

1 **Planning Board Meeting**

2 **7pm, May 13, 2025, 2025, at the Meeting House**

3 **DRAFT**

4 **Members Present:** Greg Meeh, Rich Marcou (Vice Chair), Scott Doherty (BOS Chair), Megan
5 Portnoy, Brendan O'Donnell (Chair), Clifton Mathieu (Alternate)

6 **Members Absent:** Hillary Nelson (Alternate), Joshua Gordon

7 **Others Present:** Web Stout (Land Surveyor), Jim York, Mark York, Corey Szepan, Jon and
8 Lauren Sinclair

9
10 **Agenda:**

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12 **Call to Order**

13 The Planning Board meeting was called to order by Brendan O'Donnell at 7:01 PM. Clifton
14 Mathieu was seated as an alternate member to meet the quorum requirements, as two members
15 were absent.

16 **Approval of April 22, 2025, Draft Meeting Minutes**

17 The minutes of the meeting held on April 22, 2025, were approved. The motion to accept the
18 minutes was made by Rich Marcou and seconded by Clifton.

19 **Stern Preconceptual**

20 The Planning Board meeting commenced with Brendan introducing the preconceptual
21 discussion, reminding all present that no decisions would be binding at this stage.

22 Web Stout presented on behalf of the applicant, Kenneth John Stern Trust, concerning the
23 property located at 31 Wilson Road, Tax Map 213, Lot 11, situated within Rural and Agricultural
24 Zones. The applicant intends to subdivide the 28-acre parcel into two distinct lots, with the
25 formal submission anticipated for the fall.

26 Web Stout highlighted several concerns previously discussed with the Board, particularly
27 regarding wetlands and topography. He emphasized that the property spans two zoning districts,
28 requiring consideration of regulations pertinent to each zone. The proposal to increase the lot size
29 to five acres aims to mitigate the need for state approval and test pits by ensuring compliance
30 with contiguous buildable area requirements.

31 Web addressed zoning and topography issues, noting that while the Rural Zone permits two-acre
32 lots, the proposed subdivision exceeds frontage requirements and spans both zones, ultimately
33 resulting in lots well above the minimum size. Brendan inquired about specific requirements for

the middle zone, to which Web confirmed that most of the area adheres to the two-acre stipulation within the Rural Zone.

Greg Meeh suggested subdividing the property into a conforming two-acre lot, ensuring zoning regulation compliance. Brendan queried whether the layout allowed for a contiguous two-acre buildable area, which Web confirmed was feasible given the lot's dimensions and frontage. Rich Marcou proposed an alternative approach by selling additional land to create uniform lots. Web suggested the possibility of drafting a waiver for lots ranging between two to two-and-a-half acres. Greg highlighted the necessity of adhering to zoning rules, and Brendan acknowledged that Web had addressed concerns and flagged pertinent issues for review upon formal application submission.

The session concluded with Brendan opening the floor to public comments, though none were forthcoming.

Scrivens Subdivision

Brendan and Clifton recused themselves due to being abutting property owners.

Rich assumed the Chair position and informed the audience that, with only four board members present, a tie vote would lead to the denial of the motion. The applicant and audience were given the option to defer to the next meeting, but they agreed to proceed with the hearing. Rich formally opened the public hearing, and the meeting commenced at 7:19 PM.

Web Stout, representing the estate of Thomas Scrivens, with James A. Scrivens as the Executor, presented the subdivision request for the property at 527 Northwest Road, Tax Map 233, Lot 37. Web explained that this was the fifth subdivision of the property prior to 1974, this parcel used to extend up to Old Tilton Road.

In 2009, the property underwent subdivision and frontage adjustments, marking phase 6 or 7 of the development. There is an existing structure on the property, well and septic. Because the lot is situated along a state highway, state approval noted on the application. The proposed subdivision involves cutting the lot in half, resulting in a lot just over five acres in size.

Web emphasized that the property is in the rural zone, which requires a minimum of 2-acre zoning. The proposed lots greatly exceed this requirement. Additionally, there will be an easement for the driveway, which will be documented in the deed. The layout ensures sufficient room for snow removal.

Web is requesting two waivers: one for delineation of the wetlands and another for topographic mapping. The front of the properties has been mapped using field topography, supplemented with LIDAR data from the UNH website. This data has been integrated with USGS standard mapping. Wetland presence has been assessed, and no wetlands are found at the front of either lot. There is exposed ledge, which is a common geological feature in Canterbury.

Rich asked the board for a motion on completeness and a motion for waivers.

70 Greg made a motion on completeness, which was seconded by Scott.

71 Megan made a motion to approve the wetland waiver, and Rich seconded the motion.

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73 Greg then made a motion to approve the topographic waiver, and Scott seconded the motion.

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75 The property is approximately 1.5 miles from the Northfield town line, and no significant
76 regional impact is foreseen. The proposed subdivision will result in the creation of one additional
77 residential lot.

78 No members requested a site walk.

79 Rich opened the hearing to public comments.

80 Brendan O'Donnell, residing at 533 Northwest Road, expressed no concerns regarding the
81 subdivision and had no issues with wetlands. Clifton Mathieu, residing at 256 Old Tilton Road,
82 commended the proposal, citing it as an excellent example of sound development.

83 There were no further comments from the general public.

84 Rich asked if the original driveway, where there is an easement if it carves into the acreage in
85 that subdivision. Web responded that both properties exceed frontage requirements and exceed
86 the acreage so it would not be applicable. Right of Way width approximately 60-65 feet. Greg
87 stated that there is not a number in the ordinance but suggested the board address this number in
88 the future.

89 Megan inquired about potential concerns related to the leach field, septic area, and any impact on
90 wetlands. Web clarified that these considerations would be addressed during the septic design
91 phase. He assured the board that the leach field is situated approximately 180 feet away from the
92 wetlands, which consists of poorly drained soil. Additionally, state septic approval will be
93 required for the project.

94 Web indicated that all topographic information will be derived from the mylar, and there will be
95 no topographic lines on the final document. He noted that the registry prefers this format, and he
96 will provide a PDF.

97 No further questions from the board.

98 The subdivision proposal adheres to our ordinances, and the waivers have been approved. Megan
99 moved to approve the subdivision, and Scott seconded. The board unanimously voted in favor of
100 approving the subdivision, including the conditions and waivers.

101 Clifton abstained from voting due to his status as an abutter, and Brendan abstained for the same
102 reason.

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105 **Adopting the Plan for Tomorrow**

106 Brendan expressed gratitude to the board for their hard work in completing the Master Plan. Rich
107 suggested that in the future, the board might consider tackling one chapter per year to ensure
108 thorough strategic planning and organization outside of regular application reviews. Megan
109 concurred with this suggestion, emphasizing the importance of detailed forward planning.
110 Rich extended his appreciation to Greg for his leadership role in guiding the board to the
111 successful completion of the plan. Greg, in turn, thanked the board members for their support
112 and teamwork, acknowledging their collective effort in achieving this milestone. He noted that it
113 was a pleasure working together towards this accomplishment.

114 Greg moved to adopt the Plan for Tomorrow, with Rich seconding the motion. Clifton abstained
115 from voting. The motion passed with unanimous approval from the remaining board members.

116 *The town has 6 Master Plan copies printed copies to be bound, and will be placed in the town*
117 *office, one in the library and one in the Meeting House and will be updated on the town website.*

118 **Old Business:**

- 119 • Draft Solid Waste Chapter that is not included in the Master Plan, Brendan suggested a
120 work session for that chapter and then it can be adopted at that point. Add the draft for
121 the next meeting on the agenda for May 27th in plans to adopt by the end of June for that
122 chapter.
- 123 • Brendan introduced a list of potential ordinance changes from Greg's list and dived them
124 up over the next 6 months. (Solar, wetland setbacks, changes to slop limitation,
125 congregate services, number of changes to definitions, review current workforce housing)
- 126 • The discussion also included planning material on the sludge ordinance to be placed on
127 the agenda for the May 27th meeting.
- 128 • Brendan reviewed the list with the board and requested input on various approaches to
129 managing agricultural zones
- 130 • Megan proposed leveraging AI tools to assist with these revisions.
- 131 • The adopted land use regulations and the website need to be updated immediately
132 effective November 12, 2025
- 133 • Email to final land use regulations to Megan/board members.
134 Rich brought up checklists and subcommittee meeting, next meeting TBD
- 135 • The CIP update is scheduled for the May 27 agenda.
- 136 • Greg spoke with the municipal association about house and senate bills, and they said
137 they are likely to pass.

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141 **Adjournment:**

142 • Rich moved to adjourn, Scott seconded at 8:09 PM, all voted in favor.

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144 *Next Meeting, May 27, 2025, at 7PM at the Meeting House*

145 Respectfully Submitted,

146 Michelle Hammond, Planning Board Secretary

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