

MINUTES OF THE MEETING  
OF THE  
CANTERBURY PLANNING BOARD

September 22, 2015

The Chair called the meeting to order at 7:00 p.m. It was determined that a quorum was present.

BOARD MEMBERS PRESENT: Art Rose, Chair, Jim Snyder, Vice-Chair, Tyson Miller, Joshua Gordon, Kent Ruesswick, Hillary Nelson, Cheryl Gordon, BOS Representative

BOARD MEMBERS ABSENT: Alice Veenstra, Chris Blair

OTHER PARTIES PRESENT: Steve Henninger

Kent Ruesswick was invited to sit as an alternate for Chris Blair.

**Draft Minutes of September 8, 2015:** Joshua made a motion to approve the minutes of September 8, 2015. Kent seconded the motion.

Discussion: None

Vote to approve September 8, 2015 minutes: Unanimous.

**Board's Discussion with Central NH Regional Planning Commission (CNHRPC):**

Steve Henninger was here to discuss various ways the Commission could be of help to the Board regarding Zoning Ordinances, Capital Improvement Plans, and/or the Master Plan.

Steve gave his background as a retired planner for City of Concord. He has also worked in Florida and Grand Caymans prior to that.

Prior to the meeting Steve had reviewed the Town of Canterbury's Zoning Ordinance. He saw some really good things in there that have been updated, and he saw some things that are outdated and should be addressed.

The first issue discussed was a Capital Improvement Plan (CIP). We don't really have one and if we were looking to implement impact fees, we have to have a CIP. If the CNHRPC were to create a CIP for the Town, the cost would be \$3,000. They would interview school district members, various Board members, Ken Folsom, and would

work with the Planning Board throughout public meetings and hearings to get the plan adopted. The Selectman should be included as well. The idea would be to establish priorities of improvements throughout the town. Schools, town buildings, etc. Steve asked if we envision any capital improvements in our community. Art discussed the "informal CIP committee" we currently have in place. The Selectmen and Budget Committee receive requests from various department heads, review the requests, and take any action necessary. They know what the Town's equipment needs are and have a tracking system about the age of vehicles and replacements needed. Steve said that is a great start.

Hillary asked if the spending of the funds for a CIP would have to be voted on at Town Meeting. There was discussion about reviewing the RSA's on adopting a plan. While the discussion was ongoing, Joshua reviewed the RSA and found that the Selectmen would authorize the Planning Board to create and adopt one. There was discussion about requirements of registering the Plan with the State. Jim felt that about 10 years or so ago we had a functional CIP so we may not be reinventing the wheel. Cheryl suggested asking Ben if he has anything on record since once it's adopted you would have to give a copy to the Town Clerk.

Steve addressed impact fees and said the fees are used to increase the capacity of the roadway, traffic signals, turn lane, or widening of roads and things like that. It takes staff to manage the fees. Steve felt that what we really want is to condition approvals on road improvements, which is called an Exaction, and that gets paid into the CIP fund. Exactions were discussed further.

In a town this size, it doesn't make sense to do impact fees. Jim said impact fees on residences don't make sense. Hillary said it sounds like it makes sense to focus on the Zoning Ordinance that allows the Planning Board to be sure things are built adequately rather than implement impact fees.

Discussion moved to the Master Plan: For the CNHRPC to help prepare the Master Plan the total charge would be \$16,000. \$12,000 of that fee would come from the Town and \$4,000 from CNHRPC. Steve recommended doing it over a two year period. Art pointed out that the Master Plan hasn't changed much since its development. Hillary asked about making sure our Zoning Ordinance supports the goals of the Master Plan. Art stated that is the reason we've been looking at the goals in the Plan at our meetings, to be sure the Ordinance and Master Plan work together. Art felt we should consider getting CNHRPC involved as a consultant and get the best bang for our buck. They should look at what we have, critique it and give suggestions and ideas. We do have a Master Plan, we do have a quasi CIP and the one area we're finding we may be weak in, is the Zoning Ordinance. It does present problems from time to time. Zoning should be set up so that everything jives and then enforcement can do what they need to do, so it's all cohesive.

Steve passed out a sample Table of Principal Uses he prepared after reviewing ours. It contains 30-40% more uses than we currently have. We should look at what districts

the uses might be applied to. Steve didn't feel we need more districts but felt some of the commercial should be in an industrial district, out by Exit 17 for example. Our Industrial Commercial uses are all over the place and could use some work.

There was general discussion about special exceptions and conditional uses, and how other towns use them.

There was discussion about nuisance ordinances and whether or not they belong, and also about cluster divisions. Steve discussed a Code of Ordinances that covers all ordinances in town, regardless of which Board creates it. Every ordinance is adopted independently and put together into one book as one reference. Most towns use the Muni Code company out of Florida and have online access to the ordinances.

Art asked if we would like to entertain talking to CNHPRC further with an eye toward looking at our Zoning Ordinance and tweaking it. Tyson would like them to look at the conditional uses and special exceptions as well.

Steve thinks we need to expand the Table of Uses. The Zoning Ordinance has some very good things in there that are very innovative, and some things that have been hanging around for a while. The telecommunications area needs to be rewritten, but that is true of the State of NH with all the regulation changes that have happened.

Art said we need to talk about exactly what we want them to do and how to move forward. We need to talk about budget etc.

The time with Steve ended with the Board asking CNRPC to give them a price for reviewing our Zoning Ordinances and, based on cost, the Board will determine how to move forward.

The RSA Steve refers to during the discussions is RSA 674:21.

#### **Other Business:**

The Board received documents relating to property owned by Janet Robinson. Ms. Robinson is interested in selling the property and asked the Town if they had any interest. The Board briefly discussed the topic and referred it back to the Board of Selectmen with a suggestion that they approach the school district.

A motion was made to adjourn and seconded. Meeting adjourned.

Lori Gabriella, Secretary

**Next meeting: October 13, 2015 7:00 p.m.**