

**PLANNING BOARD
15 Central Street
HILLSBOROUGH, NH
August 20, 2025**

TIME: 6:00 p.m. –6:55 p.m.

DATE APPROVED: 9/03/25

CHAIRPERSON: Susanne White

VICE CHAIRPERSON: Dana Clow,

MEMBERS: Andrew Morris, Steve Livingston, Bryant Wheeler, Kim Opperman

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Cathy Houle,

Excused: Steve Livingston, Jim Bailey

Public: William McDonald, Pamela Powers

Guest: Mike Tardiff CNHRPC

Pledge of Allegiance

Call to Order:

Vice Chairperson Dana Clow called the meeting to order at 6:00 PM and called the roll. Steve Livingston and Jim Bailey were absent.

Minutes

8/6/25- Dana Clow made a motion to approve the minutes. Bryant Wheeler seconded the motion. The motion carried with Chairperson Susanne White abstaining.

Subdivision

295 Sleeper Road (Map 24 Lot 41)
Donald Jr. and Marilyn Jost

Chairperson Susanne White asked the Board for a continuation date for the subdivision. Following discussion Bryant Wheeler made a motion to continue the application to September 17th. Andrew Morris seconded the motion. The motion carried unanimously.

Public Hearings

Change of Use

39 School Street (Map 24 Lot 41)
William McDonald

Dana Clow made a motion to accept the application as complete. Andrew Morris seconded the motion. The motion carried unanimously.

Chairperson Susanne White called on Mr. McDonald to present his application for a one-man motorcycle repair business. The shop will be the only licensed one in town. He is doing it out of his house is because the rents in the Commercial Zone are too high. He said he obtained a variance from the ZBA for a business in the Village Residential zone. He also agreed to using no pneumatic tools and no motorcycles being run during funerals.

Andrew Morris asked if the location of the business would only be accessible from the back of the building.

Mr. McDonald said it would.

Dana Clow asked if Water and Sewer had any concerns.

There were no comments from Water and Sewer.

Chairperson Susanne White opened the public hearing.

Pamela Powers said Mr. McDonald said his shop would be open from 11:00am to 5:00 pm, Monday through Friday. She asked if that included drop off and pick up of motorcycles. Her second question was, if a motorcycle needs to be towed there, how are they going to do that? She said when Mr. McDonald's truck, his wife's car and the customers for the Earth Magic shop are there, there's only the sidewalk and a little bit there. If something has to pull up during those hours, will it impede egress on the sidewalk?

Mr. McDonald said his truck is always in the driveway, there is an 8ft motorcycle trailer attached to that truck. He said he could go pick up motorcycles for a service fee. If you back the trailer in then you still have room for parking it doesn't impede the flow of traffic in the street or the sidewalk at all.

Ms. Powers said if someone didn't want Mr. McDonald to pick up the motorcycle and they wanted to drop it off themselves it would affect the sidewalk.

Mr. McDonald said he used to park his truck occasionally in the funeral home parking lot. If worse comes to worse they can empty them at the town lot.

Ms. Powers said she had a text from the owner of the funeral home that said no vehicles from any business had permission to park in the funeral home lot.

Mr. McDonald said it would then be either his driveway or the town lot. He said the reality is dropping off a motorcycle takes minutes.

Chairperson Susanne White said the point is that it will not be blocking the sidewalk.

Mr. McDonald said no, and he would make sure there was egress on the sidewalk and the road.

Ms. Powers said she was just concerned about people using the sidewalk.

Dana Clow said giving the scope of the operation, it certainly could happen, the likelihood of it being problematic would be very small.

Ms. Powers said her main concern was school traffic and kids walking there.

Dana Clow said it is a reasonable concern but given that it is a one-man operation doing a very small volume of work..

Ms. Powers asked if the pickup and drop off times would be the same as the hours of operation.

Mr. McDonald said he could cap the hours like no dropping anything off past 6 or 7 pm

Ms. Powers was concerned about it being 10 o'clock at night.

Mr. McDonald said he wouldn't have anyone drop off anything at 10:00pm.

Andrew Morris asked if the hours of operation should be amended for pick up and drop off of motorcycles.

Mr. McDonald said he could go from 10 am to 6 pm definitely not 10 pm at night.

Ms. Powers said her concern was what if it is a motorcycle that somebody is driving there and you can drop it off and put the keys in the slot. That could happen around 10 or 11:00 at night or at 5:30 in the morning before we go to work. We would not like to have a motorcycle riding up during that time. I know I am just coming up with something, but it is a concern.

Dana Clow suggested hours of operation be 10:00am to 7:00pm.

Mr. McDonald agreed with that.

Andrew Morris suggested a condition of approval. No on-street parking or on-site parking. That means you can pull on to the road beyond the funeral parlor .

There was further discussion about parking.

Chairperson Susanne White closed the public hearing.

Andrew Morris made a motion to APPROVE the application for a Change of Use/Waiver Site Plan Review application submitted by William McDonald at 39 School Street (Map 24 Lot 41) to change the use of the property from a Barn to a by appointment only single vehicle at a time Motor Cycle Repair Shop with the following condition and in accordance with the findings of fact.

Conditions of Approval

1. Hours of operation will be 10:00 am to 7:00 pm seven days a week.

2. The applicant will follow all State, Local, and Federal ordinances and regulations.
3. There will be no outside storage of materials.
4. No on street or sidewalk parking.
5. Delivery and pick up of motorcycles will occur between 10:00 am and 7:00 pm

Findings of Fact

1. The property is located at 39 School Street
2. The property is located in the Village Residential Zone.
3. The application was presented by William McDonald.
4. The owner of record is William and Amanda McDonald
5. The applicant received a Variance for Motor Vehicle Service in the Village Residential Zone 7/14/25
6. The applicant proved that this application conforms with section 185-5.1, A, 1 and 2 of the Site Plan Regulations.:
 - A. A change of use which does not expand the floor area of a building by more than 200 square feet or involve construction on the site of a building with a floor area greater than 200 square feet is exempt from Site Plan Review, provided that: [Amended 10-2-2002]
 - (1) No adverse impacts beyond site boundaries will occur, due to:
 - (a) Increased traffic.
 - (b) Groundwater and drainage.
 - (c) Sanitary and solid waste disposal.
 - (d) Lighting/glare.
 - (e) Noise.
 - (f) No fumes, odors or air pollutants.
 - (2) Municipal services, facilities and utilities will not be overburdened or adversely impacted.

Dana Clow seconded the motion.

Chairperson Susanne White made a motion that the hours of operation remain from 11-5 and pick up be allowed from 10-7.

Andrew Morris seconded the motion to amend.

The motion carried unanimously.

Work Session

Housing Chapter and Survey

Mike Tardiff CNHRPC

Mike Tardiff presented the latest draft of the housing survey.

There was discussion about the definition of workforce housing.

Mike Tardiff said he would add a definition to the survey.

There was discussion about parking downtown. CNHRPC did the parking analysis again and found that it came out basically the same as the previous study.

Mike Tardiff said they would make some changes to the survey and get it into Survey Monkey, and we will be able to go over it next time. The aim for distribution is the third week of September.

There being no other business, Kim Opperman made a motion to adjourn. Andrew Morris seconded the motion.

Meeting Adjourned 6:55 pm

Respectfully Submitted,
Robyn L. Payson, Planning Director