



Planning Board Agenda

Wednesday February 11, 2026

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**
 - o January 14, 2026
- **Continued Business**
- **New Business**
 - o Application 203-023-1-CondoSD-2026: Andrea Galanto and Peter Murphy (Owners): request final review of a subdivision application to create a 2-unit condo. The property is located at 48 Pine Street, identified as Map 203 Lot 023-001, in the District 1 (D-1) Zone.
- **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 January 14, 2026

Meeting called to order at 6:00 PM.

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

Public Present: Mary Moritz, Chris Jensen, Cheryl Jensen, Nancy Strand, Veronica Morris, and Les Blomberg (via Zoom)

Minutes: Linda Moore made motion to approve the December 10th minutes, seconded by Jerry Blanchard as amended. Move Sally Fitzgerald from present to absent. All in favor. Motion carried

Continued Business: None

New Business:

Impact Fee Ordinance Review: The Board discussed the proposed Impact Fee Ordinance review. Members noted that additional explanatory material had been provided via email. Discussion focused on the need for professional assistance to properly calculate impact fees should the Town choose to reinstate them, noting that lack of technical support was a contributing factor to their prior removal.

Motion: Jerry Blanchard made motion to send the drafted Impact Fee Ordinance forward to the Selectboard. Linda Moore seconded. All in favor, motion carried.

Conceptual Subdivision Map 404 Lot 30: The Board reviewed a conceptual subdivision plan involving property in Littleton extending into Bethlehem. The proposed right-of-way was identified on the plan, traversing the Littleton lot, giving access to the Bethlehem lot.

The Board discussed that the Bethlehem parcel is already nonconforming and that the proposal would result in limited road frontage (approximately 50 feet), where 200 feet is required. Members discussed whether the proposal should be referred to the Zoning Board of Adjustment due to nonconformity and potential frontage issues and expressed concern about setting precedent by waiving frontage requirements.

Noise Ordinance Wording The Board discussed proposed clarifying language for the Noise Ordinance warrant article, brought forward by Cheryl. Copies of the proposed language were distributed at the meeting.

Discussion included the Town's historical practice of using Department of Revenue Administration-recommended warrant language, ballot length and cost considerations, and concerns that warrant articles are often unclear to voters. It was noted that while the Town Clerk ultimately prepares the ballot, the Planning Board traditionally works with the Town Clerk on zoning-related warrant articles.

36 Board members discussed whether to recommend inclusion of the additional explanatory
37 language. It was clarified that the Board's role would be advisory and that any recommendation
38 would be forwarded to the Town Clerk.

39 **Motion:** Jerry Blanchard made a motion to recommend to the Town Clerk to include the added
40 language to the warrant article. Sean Gawlik seconded. All in favor, motion carried.

41 The Chair called for any further business. Seeing none; called for a motion to adjourn.

42 **Motion:** Linda Moore made a motion to adjourn. Sally Fitzgerald seconded. All in favor. Meeting
43 adjourned at 6:14 pm.

44

45 Respectfully Submitted,

46 Liz Emerson

47 Interim Planning & Zoning Clerk

**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 # 23.1 Number of Lots/Sites/Units Proposed 2

Property Address, or, if none, street that would provide access 48 Pine Street

Lot Size 0.92 Acres 40,041 Sq. Ft. Zoning District District 1

APPLICATION TYPE

Major _____ Minor ☒ Lot Line Adjustment/Boundary Agreement _____

Preliminary Plan (Design Review) _____ Final Approval _____

CONTACT INFORMATION

Owner's Name: Andrea Galanto, Peter Murphy

Mailing Address: 12 Michelle Ave
Pelham NH 03076

E-mail: andrea.m.galanto@gmail.com Phone 860 878 2340

12082021

AGENT (if applicable)

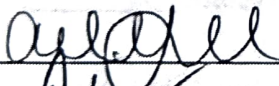
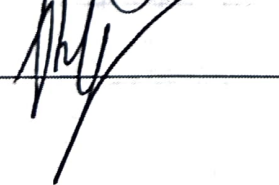
Name: Gardner Kellogg
Mailing address: 254 Manns Hill Rd
Littleton NH
E-mail: gk@kelloggsurvey.com Phone 603 616 7901

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: 1/23/2026
Signature:  Date: 1/23/26

TOWN OF BETHLEHEM, NH
CHECKLIST FOR SUBDIVISION APPLICATIONS

Applicant Name: Andrea Galanto • Peter Murphy Map # 203 Lot # 023-001

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
☒	☒
_____	_____

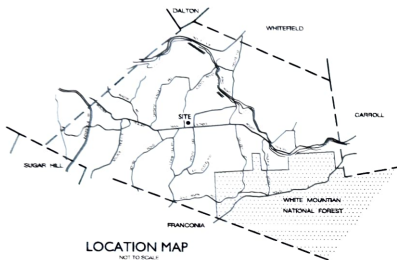
Required With All Subdivision Applications (Section 7.01):

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	
✓	✓	17. The location, length width and changes in direction (with bearings and distances) of all existing and proposed easements.
_____	✓	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.
_____	✓	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.
_____	✓	20. Existing and proposed driveways.
_____	N/A	21. Year-round and seasonal watercourses, wetlands, ponds; tree lines of wooded areas; rock outcroppings; and other significant natural features.
_____	✓	22. The type and location of all existing and proposed surface water drainage.
_____	✓	23. The location of all existing and/or proposed utilities-water, gas, electricity, or other.
_____	✓	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.
_____	✓	25. Existing and proposed topography at two-foot intervals.
_____	✓	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.
_____	N/A	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.
_____	N/A	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.
_____	✓	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.
_____	_____	30. Any additional information which the Board deems necessary in order to apply the regulations contained herein.
Required for Major Subdivisions Only:		
_____	_____	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.
_____	_____	32. Proposed common areas, e.g., for recreation, public access, multi-use paths.
_____	_____	33. Plans for any extensions of water or sewer lines required to serve the subdivision with sizes, profiles, cross sections.
_____	_____	34. Road Plan showing all items listed in Section 7.01)34.
_____	_____	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.
_____	_____	36. A plan for proposed signage and lighting.
_____	_____	37. Provisions for snow removal and storage.



**FINAL PLAN
APPROVED
PLANNING BOARD
Bethlehem, New Hampshire**

DATE: _____ CHAIRMAN: _____
SECRETARY: _____

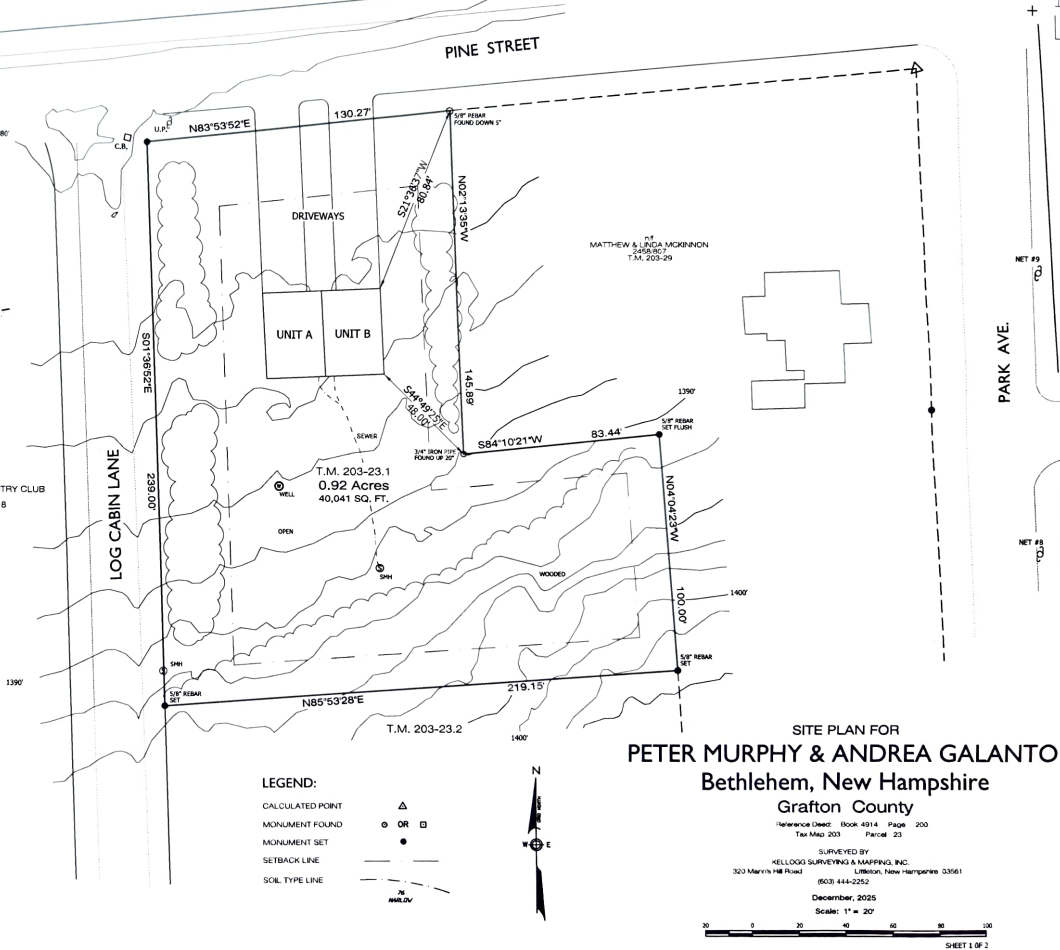
"THE SUBDIVISION REGULATIONS OF THE TOWN OF BETHLEHEM, NEW HAMPSHIRE ARE A PART OF THIS PLAT, AND APPROVAL OF THIS PLAT IS CONTINGENT UPON COMPLETION OF ALL REQUIREMENTS OF SAID SUBDIVISION REGULATIONS, EXCEPTING ONLY ANY VARIANCES OR MODIFICATIONS MADE IN WRITING BY THE BOARD AND ATTACHED HERETO."

NOTES:

- 1) ERROR OF CLOSURE: 1: 28.320 THIS SURVEY IS BASED ON A RANDOM CLOSED LOOP TRAVERSE USING A LEICA TCR 702 SERIAL #645880.
- 2) THE PROPERTY DOES NOT LIE IN THE FLOOD ZONE. REFERENCE T.U.M. COMMUNITY PANEL #33060001 AGE FEB. 2008
- 3) REFERENCE SURVEY FOR MATI MACDONALD BY KELLOGG SURVEYING & MAPPING RECORDED G.C.R.D. PLAN #11002 APRIL 2003
- 4) REFERENCE SURVEY OF LAUDKOR TOWN OF BETHLEHEM OF THE BETHLEHEM COUNTRY CLUB BY KELLOGG SURVEYING & MAPPING RECORDED G.C.R.D. PLAN #10069 OCT. 2020
- 5) SOIL TYPE 7B MARLOW ZONE DISTRICT 1
- 6) PROPERTY IS W/ WOODS
- 7) NAME & ADDRESS OF OWNER:

PR: PETER MURPHY & ANDREA GALANTO
12 MICHELLE AVENUE
P.O. BOX 101 03076

BETHLEHEM COUNTRY CLUB
4619793
T.M. 203-18



LEGEND:

CALCULATED POINT
MONUMENT FOUND
MONUMENT SET
SETBACK LINE
SOIL TYPE LINE



**SITE PLAN FOR
PETER MURPHY & ANDREA GALANTO
Bethlehem, New Hampshire
Grafton County**

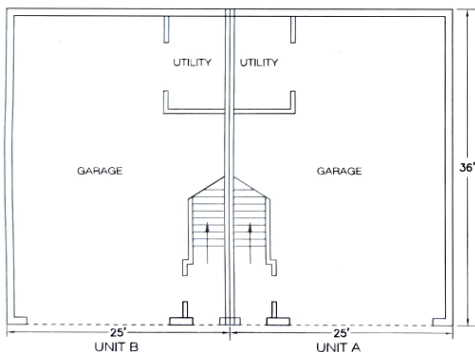
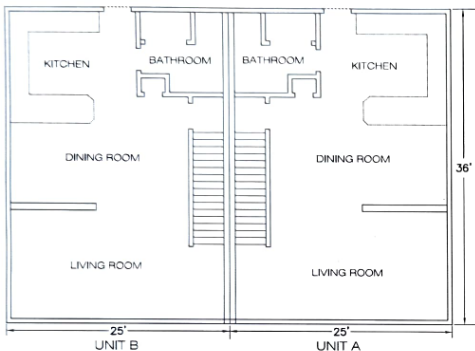
Referenced Sheet: Book 4314 Page 203
Tax Map 203 Parcel 23

SURVEYED BY
KELLOGG SURVEYING & MAPPING, INC.
320 Morris Hill Road
Litchfield, New Hampshire 03061
(603) 444-2252

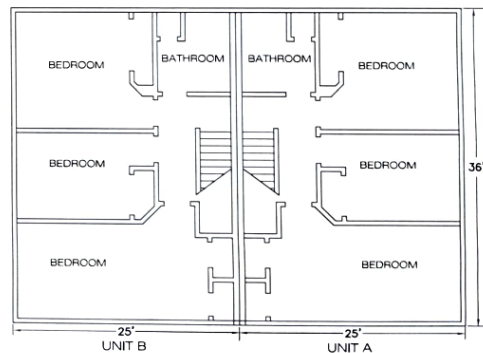
December, 2025
Scale: 1" = 20'



SHEET 1 OF 2



TYPICAL CROSS SECTION VIEW - NOT TO SCALE



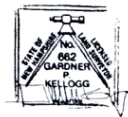
FLOOR PLAN PETER MURPHY & ANDREA GALANTO Bethlehem, New Hampshire Grafton County

Tax Map 203 Parcel 23.1
KELLOGG SURVEYING & MAPPING, INC.
320 Mann's Hill Road Littleton, New Hampshire 03561
(603) 616-7901
December 2025

I GARDNER KELLOGG, A LICENSED SURVEYOR, HEREBY CERTIFY
THAT THESE FLOOR PLANS ARE ACCURATE AND COMPLY WITH
R.S.A. 356-B, 20:11.

GARDNER KELLOGG - SURVEYOR

DATE





ADMINISTRATIVE REVIEW

203-023-1-CondoSD-2026

This administrative review is intended to document alignment between the application and plan and to identify the scope of review under the applicable regulations. All substantive determinations, findings of fact, and conditions of approval remain within the authority of the Planning Board.

Application 203-023-1-CondoSD-2026: Andrea Galanto and Peter Murphy (Owners), request final review of a subdivision application to create a 2-unit condo. The property is located at 48 Pine Street, identified as Map 203 Lot 023-001, in the District 1 (D-1) Zone.

- All abutters and public have been notified in accordance with 675:7.
- The Planning Board approved a subdivision on April 9, 2025 that split a 2.59 Ac parcel into two, creating a .92-acre parcel and a 1.67-acre parcel. The duplex is built on the .92-acre parcel.
- The applicant wants to convert the duplex into a condominium form of ownership to sell the 2 dwelling units individually.
- There will be 2 separate driveways for each unit.
- No waivers have been requested.
- The application appears to be complete.

Respectfully submitted,

Liz Emerson – Interim Planning Clerk