



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



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, JerryBlanchard 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