

1 Planning Board Meeting 7pm, November 12, 2024, Meeting House

2 (Draft Minutes)

3 Members Present: Greg Meeh (Chair), Rich Marcou, Joshua Gordon, Kent Ruesswick (BOS
4 rep), Megan Portnoy, Brendan O'Donnell (Alternate)

5 Members Absent: John Schneider (Vice Chair), Hillary Nelson (Alternate), Logan Snyder

6 Others Present: Matt Monahan (CNHRPC), Kal McKay (Administrative Assistant), Gail Ober
7 (Land Use Administrator), Calvin Todd, Clifton Mathieu

8 1. Agenda

9 2. Call to Order

10 a. Greg called the meeting to order at 7:01 PM

11 3. New Business

12 a. Public Hearing:

13 Revised Canterbury Site Plan Regulations:

14 The Subcommittee has been working on The 2024 Land Use Regulations for
15 about six months (9 meetings) with CNHRPC due to advice from them that
16 our current regulations are not adequate to deal with the development
17 pressures that are around us and it would be wise to adopt this in the state as
18 is, knowing it is a living document, work in progress. Most towns adjust
19 regulations at least annually. The planning board has the right to waive
20 anything in this document.

21 Joshua supported voting as amended but found the document needed more
22 editing and offered to be on the subcommittee. Joshua wanted to edit on
23 page 6 the General Introduction to section 1.1 first paragraph and Matt
24 agreed to edit it and change the language to say on the cover page “adopted”
25 to “effective” and change intro paragraph to “It is recognized that these
26 regulations are a living document subject to amendment by a vote of the
27 board in accordance with RSA NH RSA 675:7, as may be amended from time
28 to time.”

29 The Subcommittee will resume working on the LDR after the holidays. **Please**
30 **send any questions and comments to Michelle to compile for the**
31 **subcommittee.** Changes go through the subcommittee and then back to a
32 noticed meeting with the planning board to be adopted.

33 Greg reiterated that our current regulations do not address all issues that
34 might arise if a large box store or large complex came to issue. The last time
35 the LDR was updated was in 2008 and overdue for an update. If you're

36 building a single-family home this would not be applicable, you would just
37 need to get a building permit. If you are doing a single lot subdivision, you
38 might just need to access the first twenty pages. When you're doing a major
39 subdivision or major site plan is when you have to refer to the LDR. Matt said
40 you can see in different towns, as time has passed the process for approval
41 should be the same, but the RSA spells it out in 2 different sections, and over
42 time they deviate and that is a problem. Matt said goals are to have a
43 checklist, starting with basic process and then it will be separated into minor
44 subdivision or major site plan major as well as putting rules and regulations
45 in one location for consistency and updating standards that are changing
46 over time. Joshua suggested avoiding internal references because over time
47 they are not always correct. Matt said that it does not automatically change it
48 internally. The answer would be to describe the section fully but broad
49 based. The purpose of "refer to" was to decrease the length of the document.
50 Calvin Todd asked the board if they adopt this document tonight, would it
51 affect or change any of the current or proposed projects that are already in
52 the pipeline? Greg answered that you cannot make retroactive changes.
53 Once it has been noticed it will be effective for anything new that comes.
54 Matt added that with site plan and subdivision regulations whether they are
55 separate documents or they are combined like this they have standards. For
56 example, for roads or lot configuration. A lot of it is the how, it is not a
57 permissive document, it governs how a planning board reviews applications,
58 how the construction occurs, the sequencing, the bonding, all the details
59 associated with how you go from undeveloped land to the subdivision, etc..
60 Josh stated that there are some things here that go beyond the authority of
61 the planning board, regulation statutes and hopefully that will clear up. Matt
62 reminded that both of those regulations, whether they are single or separate,
63 applicants can apply for a waiver.
64 Clifton Mathieu asked referring to section 6.7, page 31, "What constitutes an
65 unusual nature of a site?" Matt said that the report is going to itemize and
66 may not apply to every proposal. For example, the drainage study is going to
67 be if you are showing anything that is going to trigger a drainage study. Greg
68 said that this is in the major subdivision categories so there are already
69 triggers before it must be a large project. Matt explained the key difference
70 between minor versus major. The difference in theory between minor and
71 major is the level of information an applicant needs to provide. Minor
72 subdivisions are 2-3 lots in any town on an existing road. What information is
73 going to be submitted to the board is going to be a lot less for a minor, verses

74 a major. (you would not need a drainage study, impact analysis, and you
75 should not need a traffic study on a minor).
76 The major subdivision, on the other hand, you have the road on which the
77 engineers are going to design a drainage study as part of their process and
78 give a copy of the study to the town. With drainage you want to check that it is
79 at the property lines, so you are not increasing the rate or the volume of run-
80 off. That is why that is relevant there. On the site plan side, you are going to
81 have a traffic study, AOT and submit to the state, which the town would
82 receive a copy of this as well.

83 Matt called everyone's attention to traffic generation, ATPD (average trips per
84 day). International Traffic Engineer Association does surveys for various land
85 uses. They survey the number of people who come and go on average for
86 planning purposes. For example, they surveyed a single-family home, and
87 single-family home is nine trips a day, which includes the people that live
88 there, the mail man, amazon, oil delivery, etc. A two to three lot subdivision
89 would be 20-30 trips a day on that existing road. Then take a 40-lot
90 subdivision, which is four hundred trips. That is what traffic engineers use to
91 make their designs. The community facility's impact would include police
92 and fire.

93 Megan asked if those reports would help us generate an idea for impact fees
94 for large developments. Greg said they are beyond our town to administer at
95 this point. Matt said that off-site improvements could per RSA, as they have
96 an impact on the roads, water, sewer, or drainage. He gave an example, that a
97 turning lane coming into a subdivision or site plan would come out of traffic
98 study. Schools would not because we would have to go through the impact
99 fee process.

100 Matt said that the zoning ordinance really should be in the regulations
101 because those terms are how the planning board processes an application.
102 Major and Minor are absolutely in terms of the regs not the zoning, they are
103 about how much information the applicant provides to the planning board.
104 Megan said that the ordinances and regulations should not conflict. Matt
105 suggested that the board refers to the zoning at this time for subdivision
106 minor in the regulations for now.

107 The Board agreed to make a motion to adopt regulations as amended
108 (change the word on the cover and revise the sentence on the introduction).
109 *Rich made a motion that we adopt the 2024 Land Development, Joshua*
110 *seconded. Greg Moved to seat Brandon, Megan seconded, all in favor, voted*
111 *aye. Brendan abstained.*

112 4. Old Business:
113 a. Fee Schedule:
114 Gail, (Land Use Administrator) presented an updated fee schedule as Canterbury
115 fees are lower than most other towns. Canterbury does not charge for application
116 continuance, amending a site plan, major or minor, wireless tower communication
117 and other towns charge for these. **Gail will incorporate changes and will present it**
118 **back to the board in two weeks.**

119 The following are the proposed revised fees:
120 Lot line adjustment application 100.00
121 Site plan major application (4 or more lots) 500.00 plus 50.00 per lot
122 Condition use permit: cluster subdivision development application 500.00 plus
123 50.00 per lot.
124 Detached ADU unit 25.00
125 Commercial cluster 1000.00 plus 50.00 per unit
126 Design review 50.00
127 Newspaper notification 175.00
128 Wireless communication 500.00

129
130 **Find out if newspaper notices are still required.** The Planning board does not feel
131 newspaper notice is necessary if in compliance with law. **Brandon asked the**
132 **selectboard to let the planning board know if it is still a requirement to put**
133 **notice in the newspaper.** Joshua motioned first to present to select board, Megan
134 seconded. No further discussion, all voted Aye.

135
136 5. Potential warrant articles for the 2025 town meeting:
137 CRNHP has agreed to work with the town over a two-year period.
138 a. Change in the table of uses that would make ordinances on a DADU currently
139 prohibited on a non-conforming lot to change it to say it is allowed on X size (1.5 -2.0
140 acres) The Sherwood Forest has non-conforming lots due to frontage issues but has
141 acreage. Article 18 ADU legal lot of record per Matt is that it could be of any size. **The**
142 **committee agreed to pursue this for the warrant article. (for 2025 town meeting)**
143 b. Solar Fields, we do not currently allow commercial solar, we only allow residential
144 solar. **The committee agreed to pursue commercial solar. (for 2025 town**
145 **meeting)**

146
147

148 For 2026 Town Meeting:

149 a. Recovering care facilities, transitional housing, retirement home or assisted living
150 facilities. If it is not explicitly allowed, it is prohibited. Free speech issues or
151 Americans with disability issues, it defaults to if you do not say where it is allowed
152 that it can be anywhere. (for 2026 town meeting)

153 b. Treated contaminated materials, adopting the Belmont ordinance (for 2026 town
154 meeting)

155 c. Waste treatment plant sludge ordinance (reprocessed contaminated material)
156 adopting Belmont (for 2026 town meeting)

157 ***Matt will review Belmont ordinances and Gail will get the ordinances emailed***
158 ***out before the next meeting.***

159 ***Matt will prepare what is needed for the hearings needed for the town meeting.***

160 ***Joshua will find out the definition of Data Centers and add that it is not allowed***
161 ***anywhere. The board will address in the table of uses.***

162 i. How to protect rural character, open fields, stone walls and viewsapes. A
163 farmstead design standard is *not* allowed in the agricultural zone, a change in
164 our table of uses, protection of viewsapes and character of the town. (Change
165 in table of uses).

166 ii. Dark sky compliance is addressed well in regulations.

167 iii. Sound ordinances, we have one but should revisit.

168 iv. Interest in limiting hours of recreational shooting.

169 v. Cell towers will be addressed.

170

171 **6. KAL -Budget and Website:**

172 2025 Planning Board Budget: Send Kal a list of questions but she needs the 2025
173 budget tonight. The committee agreed to go with the actual YTD 2024 budget
174 numbers of \$17,360.00. **Greg asked Kal to give the committee the grant numbers**
175 **that offset.**

176 Website: Kal would like feedback on the new webpage. Kal will send PDF to the
177 board members to review. *Board members would prefer to delineate the list of*
178 *resources to a longer list rather than condensed. Rich asked to add the Land Use*
179 *Development Regulations. **Kal will send out PDF and board will give feedback.*** Kal
180 is going to make the website semipublic in November and the last week of
181 December complete and January will go live.

- 182 7. Class VI Road Waiver Request
183 Site Walk: Saturday the 23rd at 10:00 on site. Gail will contact the applicant.
184 8. Holiday Schedule
185 The November 26 meeting is still on as planned.
186 Pencil in 23rd if applications (application deadline is 12/3)
187 9. Master Plan:
188 Beth is making her final comments to be complete on the 15th.
189 10. Previous Minutes from October 22, 2024
190 Postponed until the next meeting.
191 11. Adjournment:
192 Greg moved to adjourn at 9:20pm, Megan seconded to adjourn, all voted in favor.

193 **Action Items:**

194 **Kal- Municipal Records on next Agenda, budget grant numbers, Kal – email PDF**
195 **of New Website.**

196 **Subcommittee- send any questions and comments to Michelle to compile for**
197 **the subcommittee meeting.**

198 **Gail- Updated Fee Schedule**

199 **Matt – Warrant Articles for 2025 Town Meeting (what is needed for hearings for**
200 **town meeting)**

201 **Joshua - definition of Data Centers**

202 **Matt - review Belmont ordinances and Gail will get the ordinances emailed out**
203 **before the next meeting.**

204 **Joshua - find out the definition of Data Centers. The board will address in the**
205 **table of uses.**

206 **Next Meeting November 26, 2024, at the Meeting House at 7PM**

207 Respectfully Submitted,

208 Michelle Hammond,
209 planning board secretary

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