



Planning Board Agenda

Wednesday June 10, 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**
 - May 13, 2026
- **Continued Business**
- **New Business**
 - **Application 2026-404-30-SD: Nancy Payton et. al. (Owner) Stephen Boulanger, Land Surveyor (Agent)**, request for final review of a subdivision application. The proposal is to subdivide the 77.64-acre parcel that is divided by the Littleton/Bethlehem Town Line. The remaining 64.74 acres in Bethlehem will be accessed through Littleton. The property access is located across from 203 Railroad Street in Littleton, and identified as Map 404 Lot 30, in the District II (D-2) Zone.
 - Site Plan Regulations Amendment & Public Hearing
- **Board and Administrative Communications**
 - Commissary Kitchen – 2055 Main Street
 - Excavation Regulation update discussion
- **Public Participation** – Public Participation shall pertain to topics within the purview of the Planning Board
- **Adjournment**



Planning Board Meeting Minutes

Wednesday May 13, 2026

Meeting called to order at 6:00 PM.

Board Present: Jerry Blanchard, Linda Moore, Sally Fitzgerald and Rob Gilgen

Board Absent: Alecia Loveless, Robb Hoyle, Andrea Kowles

Staff Present: Mary Mortiz – Town Administrator

Public Present: Gardner Kellogg, Bethlehem Country Club LLC, Heidi Boedecker

Minutes: Sally Fitzgerald made motion to approve April 12th minutes seconded by Rob Gilgen. All in favor, with Linda Moore abstaining, motion carried.

Continued Business: None

New Business:

Bethlehem Country Club Subdivision – Gardner Kellogg explained that the property owner is proposing to do a lot line adjustment between Map 203 lots 18 and 19. Lot 19 will become approximately 1.45 acres. The remainder of lot 18 would be subdivided into 4 lots approximately 1.01, 1.05, 1.03 and 1.06 acres. The Village District will serve the lots for both water and sewer as there are existing utilities on Prospect Street. A new sewer line will connect to the existing sewer main to service these lots. The property corners and lot boundaries have been staked out. All lots meet the frontage and minimum lot size.

Heidi Boedecker from Coldwell Banker is working with Horizons Engineering to get the annual flow of both water and sewer and they would write a letter for the Town that the water and sewer have enough capacity for such development.

She continued in saying that the abutter is looking at purchasing additional acreage if this plan is approved.

Motion: Linda Moore made a motion to accept the application as complete. Sally Fitzgerald seconded. All in favor, motion carried.

Jerry Blanchard opened the public hearing and called for public comment.

A member of the public requested that to accommodate those who are Zooming in to have electronic plans available for them to review. The Board agreed and will try to do so.

Jerry Blanchard called for any further discussion, questions or comments. Hearing none he closed the public hearing to begin Board deliberations.

There was a short discussion on splitting up the approval for the lot line adjustment and the subdivision.

33 **Motion:** Rob Gilgen made a motion to approve the lot line adjustment as proposed. Linda Moore
34 seconded. Jerry Blanchard called for any discussion. Hearing none, called for a vote. All in favor,
35 motion carried.

36 **Motion:** Linda Moore made a motion to approve the subdivision contingent upon receiving
37 written approval from the Village District that there is enough capacity for water and sewer for
38 the subdivision. Rob Gilgen seconded. Jerry Blanchard called for discussion. Hearing none, called
39 for a vote. All in favor, motion carried.

40 **Other Business:**

41 Jerry Blanchard called for any further discussion or business to come before the Board.

42 **Motion:** Rob Gilgen made a motion to adjourn. Sally Fitzgerald seconded.

43

44 Meeting adjourned at 6:28 pm.

45 Respectfully Submitted,

46 Liz Emerson - 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 # 404 Lot # 301 Number of Lots/Sites/Units Proposed (1) Bethlehem (4) Littleton

Property Address, or, if none, street that would provide access Railroad Street, Littleton

Lot Size 64.74 Bethlehem Acres 2,820,010 Sq. Ft. Zoning District District II
12.90 Littleton 562,110

APPLICATION TYPE

Major Minor X Lot Line Adjustment/Boundary Agreement

Preliminary Plan (Design Review) Final Approval

CONTACT INFORMATION

Owner's Name: Nancy Payton et. al. (Michael McKenna (contact))
Mailing Address: 3 Fieldstone Circle
Whitman, MA 02382
E-mail: mckennam636@gmail.com Phone 857-225-2624

12082021

AGENT (if applicable)

Name: Steven Boulanger, Boulanger Consulting
Mailing address: 109 Crane Street
Littleton, NH 03561
E-mail: sboulanger@boulangerconsulting.com Phone 603-444-6085

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: *Hugh G. McKenna* Date: 1/17/26

Signature: *Alyce Arsenault* Date: 1/17/26

Mary Witten 1/16/26

Joann Daley 1/17/26

Nancy C Payton 1/17/26

TOWN OF BETHLEHEM, NH
CHECKLIST FOR SUBDIVISION APPLICATIONS

Applicant Name: Nancy Payton et al Map # 404 Lot # 30

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.

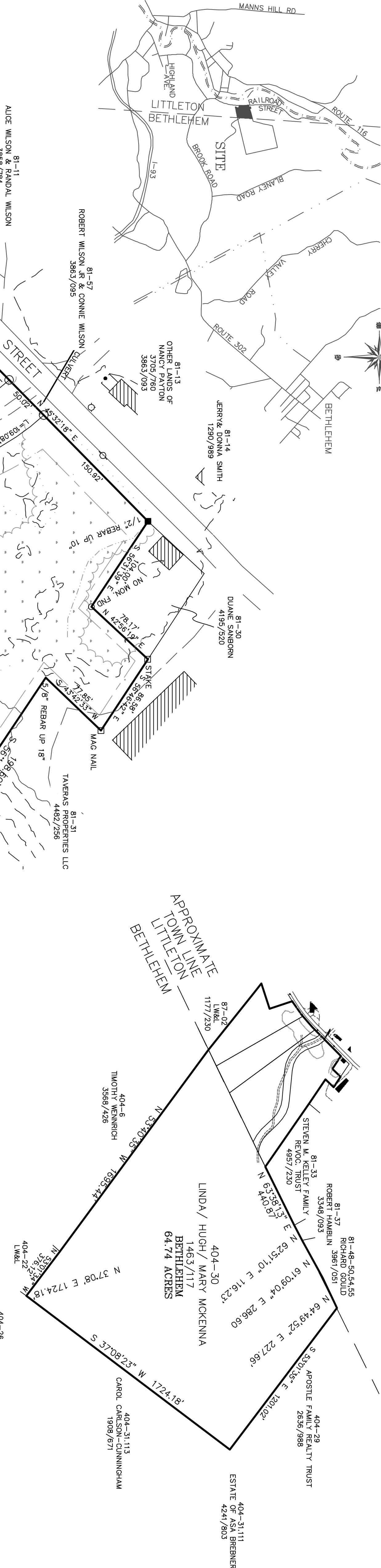
Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Subdivision Regulations.

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.
✓		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.
N/A		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.
✓		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.
		<u>Required for Major Subdivisions Only:</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.
		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.



LOCUS
(NOT TO SCALE)



LITTLETON PLANNING BOARD
THE SUBDIVISION REGULATIONS OF THE TOWN OF LITTLETON, 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 ONLY ANY VARIANCES OR MODIFICATIONS MADE IN WRITING BY THE BOARD AND ATTACHED HERETO.

PURSUANT TO THE SUBDIVISION REGULATIONS OF THE TOWN OF LITTLETON, N.H., AND ALL REQUIREMENTS OF APPROVAL HAVING BEEN FULFILLED, THIS FINAL PLAT WAS GIVEN FINAL APPROVAL BY THE LITTLETON PLANNING BOARD ON 2026

SIGNED: CHAIRPERSON

VICE CHAIRPERSON

BETHELEHEM PLANNING BOARD
THE SUBDIVISION REGULATIONS OF THE TOWN OF BETHELEHEM, 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 ONLY ANY VARIANCES OR MODIFICATIONS MADE IN WRITING BY THE BOARD AND ATTACHED HERETO.

PURSUANT TO THE SUBDIVISION REGULATIONS OF THE TOWN OF BETHELEHEM, N.H., AND ALL REQUIREMENTS OF APPROVAL HAVING BEEN FULFILLED, THIS FINAL PLAT WAS GIVEN FINAL APPROVAL BY THE BETHELEHEM PLANNING BOARD ON 2026

SIGNED: CHAIRPERSON

VICE CHAIRPERSON

LEGEND

- IRON PIN FOUND
- MONUMENT FOUND
- TURNING POINT
- UTILITY POLE
- DECIDUOUS TREE
- CONIFEROUS TREE
- STONE WALL
- BUILDING SETBACK
- FENCE
- WETLANDS

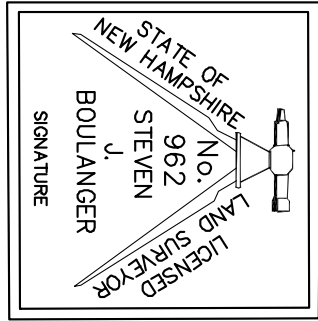
LITTLETON PLANNING BOARD
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SIGNED:

CHAIRPERSON

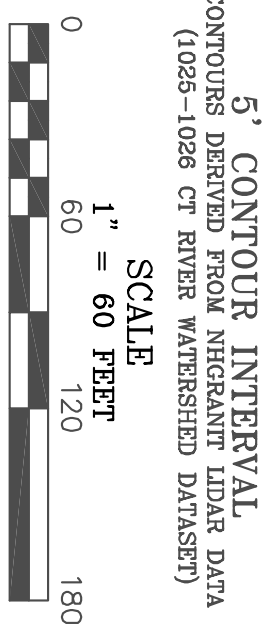
VICE CHAIRPERSON



SURVEYORS CERTIFICATION
I CERTIFY THIS PLAT WAS PREPARED BY ME AND THOSE UNDER MY DIRECT SUPERVISION. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE:

STEVEN J. BOULANGER



SUBDIVISION PLAN

LANDS OF
NANCY PAYTON ET.AL.
IN THE TOWNS OF
LITTLETON, NEW HAMPSHIRE
BETHELEHEM, NEW HAMPSHIRE
GRAFTON COUNTY

BOULANGER CONSULTING
109 CRANE STREET
LITTLETON, N.H. 03561
(603) 444-6085

PLAN: DECEMBER 11, 2025 REVISION:



Map 404 Lot 30 Setbacks

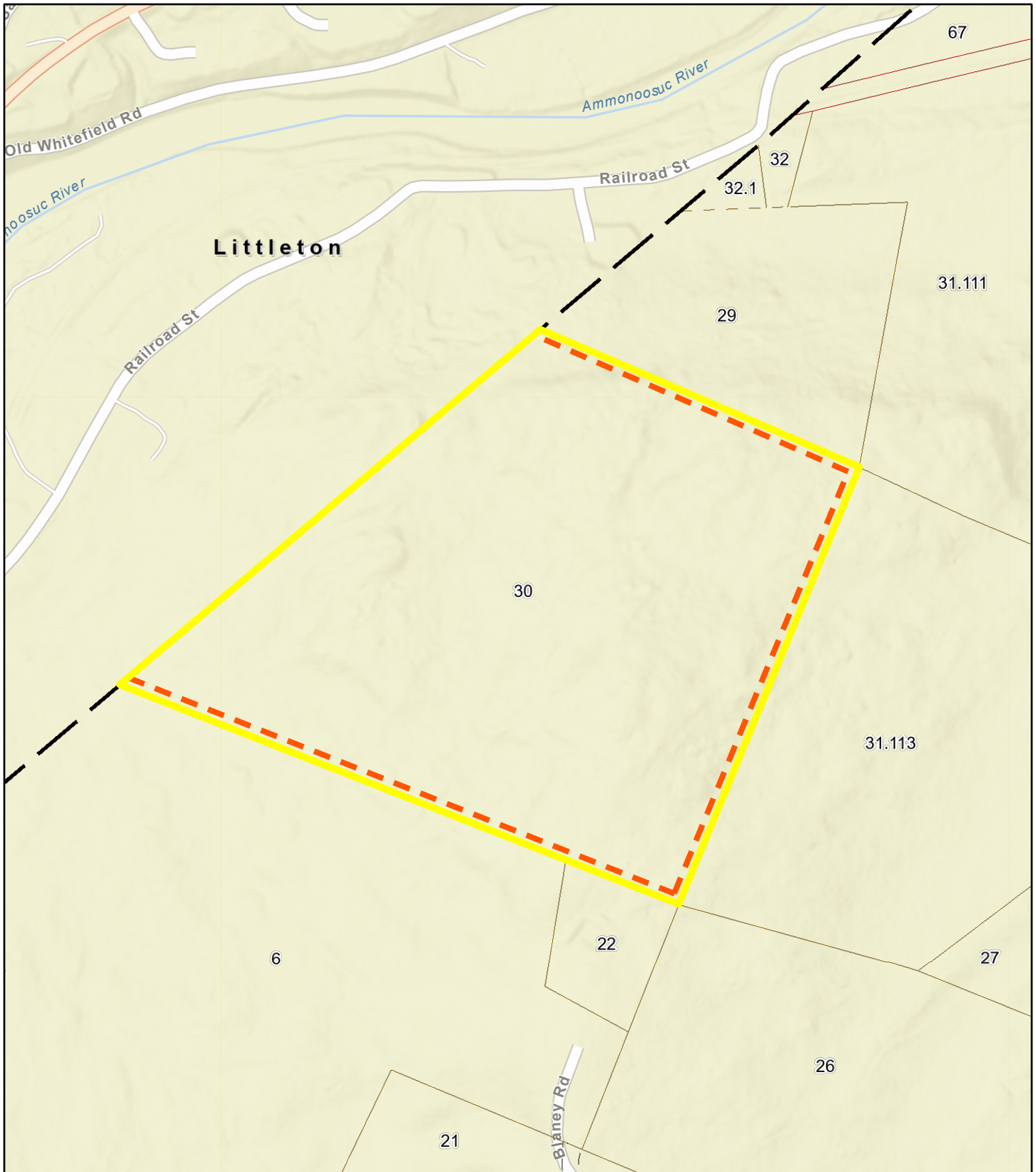
Town of Bethlehem, NH

1 inch = 500 Feet

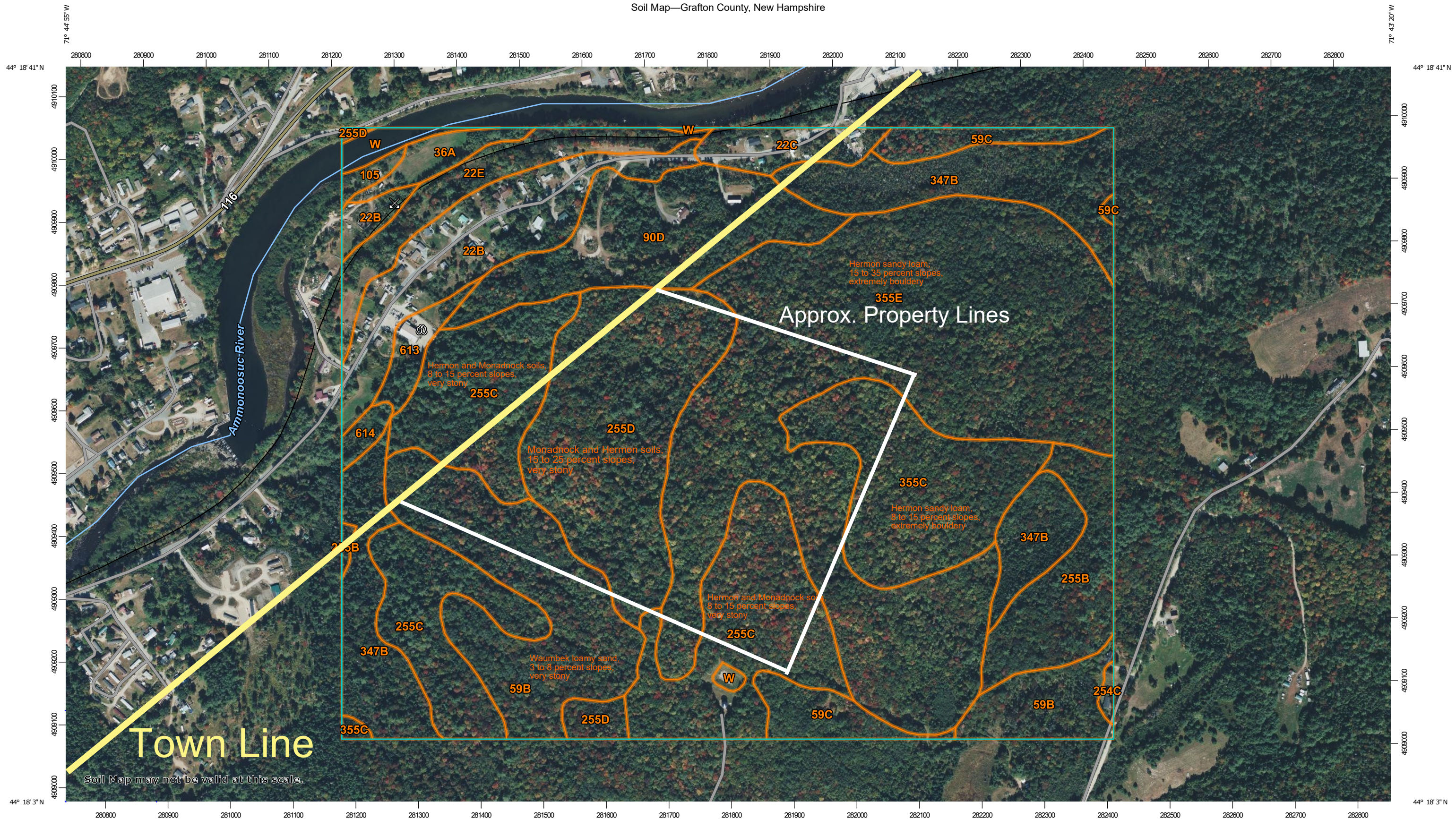


www.cai-tech.com

June 2, 2026



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



Town Line

Approx. Property Lines

Map Scale: 1:5,700 if printed on B landscape (17" x 11") sheet.
0 50 100 200 300 Meters
0 250 500 1000 1500 Feet
Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 19N WGS84



Natural Resources
Conservation Service

Web Soil Survey
National Cooperative Soil Survey

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Survey Areas
 Soil Map Unit Polygons
 Soil Map Unit Lines
 Soil Map Unit Points

Special Point Features

 Blowout
 Borrow Pit
 Clay Spot
 Closed Depression
 Gravel Pit
 Gravelly Spot
 Landfill
 Lava Flow
 Marsh or swamp
 Mine or Quarry
 Miscellaneous Water
 Perennial Water
 Rock Outcrop
 Saline Spot
 Sandy Spot
 Severely Eroded Spot
 Sinkhole
 Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features

 Streams and Canals

Transportation

 Rails
 Interstate Highways
 US Routes
 Major Roads
 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Grafton County, New Hampshire
 Survey Area Data: Version 29, Sep 10, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Sep 21, 2020—Nov 10, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
22B	Colton gravelly sandy loam, 3 to 8 percent slopes	16.7	5.6%
22C	Colton gravelly sandy loam, 8 to 15 percent slopes	4.2	1.4%
22E	Colton gravelly sandy loam, 15 to 60 percent slopes	8.1	2.7%
36A	Adams loamy sand, 0 to 3 percent slopes	2.7	0.9%
59B	Waumbek loamy sand, 3 to 8 percent slopes, very stony	27.7	9.3%
59C	Waumbek loamy sand, 8 to 15 percent slopes, very stony	7.0	2.4%
90D	Tunbridge-Lyman complex, 15 to 25 percent slopes, rocky	18.1	6.1%
105	Rumney fine sandy loam, 0 to 3 percent slopes, frequently flooded	0.9	0.3%
254C	Hermon and Monadnock soils, 8 to 15 percent slopes	0.4	0.1%
255B	Hermon and Monadnock soils, 0 to 8 percent slopes, very stony	10.6	3.6%
255C	Hermon and Monadnock soils, 8 to 15 percent slopes, very stony	42.9	14.4%
255D	Monadnock and Hermon soils, 15 to 25 percent slopes, very stony	28.2	9.5%
347B	Lyme and Moosilauke soils, 3 to 8 percent slopes, very stony	26.3	8.8%
355C	Hermon sandy loam, 8 to 15 percent slopes, extremely bouldery	18.7	6.3%
355E	Hermon sandy loam, 15 to 35 percent slopes, extremely bouldery	79.3	26.7%
613	Croghan loamy fine sand, 0 to 3 percent slopes	2.5	0.8%
614	Kinsman sand	1.1	0.4%
W	Water	2.0	0.7%
Totals for Area of Interest		297.4	100.0%



ADMINISTRATIVE REVIEW

2026-404-30

Subdivision

After reviewing the noted plan, the below are notes, comments and/or questions that the Planning Board may take into consideration when reviewing the application.

- All required notices were posted and mailed in accordance with RSA 675:7.
- The subject property consists of 80.64 acres and is divided by the Bethlehem/Littleton town line. Approximately 64.74 acres are located in Bethlehem and 12.90 acres are located in Littleton.
- The proposal is primarily administrative in nature and is intended to separate the land located in Bethlehem from the land located in Littleton. No change in the existing use of the Bethlehem property is proposed.
- The proposal does not create additional building lots within Bethlehem beyond what exists today.
- No new roads, driveways, utility extensions, or other land development activities are proposed within the Town of Bethlehem at this time.
- Access to the Bethlehem parcel will be provided by the existing 50-foot-wide access strip connecting to Railroad Street in Littleton.
- The applicant received a variance from the Zoning Board of Adjustment to allow the reduced frontage associated with the proposed Bethlehem lot.
- No structures or site improvements are proposed as part of this application.
- See separate NRCS Soil Map and setback map.
- The application appears to be complete and contains the information necessary for Planning Board review.

Site Plan Review Regulations Update

Last year the Board discussed updating the Site Plan Review Regulations to align with the language adopted in the Zoning Ordinance, contingent upon the amendment approval.

Since that amendment was adopted, I have prepared and included a copy of the proposed Site Plan Review Regulation amendments for the Board's review.

I will provide a brief overview of the proposed changes and their purpose. Following that, the Board can discuss the amendments, receive public input, and, if comfortable after discussion, consider adopting the amendments.

Site Plan Review Regulations follow.

2061 Main Street – Commissary Kitchen

Angie Cleveland from Above the Notch Cafe reached out inquiring about turning the existing commercial kitchen from Lloyd's restaurant into a commissary kitchen. The space was previously approved and operated as part of the restaurant and is in the same building as the café.

Based on the information Angie provided, I don't believe a new Site Plan application would be required but want to discuss it with the Board.

- The proposed use remains substantially similar to the previously approved restaurant/bakery use.
- No exterior alterations or building expansions are proposed.
- Angie indicated that only one entity would typically use the kitchen at a time, with occasional overlap of up to two users.
- Hours of operation are expected to be approximately 5:00 AM to 7:00 PM.
- Deliveries and customer traffic are not expected to increase significantly, as most products will be taken off-site by the individual bakers for resale.
- Some goods will continue to be sold through the café.
- No new signage is proposed.
- No outdoor storage is proposed.
- No changes to waste handling are proposed.

The State Fire Marshal has conducted a preliminary inspection and identified several required upgrades, including hardwired smoke detectors throughout the building. Angie understands that she will need to obtain a building permit and satisfy all applicable fire and building code requirements.