

1 Planning Board Meeting

2 7 pm, September 24, 2024, Meeting House

3 **(Draft)**

4 Members Present: Kent Ruesswick (BOS rep), Greg Meeh (Chair), Joshua Gordon, Logan
5 Snyder, Rich Marcou, John Schneider, Megan Portnoy

6 Others Present: Beth Blair

7 Staff Present: Gail Ober (Land Use Administrator), Michelle Hammond (Planning Board
8 Secretary)

9 Agenda:

10 1. Call to Order:

11 a. Greg Meeh called the meeting to order at 7:01 pm

12 2. New Business:

13 Rich Marcou attended a NHMA webinar in September and presented a summary of
14 legislation changes that effect local planning zoning regulations. He highlighted
15 some changes specifically:

- 16 • HB 1202, Driveway Changes coming effect DOT has 65 days to act on
17 driveway permits.
- 18 • HB1221 Landfills are automatically Deemed Regional Impact. Update to the
19 Abutter Definition, now including diagonally across the Street as an abutter.
- 20 • HB 1371 The Town can have a Waste Reduction Section in the Master Plan.
- 21 • Omnibus 1400 to allow towns to vote to allow their governing bodies to adopt
22 amendments to their zoning ordinances.
- 23 • Existing requirement for home businesses that do group childcare shall not
24 be subject to local site plan review in any zone where primary residential use
25 is permitted.

26 Changes to Planning and Zoning Laws in 2024: A Guide for Municipalities can be found on
27 the town website with the October 8, 2024, Agenda.

28 3. CIP (Capital Improvement Plan)- Central Regional Planning has offered to do capital
29 improvement for the town of Canterbury as part of our due structure meaning no
30 additional cost. Select Board voted for the Planning Board to move forward with CIP,
31 next step is to set up time where CRP with department heads. Motion to move
32 forward and Gail to work with CRP staff to coordinate the necessary interface with
33 staff. Josh so moved and John seconded. All in favor, aye.

- 34 4. Subcommittee Report on Land Use Regulations- Sub Committee started a review of
35 Land Development Handbook back in February with input from Mike and Matt from
36 CNHRPC, that it is ready to adopt. Right now, our regulations do not address a
37 large-scale development, so the suggestion is to bring this to the board on
38 November 12,2024. Matt needs time to edit and make changes first. The reason it
39 is not a problem if it is not perfect is that the board can propose to waive on the spot
40 and to add things if needed with 10 days posted notice. Matt will get the edits in as
41 soon as he can. Joshua offered to read it cover to cover and Megan will review the
42 current marked up copy as soon as she receives from Matt. Matt will get the
43 marked-up copy to Megan for her review.
- 44 5. Application Fee Schedule- The towns current Fee Schedule was taken from
45 Belmont, and it is up to the board to update and approve. **Gail will get fee
46 schedules from Concord, Tilton, Boscawen for comparison.**
- 47 6. Impact Fees: Gail passed out an example schedule. There is substantial work
48 involved and very expensive. The board tabled this discussion for now.
- 49 7. CUP Form: Greg proposed that board members take this form home and review,
50 and **it will be on the agenda for the 22nd.**
- 51 8. Master Plan Draft and Review:
- 52 • Chapter Two: Vision: Members had concerns through this chapter with formatting,
53 contrast, graphics, spelling and consistency with quote marks. Cellular Coverage:
54 change discourages to challenges, eliminate hyphenated line breaks. Megan noted
55 on section 2.1 we had a discussion on the content on July 9th meeting regarding
56 housing and strong support, we opted to change it to just support. 2.3 bottom right,
57 natural features, 3rd line from the bottom, change to “that support a variety of
58 plants”. Kent will take an updated photo for 1.3 of the municipal station and send to
59 Matt. Matt will update with edits and photo at the bottom of regional concerns
60 page. Joshua suggested we have a design review. Rich motioned to adopt as
61 amended and Logan seconded.
- 62 • Chapter Three: Implementation: members asked for consistency with titles, oxford
63 comma use and date of 2023 throughout document. Matt will edit and rewrite
64 sentences in 3.1 and 3.2 Land Use Section with suggestion to say less tangible and
65 modify bullet points to ensure relatable sections. Megan clarified that bullet points
66 are not actual sentences so should not have a period. Top of 3.3 Green Bar LHMO
67 ongoing, definition move into the green. Logan suggested turn the text midways,
68 eliminate the legend. Blue; there is no title to that column, should be responsible
69 party. Matt said an effort was made to adjusting and it was challenging. Kent added
70 that there is plenty of room at the bottom. Joshua 3.4 term of art, eliminate the
71 quote and Logan asked to do the same in 3.1 top paragraph. 3.4 left hand column

72 first block; consider modifications. Eliminate the and before services and include
73 retail in this list. Eliminate the plural on services. Bottom block; and to be in
74 compliance with state law. First block, should be an oxford comma after sidewalks,
75 third block, just be or.. Joshua said not to use and/or. Bottom page, last block color
76 changes to blue and first block on the next page, color density difference. This
77 contrast maybe a printer issue. Page 3.5, second chart first block, comma after Old
78 Boyce Road. Second chart, 4th block there is a hyphen in federal aid, unintentional.
79 Labeling at the top of 3.6 needs to be the same as previous pages. Objective 2,
80 update workforce housing, stay in compliance of state law, simplify. 3.7 second
81 chart first block starts with update 3rd line, land, take off e, no period after roman
82 numeral, same page second block, take out quotes. 3.8 objective 3 bottom page
83 last block, sentence does not make sense, should be two sentences, one after
84 homes and is discussing town info. Period after homes. 3.9 Graft artifact; in the
85 middle there is two lines. Second chart second block, protect surface water,
86 comma after clean does not belong. Same chart, block at bottom right missing b on
87 board of selectman. Astrik under high and not medium. Columns should be low,
88 medium, high, ongoing. 3.10 bottom line is heavier than the rest, Features is
89 misspelled at top of the page. Hyphen in Agriculture take out. Objective 4 Green
90 heading, last block left hand side. Replace scenic quality with viewscapes. *Table*
91 *Chapter 3.*

- 92 • Chapter 4: Existing and Future Land Use: No comments on first page. Color from
93 community survey should be darker. Same contrast issues throughout. Graphics
94 needs to decide how this will be bound before page numbers are placed
95 consistently throughout. Numerous edits made by members relative to spacing,
96 and accuracy. 4.3 second paragraph agriculture use and then fourth line needs
97 comma, take out “not limited to”. Top of first paragraph, current ten-year patterns
98 show. 4.4 Spacing issues heading. Split into color code and move it up to save
99 space. Bottom of page on left, edit sentence to accuracy. Green section, very last
100 word town is not capitalized, keep consistency. Top left shaker state forest needs
101 edits, northeast of shaker village. Heading state own land categories are not
102 comprehensive. Town own lands edit to notable state own and notable municipal.
103 **PICK UP AT 4.5 Next Meeting.**

104
105 9. Previous Minutes from September 24, 2024:

106 Edits were as follows: Mrs. Scrivens should have been Mr. Scrivens. First Instance of
107 Cate Misspelled under Others Present.

108 Motion to approve draft minutes as amended by Logan and Rich seconded. Joshua
109 abstained.

110 Meeting adjourned at 9:14 by Logan and seconded by Megan. All voted in favor.

111 **Action Items:**

- 112 • **Matt to provide Megan with edited/red lined copy of Master Plan for her to**
113 **review**
- 114 • **Matt to edit and provide updated Land Use Regulations Handbook prior to**
115 **November**
- 116 • **Gail to obtain fee schedules from Concord, Tilton, Boscawen for comparison**
- 117 • **Language at the end of our agenda, “board has the right to change” GAIL will**
118 **research**
- 119 • **Board members take CUP form home and review, and it will be on the agenda**
120 **for the October 22 Meeting**

121 **October 22 Agenda**

- 122 • **Preconceptual**
- 123 • **Review CUP Form**
- 124 • **Master Plan Draft Review continued at 4.5**

125

126 Next Meeting October 22, 2024, at 7 pm at the Meeting House

127 Respectfully submitted,

128 Michelle Hammond, Planning Board Secretary

129