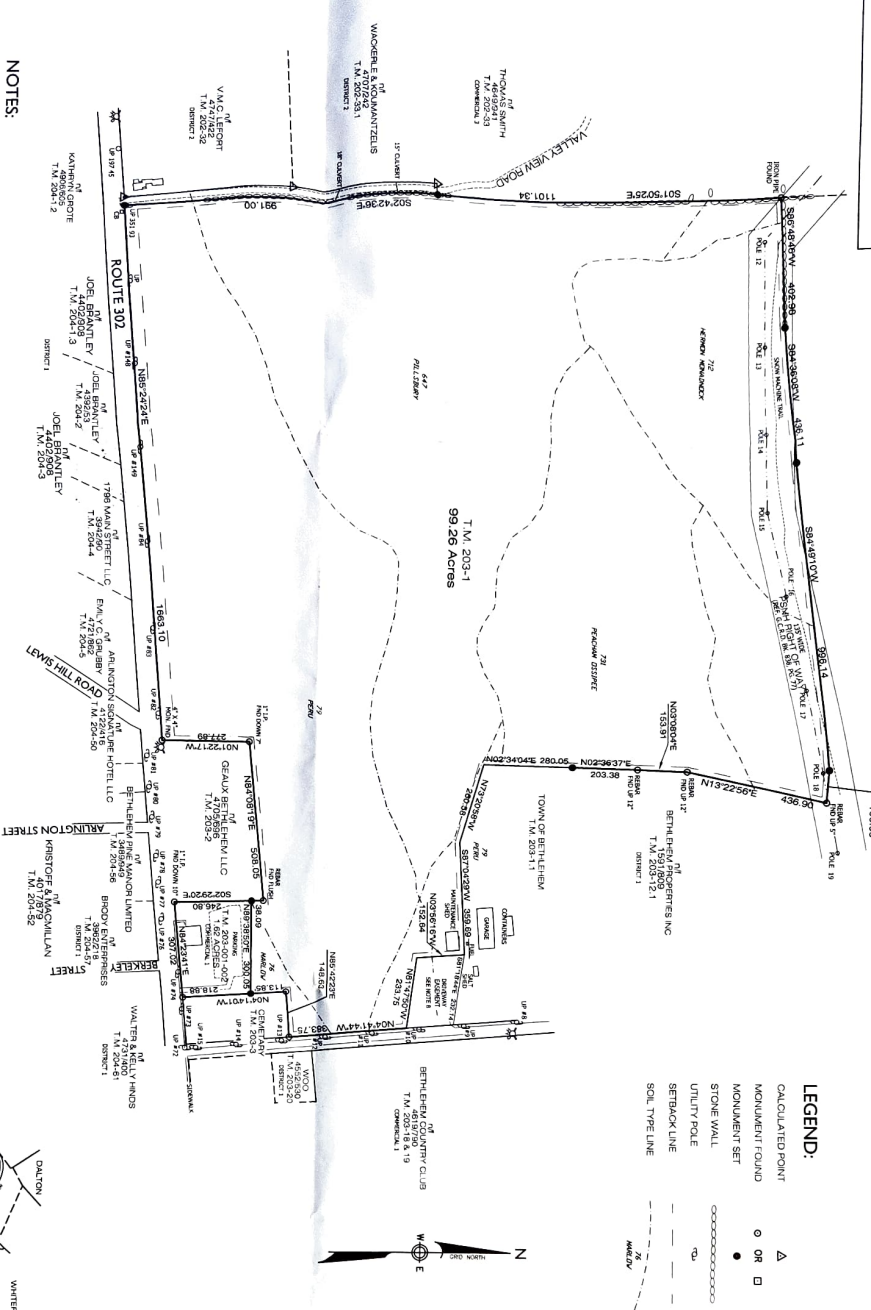
Applicant	For Planning Board Use	
☒	☒	Required With All Subdivision Applications (Section 7.01):
☒	☐	1. The names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the day of filing, along with any easement holders, and any engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat
☒	☒	2. A check payable to the Town to cover filing fees, mailing, advertising, and other costs.
☒	☒	3. A copy of completed Application and Checklist.
☐	☐	4. Any additional information which the Board deems necessary to evaluate the application in relation to the Subdivision regulations.
☐	☐	5. Requests for waivers, if any, pursuant to Section 12.03 with justification.
3 Paper Copies and PDF on one or more 24" x 36" sheets at a sufficient scale to clearly depict the details of the project, not more than 100 feet to the inch, prepared and stamped by a land surveyor licensed in New Hampshire, containing the following:		
☒	☒	6. Proposed subdivision name or identifying title.
☒	☒	7. Name(s) and address of the owner(s).
☒	☒	8. Graphic scale, north arrow and date of plat preparation; dates of any revisions.
☒	☒	9. A locus plat which centrally locates the site under consideration and clearly identifies streets nearest the proposed subdivision.
☒	☒	10. Signature block for Planning Board.
☒	☒	11. The statement: "The subdivision regulations of the Town of Bethlehem, New Hampshire, are a part of this plat, and approval of this plat is contingent on completion of all requirements of said subdivision regulations, excepting any waivers or modifications made in writing by the Board."
☒	☒	12. A boundary survey of the entire lot. A note shall state the deed and plan source(s) of such information. In the case of irregular boundaries, such as brooks, and in the case of non-tangential curves, the bearing and distance of tie lines and long chords, respectively shall be shown.
☒	☒	13. Acreage and tax map-parcel number of the lot proposed to be subdivided, and the acreage, square footage and consecutive numbering of each proposed lot.
☒	☒	14. Ownership and location of abutting properties. Show where the boundary line of abutting properties abuts the site to be subdivided.
☒	☒	15. Zoning on and adjacent to the site, including overlay districts such as Flood Hazard Areas and Groundwater Protection District. A zoning district line abutting a parcel proposed to be subdivided shall be clearly shown.
☒	☒	16. The location, length, width and changes in direction (with bearings and distances) of all existing and proposed rights-of-ways. The name(s) of all existing or proposed streets shall appear within the street right-of-way lines.

Applicant	For Planning Board Use	
<u>✓</u>	<u>✓</u>	17. The location, length width and changes in direction (with bearings and distances) of all existing and proposed easements.
<u>✓</u>	<u>✓</u>	18. Location of all monuments existing and/or proposed. The type of monument shall be clearly indicated and whether it preexists, or is to be set. See Section 8.02.
<u>✓</u>	<u>✓</u>	19. The location of all existing and proposed structures (including building lines); well and septic system sites and well protective radii; utility poles; excavation and "borrow" pits; and other man-made features.
<u>✓</u>	<u>✓</u>	20. Existing and proposed driveways.
<u>✓</u>	<u>✓</u>	21. Year-round and seasonal watercourses, wetlands, ponds; tree lines of wooded areas; rock outcroppings; and other significant natural features.
<u>N/A</u>	<u>N/A</u>	22. The type and location of all existing and proposed surface water drainage.
<u>✓</u>	<u>✓</u>	23. The location of all existing and/or proposed utilities-water, gas, electricity, or other.
<u>✓</u>	<u>✓</u>	24. Within the Water and Sewer District – the type and location of all existing and/or proposed sanitary sewers showing their sizes, profiles and cross-sections; or, in areas outside the Water and Sewer District – logs of test pits and percolation tests shall be provided as a separate document to the Board with their locations shown on the plan.
<u>✓</u>	<u>✓</u>	25. Existing and proposed topography at two-foot intervals.
<u>✓</u>	<u>✓</u>	26. Soil types according to Natural Resource Conservation Service (NRCS) mapping. Soil group limits may be adjusted to conform with topography. Class 5 and 6 soil shall be labeled "poorly drained" or "very poorly drained." An on-site soil survey may be required if NRCS mapping does not appear to be accurate at the required scale or if natural characteristics appear to limit development potential.
<u>N/A</u>	<u>N/A</u>	27. For lots with on-site wastewater systems proposed, a soils/minimum lot size chart shall appear on or accompany the plat containing all of the information listed in Section 7.01)27.
<u>N/A</u>	<u>N/A</u>	28. For all proposed lots 5 acres or less in size located in areas outside of the Water and Sewer District, the Board shall require a written approval for subdivision from the NHDES prior to certifying the Final Plan as approved. The NHDES subdivision approval number shall appear as a note on the Final Plan.
<u>✓</u>	<u>✓</u>	29. Minimum building setback lines and any buffer areas required by the Bethlehem Zoning Ordinances shall be drawn on all proposed new lots and other sites.
<u>✓</u>	<u>✓</u>	30. Any additional information which the Board deems necessary in order to apply the regulations contained herein.
		Required for Major Subdivisions Only:
<u>✓</u>	<u>✓</u>	31. Location, size, planting and landscaping of such parks, esplanades, other open spaces as may be proposed by the applicant or required by the Board.
<u>✓</u>	<u>✓</u>	32. Proposed common areas, e.g., for recreation, public access, multi-use paths.
<u>✓</u>	<u>✓</u>	33. Plans for any extensions of water or sewer lines required to serve the subdivision with sizes, profiles, cross sections.
<u>✓</u>	<u>✓</u>	34. Road Plan showing all items listed in Section 7.01)34.
<u>✓</u>	<u>✓</u>	35. Stormwater Management Plan including the location and construction details of all existing and proposed temporary and permanent erosion and sedimentation and stormwater management and treatment facilities, including culverts, drains, swales, retention and detention areas, including drainage computation.
<u>✓</u>	<u>✓</u>	36. A plan for proposed signage and lighting.
<u>✓</u>	<u>✓</u>	37. Provisions for snow removal and storage.

BETHLEHEM COUNTRY INC
T.M. 203-17
SHEET 1

LEGEND:

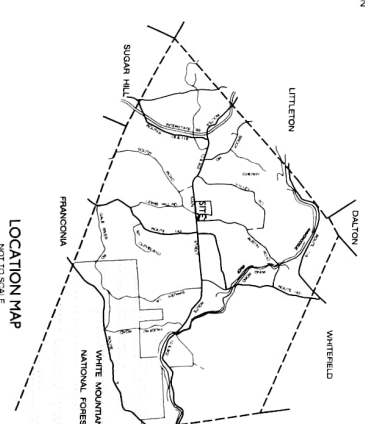
- △ CALCULATED POINT
- OR □ MONUMENT FOUND
- MONUMENT SET
- STONE WALL
- UTILITY POLE
- SETBACK LINE
- SOL TYPE LINE



NOTES:

- 1) THIS SURVEY WAS PERFORMED USING GPS/RTK WITH 3S PPS. GPS RECEIVERS SET FORTH BY THE U.S. NATIONAL BUREAU OF STANDARDS USING THE BUREAU OF CLIMATE SERVICES. EXCEEDS 110.000
- 2) THIS PROPERTY DOES NOT LIE IN THE FLOOD ZONE
- 3) REFERENCE PLAT FOR BETHLEHEM COUNTRY CLUB WESTERN, SIGNED BY PHOENIX HILL ASSOC., RECORDED G.O.D. PLAN #8909, OCT. 1984
- 4) REFERENCE PLAT FOR TOWN OF BETHLEHEM AND BETHLEHEM COUNTRY CLUB, RECORDED G.O.D. PLAN #1824, AUGUST 2000
- 5) REFERENCE SURVEY OF LAND FOR THE TOWN OF BETHLEHEM, COUNTRY CLUB, RECORDED G.O.D. PLAN #1824, AUGUST 2000
- 6) 72X MAGNIFICATION SURVEYING AND MAPPING RECORDED G.O.D. PLAN #1824, NOV. 2020 FOR PREPARED AND MAINTAINED INCLUDES A BEVERLY LINE EASEMENT, LOT 203-1
- 7) ZONE: COMMERCIAL 1
- 8) NAME & ADDRESS OF OWNER: BETHLEHEM COUNTRY CLUB LLC, P.O. BOX 217, BETHLEHEM, NH 03274

FINAL PLAN
APPROVED
PLANNING BOARD
Bethlehem, New Hampshire



LOCATION MAP
NOT TO SCALE

SUBDIVISION OF LAND FOR
BETHLEHEM COUNTRY CLUB
Bethlehem, New Hampshire
Grafton County

PREPARED BY: SUN-TECH BY
KELLOGG SURVEYING & MAPPING, INC.
320 WATERBURY ROAD
MAY, 2025
Scale: 1" = 40'



203-001-SD-2025
Bethlehem Country Club
Administrative Review
Wednesday December 10, 2025

1. All abutters and public have been notified in accordance with RSA 676:4
2. The plan identifies Map 203 Lot 001 as containing 99.26 acres, this is consistent with the current property card. The plan proposes to subdivide a 1.62-acre parcel from this lot. If the proposed subdivision is approved, the plan should show the remaining acreage of Map 203 Lot 001 which would be 97.64 acres not 99.26 acres
3. The newly created lot appears to meet the dimensional standards for District 1 Main St
 - Min. Lot Size: 20,000 sq. ft.
 - Min. Frontage: 100 ft.
 - Front Setback: 60 ft. from Centerline *see bullet point 2*
 - Side & Rear Setbacks: 15 ft.
 - Maximum Building Coverage: 25%
 - Green Space: 33%
 - Total square footage of lot is 70,599.
 - Building, parking and sidewalk coverage is roughly 33,000 sq. ft.
 - Estimated 53.3% of the lot is greenspace.
4. The front porch appears to be about 45' from the centerline.
 - Existing structure: I would assume that the Town recognizes this as a lawful nonconforming structure (i.e., grandfathered). As such, no additional information or action would be required for the Board to make a decision on the application.
5. Locations of water & sewer are depicted
 - Size, profile or cross section are not depicted. However, since the infrastructure is existing, is it necessary to be included?
6. The application appears to be complete

2026 Proposed Warrant Articles

After we all discuss the proposed amendments; if the Planning Board is in favor of them being sent to the Selectboard to be included on the Town's ballot, each amendment must be voted on separately.

(This is read before each warrant article.)

"I move to send this amendment to the Selectboard for inclusion on the March 10 Town Ballot to read as follows: insert warrant article."

Are you in favor of the adoption of Amendment No. **1** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to update all Accessory Dwelling Unit (ADU) regulations and definitions to comply with current New Hampshire state law. The Planning Board recommends this amendment.***

"Are you in favor of the adoption of Amendment No. **2** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to establish the maximum living area of an Accessory Dwelling Unit at 950 square feet. The Planning Board recommends this amendment.***"

Are you in favor of the adoption of Amendment No. **3** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to update the Sign Regulations section to state that signs are approved by the Planning Board, except signs located within the public right-of-way, which shall be approved by the Selectboard. The Planning Board recommends this amendment.***

Are you in favor of the adoption of Amendment No. **4** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to add references to the state statutes that grant the authority to create the related sections of the Zoning Ordinance. The Planning Board recommends this amendment.***

Are you in favor of the adoption of Amendment No. **5** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to amend the Personal Wireless Service Facilities (e.g., cell towers, antennas) section to clarify that, under State law, applications to collocate or modify equipment on an existing facility are reviewed only for compliance with building permit requirements and are not subject to zoning or land-use review; and to add the required appeal process. The Planning Board recommends this amendment.***

Are you in favor of the adoption of Amendment No. **6** as proposed by the planning board for the Town of Bethlehem Zoning Ordinance as follows: ***to correct minor grammatical and formatting errors throughout the document, with no substantive changes to the content or meaning of any section. The Planning Board recommends this amendment.***

VOTERS' GUIDE EXPLANATORY NOTES FOR ZONING ORDINANCE AMENDMENTS

The Planning Board has proposed six zoning amendments for voter consideration. The following explanations are provided to help voters understand the purpose and effect of each amendment.

Amendment No. 1 – Accessory Dwelling Units (ADUs): State Law Compliance

This amendment updates all ADU regulations and the ADU definition to comply with this years changes to New Hampshire State Law (RSA 674:71–73). The State has adopted new requirements related to size, attached vs. detached units, utility connections, and local regulatory limitations. This update brings Bethlehem's ordinance into full compliance.

Amendment No. 2 – ADU Maximum Size (950 sq ft)

This amendment establishes a maximum living area of 950 square feet for any Accessory Dwelling Unit in Bethlehem. State law allows municipalities to set a maximum size, and the Planning Board determined that 950 sq ft is appropriate for Bethlehem's housing stock and rural character.

Amendment No. 3 – Sign Regulations (Approval Authority Clarification)

This amendment clarifies which municipal body approves different types of signs. Signs located on private property or outside the public right-of-way require Planning Board approval. Signs placed within the public right-of-way (such as those on town-owned land adjacent to roads) must be approved by the Selectboard. This change does not alter sign standards, only clarifies review authority.

Amendment No. 4 – Statutory Authority References

This amendment adds references to the specific New Hampshire laws that authorize the creation of various zoning sections. This is a non-substantive update for clarity and to improve the ordinance's legal structure. No regulatory requirements are changed.

Amendment No. 5 – Personal Wireless Service Facilities (RSA 12-K:10 Requirements)

This amendment updates the section on Personal Wireless Service Facilities to reflect State law requiring that collocation or modification applications on existing towers or utility structures be reviewed only for compliance with building permit requirements and are not subject to zoning or land-use review. The amendment also adds the appeal process required by RSA 12-K. No changes are made to the regulations for new towers.

Amendment No. 6 – Grammatical and Formatting Corrections

This amendment corrects minor formatting, numbering, and grammatical inconsistencies throughout the ordinance. These changes are non-substantive and do not alter the meaning or application of any section.

****For a full copy of the amendments, visit the Town of Bethlehem's website****