

**Planning Board Meeting Minutes
Town of Canterbury, NH**

March 17, 2026 – 7:00 p.m. Meeting House

Members Present: Brendan O'Donnell (Chair), Logan Snyder, Janice Della Croce, Calvin Todd (Selectboard Representative)

Members Absent: Greg Meeh, Joshua Gordon, Clifton Mathieu (Alternate)

Arrived Late: Megan Portnoy

Others Present: Beth Blair, Kal McKay (Administrative Assistant), Cheryl Andrew (Recording Secretary)

Call to Order

The meeting was called to order at 7:11 p.m. With four members present, a quorum was established. Brendan welcomed Janice to the Board. Janice briefly described her prior experience serving on the Bristol NH Planning Board.

Election of Officers

Due to the absence of three members, Brendan recommended postponing the election of Planning Board Officers.

Motion: Logan moved to postpone the election until March 31, 2026.

Outcome: No objections; motion carried.

Approval of Previous Meeting Minutes

Corrections: Under Public Hearings, clarify that Logan recused themselves from discussion and voting as an abutter and family member.

Also clarify that Logan did not vote on the waiver, application acceptance or subdivision approval.

Motion: Logan moved to accept the edits.

Second: Calvin.

Vote: All in favor; motion carried.

Motion: Logan moved to approve February 24, 2026, minutes.

Second: Brendan.

Vote: Brendan and Logan voted aye; Calvin and Janice abstained.
Motion carried.

New Business

Review of Board Procedures, By-Laws, and Code of Conduct

Kal distributed copies of the Zoning Ordinance and Code of Conduct.

Brendan provided an overview for Janice; full discussion will occur at the next meeting.

Kal noted updates to the By-Laws, including clarifications and typo corrections.

Michelle will distribute updated copies for review.

Brendan reviewed RSA 91-A requirements regarding email communication:

- Town email accounts must be used for Planning Board business.
- A quorum is four members.

- “Reply all” should not be used to avoid inadvertent deliberation.

- Edits to minutes should be sent only to the Recording Secretary.

- Agenda items should be sent to Michelle.

Kal is preparing a Canterbury-specific “Right to Know” training.

Brendan asked members to notify him if they cannot attend a meeting.

Alternates will be called if a public hearing is scheduled.

2025–2026 Building Permit Update

There were 17 dwelling units and 1 accessory dwelling unit (ADU) permitted in 2025.

CNHRPC Traffic Count

The Board will select roads for the upcoming traffic count cycle. Logan noted that previous Boards prioritized roads not recently reviewed and those with new development or areas of concern. Selections will be finalized on March 31; the form is due April 3, 2026.

Old Business

Cluster Subdivision Ordinance Review

The Board discussed clarifying the calculation of Baseline Density. A recent mixed commercial/residential subdivision application highlighted differing interpretations. The

Baseline Density was lowered at Town Meeting. Further discussion will occur at the next meeting.

Other Business

Calvin suggested periodic joint meetings with the Zoning Board of Adjustment. Kal noted that Land Use coordination meetings are planned for May and September. All members may attend; Chairs are expected to be present.

Megan joined the meeting at 7:35 p.m.

Adjournment

Motion: Logan moved to adjourn at 7:37 p.m.

Second: Brendan.

Vote: All in favor; motion carried.

Next Meeting: March 31, 2026 – 7:00 p.m. at the Meeting House

Minutes submitted by:

Cheryl Andrew, Recording Secretary