

1 Planning Board Meeting

2 7 pm, September 10, 2024, Meeting House

3 Members Present

4 Greg Meeh, Chair, John Schneider, Vice Chair, Rich Marcou, Logan Snyder
5 Hillary Nelson (alternate)

6 Members Absent

7 Megan Portnoy and Joshua Gordon

8 Others Present

9 Jonathan Halle, Warren Street Architects: Mike Tardiff, Director CNHRPC

10 Agenda

11 1. Call to Order

12 Greg Meeh called the meeting to order at 7.01pm. Hillary Nelson, alternate,
13 was seated in lieu of Joshua Gordon and Megan Portnoy.

14 2. A and B Vending, Hall Road, Canterbury, request for amended site plan
15 presented by Jonathan Halle, Architect, Warren Street Architects,
16 Concord NH.

17 Jonathan Halle set out a revised site plan and explained the proposed
18 changes to the location of the driveway for trucks coming to A and B Vending.
19 The old one would be replaced by a more accessible new one. He stated there
20 was a net gain of less impervious surface. They had intended to put in
21 boulders after loaming and seeding, but yesterday he had received a request
22 from the builder stating they would like to use a berm around the area instead.
23 They would berm it up, loam and seed, and let it go ‘back to natural’.

24

25 Greg noted that the driveway permit had been granted by John OConnor, Road
26 Agent. Jonathan had not heard this – it had just come into the town office and
27 been put in the property file.

28 Rich Marcou asked if moving the driveway would impede the progress of
29 tractor trailer trucks? Jonathan said no, they had an engineer draw how that
30 would work. Logan Snyder pointed out they are doing the exact same thing
31 just moving the location of the driveway. Greg clarified that the 18 ft would not
32 go into the street. Logan asked about disposal of the existing asphalt. It would
33 be offsite, Jonathan said. Hillary Nelson asked if the 4 ft berm would impact
34 drainage. No, it would still be impervious. Jonathan said the ramp drops 4 ft at
35 the loading area. They would be moving a lot less material than they would
36 have originally and would not have to import large boulders for the
37 landscaping.

38 Greg had prepared a draft list of findings of fact, since this request for an
39 amended site plan could be dealt with administratively by the Board. There
40 were no substantial changes at the site. And therefore no public hearing was
41 required. Members discussed the list, agreeing to add the point about the 4 ft
42 berm, and also about the removal of existing asphalt. The changes were noted
43 and added.

44 **The amended findings of fact, for approval by the Board, were as follows:**

45 “Regarding the proposed site plan amendment for A and B Vending, the
46 Board finds the following:

- 47 1. There are no changes that will increase traffic volume, speed or
48 congestion
- 49 2. There is no increase in impervious surface
- 50 3. The site plan shows the following:
 - 51 a. Removal of existing driveway
 - 52 b. Construction of a 4 ft berm around loading area
 - 53 c. Installation of vegetative visual barrier across the driveway with
54 seeding and loaming of the area
 - 55 d. All exterior lighting shall be dark sky compliant

- 56 e. There shall be no outdoor amplified sound
57 f. The asphalt from the existing driveway shall be removed from the site
58 4. The applicant has obtained a driveway permit for the new driveway
59 location
60 5. The site plan is in accordance with the ordinance for the development and
61 use in the industrial zone
62 6. The changes are not substantial and may be implemented by Town
63 administration.

64 The Board refers the site plan amendment, with no objection, to the select
65 board to review for compliance with the “Protective Covenant, Canterbury
66 Commerce Depot Park”. Pending Board of Selectmen approval, the
67 amended site plan shall be entered in the town property records.”

68 **Rich Marcou made the motion for the proposed site amendment as**
69 **amended and read by Chair. John Schneider seconded. All members**
70 **present voted aye.** Greg thanked Jonathan for meeting with them.

71 3. Mike Tardiff – Master Plan – Final edits update

72 Mike shared recent staff changes at CNHRPC since the Master Plan work was
73 started. Matt B, Matt T and now Vincent had moved on.

74 Mike said they had some Master Plan chapters posted on their website but not
75 yet the Community Facilities chapter, #7. There have been software and
76 design issues to resolve. They also have to complete the update on
77 demographics, and the Introduction and Executive Summary. Mark Jones,
78 who has a background in history, is working on language and consistency of
79 voice between chapters. Mike anticipated being ready with the whole
80 document by the second meeting in September, which is on September 24.

81 Rich asked about the assistance Matt Monahan has been giving to the
82 subcommittee working on the Land Use Regulations. Matt M is still on the
83 staff and available to continue work on that project.

84 Greg requested **Action item for Secretary: 1. notify all board members and**
85 **town email when the completed Master Plan goes up online. And 2. to get**

86 **this digitally to members now with what there is and put on town website**
87 **to see the work so far. And 3. Have Master Plan on September 24 agenda**
88 **with Mike Tardiff attending.**

89 Greg and Mike discussed future work on ordinance amendments, including
90 workforce housing. Mike said there could be a grant application submitted to
91 Invest NH again, before September 30, but this program is spread over 2 Town
92 Meetings so that would reduce pressure to have everything ready for Town
93 Meeting March 2025. As before, the Invest NH grant money has to be used in
94 relation to housing. They could take time to work on things, revise the
95 workforce ordinance, have further discussions about mixed use. These grants
96 were not about having incentives for developers but were to be used for zoning
97 and regulation changes. The idea would be to update the workforce housing
98 ordinance to assure residents it was enforceable, so that no developer could
99 just come in and tell them what they intended to do. There would be time to
100 hold public meetings for discussion and education about the process. Mike
101 said that Canterbury had been a ‘what went right story’, because they had
102 taken time to prepare residents, and explain the proposed changes. They
103 could aim for Town Meeting 2026.

104 It was also agreed to try to get funding from Invest NH for work on the CIP.
105 CNHRPC was also working with Boscawen to do this.

106 Greg raised the point that there had been some pushback in town about the
107 length and complexity of the Regulations the subcommittee was working on.
108 It was a common reaction Mike said. Greg believed that it was not so much
109 about being ‘right for Canterbury’ and Canterbury being nice and friendly but
110 having guidance in place for developers. Mike agreed that the lengthier
111 regulations provided the ability to deal with different types of applications. He
112 would ask Matt M to winnow it down somewhat. That had been happening
113 anyway and the draft so far had some items in it noted as ‘placeholders’ and
114 other parts where items were noted as ‘triggers’ with the requirements for
115 particular kinds of development. It ought to provide a way for whoever was in

116 the office dealing with applicants to be able to give the same answers and
117 guidance.

118 Rich noted they had been through it once and were trying to avoid duplications.
119 They were going to have to go through it a second time at least. Mike said this
120 work does take time and it can be hard. CNHRPC was not looking to cut them
121 off at any time until it was completed. Mike would look into including extra
122 time for review and the final drafting. Rich, who is on the subcommittee with
123 Greg, clarified that it is a way for 'little old Canterbury' to have some
124 safeguards against development. Town residents needing to apply for smaller
125 applications would not need all the provisions that are there for larger scale
126 development. Regular residents would not be using all 80 pages. It is hoped
127 they can break it up and be clear about the triggers so that it is user friendly for
128 town residents too. Maybe it will include flow charts.

129 4. Previous Minutes from August 13, 2024, meeting

130 Rich Marcou made a motion to move the draft minutes of August 13. Logan
131 Snyder seconded. Joshua had emailed some requested corrections. John
132 Schneider also mentioned that his name was misspelt, so that was to be
133 corrected.

134 Greg read Joshua's email requesting changes. It was as follows:

135 "Line 197: I did not introduce the new employees. I asked who they were.
136 Lines 202-204: [While I did not read the phrase at the bottom of the agenda, I
137 think it should be reproduced in the minutes, because otherwise it is
138 undiscernible what the discussion was about. I also don't think the
139 explanation clearly says what I said, so I will re-write what I think the minutes
140 should say given what I said.]

141 Joshua suggested striking the phrase on the bottom of the agenda: "The
142 Planning Board has the right to add or delete any item on this agenda and
143 conduct the meeting as they see fit." He objected to it because:

144 1) It is grammatically wrong, as the Planning Board is an "it," not a "they." 2)
145 The Planning Board is a governmental body, and as such it has authorities, not

146 “rights”; citizens have rights against government. 3) The phrase does not
147 accurately set out the law, as Joshua does not believe the Planning Board can
148 vote on a citizen’s case if they have not been given proper notice. 4) Joshua
149 said it was bad governance, as the Planning Board should be transparent and
150 not change agendas after they are posted. 5) Even if the phrase is an accurate
151 expression of the law, Joshua said it was plain arrogant.”

152 **Rich Marcou moved to approve the August 13 draft Minutes as amended**
153 **by Joshua and John. Greg Meeh seconded. All members present voted**
154 **aye.**

155 Greg responded that he has issues with the use of the phrase. They had
156 adopted it seeing it on the Board of Selectmen agendas. It may sound
157 arrogant it is also notification and transparency about what the Board does.
158 They do change things from time to time and add in New Business. Logan’s
159 view was it might be thought to be redundant, given the nature of ‘New
160 Business’. **Gail would be finding out more about Agenda templates from**
161 **NHMA when she is back from vacation.**

162 5. Old Business

163 John asked about the former gas station at Exit 18. Greg and Rich both spoke
164 to this, having had information from Ken Folsom, Town Administrator. It was
165 thought that someone from the engineering firm had asked Mandy about a
166 preconceptual, but they never followed up to schedule. They had been asked
167 to stop the work some weeks back until Joel French, Building Inspector, was
168 back in the office. Their state permitting includes the requirement to abide by
169 local permitting and that had not been sought. Logan noted that Ken Folsom’s
170 name should be written in full in the previous minutes.

171 **The Board would ask Gail to chase up what is happening at Exit 18.**

172 6. Adjournment

173 Rich made a motion to adjourn at just after 7.45 pm. John seconded. All voted
174 in favor.

175 **Action items.**

- 176 • **Mike Tardiff and staff complete Master Plan chapters for Planning**
- 177 **Board**
- 178 • **Mike and Greg to work on grant applications with town office**
- 179 • **Secretary to let members know progress as it moves to completion**
- 180 **with link to CNHRPC website**
- 181 • **Make sure the link on the PB webpage works**
- 182 • **Secretary to put a notice out on town email to let folks know when**
- 183 **the Master Plan is completed (that needs to be done Tuesday**
- 184 **September 17 for meeting on 24 – Lois will do that before leaving)**
- 185 • **Land Use Administrator – Gail --- to follow up with what is happening**
- 186 **at Exit 18**
- 187 • **Gail to also follow up with NHMA re agenda templates**

188 Respectfully submitted, Lois Scribner, secretary

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