

1 **Planning Board Meeting – Final Minutes**

2 **Work session with CNHRPC**

3 **Thursday January 4, 6 pm, Meeting House**

4 **Members Present**

5 Greg Meeh (Chair), John Schneider (Vice Chair), Anne Dowling, Logan Snyder, Rich  
6 Marcou, Joshua Gordon, Kent Ruesswick (BOS rep), Hillary Nelson and Ben  
7 Stonebraker (alternates)

8 **Others Present**

9 Mike Tardiff, Director, Matt Monahan, and Matt Taylor, CNHRPC staff

10 **Agenda**

11 **1. Call to Order**

12 Greg Meeh called the meeting to order at 6 pm.

13 **2. Previous Minutes – January 2, 2024**

14 Rich Marcou moved to approve the previous Minutes. Kent Ruesswick seconded.  
15 There being no further discussion, all members present at that time voted to  
16 accept those Minutes. (With the exception of Joshua Gordon and Ben  
17 Stonebraker, both still on the way.)

18 **3. Warrant Article Drafts with CNHRPC**

19  
20 **• Article 6, Cluster Development, with Definitions to be included in Article 3**

21 The CNHRPC staff presented the new drafts. Matt Monahan took note of changes  
22 made for the ‘master copy’ of the drafts.

23 There was lengthy discussion again over terminology. The Board wanted to see  
24 the use of Designated Open Space (what might otherwise be called conservation  
25 space) as distinct from Common Open Space (where cluster residents may  
26 develop amenities). Both needed to be defined.

27 It was agreed there could be no further subdivision and that site plan review for  
28 any development would allow restrictions to be put in place. The sentence

29 introducing section 6.I was not quite clear. Clarity was sought here. It was agreed  
30 that the requirement is to set aside a minimum of 50% of the total subdivided  
31 land to be undisturbed (Designated Open Space). And it was agreed to add a  
32 section 'J' to distinguish the cluster resident's Open Space or Resident's Common  
33 area. Section 2 was left as it was since section J was being added and it would  
34 require there to be an owner's association with deeded protection of that  
35 Residents Common Area. There were a few other minor edits.

36 In the Commercial Cluster sections, the 50% requirements for common land  
37 should be the same, also reference to an owner's association, and 'Owners  
38 Common Area' as well as 'Designated Open Space' throughout.

39 Mike Tardiff suggested that the 'blurb' or summary rationale that accompanies the  
40 text should talk about why the Board is making the changes. Board members  
41 pointed out that it would help to identify the problem this is designed to address.

42 So points to include will be: development pressure, trying to update the cluster  
43 ordinance to address that pressure, prevent large scale development, make the  
44 cluster ordinance easier and more attractive to use (ex with density bonuses),  
45 allow in most zones except Natural Resources and Industrial, have CU Permits in  
46 place so that residents get noticed, hear what is proposed and can respond in  
47 hearings, and overall it is trying to lead the town to the type of development it  
48 wants.

49 **Joshua and Hillary to work on the Article 6 Cluster blurb once an initial draft is**  
50 **received from Mike's staff. Secretary to forward on during Friday afternoon after**  
51 **2 pm. Mike and staff will do the blurb for ADUs, Short term rental and**  
52 **Floodplain ordinances (this is administrative).**

53 **• Article 18, ADUs and Definition in Article 3**

54 The edits requested on January 2 had been made. It was agreed to add 'at least  
55 two' for parking spaces for a single-family home at line 61. At line 75 it was agreed  
56 to keep the separate and appropriate 911 address requirement as well all ADU's  
57 sharing a common driveway. In addition to some minor edits, it was agreed to  
58 delete the paragraph at line 115 requiring the ADU to be of similar appearance to  
59 the principal dwelling. And at line 128 'Notwithstanding' was deleted.

60

61 • **Article 11 – Number of Building Permits**

62 Mike summarized the changes, to do with specifying all dwelling units, not just  
63 single-family homes, being counted. The cap would remain at 3%. The CIP should  
64 be revisited each year. **Mike to do blurb on this one.**

65 • **Article 2.11, Lodging Short Term and Article 3 updated Definition**

66 It was agreed not to be specific about fees in the Ordinance as the whereabouts of  
67 that information could change. The issue about maximum occupancy at line 36  
68 was again connected to septic capacity, with wording along the lines that  
69 maximum occupancy should be in line with the state approved septic loading per  
70 bedroom. It would allow for reasonable limits to be set.

71 **The blurb for this change would mention clarity and the new definition, allowing**  
72 **one STR per lot, and care for the maximum capacity issue.**

73 • **Table of Uses**

74 The draft had been cleaned up. Some questions remained. It was agreed to allow  
75 two family dwellings in the Commercial zone.

76 It was agreed not to allow campgrounds in the CHD. It would not be a good use in  
77 that zone.

78 It was agreed not to make any changes with regard to Manufactured housing and  
79 parks. Manufactured housing would be allowed in a cluster. The town currently  
80 allows it in parks in Rural and Residential zones.

81 It is an issue that can be taken up again in 2025 if there is interest in addressing  
82 this.

83 • **Subdivision Regulations issues**

84 There was lengthy discussion about issues of frontage and access in subdivisions.  
85 Ultimately, it was agreed that these issues will be part of the update and overhaul  
86 of the Planning Board's regulations that the CNHRPC staff will be working on later  
87 this spring. There was consensus that lots that do not have access on a maintained  
88 Class 5 road must obtain access.

89 This was tabled for later in the year.

90       • **Stormwater Standards**

91       Similarly, it was agreed to leave these as they are for now. The issue is to include  
92       a maximum of impervious square foot area allowed without engineered storm  
93       water control rather than the current percentage calculation. This is to protect  
94       from erosion and preserve infiltration in keeping with state standards.

95       **4. Other Business**

96       John Schneider is no longer able to attend the CNHRPC quarterly meetings as  
97       town rep. Tyson Miller used to attend for Canterbury. Members were asked to  
98       consider replacing John. The meetings are in Concord or by zoom. The next one,  
99       Thursday January 11, 7 pm, has a presentation regarding the Floodplain ordinance  
100       changes.

101       **5. Adjournment**

102       Logan Snyder moved to adjourn and Rich Marcou seconded. It was 8 pm.

103       Respectfully submitted,

104       Lois Scribner, secretary

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