

**CANDIA PLANNING BOARD
MEETING MINUTES OF
December 15, 2021
APPROVED**

PB Members Present: Rudy Cartier, Chair; Mark Chalbeck, V-Chair; Judi Lindsey; Joyce Bedard; Scott Komisarek; Robert Jones, Alt. (sitting in for J. Pouliot)

PB Members Absent: Mike Santa, Alt.; Josh Pouliot; Brien Brock, BOS Rep

Audience Present: Bryan Ruoff (Stantec), Al Hall (SNHPC Rep.) and town residents

*Rudy Cartier, Chair called the PB meeting to order at 7:00pm immediately followed by the Pledge of Allegiance.

Old Business:

- **Zoning Ordinance - ADU Guidelines -Article XV Section 15.04(E)(3) (Public Hearing):**

- The ADU Guidelines Ordinance language was finalized by the Board, and it has been determined by vote to add it as presented as a revised section of the ordinance to the March Town Warrant.

*R. Cartier opens the public hearing at 7:02pm.

R. Jones notes that he missed the last meeting on this item and R. Cartier clarifies that this ordinance will take out the reference and burden on Candia and puts it on the reference onto the State requirements. R. Jones confirms that as the State updates, the Town will always be current based on the updated language.

R. Cartier reads the current language of the section that is to be modified and then what the updated language will be for the ballot. The final version of the approved ordinances will be available online for the public once they are submitted to the Town Clerk for the ballot.

R. Cartier asks if there are any further questions/comments from the Board, abutters or audience and R. Jones asks if the Board has to reference a certain section in the language and that is not necessary since the updated language for the ordinance will make it valid moving forward, when or if the State has any updates to the regulations.

R. Cartier asks if there are any further questions/comments from the Board, abutters or audience and there are none.

*R. Cartier closes the public hearing at 7:04pm.

R. Jones made a **motion** to move the proposed warrant article as restructured to the warrant in March. J. Bedard **seconded**. **All were in favor. Motion passed.**

Minutes -December 1, 2021:

J. Bedard made a **motion** to approve the minutes as presented. M. Chalbeck **seconded**. R. Jones **abstained**. **Motion passed.**

- **Application/Case status update(s):**

- Tanglewood (case # 21-012):

- B. Ruoff states that a site walk was completed on Monday, 12/13/21 and included himself (Candia's Town Engineer), Reggie Moreau (applicant), Andy Sullivan (applicant's attorney), Jeff Wuebbolt (Candia's Town Road Agent) and Rudy Cartier (PB Chair). They all discussed concerned areas of the roadway and his understanding is that the applicant will be processing the information and coming back with some proposed changes for the upgrades to the roadway and to the offset improvements.

- R. Cartier states that the applicant/Engineer asked about extension options for the final application submittal and were reminded that if an extension of the deadline date (February 1st) for the final application submittal is required, they need to put that in writing

to the Board through the Land Use Office, at least 10 days before the deadline date so the Board has a chance to review and vote on the request at a public meeting.

- R. Jones asks since every time this case is brought up, the item that the road is scenic, and a town vote would be needed to change that, when is it appropriate for the Town to have that vote? For instance, the applicant could continue on with all this work and 6 months later the next time we have a town vote, the town votes it down; is that almost the 1st vote that should happen? R. Cartier states that the applicant can't request the road be changed from scenic, that must come from the town by a resident through a warrant article. Logic would say that probably would be the way to go but at the preliminary meeting, one of the items required was that the road had to be brought up to arterial standards, and in order to do that, they would have to be doing more work in the road for widening. The applicant can't do anything to that road unless there is a public hearing before the PB for the clearing of trees. If there was a hearing on that, it may happen that the applicant needs waivers or go before town vote to move forward but it is not certain at this point. R. Jones asks if it's conceivable that someone put a warrant article in now to say, "Do not change Crowley Rd. from a scenic road to an arterial road?" R. Cartier notes that yes, anyone can put in a warrant article, but whether it's legal would be up to Town Counsel and at this time it would be a moot point because it already is a scenic road and already voted as such. Both their proposals they came to the Board with was just to shim and overlay the road and there are concerns because the narrowest section of that road is approx. 20' wide. B. Ruoff confirms that his measurements for the narrowest section of the road was 17' for pavement width. He notes that the section the applicant is proposing to shim, and overlay is approx. 2/3 the roadway length, varies between 17'-20' in width. R. Cartier notes that they may submit waivers for certain items on the road and the Board will review and vote on them accordingly when the time comes. The Board will work with the applicant as they do with all cases and meet with them before for the preliminary checklist meeting before the final hearing to make sure the applicant and Board have what they need to move forward with the case.
- Candia 1st Stoppe (case # 17-002):
 - R. Cartier notes that the Land Use Office has been working on is this case, where there have been some issues with unsigned site plans and no updated plans for the work done since 2018. The last thing that was done on the site plan was moving the ice cream stand from one side of the site to the other. They built the Barnyard instead and at the time it was not over 1,000 square feet so the PB did not get involved, but because of the changes since based on what has been built and changed, it has been requested again that they update the site plan and submit an application with the updated engineered plans to the PB for modification.
- William & Ann Saffie (Informational case for LLA):
 - This case involved the family originally having 5 lots of land per the deed(s) when they purchased the property but were merged together incorrectly in the past for current use and assessing purposes. Thinking they had multiple lots, the new owners eventually came before the PB requesting an approval for a LLA so they could create a larger lot for their daughter to build a home. The above information was revealed in the application process and the family had the burden of having each lot surveyed based on the deed(s) and have currently been in the process have the town's assessing department legally unmerge the lots.

Other Business:

- The Board will be gathering & reviewing additional information on innovative land use as well as steep slopes. R. Jones has provided some information on innovative land use and M. Chalbeck has provided some on steep slopes to begin the process.
- M. Chalbeck asks if the Board is going to be reviewing the CIP soon and R. Cartier confirms they will be after the Town Budget is voted on. This will give them more concrete numbers to update the report with for the next year.

- **Stantec -GIS Mapping System:**
 - R. Cartier confirms with the Board that he has spoken with B. Ruoff (Stantec) regarding the GIS program, and they are currently making the updates as the Board discussed at previous meeting. Stantec will update the Board once completed and will not be invoicing them for work until completed. Because of this invoicing situation, the PB will request that the funds be encumbered to have them available when the project is complete.

- The Board briefly discussed the impact fees, and it was noted that the CIP will need to be completed/updated before the fees can be worked on or changed. The Board will be looking into a modification of the use of the fees for a variety of capital items that increase the towns services that are outside the regular operating budget.

- A. Hall (SNHPC Rep.) passed out a participation survey card to the Board to complete online.

MOTION:

J. Bedard **motioned** to adjourn the PB meeting at approximately 7:35pm. R. Jones **seconded**. **All were in favor.**
Motion passed.

Respectfully submitted,
Lisa Galica
Land Use Office Coordinator
cc: file