

1 **Planning Board Meeting – Work Session**

2 **January 23, 2024, 7 pm, Meeting House**

3 **Final Minutes**

4 **Members Present**

5 Greg Meeh (Chair), John Schneider (Vice Chair), Joshua Gordon, Anne  
6 Dowling, Rich Marcou, Logan Snyder

7 **Members Absent**

8 Ben Stonebraker (alternate), Kent Ruesswick (at the polls), Hillary Nelson  
9 (alternate)

10 **Others Present**

11 Jim Snyder (applicant)

12 **Agenda**

13 **1. Call to Order**

14 Greg called the meeting to order at 7 pm.

15 **2. Previous Minutes January 18**

16 Rich Marcou made a motion to delay approving those Minutes since they were  
17 long and had only been emailed that afternoon. Logan Snyder seconded, and  
18 it was agreed to review them at the February 13 meeting.

19 **3. Jim Snyder Subdivision – Completeness review**

20 Jim mentioned that the surveyor he worked with thought topographical lines  
21 could not be included on a plat, so there were two sheets, only one of which  
22 had the topography shown. Jim was going to ask him to put everything on one  
23 sheet. He was also aware that there were some other errors (Susan's name  
24 missing in one place and the elliptical locus map being in color). He had the  
25 state approval for the septic. The other thing missing was the soils map.

26 Greg suggested taking one issue at a time. Board members talked through the  
27 issues from the subdivision checklist with the applicant, often highlighting  
28 issues in the Planning Board subdivision regulations that need addressing  
29 later this year with CNHRPC. (Greg kept notes and secretary also keeping a  
30 list). Greg invited Jim to help with that work and the production of a Land Use  
31 Handbook.

32 Vice Chair John Schneider and Rich Marcou had been through the application  
33 with the Subdivision requirements checklist to do a preliminary review for  
34 completeness (procedure agreed on September 26, 2023, meeting). The  
35 issues were:

36 **#6:** locus map, supposed to be 1"=500', his is 1"=2000' and 1"=250': **#11:** no  
37 mention of soil types: **#16:** no street number for proposed subdivision: **#19:**  
38 there are no cross-sections or profiles of any street/road: **#21:** does not  
39 indicate where feasible connections to electric utilities would be: **#22:**  
40 missing Soils Delineation, based on Soils Survey, Merrimack County: **#27a.:**  
41 number of building lots? His application indicates "2", but plat only shows 1.

42 There was detailed discussion of all these issues. Decisions made included:

- 43 • Soils – just show those in the 4-acre lot that is being subdivided from the  
44 current 48-acre lot.
- 45 • The DES approval of the septic has been given, it is no longer pending,  
46 and was given to Mandy (secretary will obtain that for Board).
- 47 • Locus map – it was agreed it should be scaled to the project – Greg  
48 proposed accepting the locus map shown on the plat 1 inch to 1000 ft.
- 49 • Topography shown – it was agreed to keep the 2 ft intervals since they  
50 were clear to see.
- 51 • Wetlands – Jim had asked for a waiver for delineating wetlands on the  
52 larger remaining lot – there is some question about the ordinance  
53 requirements for the Rural zone, but it was agreed Jim's plan already  
54 showed more than was strictly required, which was good. Jim had  
55 wetlands scientists go in first and then the surveyor and he offered to

56 walk the Board round the remaining acres. Greg said the wetlands were  
57 shown as needed.

- 58 • Street numbers – it was agreed just to show the numbers of a street  
59 address as proposed and to add that to the waiver request list.
- 60 • Cross section and profile – these are not applicable because there is no  
61 new road being built and so that can be waived.
- 62 • Feasible connections to utilities – it was suggested there could be a  
63 note to say that the Eversource and Comcast lines run along the road.  
64 However, there were utility poles shown on the plan and the lot was  
65 feasible for new owners in terms of utilities.
- 66 • Number of Building Lots – requirement 27 b – the checklist requires  
67 Building Lots to be shown not Dwelling Units – so it could show Lot 11.1  
68 and Lot 11.2 as the subdivided lots. There is a contradiction between  
69 the check list language and the application form language – and maybe  
70 confusion over what exactly IS the subdivision – the whole or the small  
71 piece cut off? Greg suggested asking CNHRPC about that. Logan  
72 googled the definition which stated it was the smaller piece broken off  
73 from the whole. It was suggested that there was one subdivision so it  
74 would be Lot 11.1 shown. Subsequently it was found that the Building  
75 Lot number was included in General Note 1. on the plat.
- 76 • Loudon – Jim said his back boundary is the Canterbury-Loudon line so  
77 as a courtesy he will show the plan to Loudon to sign but he is not doing  
78 anything in that town.

79 Jim asked to recap the items the Planning Board required so they could vote  
80 on approving conditional completeness.

81 The 5 things for Jim to do:

- 82 1. Direct the surveyor to remove the multiple sheet data note in right hand  
83 corner.
- 84 2. Add Topography to the map at 2 ft intervals contour lines for Lot 11.1 and  
85 also remove the related topographical data note.

- 86 3. Add Soils note for lot 11.1.  
87 4. The Locus Map is accepted as presented.  
88 5. Add existing and proposed street numbers for both lots.

89 **John Schneider made a motion to conditionally accept this application.**  
90 **Joshua Gordon seconded. Logan Snyder recused himself as an abutter.**  
91 **All members present voted in favor of the conditional acceptance.**

92 Rich thanked Jim for his patience in working through the check list items,  
93 since it was a learning experience for him as a new member and the Board as  
94 a whole.

95 Jim mentioned a potential dispute with his Loudon neighbor and was advised  
96 to bring something from the past court case to the February hearing. And for  
97 the Board and the Town, 3 large copies of the plat and 3 smaller copies for  
98 abutters who might attend.

99 The Board thanked Jim for coming.

#### 100 **4. Future Schedule and Meetings**

101 The Secretary noted that the February 13 meeting agenda was quite full. There  
102 would be Jim Snyder's subdivision, Web Stout returning for Alfred Nash (60-  
103 day extension running out), a possible preconceptual, and Unitil Scenic Road  
104 tree work.

105 Greg noted that the Board had met many times in recent weeks, so he was  
106 looking to reduce the schedule if possible around Town Meeting time.

#### 107 **5. Warrant Articles remaining work**

108 Matt Monahan from CNHRPC had sent the list of the warrant articles  
109 summary language to be used. Members wanted to rework some of these to  
110 be more precise and include specific details. **It was agreed that Joshua and  
111 Hillary (who had worked on the blurbs previously) would look at the list  
112 and make changes. Logan would also check them over for proof reading.  
113 When finalized the Secretary will send the list to Ken Folsom.**

114 **6. New Business**

- 115 • Greg asked if members wanted to meet at 6 pm. Overall it was felt that  
116 it would be confusing to change the times, even for the work sessions.  
117 So, the time would be kept to 7 pm.
- 118 • There was discussion about the Planning Board generating a short video  
119 to explain the warrant articles to town residents in the weeks prior to  
120 voting. Joshua offered to speak the rationales, as a video. He would  
121 start with the most controversial first. Logan would help make it and  
122 save it to YouTube. The goal was to show that these warrant articles had  
123 a purpose to direct how growth happens in the future. (Note, Secretary  
124 talked to Kal in the Town office and she can upload such a video to a  
125 YouTube account for the Board and/or the town).
- 126 • There would need to be information in the Town email and Town/Church  
127 Newsletter too. Text for the Newsletter in March would have to be  
128 submitted by February 15/16. Once Joshua has decided on language,  
129 and the reworked list of warrant articles is available, the Chair and  
130 Secretary can work on getting information out.
- 131 • Logan pointed out we need to include Facebook, which can be done if  
132 there is a YouTube video. There is chatter on the Town Facebook page  
133 already. Logan often responds if they think it is necessary.

134

135 **7. Adjournment**

136 Rich made a motion to adjourn, and Logan seconded. It was 8.35 pm.

137 Respectfully submitted,

138 Lois Scribner, secretary

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