Planning Board Meeting Minutes
Town of Canterbury, NH
September 22, 2026 – 7:00 p.m. Meeting House

Members Present:
Brendan O'Donnell (Chair), Megan Portnoy (Vice-Chair), Janice DellaCroce, Joshua Gordon, Logan Snyder, Calvin Todd (Selectboard Rep)

Members Absent:
Greg Meeh, Clifton Mathieu (Alternate)

Others Present:
Jan Stout (Acting Land Use Administrator)
Mark Ackerstrom (Applicant), Craig Bailey (Agent for Applicant), Jeffrey Good (Baptist Hill Road, Abutter)
Cheryl Andrew (Recording Secretary)

Call to Order:
Brendan called the meeting to order at 7:02 p.m.

Approval of Previous Meeting Minutes:
There were two typographical edits to the previous meeting's minutes.

- Line 25: A correction of August 25, 2026 minutes should read, "the applicant received a special exception."
- Line 69: Mr. Bailey's name was misspelled.

Logan made a motion to accept the minutes of the September 14, 2026 meeting as amended, motion seconded by Joshua. A vote was taken, all in favor, motion carried.

New Business:

- Continuation of Public Hearing: 2026-9, Baptist Hill Road, Map 208 Lot 14

Mr. Bailey distributed copies of the corrected plans to the Board. Sheet #1 is the Subdivision sheet and is the only sheet to be recorded.

Requested corrections appeared on the sheets.

Topography sheet includes the Canterbury Rectangles
Hatch marks for the 100 year flood zone appear
Steep slopes indicated
Table of lot frontages appear on sheet #1
Identification of Standards applied for sight distance issue appear on topography sheet

American Association of State Highway Transportation Office (ASHTO) Standards were used for the sight distance issue with Lot 14-2, calculating for a speed of 35 mph on the road. The sheet shows a cut allowing sight of 250', which is above the calculated requirement of 222'. The road is paved until slightly after the site. Calvin noted the speed limit is generally followed along the road, so the sight distance is acceptable.

Joshua noted a driveway across the road from the cut and asked if the gate affects the sight distance. Mr. Bailey said the proposed driveway was on the slope down the hill from the area noted. Mr. Ackerstrom is selling subdivided raw land with no plans to build. The plans simply show areas where the potential buyers may build.

Janice asked if Mr. Bailey had information from the Road Agent regarding the 12" driveway cross culvert at Lot 14-1. Mr. Bailey said he did not speak with the Road Agent about this, but the culvert is just for the runoff from the road and driveway and is not handling any type of brook flow. A 12" culvert is sufficient as there is only about 400' of drainage curb line going into the culvert. This would also be reviewed by the Road Agent when the Driveway Permit is issued.

The excess soil from Lot 14-2 will be moved to Lot 14 for the driveway.

At this time Brendan asked for Public comments.

Jeffrey Good said he is concerned about the slope on lot 14 and asked if there is a limit to the slope for putting in a driveway. Mr. Bailey said there is no maximum slope limit for the driveway, but there is a maximum vertical grade of 15% for fire safety access. The side slope can be constructed without penetrating into the wetlands, perhaps using a retaining wall or some type of geo-textile material. As the plans show only a proposed driveway with no active permit request, there was no engineering done on the construction of the driveway. The proposed driveway on lot 14 is more than 150' horizontally from the wetlands.

Mr. Good suggested combining Lots 14 and 14-1 to sell as a 25 acre lot and use the driveway access from Lot 14-1. Mr. Bailey responded that, although the lot is the least desirable, it is still a $10^{1}/_{2}$ acre lot and will fit the rural character of the Town.

Calvin said Lot 14 is an obtuse lot with so much wetland area that only about 1.5 acres of the land is available for use, tucked right on the neighboring property line. Brendan asked Calvin if the Select Board looks at the equivalent of storm water retention plans when they review driveway permits. Calvin said he has had no experience with complex requests, that these are generally for state roads and go to the Road Agent.

Mr. Ackerstrom said he currently has a 62 acre lot in another community that has 0.62 acres of useable land, and useage of the land is up to the purchaser of the property. He also has experience with other lots and said putting in a driveway is possible although retaining walls may be needed.

Brendan said it is up to the Planning Board to be sure the new lots do not create problems for the abutters or the future owner. Jan Stout was asked if she had experience with driveway permits being issued where there was an erosion concern for wetlands, she did not. Brendan said the Board needed to talk through the proposed driveway to avoid future variances which might include putting the driveway through the wetlands instead of building the driveway as proposed.

Reviewing the plans, Brendan noted the lots are larger than the minimum acreage requirement, the plan shows the Canterbury Rectangle and there is a viable driveway plan for each lot. Calvin commented that he thinks three lots is stretching it but can see it is feasible to build on each. Joshus noted the 300' frontage on one lot is barely met by an excess of 1½". Logan said the westernmost lot is a dubious shape.

Brendan said that, when the lot sells, the Planning Board will need to have a conversation of where the driveway will be located and how it will be constructed to avoid erosion into the wetlands. Joshua asked there could be conditions on the plan regarding no variances for a driveway through the wetlands. Brendan said there is room for the driveway on the plans. Janice said she understood Hardship is not a reason to grant a variance.

Janice expressed concern that the amount of trees to be removed will cause downhill waterflow on the road in front as well. This concern would be reviewed when the Building and Driveway Permits are issued as part of that process.

Calvin made a motion to approve the subdivision for Tax Map 208 Lots 14, 14-1 and 14-2. Logan seconded the motion. A vote was taken, Brendan, Calvin, Janice, Joshua and Logan voted in the affirmative, Megan abstained. Motion passed.

Mr. Bailey said the mylar would be delivered to the Land Use Office as soon as the pins are set.

Old Business:

- 2027 Zoning Ordinance Changes Drafts

Jan Stout had a list of Zoning changes for the Board to discuss. The Zoning Ordinance 674.1 discusses Subdivision Standards on Class VI Roads. The example of pushback from residents on Wyven Road was given, noting there is a limit to how much the Planning Board can offer in standards on private roads.

Calvin said Kal is working on a draft for the Select Board, who should have it by their next meeting, and then it will be ready for the Planning Board. Calvin said this was discussed at the Land Use Boards meeting. The State opened a whole new issue by allowing building, and now it is up to the Town to determine how it fits their Master Plan build out and accessibility.

Brendan noted the State does not allow building on Class VI roads, but rather the State removed the prohibition from building on these roads. Canterbury may not want to have as many Class VI roads, which would require a Town vote. The Town would want to maintain the Right-of-Ways, but the land would revert back to the owner. Downgrading Class VI roads to Class A trails would limit the types of vehicles allowed on them.

Previously, the Conservation Commission spoke about looking into Class VI roads for buildability and functionality. Joshua said that despite what the Legislature says, there are some Class VI roads that should not be built on. Public Hearings will be beneficial for all who live on Class IV roads to discuss their questions and concerns.

Calvin said the draft will be sent to all boards so they may attend the Planning Board meeting to discuss.

Adjournment:

With no further business to discuss, Brendan made a motion to adjourn the meeting, motion seconded by Joshua. A vote was taken, all in favor, motion carried. The meeting adjourned at 7:53 p.m.

Next Meeting: Tuesday, October 13, 2026 - 7:00 p.m. at the Meeting House
Minutes submitted by Cheryl Andrew, Recording Secretary