

Town of Newington, New Hampshire

PLANNING BOARD

Meeting Minutes, Monday, November 27, 2023

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5 **Call to Order:** Chair Denis Hebert called the November 27, 2023, meeting
6 at 6:00 p.m., followed by the pledge of allegiance.
7

8 **Present:** Chair Denis Hebert; Vice-Chair Christopher Cross; Board
9 Members: Russ Cooke; Ben Johnson; and Peter Welch; Board of
10 Selectmen's Representative, Bob Blonigen; Town Planner, John
11 Krebs and Jane Kendall, Recorder
12

13 **Absent:** Board member, Jim Weiner; Alternate Board members, Jill
14 Semprini and Rick Stern;
15

16 **Public Guests:** Attorney John Bosen; John Stebbins, and Joe Geoheghan,
17 Partners with Tidemark; Town counsel, Attorney John Ratigan;
18 Town engineering consultant, Eric Weinrieb, P.E. with Altus
19 Engineering; Jim Teetzle, CEO of Wilcox Industries; Bill Gregsak,
20 P.E. with Gregsak and Sons; John Bernier with Bernier
21 Construction
22
23

24 I) Work Session Discussions

25

26 A) Continued discussion regarding **proposed zoning amendment and**
27 **development proposal** on the southwest side of Route 16, the Spaulding
28 Turnpike and adjacent to Shattuck Way
29

30 Board member, Ben Johnson recused himself from deliberations as an abutter to
31 the proposal. Chair Hebert said that Mr. Johnson could still comment as member of the
32 public, but not as a Board member.

33 Chair Hebert went through the procedures for public meetings, asking that
34 comments be limited to three minutes after the presentation.

35 Attorney Bosen went on to say that nursing homes were allowed in the
36 Commercial Zone, but not in the Office Zone, so they had submitted a packet for an
37 overlay district to allow senior living with an independent living, assisted living, and
38 memory care units on approximately ten acres owned in the Office Zone. Attorney
39 Bosen said there was little demand for office or manufacturing at this point, and there
40 was a high demand for senior living that would contribute to economic development,

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41 jobs, and increased tax revenue, so they thought this site would be a better fit for the
42 use.

43 Attorney Bosen said they did not have a specific site plan yet, but envisioned
44 state of the art senior living with little impact on municipal services, or the character of
45 the town. Attorney Bosen added that there would be no school age children among the
46 residents, and there would be no demand for theft requiring services from the police
47 department.

48 Attorney Bosen said there was still plenty of time to have a public meeting and
49 present the proposal to the town for the Town meeting in March 2024.

50 Town Planner, John Krebs passed out a timeline for Town Meeting deadlines
51 with Thursday January 11, 2024 being the last day to post a public notice for first public
52 meeting for a zoning amendment on Monday, January 22, 2024, and Thursday, January
53 25, 2024 being the last day to post the final notice for a public hearing on Monday,
54 January 29, 2024, and Tuesday being the last day to present to the Town Clerk, so he
55 was concerned that there was only a month and a half to make things happen.

56 Mr. Krebs also passed out information by the Rockingham Planning Commission
57 (RPC) regarding a statute passed in the summer of 2023 that says that municipalities
58 that allow an increase in population for senior housing developments may also establish
59 workforce housing.

60 Mr. Krebs went on to say that the term nursing home may be different than 55
61 plus housing, and the proposed overlay district of 20 acres would allow healthcare
62 facilities, nursing homes, retail, and restaurants, and could run over to other lots.

63 John Stebbins with Tidemark said they couldn't discriminate against someone's
64 age if they needed memory care.

65 Chair Hebert said the Ordinance lists a nursing home as licensed by the State of
66 New Hampshire, but independent living doesn't require a license.

67 Chair Hebert said he was under the impression that the site would be for senior
68 living, and although that would be true of the majority, it now sounded as if it would not
69 be age restricted. Attorney Bosen said they had said at the last meeting that they
70 wanted three levels of care at the previous meeting like the facility in Durham.

71 Mr. Krebs said the average age of people going into senior living was usually
72 over 70 years old, but he was not sure how the statute addressed nursing homes and
73 senior living.

74 Chair Hebert said he was concerned that the use could morph into residential
75 apartments, and asked what the percentage of independent living would be compared
76 to nursing care. Mr. Stebbins replied that most facilities divided the care units by one-
77 third with slight variations, and that independent living was a newer term developed to
78 allow someone to move out of their private home to senior living.

79 Attorney Bosen commented that nursing homes were allowed in the Commercial
80 District, so they were not seeking anything that was not allowed in other areas of town.

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81 Chair Hebert read from Section 2 describing the Office District as being
82 strategically located between the Commercial and Industrial Zones to provide a large
83 geographical separation, as well as a separation from the Residential Zone.

84 Chair Hebert other uses like biotech, hotels, light manufacturing, and veterinary
85 hospitals, etc. were also allowed in the Office Zone, but it could look like spot zoning if
86 they allowed senior living, so they would have to allow the use in the entire zone, and
87 they would open residential dwelling near the Industrial Zone, which they would be
88 concerned with, so they were not likely to allow the overlay to the other side.

89 Attorney Bosen said he understood that was why Mr. Krebs had suggested
90 limiting the overlay use to this side of Spaulding.

91 Mr. Cooke said his understanding of independent living was that a spouse would
92 be in the adjoining nursing home. Mr. Stebbins said that could be, or they were not
93 comfortable living alone anymore.

94 Vice-Chair Cross asked if the proposal would compare to Kittery Estates or
95 Maplewood Estates on Back River Road with a single entrance, individual access to
96 connecting apartments, a common dining room, and shuttle to medical services. Mr.
97 Stebbins replied that it would be like Cornerstone, the senior living facility in Hampton
98 that does have a van service, but would have one to three entrances common, not
99 individual.

100 Town engineering consultant, Eric Weinrieb, P.E. with Altus Engineering asked if
101 density would be tied to the land area or the number of units. Chair Hebert said the
102 proposal was for 150 -125 senior living units with an overlay district that originally only
103 involved their lot, but may now include other lots.

104 Mr. Krebs said it was a good question, but noted that the number of units for the
105 site would not be any different than a hotel proposal which was allowed in the Office
106 District.

107 Board member Peter Welch asked how they could say there wouldn't be a
108 demand for safety services for this age group. Attorney Bosen replied that most of the
109 residents would receive most of their medical treatments on site unless they needed to
110 go to hospitals.

111 Mr. Welch said there still could be medical needs in response to trips slips and
112 falls.

113 Mr. Weinrieb responded that there would be fewer accidents because the site
114 would have professional staff on board, and there would be regularly scheduled medical
115 trips paid for by the facility.

116 Mr. Welch asked if they would hire a private ambulance service for routine trips.
117 Mr. Stebbins said they would for scheduled trips.

118 Attorney Bosen added that similar facility uses had be approved elsewhere, so
119 those considerations would have already been weighed.

120 Vice-Chair Cross said his concern was regarding independent residential living,
121 compared to those with monitored care and restricted rooms. Attorney Bosen agreed

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122 that independent living was not allowed outside of the residential zone, but nursing
123 home living was allowed in the Commercial Zone.

124 Mr. Krebs said the days of going to a nursing home for final days are over, and
125 now upscale private care included step care. Mr. Krebs said that the definition of
126 nursing home facilities in the Ordinance included convalescent facilities for 55 and over,
127 so it was all encompassing.

128 Vice-Chair Cross said he was concerned with being asked to open the overlay
129 district to Commercial/Residential which was a departure from the Town's zoning.

130 Vice-Chair Cross went on to say that the Board also wanted to continue
131 protecting the Waterfront Industrial Zone on the other side of the highway from
132 residential encroachment, and their use near the waterfront.

133 Mr. Krebs said he spoke with the New Hampshire Department of Transportation
134 (DoT), and they would never sell the small parcel off Shattuck Way, and he didn't see
135 the Gulf station going away either.

136 Mr. Krebs asked Vice-Chair Cross if the issue would go away if they removed the
137 three parcels on the other side of the Spaulding Turnpike, and limited the overlay district
138 to ten acres between Nimble Hill Road, Shattuck Way, and the Spaulding Turnpike.
139 Chair Cross said it would help.

140 Vice-Chair Cross said he was concerned with access proposed, and traffic
141 delays from the line of site on both sides because Spaulding Turnpike Exit 4 and
142 Shattuck way were part of the industrial corridor.

143 Board member, Russ Cooke asked if they had any idea how much traffic would
144 be involved with the proposal. Attorney Bosen said they were seeking a specific use
145 that would have to be supported by traffic studies.

146 Mr. Stebbins said they had built a few of these facilities before, and this proposal
147 would have around 100 employees between 3 shifts around 7 a.m., 3:30 p.m. and 11
148 p.m., as well as infrequent occupant and visitor traffic. Mr. Weinrieb added that
149 residents went out infrequently during late morning, and afternoons if at all.

150 Vice-Chair Cross explained the intent of keeping a buffer with residential use out
151 of the Industrial Zone. Vice-Chair Cross said he was also concerned that allowing a
152 more lucrative use than was currently available in the district would create continual
153 pressure to approve other proposal attempting to do the same closer to the industrial
154 area.

155 Mr. Krebs said he understood the concern, but noted that they were talking about
156 a small scale, and suggested that they limit the size. Mr. Krebs said they could further
157 define the uses so it would be the same as limiting the size of a coffee shop to support
158 residents, but not a larger restaurant, or a florist or gift shop, but not large retail to
159 enhance the gateway to town.

160 Chair Hebert agreed that he would like better definitions for the overlay district,
161 and he wanted another meeting to invite feedback from the public.

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162 Chair Hebert said they also needed to consider how opening the door to an
163 overlay district would affect the mall development of 80 acres because they already had
164 a proposal for a large development.

165 Mr. Krebs said nursing homes were different now than the nursing homes built in
166 the 1970's, and they were an approved use in the Commercial Zone. Mr. Krebs went on
167 to say that every zoning district in town was unique, so an overlay district to support
168 senior housing on the other side of the Spaulding Turnpike would be quite different than
169 what was happening at mall. Town counsel, Attorney John Ratigan agreed.

170 Chair Hebert commented that housing with 150 units, some of which could
171 include couples, could add a 25% population increase in one spot that could affect
172 voting trends in the town. Chair Hebert gave an example where Riverwoods in Exeter
173 said they didn't want increased taxes for a new school that was needed. Attorney Bosen
174 responded that was the owner of Riverwoods that expressed concern, not the residents
175 of Riverwoods. Attorney Bosen said it was not likely that two-thirds of the residents in
176 assisted and in memory care would vote at all.

177 Attorney Bosen noted that the proposed operator would give a preference to
178 town's people applying for residence, and Mr. Stebbins agreed. Chair Hebert pointed
179 out that would not be a requirement for approval, however.

180 Vice-Chair Cross asked if there was any chance of including workforce housing
181 for those earning \$90,000 per year. Mr. Stebbins said he was not opposed to it if the
182 Board wanted to include workforce housing.

183 Chair Hebert said he was concerned with workforce housing complications if
184 independent living was allowed in response to the statute changes made in July 2023.

185 Mr. Cooke said he saw workforce housing as a different question to this overlay
186 district proposal.

187 Chair Hebert said the letter included in the application sounded like
188 housing, so they needed a better definition of what was being proposed. Chair Hebert
189 said there would be no promises for implied approval because he was not sure if the
190 proposal was something the town would support.

191 Chair Hebert said the Board could either present the proposal to the town for
192 vote through the Planning Board, present petition from 25 townspeople for the Planning
193 Board to vote on a warrant article, or it could go to the courts.

194 Chair Hebert recommend having a public meeting on the overlay use for
195 feedback, but they needed to clarify what the proposal entailed.

196 Mr. Krebs recommended removal of the parcels on the other side of the
197 Spaulding Turnpike, and to tighten up permitted uses in Section 4, with a good
198 description for each third of the unit proposals.

199 Mr. Krebs said they would need to get word of the meeting out to get public
200 attendance because there was not a lot of participation in meetings, so he would put a
201 notice on the Town website, and newsletter.

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203 Chair Hebert said he was concerned with timing unless the Board was willing to
204 work through the Christmas holiday. Mr. Krebs said he would like to keep the discussion
205 going and recommended that the Board meet again on Monday, December 11, 2023.
206

207 B) Continued discussion regarding proposed parking Site Plan for **Wilcox** 208 **Industries** located on Piscataqua Drive Drive and Woodbury Avenue 209

210 Jim Teetzle, CEO of Wilcox Industries appeared before the Board to present a
211 new proposal for a one-story parking garage. Mr. Teetzle said that the new proposal
212 would reduce the number of parking spaces from 1,200 for the dimensional
213 requirements, to 603 parking spaces in relation to their actual use. Mr. Teetzle went on
214 to say that they only needed 500 parking spaces, but he thought that adding a buffer of
215 100 spaces would be prudent.

216 Mr. Teetzle went on to say that the new proposal would increase the setbacks
217 from five feet off Woodbury Avenue to 20 feet, and they would add an additional ten feet
218 from the abutter's easement. Mr. Teetzle noted that the TD Bank parking lot already
219 came up to their property line.

220 Mr. Teetzle added that they had also removed the security fencing from the
221 property line around the garage, and would add landscaping to appear less intrusive on
222 Woodbury Avenue.

223 Mr. Krebs stated that the Planning Board could consider the number of parking
224 spaces, but they would still need to go before the Zoning Board of Adjustment (ZBA) to
225 request a variance from the setback requirements. Attorney Ratigan agreed that it was
226 common for Planning Boards to provide waivers from parking requirements all the time
227 based on actual use.

228 Mr. Cooke said he was having a problem with the number of parking spaces
229 required and requested, and asked how they estimated their actual parking needs
230 based on employees. Mr. Teetzle replied that they estimated parking for 500 employees
231 during the first shift, and the remainder for the second shift over the next two years, so
232 parking for 603 was close for the 623 square foot of parking, in addition to six additional
233 parking spaces under the manufacturing building.

234 Bill Gregsak, P.E. of Gregsak and Sons said they had updated their plans, but
235 hadn't brought them. Mr. Teetzle said he thought this was an informal preliminary
236 discussion, and he didn't want to present too many plans before the actual site review.

237 Mr. Teetzle stated that they had already done a traffic study that indicated there
238 would be no problem handling the flow of traffic.

239 Vice-Chair Cross said he thought it was a reasonable looking plan, but there was
240 still a difficulty regarding right-of-way easements, drainage, and landscaping when not
241 meeting the front setback requirements on a major thoroughfare. Mr. Teetzle responded
242 that there would only be approximately 25 feet where the pavement starts to the edge of
243 the road so there was sufficient space for drainage, and landscaping.

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244 Vice-Chair Cross said he also had concerns regarding traffic going in and out of
245 the site access across from the Olive Garden entrance so close to the median on
246 Woodbury Avenue. Mr. Teetzle stated that the grandfathered entrance was already
247 there, and the site was very restricted with the Eversource easement across the
248 property.

249 Vice-Chair Cross asked if the owner of the former Chevy Chrysler Auto would
250 consider access. Mr. Teetzle said he had talked with him many times, and he highly
251 doubted it.

252 Chair Hebert asked about traffic queuing up. Mr. Teetzle said they could put up a
253 gate, and have vehicles go out on Piscataqua Drive or Wilcox Industries Way. could put
254 up gate

255 Mr. Krebs commented that these were site review questions, but the Board had
256 made a good point about employees coming off Piscataqua Drive. Mr. Teetzle agreed
257 that parking could avoid cuing up on Piscataqua Drive when checking in.

258 Mr. Welch asked if there would be a controlled left turn on Woodbury Avenue,
259 and Mr. Teetzle said there would be.

260 Mr. Johnson pointed out that a left turn was allowed in and out of TD Bank a
261 couple of hundred feet down the road. Chair Hebert responded that that was a tough
262 crossing, and it would be an even larger issue with several hundred employees leaving
263 Wilcox Industries at once, so he would only want a right in and right out.

264 Chair Hebert said they had discussed setback requirements when denied their
265 previous variance request from the ZBA, but were still asking for relief. Chair Hebert
266 went on to say he thought they had discussed meeting the setbacks with a parking
267 waiver for up to 750-800 spaces, but now they were saying they didn't want to build the
268 previously proposed garage. Chair Hebert said he wondered why they kept creating
269 hardships for themselves.

270 Mr. Teetzle responded that he was originally told that they had to meet a
271 requirement of 1,200 parking spaces out of consideration of the site if went out of
272 business or moved, but were denied a variance. Mr. Teetzle said he was trying to be
273 mindful of the Town's requirements, but he was getting frustrated because they kept
274 drawing up new plans.

275 Mr. Teetzle went on to say that he had already spent \$6,000,000 on the project,
276 with the parking lot worth \$2,000,000 and the corner lot worth \$4,000,000, but he was
277 starting to wonder if he should put it back on the market because it was a bad
278 investment for his needs. Mr. Teetzle said he combined the lots because he understood
279 that banks could go to the Town and ask why they had approved an expansion without
280 enough parking.

281 Chair Hebert said the Board still had to determine what the front and side
282 setbacks were, and they still could meet setbacks with a two-story building for their
283 parking requirements. Mr. Krebs commented that they wanted to be careful because
284 they had made an investment in the property, and didn't want to fall short.

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285 Chair Hebert said there would be a 75-foot frontage setback on each side if they
286 didn't determine the side setback, whereas they would only need a 30-foot side setback
287 from Woodbury Avenue if their frontage was on Piscataqua Drive. Mr. Weinrieb noted
288 that it wouldn't be a corner lot if they separated the garage lot with a lot line adjustment

289 Chair Hebert pointed out that there would be an additional 25-foot setback
290 between the two lots that would require another variance. Mr. Krebs suggested that they
291 just move the parking lot over another 30 feet to accommodate the requirement. Mr.
292 Weinrieb added that relocating the utility pole would help.

293 Mr. Weinrieb noted that regulations required a center island, but they should talk
294 about lot end landscaping to create more spaces, along with underground drainage in
295 the limited space.

296 Mr. Johnson asked Mr. Teetzle if he would be comfortable removing 60 parking
297 spaces so they wouldn't need a variance. Mr. Teetzle said he was concerned that they
298 wouldn't have sufficient parking, and he was hoping that the ZBA would consider that
299 they were removing the parking structure, and not installing fencing along the lot line
300 would be less intrusive to Woodbury Avenue.

301 Chair Hebert said setbacks were established for a reason, so they needed to
302 consider whether they would be granted variances. Mr. Johnson noted that Stoneface
303 Brewery was granted variances for parking lots.

304 Attorney Ratigan said it would be useful for the Board to make a motion if they
305 supported variances.

306
307 *Chris Cross moved that the Planning Board endorses Wilcox Industry's*
308 *preliminary parking site proposal on Woodbury Avenue that would require setback*
309 *variance. Bob Blonigen seconded, and the motion passed.*
310

311 Chair Hebert said he initially was going to abstain from the vote because there
312 was less and less space for development in town, but he changed his mind because he
313 supported business in town. Vice-Chair Cross agreed, but pointed out that parking
314 spaces could get torn up and moved a lot easier than a building structure. Board of
315 Selectmen's representative, Bob Blonigen, added that they would be 25 feet off
316 Woodbury Avenue, not ten feet.

317 Chair Hebert said he thought the consultation could go easier if they had a joint
318 meeting with the ZBA, but the Chair said she was not interested.

319 Mr. Cooke agreed that it should be approved because it was only a parking lot,
320 even though parking lots were called structures in the Ordinance.

321 Mr. Krebs advised the applicant to submit an application for variances to the ZBA
322 next.

323
324 *(Attorney Ratigan and Mr. Weinrieb left at this point in the meeting at 8:20 p.m.)*
325

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C) Continued discussion of **Planning Board Rules of Procedure**

Mr. Krebs passed out an update to Rules of Decorum that was put together with Attorney Ratigan, along with a letter from Board member, Jim Weiner.

Chair Hebert said they had reviewed the rules of decorum that other towns had, and he thought it was a good tool for chairs to utilize.

Chair Hebert recommended that they increase the 10 second warning to 30 seconds.

Mr. Krebs said that the limit would apply to applicants, the public and members of the Board, but he hoped they wouldn't need to use a timer.

Mr. Welch commented that he thought they should implement a three-minute speaking limit all the time.

Mr. Welch also suggested that they change the wording on the three-minute limit to "shall" so there wouldn't be any debate back and forth. Chair Hebert said they could, and do, but someone could also ask the chair for another minute or two. Mr. Blonigan and Vice-Chair Cross agreed that the wording should be changed to shall.

Chair Hebert said Mr. Weiner had asked in his letter that debates and questions go through the chair and not other members of the Board. Chair Hebert added that there shouldn't be debates between applicants and others.

Chair Hebert said Mr. Weiner also asked in his letter about offering alternate solutions to applicant's problems. Chair Hebert said it was fine to share an idea or suggestion, which was different from engineering for an applicant.

Chair Hebert said Mr. Weiner also asked for language to outline the process if a Board member witnessed the chair violating the rules. Vice-Chair Cross responded that the chair runs meetings, and Board members could comment, but there was no need for rules of command. Mr. Blonigan added that it was common practice to raise a hand and say point of order. Mr. Krebs said the rules applied to everyone, and it was appropriate that others could comment without going on and on.

Mr. Cooke said he was not at the last meeting, and was taken by surprise by the new Rules of Decorum, wondering why it was necessary to have rules to solve a problem with interruptions that could apply to anyone.

Vice-Chair Cross agreed that it might not be necessary if everyone followed civil discourse, but it hadn't come to pass. Vice-Chair Cross said the document might look like new rules, but they seemed like common courtesy that didn't impose on anyone. Vice-Chair Cross added that it was simple and straightforward without voting on each item, and there was no harm in having the reference when necessary.

Mr. Cooke asked where the Rules of Decorum came from. Chair Hebert replied that it came from a culmination of different sources in other towns that all had established recourse on how to deal with issues.

Mr. Cooke said he would prefer the document to be briefer. Mr. Krebs responded that he could go online to view other towns' rules of decorum that were similar.

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367 Mr. Krebs added that the ZBA and the Board of Selectmen also had Rules of
368 Procedure that others may never look at, but they had not been wrought with issues and
369 infighting, so it was a good reminder for all.

370 Mr. Blonigen noted that a physical altercation had broken out at the Seabrook
371 Board of Selectmen's meeting, which may not have gotten to that point if they had rules
372 of decorum.

373 Mr. Cooke said it seemed like overreach. Mr. Krebs said rules asking people to
374 behave civilly in a public meeting wasn't overreach.

375
376 Mr. Welch moved to include the Rules of Decorum, and adopt them with the
377 Rules of Procedure. Ben Johnson seconded, and the motion passed with Russ Cooke
378 abstaining.

379 380 II) Planner's Monthly Report

381
382 Mr. Krebs said he had just returned from a two-week hiatus, and that he
383 expected to see some plans coming in from the mall soon.

384 385 III) Other Business and Discussions:

386
387 Chair Hebert informed the Board that Town Administrator, Martha Roy had
388 recommended that they reduce the Planning Board budget by \$9,000 or \$10,000;
389 however, the Planning Board budget was small compared to others considering some
390 expenditures were returned from applicant fees.

391 Mr. Blonigen said it was also on the table not to add a third day to Mr. Krebs's
392 work week, but he thought it critical to maintain a third day considering upcoming
393 business.

394 Mr. Blonigan said they also moved to cut the ZBA's tie to the Planning Board
395 budget. Mr. Blonigan said he thought that would make it difficult to budget legal services
396 even though the Board of Selectmen never denied paying legal services, but they would
397 like to know what boards thought they would incur year to year.

398 Chair Hebert noted that legal fees had to be paid by law.

399
400 A brief discussion ensued regarding setbacks for business uses.

401 Chair Hebert suggested that the Board review setbacks. Chair Hebert said he
402 was concerned that applicants would keep requesting variances, and the Town would
403 be asked why they didn't hold the line.

404 Mr. Cooke commented that everyone wants setbacks, and people wonder why
405 variances exist, but parking lots are considered a structure.

406 Mr. Welch responded that was why the Board might want to change what was
407 allowed in the setbacks.

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408 Mr. Krebs said some towns do differentiate buildings from parking lots, but he
409 was not sure if it was worth changing considering there were not that many lots left in
410 town, making a good case for variances.

411
412 Mr. Krebs asked the Board to invite people to the public meeting on the overlay
413 district proposal in two weeks, but not to share their opinions on the proposal.

414
415 **Minutes:** *Peter Welch moved to approve the Minutes for the October 23, 2023,*
416 *meeting with corrections as noted. Ben Johnson seconded, and the*
417 *motion passed with Bob Blonigen and Russ Cooke abstaining.*

418
419 **Adjournment:** *Peter Welch moved to adjourn the meeting. Russ Cooke seconded*
420 *the motion and the meeting adjourned at 9:11 p.m.*

421
422 **Next Meeting:** Monday, December 11, 2023

423
424 **Respectfully**

425 **Submitted by:** Jane K. Kendall, Recording Secretary

