

**TOWN OF BEDFORD**  
**August 16, 2021**  
**PLANNING BOARD**  
**MINUTES**

A meeting of the Bedford Planning Board was held on Monday, August 16, 2021, at the BCTV Meeting Room, 10 Meetinghouse Road, Bedford, NH. Present were: Mac McMahan (Chairman), Town Councilor Bill Duschatko (Vice Chairman), Priscilla Malcolm (Secretary), Kelleigh Murphy (Town Council Alternate), Harold Newberry (Regular Member), John Quintal (Alternate), John Nelson (Alternate), Becky Hebert (Planning Director), and Jillian Harris (Assistant Planning Director)

**I. Call to Order and Roll Call:**

Chairman McMahan called the meeting to order at 7:00 p.m. Regular members Matt Sullivan, Steve Clough and Charlie Fairman and Alternate Matthew Nichols were absent. Alternates John Quintal and John Nelson were appointed to vote.

**II. Old Business & Continued Hearings:**

1. **Animal Rescue League of New Hampshire (Applicant & Owner)** - Request for a Conditional Use Permit for a freestanding sign located at 545 NH Route 101, Lot 30-15-29, Zoned R&A.

**III. New Business:**

1. The Planning Board will hold a Public Hearing on proposed amendments to the Land Development Control Regulations, Appendix B, Site Plan and Subdivision Checklists. The full text of the proposed revisions is available in the Town Clerk's office during normal business hours and on the Town website at [www.bedfordnh.org](http://www.bedfordnh.org).

**IV. Concept Proposals and Other Business: None**

Planning staff would recommend that the Board accept the agenda.

**MOTION by Mr. Newberry to accept the agenda as read. Ms. Malcolm duly seconded the motion. Vote taken – all in favor. Motion carried.**

Chairman McMahan stated this evening the Planning Board has six voting members, and in the event of a tie vote on a motion, the motion would fail. Would the applicant that is present like to proceed? Ms. Williams, on behalf of the Animal Rescue League of New Hampshire, replied we would like to proceed this evening.

**II. Old Business & Continued Hearings:**

**1. Animal Rescue League of New Hampshire (Applicant & Owner) - Request for a Conditional Use Permit for a freestanding sign located at 545 NH Route 101, Lot 30-15-29, Zoned R&A.**

Jonathan Halle of Warrenstreet Architects, and Board Chairman to the Animal Rescue League, and Charlotte Williams, President and CEO of the Animal Rescue League of New Hampshire, were in attendance to address this request for a Conditional Use Permit on behalf of the applicant.

Chairman McMahan asked the applicant to please begin your presentation by addressing the five items that the Board brought up at the last meeting. Ms. Harris stated you can refer to the staff report if you would like.

Mr. Halle stated we did go back and redesign the sign. We removed the changeable copy at the base, we did increase the base 4 inches larger than the sign itself, we did reduce the sign area to 32 square feet, squared off the sign, and removed the white outline from the sign. We would be happy to answer any questions that you might have.

Ms. Hebert asked was it reduced in height as well? Ms. Williams replied yes; we squared it off to reduce the height. Ms. Hebert stated, and you extended the base beyond the sides of the sign. Mr. Halle replied yes, and we added the number of the address, so I believe we have addressed all of your concerns from the last meeting.

Chairman McMahan asked for any comments or questions from the Board.

Mr. Newberry stated I would comment that I think this is closer to what the Board was looking for, I think it looks good, and I think that one of the key issues here is that this is on a main thoroughfare, it is zoned Residential but there really are not any residences within sight of the facility or the sign, and I think that makes a significant difference in my support, at least, for the waiver on this sign.

Mr. Nelson stated I would just like to thank the applicant for your willingness to quickly address the items that were raised and to be able to quickly bring those back to us and have a very specific ability to identify each of those items and identify what changes were made to support that. Thank you.

Chairman McMahan asked for any questions or comments from the public. There were none.

**MOTION by Vice Chairman Duschatko that the Planning Board grant the Conditional Use Permit and find that the criteria have been met per our deliberations to allow a 32 square foot, or smaller sign if they choose, internally-illuminated monument sign that meets the monument sign standards with no changeable copy, for Animal Rescue League of NH (Owner & Applicant), 545 Route 101, Lot 30-15-29, Zoned R&A. Ms. Malcolm duly seconded the motion.**

Mr. Newberry stated I would like to offer a friendly amendment. I think we should add as follows: **as shown on the plans prepared by Sousa Signs with a revision date of July 28, 2021.** Vice Chairman Duschatko and Ms. Malcolm approved this amendment to the motion.

**Chairman McMahan called for a vote on the motion as amended. The amended motion passed on a unanimous vote.**

Chairman McMahan stated I would like to thank the Animal Rescue League for their ability to be able to take care of family pets when families have challenges. I think that is commendable, and we are lucky to have you in Bedford. Ms. Williams stated thank you very much. We really appreciate everybody's support.

### **III. New Business:**

- 1. The Planning Board will hold a Public Hearing on proposed amendments to the Land Development Control Regulations, Appendix B, Site Plan and Subdivision Checklists. The full text of the proposed revisions is available in the Town Clerk's office during normal business hours and on the Town website at [www.bedfordnh.org](http://www.bedfordnh.org).**

Chairman McMahan stated the issue, as I understand it, is that amendment is going to be able to allow the updates that haven't been done since the beginning of 2007, and the checklist, if it is separated from the regulations allows it to be more easily amended and it will also make life easier for Planning Staff and the applicants.

Ms. Hebert stated Ms. Harris worked many hours updating the checklist and carefully tying each of the checklist items back to the regulation. I will let her give an overview on her work.

Ms. Harris stated this basically updates any regulations that weren't already referenced in the checklist since 2007, and it also references for each item in the checklist the regulation section, so it is obvious for the applicant and pulling them out of the appendixes allows us to attach them to application forms and update them as needed going forward without coming back and going through this hearing process for the checklist updates in the future. I think that captures all of the revisions. Chairman McMahan asked this is something that we have to do periodically? Ms. Harris replied yes.

Chairman McMahan asked the Board for any questions or comments regarding these changes. There were none.

Chairman McMahan opened the public hearing. There was no one present to speak. Chairman McMahan closed the public hearing.

**MOTION by Ms. Malcolm that the Planning Board adopt the proposed amendments to Appendix B – Subdivision and Site Plan Application Checklists and remove the Checklists from the Bedford Land Development Control Regulations. Mr. Quintal duly seconded the motion. Vote taken – all in favor. Motion carried.**

### **IV. Concept Proposals and Other Business: None**

### **V. Approval of Minutes of Previous Meetings:**

**MOTION by Mr. Newberry that the June 14, 2021 Planning Board minutes be approved as written. Vice Chairman Duschatko duly seconded the motion. Vote taken – all in favor. Motion carried.**

**MOTION by Mr. Quintal that the June 28, 2021 Planning Board minutes be approved as written. Ms. Malcolm duly seconded the motion. Vote taken; motion carried, with Councilor Murphy abstained.**

#### **VI. Communications to the Board:**

Ms. Hebert stated the next Planning Board meeting will be held on Monday, September 13, 2021, and your second meeting in September is a Planning Board Workshop. The Workshop is a non-televised discussion where the Board can talk about regulatory changes that you might want to see in the upcoming zoning amendment season, which kicks off in the fall and zoning amendments are adopted at the Town vote in March. We usually lead that season with a Planning Board Workshop to review any zoning amendments or regulatory changes. If you have any topic ideas that you would like us to present or dig into a little bit deeper, send myself or Ms. Harris an email and we can be sure to add that to the agenda. We are working on a few different things that came out of the spring Workshop, and I think it will be a good discussion. I am also working on the Master Plan and hope to have a draft ready for Planning Board review in September.

#### **VII. Reports of Committees: None**

#### **VIII. Adjournment:**

**MOTION by Ms. Malcolm to adjourn at 7:14 p.m. Mr. Newberry duly seconded the motion. Vote taken – all in favor. Motion carried.**

Respectfully submitted by  
Valerie J. Emmons