

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Complex
FINAL MEETING MINUTES
Tuesday, November 1, 2022**

Members Present: Mark Varney—Chair; Loren Martin—Vice Chair; Barbara Randall; Gary Tillman; Roberta Witham; Rhoda Hardy; Lorrie Carey-Alternate Ex—Officio

Members Excused: Paul Dickey—Ex Officio

Members Absent:

Staff Present: Kellee Jo Easler—Planning & Community Development Director and Kearsten O'Brien—Deputy Planning & Community Development Director

Guests: Matt Taylor—Central NH Regional Planning Commission

Chair Varney opened the public meeting at 6:30 p.m.

PCD Director Easler completed roll call.

Minutes:

Mr. Tillman motioned to accept the 10.04.22 draft minutes as presented. Seconded by Mrs. Barbara Randall. All in favor. None opposed. Abstentions by Vice Chair Martin and Alternat Ex-Officio Carey.

Energy Ordinance:

Planning and Community Development Director Easler introduced Matt Taylor with Central New Hampshire Regional Planning Commission to discuss InvestNH Grant opportunities and proposed amendments to the Land Development Regulations due to the new Renewable Energy Ordinance. Mr. Taylor presented the proposed amendments to the Small Wind Energy Systems Ordinance, renamed as the Renewable Energy Ordinance, Article XXII. Mr. Taylor said the Planning Board will want have their final draft ready for the Zoning Ordinance by December and then have the hearing in January for the 2023 Town Meeting. Town Counsel made a suggestions to have the proposed procedural parts be in the Land Development Regulations, therefore the Planning Board will see the amendments added into the LDRs. In looking in the regulations Mr. Taylor suggested adding it in at Section 2.9. Vice Chair Martin suggested having a definition page for abbreviated words so people can have a better understanding of what is being referred to. Mr. Taylor said that was a good suggestion and would have time to work on that. PCD Director Easler asked if the Planning Board would like it to go back to Town Counsel; it had

been previously when it was in the hands of the Energy Committee. The Planning Board agreed it did not need to go back for another review by Town Counsel.

Invest NH/ Master Plan updates:

Mr. Taylor explained that State has ARPA money designated for Town's that are focusing on housing and coming up with plans on how to add more housing. Mr. Taylor said they have drafted a proposed application of what the Town needs. If the grant is approved it would help with the Mill Redevelopment District and coming up with ways to create mixed uses. Mr. Taylor said the housing chapter could be updated through the Invest NH Funds along with looking at Cluster Developments, Planned Unit Development and a TIF District. PCD Director Easler said that the MRD District would be a great area for the TIF District because it would entice developers to the area. Vice Chair Martin said it is not a bad idea to have a TIF district. It is the reporting back to the state that can be burdensome but Concord has three districts. Mr. Taylor said there has to be a finance section in the Town report, and an advisory committee for the TIF district as well. The Grappone Conference center is a good example of a TIF district. Chair Varney said Exit 17 was also a TIF district. Alternate Ex-Officio Carey said the challenge is the impact on the schools. Mr. Taylor said you will want to think about what types of housing you want that could have different or no impacts on the schools. PCD Director Easler said she spoke with Mr. Tardiff about the dues and he said the dues would be around \$1,500 with the Invest NH Grant.

PCD Director Easler said next month the Master Plan will be up for Planning Board review. The Energy Chapter and the Agricultural Commission will have changes for the Planning Board to review. PCD Director Easler would like the pictures updated. Vice Chair Martin asked if it would be highlighted to see the proposed changes. Deputy PCD Director said no they will not because they have been completely re-done but they can view the original online. Ex-Officio Carey suggested having the different committees and commissions update their chapters annually. PCD Director Easler said that is a good suggestion and will discuss with CNHRPC. 2023 we will be working on Land Use and Housing Chapters for the Master Plan, along with updating pictures. Deputy PCD Director Easler said that she will create a survey for the Planning Board to go through the updated pictures which will help narrow down the ones to be added. PCD Director Easler suggested meeting 6:30-7pm each month as a work session for the Master Plan depending on what the Planning Board may have for hearings. The Planning Board agreed.

Zoning Ordinance and Land Development Regulations:

PCD Director Easler discussed the Accessory Use or Structure Definition. It currently states that a structure should not exceed 144 square feet in size. She suggested removing the 2nd sentence within the description. PCD Director said years previously 144 sq. ft. and below was exempt from a building permit, now the sizes have changed. The next housekeeping item is the definition of Boarding, Rooming, and Lodging House. Currently the definition reads "A dwelling unit, where lodging and/or meals are provided for compensation and personal services such as laundry may be offered for those residents." PCD Director suggested making the change to read the same as the NFPA 101 Chapter 26.1. Chair Varney suggested not having the definition in the Zoning Ordinance but to simply have the definition refer to the NFPA 101

Chapter 26.1. If there are changes to NFPA definition it will follow suit in the Zoning Ordinance. The Planning Board agreed. The third definition discussed was “family”. The current definition reads, “A group of individuals, whether or not related, living together in a dwelling unit in a structured relationship constituting an organized housekeeping unit.” The proposed suggestion for the definition would be, “A group of people related by recognized birth, marriage, or other legal relationships.” The Planning Board agreed with changing the definition.

PCD Director made a recommendation to Land Development Regulations, Section 4.1, to add number 16 to read, “Code Review to be completed by Design Professional to be submitted, i.e. NH Licensed Architect, Fire Protection Engineer, etc.” Fire Chief Kenney said the Town is growing at a fast pace. He is not an engineer and may not be qualified enough to look at some of the new development going in. It would be a good requirement to have a NH Licensed individual verify that the work is being done correctly and to current standards that way it is not missed. PCD Director said it would be an item that smaller projects could apply for a waiver for but will be in the application process also.

PCD Easler suggested taking out Section 5.1 Change in Use or Occupancy Only. The table of uses in the LDRs does not support this and in reality if there is a change in business, the review will be addressed in Site Plan. The building code addresses the changes when it comes to changes within a single family home.

PCD Director said there will be a public hearing on December 6th, 2022 for the Land Development Regulation amendments and the Capital Improvement Program. January 3rd, 2023 will be the first Public Hearing for the Zoning Amendments and the second Public Hearing, if required, will be January 17th, 2023. She stated that she and Mike Tardiff, Executive Director of CNHRPC, would like to try to hold a visioning session February 7th, 2023 for public input for development ideas for housing, commercial, and recreational uses within the Commercial Street area. This will be a tentative date.

The next meeting will be held December 6th @ 6:30 pm

Motioned to adjourn made by Mrs. Randall. Seconded by Mr. Tillman. All in favor. None opposed.

Respectfully submitted by Kearsten O'Brien.