

# PLANNING BOARD MINUTES

March 27, 2024

**APPROVED:** April 10, 2024

**AGENDA:** **NONPUBLIC SESSION PURSUANT TO NH RSA 91-A:3, II(c)** Matters which, if discussed in public, would likely adversely affect the reputation of any person other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant

**PLANNING:** No items

**CASES:**

- 24PCC02 - 24PCC02 – Rewild Renewables- #223-025 – Summer Street

**OPERATIONAL:**

- New Application format and Site Plan Subdivision Regulation Amendment review

- Site Plan Subdivision Regulation Amendment review

- Review proposed zoning boundary changes to split lots on Lake Street

**ATTENDING:** John Miller (Chair), David Shirley (Vice Chair), Scott Sanschagrín (Select Board Representative) and Steve Carten

**STAFF:** **Staff:** Donna Sullivan (Land Use Administrative Assistant) Joanne Bailey (Land Use Manager), and Christina Goodwin (Town Administrator) *via Zoom*

**Applicants, Professionals, and Public:** Emily Kincade arrived after the Non-Public session

Chair Miller opened the meeting at 7:00 pm.

## **NONPUBLIC SESSION PURSUANT TO NH RSA 91-A:3, II(c)**

Mr. Shirley made a motion to enter non-public session pursuant to NH RSA 91-A:3.II(c) at 7:01 pm. Mr. Sanschagrín seconded. A roll call vote was taken. The motion carried 4-0-0.

**The Board reconvened the public session at 7:07 pm.**

Mr. Sanschagrín motioned to seal the non-public minutes of March 27,2024 under NH RSA 91-A:3II(c). Mr. Shirley seconded. The motion carried 4-0-0.

**PLANNING:** No items

**CASES:**

## **24PCC02 - 24PCC02 – ReWild - #223-025 – Summer Street**

Ms. Sullivan reported that this Preliminary Conceptual Conference (PCC) has been postponed at the request of the applicant so they can get more information together.

# PLANNING BOARD MINUTES

March 27, 2024

## OPERATIONAL:

### Application Forms Revisions:

The Board reviewed the draft revisions to the Application Forms for permits. Ms. Sullivan spoke to each of the updates and changes made and stated that the revisions were to make the forms easier to fill out, consistent with all other forms, and easier to review.

Discussion followed about the standards, references to the Ordinance, waivers, and other aspects of the application forms. Ms. Sullivan stated that the standardizing of all applications will make it easier for applicants, staff, and the Board. Chair Miller agreed and thanked Ms. Sullivan and staff for the work to standardize the applications.

Mr. Shirley asked if the application forms needed to be reviewed at a Public Hearing prior to approval. It was determined that this was not necessary.

Following discussion, Mr. Shirley motioned to accept the amended Planning Board Application Forms as presented because they are now all uniform and will make the process easier for staff, the public and the Board. Mr. Sanschagrín seconded. The motion carried 4-0-0.

### Site Plan Subdivision Regulation Amendment Review:

Ms. Sullivan presented the updated Subdivision Regulations Amendments to the Board. She reviewed each change individually citing the reasons for the changes and updates to comply with bylaws and NH RSA requirements.

Discussion followed with the Board to clarify these changes and included reasoning for determination of applicant responsibilities and staff/Board responsibilities and deadlines. The next steps for the amendment process were discussed.

Following discussion, Mr. Shirley motioned to schedule a public hearing on proposed amendments to the Subdivision and Site Plan Review Regulations to take place on April 24, 2024. Mr. Carten seconded. The motion carried 4-0-0.

### Proposed Zoning Boundary Changes to Split Zoned Lots along Lake Street:

Ms. Sullivan presented a spreadsheet and the before and after color-coded maps indicating the lots impacted by changes to Split Zoning along Lake Street. She informed the Board about the process to move this forward which included notifications to property owners, abutters, and a Public Hearing.

Chair Miller clarified that the Zoning along Lake Street was determined originally by drawing a line for Village Commercial Zoning at a 200-foot depth from the road. This created the split zone issue for some lots and issues for property owners to comply with the more restrictive zone requirements.

Discussion followed regarding these changes to the zoning boundaries on Lake Street. The maps were reviewed. Further discussion included clarification of the intention to update those properties in Split Zones along Lake Street that were currently in use as Commercial to be fully zoned commercial.

Mr. Shirley motioned to accept the proposed zoning boundary changes as presented and to schedule a public hearing on these changes to take place on May 22, 2024. Mr. Carten seconded. The motion carried 4-0-0.

# PLANNING BOARD MINUTES

March 27, 2024

## Lake District Building Height Restrictions Update:

Chair Miller updated Mr. Shirley about an issue of interpretation of height restrictions discussed at a previous meeting. He indicated that the intentions behind the original restrictions had been discussed and the interpretation challenged that intent. This prompted the Board to consider updates to language in the Ordinance to reflect the intention of height restrictions for lots in the Lake District. As a result, research was requested and proposed language changes were to be drafted and reviewed by Town Counsel for consideration by the Board.

Ms. Bailey shared that she researched height restrictions in similar towns around that had lakes and found that Bristol was more restrictive. She shared the height restrictions for Gilford Lake District was no higher than 25 feet.

There was discussion about the current process for permits and other relative actions for building and rebuilding structures on properties in the Lake District.

The new proposed language for the Ordinance was reviewed and because Town Counsel has not yet weighed in on questions asked and that there was more time available to address this, the Board will take it up again at a future meeting.

## **MINUTES:**

Mr. Sanschagrín motioned to accept the Minutes from March 13, 2024, as written. Mr. Carten seconded. The motion carried 3-0-1 with Mr. Shirley abstaining.

## **COMMUNICATIONS:**

Ms. Sullivan read a letter from Eversource requesting a Public Hearing for tree trimming and brush removal on Hemphill Road. Chair Miller asked if the letter was sufficient to schedule the Hearing. Ms. Sullivan said it was and suggested April 24, 2024, as the date.

As an FYI, Mr. Shirley shared that in other towns videos are taken before and after similar projects by Utilities which serve as records should anyone sue the Town about tree removal or other issues. Mr. Sanschagrín indicated this may be a conversation for the Select Board.

Mr. Shirley motioned to schedule a public hearing with Eversource for planned tree and brush work along a scenic road to take place on April 24, 2024. Mr. Sanschagrín seconded. The motion carried 4-0-0.

## **REPORTS**

*HISTORIC DISTRICT COMMISSION (HDC)* - Ms. Sullivan stated that there is a scheduled meeting on April 9, 2024. The agenda will include discussion of RSA 79 E Community Revitalization Tax Relief Incentive available for property owners in Central Square.

*CIP COMMITTEE* – Chair Miller inquired about whether a meeting for reorganization was scheduled yet and the status of the Planning Board representative to this Committee. Ms. Goodwin stated that a representative needed to be appointed. The date of the meeting was unknown so Chair Miller will talk with Mr. Milbrand to get more info on this. Board members asked what the usual meeting schedule was for CIP Committee. Ms. Goodwin shared that it was usually about twice a month during budget season from August through October and then do a report presentation to the Planning Board, Select Board and Budget Committee.

## PLANNING BOARD MINUTES

March 27, 2024

*CONSERVATION COMMISSION* – Ms. Sullivan reported that the Conservation Commission will meet on April 3, 2024.

*LAND USE* – Ms. Bailey shared that things are getting busy in the Land Use Office. She and Mike Lacasse will be meeting with the Select Board to discuss enforcement. She shared the year-to-date income produced by permit applications. More discussion followed about communications on social media and other actions taken by the Land Use Team to help inform the public about permits and requirements.

*SELECT BOARD* - Mr. Sanschagrín reported that the Board is looking to figure out what to do with the old fire station at 85 Lake Street property. The survey at the Town Meeting to determine what townspeople preferred was discussed. The Select Board, in thinking about what to do next, discussed a possible workshop with the Planning Board to brainstorm possible options. Chair Miller shared that a SWAT analysis could be done with the help of a non-profit community development company.

Audience member, Ms. Emily Kincade, had questions about the survey mentioned and what the goal was for the Town. Mr. Sanschagrín stated that the Select Board and its members had some opinions and ideas, but its goal was to do what is best for the Town.

More conversation followed about the Master Plan and housing needs. Possible locations for multi-family housing were briefly mentioned.

**BOARD MEMBER COMMENTS:** None

**STAFF COMMENTS:** None

**NEXT MEETING:** April 10, 2024

**ADJOURNMENT:** With no other business before the Board, Mr. Shirley motioned to adjourn. Mr. Sanschagrín seconded. The motion carried 4-0-0. The meeting adjourned at 8:01pm.

Respectfully submitted,

Janet Cote  
Land Use Associate