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Planning Board Meeting Minutes
Town of Canterbury, NH
November 10, 2026 – 7:00 p.m. Meeting House

Members Present:
Megan Portnoy (Vice-Chair), Janice DellaCroce, Greg Meeh, Logan Snyder, Calvin Todd (Selectboard Rep)

Members Absent:
Brendan O'Donnell (Chair), Joshua Gordon, Clifton Mathieu (Alternate)

Others Present:
Jan Stout (Land Use Administrator), Jill McCullough (Agricultural Commission), Kelly Short (Conservation Commission, via Zoom), Beth Blair (via Zoom)
Cheryl Andrew (Recording Secretary)

Call to Order:
Megan called the meeting to order at 7:00 p.m.

Old Business: 2027 Proposed Zoning Changes

- Warrant Article 2 Zoning Ordinance, Article 5.2.D.3 Wetlands Setback

Greg asked Kelly what defines surface water and Kelly said the Board uses the State's definition of surface water. Kelly also noted the town voted on this article last year but the final version indicated vernal pools that are larger than 2,000 square feet. As this size does not apply to vernal pools, the Conservation Commission requests the removal of the phrase "that are larger than 2,000 square feet." Greg asked if the article should refer to the state and all agreed to the addition. Article amendment to read "(ii) vernal pools as defined by the State"

Further, Kelly noted Brendan was provided definitions of structures which may not be considered a building, i.e., bridges or signage. Section B does include definitions as per the State. The Board agreed to include a statement that defines structures for the purpose of this ordinance only. Kelly noted the Conservation Commission will discuss the definition on Thursday and inform the Planning Board of any changes.

- Warrant Article 3 Zoning Ordinance, Article 11.8 Building Permits

The State requires a five year review of the cap on building permits issued annually and the Zoning Ordinance states that the Board must review the growth rates every two years, The expiration in the Ordinance is March 31, 2026 and should be extended to March 31, 2031.

The Board agreed the annual cap would not need to be revised at this time as the town has not reached the maximum amount each year. The cap on the number of permits issued each year can be reviewed at any time.

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Jan noted developments are allowed eight per year and may apply for additional permits that have not been issued by the end of the year. If there were multiple developments, permits would be issued on a first come-first served basis.

Projects such as the assisted living facility proposed earlier this year would not apply as this is a commercial property and does not require a residential building permit.

- Warrant Article 4 Zoning Ordinance, Article 8.2.A Special Exception Validity

RSA 674:33,IV (b) says Special Exceptions are valid if exercised within two years from the date of first approval, but the Zoning Ordinance notes one year. The change will note the SE will be valid for two years from the date of final approval, but if the use permitted under the SE ceases for one year, the permit expires. The owner must re-apply with the Zoning Board and go through the process again.

- Warrant Article 5 Zoning Ordinance Table of Uses Definitions

Several items found on the Table of Uses, found in Article 5.3.C, are not defined in the Ordinance.

- Bed and breakfast, and inns (less than 10 guest rooms). A B&B is an owner occupied private residence used for short-term lodging, for 1-30 consecutive night stays. There was discussion for the definition of an inn being zoned Commercial as an inn may serve meals to the public other than overnight guests. If an inn is defined as owner occupied, it may remain as it is. Currently an inn is allowed per Special Exception in zones other than Commercial. The Board decided this item will be left for Brendan to determine if a warrant article would be needed and to assist with the definition.
- Church. The Table of Uses should include "for public worship."
- Commercial laundry, cleaners, dyers, self-service laundromat, and similar uses. The Board discussed dry-cleaning facilities and noted this would contain water and sewer issues. Dry-cleaning facilities could be listed separately and noted as "disallowed" on the Table of Uses. Logan suggested this definition should be re-worked at the next working session.
- Convenience store with gas pumps, diesel pumps no repairs facilities. If there are no gas pumps attached to the store, it is then a retail establishment and is Commercial. This may be in the Historic District by Special Exception. The Board suggested eliminating Convenience Store and defining Gas Station to not require gas pumps. This item will be further discussed with Brendan.
- Educational facilities. This definition should be re-written. It is allowed in almost any zone by Special Exception. Greg noted the size of the facility should be noted; 100 students attending in a Residential area is not acceptable. The Table of Uses should include size limitations, however, the current definition is acceptable for what is now in the Table of Uses. The Board agreed there should be a discussion of different types of educational facilities for the Table of Uses.

Jill McCullough asked when the Cluster Subdivision Ordinance would be discussed. Megan noted the next working session on November 24, 2026 would include this discussion.

Calvin noted there are only two meetings left for revision before the proposed Warrant Articles are sent for legal review. The next session will include Cluster Subdivision and Class VI roads. Megan suggested a sub-committee to review the remaining definitions. Logan made a motion to form a sub-committee to work on the remining definitions, motion seconded by Greg. A vote was taken, all approved, motion carried. Megan, Calvin and Logan agreed to meet on Friday, November 27, 2026. The meeting will be posted.

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- Warrant Article 6 Zoning Ordinance, Article 19 Campgrounds Clarification

The addition of Single-family to the ordinance will allow for campgrounds "as an accessory to a Single-family Principal Residential Use…" in sections 19.1 and 19.4. The Board determined a property with an ADU may have a campground as the residence is still considered a single-family.

- Warrant Article 7 Zoning Ordinance, Article 4 Sections 4.1 and 4.2

Section 4.2 cancels Section 4.1. A portion of Section 4.1 and all of Section 4.2 will be removed. This will align with State law.

- Warrant Article 8 Zoning Ordinance, Article 5 Removal of Section 5.2.A.3

"In computing the minimum lot acreage requirement, that portion of the lot between the front boundary line and the line from which the front setback is measured shall not be included." Brendan had suggested striking out this section.

- Warrant Article 9 Zoning Ordinance Add Section on Class VI Roads

Addition of this is Canterbury's response to the State law revisions. Information is pulled from the Road Waiver. It is described how the Zoning Board will provide the waiver, enforced by the Select Board. The proposal is more restrictive than the RSA. There would be more protections on building permits on Class VI roads, including upgrading the road, allowing for inspection by the Road Agent and waiving town liability for upkeep.

Janice questioned whether the waiver would be provided to the owner or the applicant. After discussing possible scenarios, the Board determined Brendan would be more suited to answer this question.

Other Business:

Jan reported she received an inquiry from Mercedes Martinez regarding her application for her Home School Enrichment program on New Road. The application specified the residence and bathroom were not to be used, but now she is asking for the program to be allowed use of the first floor of the house. The Board's response is that she must go back to the Zoning Board for a new Special Exception. It was noted the program was designed to fall into the gap of school and child care to avoid state regulation.

Adjournment:

With no further business to discuss, Logan made a motion to adjourn the meeting, motion seconded by Greg. A vote was taken, all in favor, motion carried. The meeting adjourned at 9:05p.m.

Next Meeting: Tuesday, November 24, 2026 - 7:00 p.m. at the Meeting House

Minutes submitted by Cheryl Andrew, Recording Secretary

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