

**CANDIA PLANNING BOARD
MEETING MINUTES OF NOVEMBER 5, 2025
APPROVED MINUTES**

PB Members Present: Tim D’Arcy, Chairman; Mark Chalbeck, Vice Chairman; Kevin Coughlin; Linda Carroll (via Zoom); David Labbe

PB Members Absent: Brien Brock, BOS Representative, Excused; J. Lindsey, Excused; Michael Santa, Alt.

T. D’Arcy calls the meeting to order at approximately 6:30PM, followed immediately by the Pledge of Allegiance.

New Business:

- **Case #25-007 (MINOR Subdivision):**

Applicant: Franklin-Verra Associates, 143 Raymond Road, Unit 4B, Candia, NH 03034; **Owner(s):** Michele M. Vincent, 69 South Road Candia, NH 03034; **Property Location:** 69 South Road Candia, NH 03034; Map 410 Lot 108; ***Intent:*** *Subdivision of a 6.147-acre lot with an existing house into two lots with a proposed 25-foot wide shared driveway easement.*

Bruce Scamman from Franklin-Vera Associates, representing the Vincents, introduces the project. The proposal involves creating two parcels from a 6.147-acre parcel located halfway between Route 27 and Adams Road. A variance was initially sought and granted from the Zoning Board of Adjustment due to perceived frontage shortage, but a full survey has revealed sufficient frontage. Wetlands are present in the front of the proposed vacant lot, leading to a proposed driveway easement. The existing driveway will be used for access and will be shared by both lots. There are no proposed buildings in the wetlands buffer, only the well, and test pits on both lots meet regulations. Additionally, the proposed lot has 2.31 acres of contiguous uplands, exceeding the required 1.5 acres. The board discusses a shared driveway maintenance agreement and suggests including protections in the deed to ensure the easement remains valid even if property ownership changes.

M. Chalbeck: **Motion** to approve site plan as presented, along with the conditions of NH Department of Environmental Services subdivision approval and the driveway easement be done as noted. D. Labbe: **Second.** All in favor. **Motion passed.**

Other Business:

- Approval of Minutes 10.15.25

K. Coughlin: **Motion** to approve the minutes of 10.15.25 as presented. L. Carroll: **Second.** All in favor. **Motion passed.**

- Town Planning

T. D'Arcy shares an update on the Tanglewood project in Chester: it has been continued to the first Wednesday in December, December 3rd, due to a lack of notification and regional impact declaration. Selectboard Vice Chairman Patrick Moran will represent the town at the Chester hearing.

NH Department of Transportation has notified the town of a public hearing for the proposed project at the intersections of Route 27, Route 43, and Raymond Road in Candia. It is scheduled for Tuesday, November 18th at the Henry W. Moore School. The process includes NHDOT presenting options and gathering feedback from the public, with official town input through the Select Board.

The board then discusses the progress of the Toshiba DocuWare software proposal. The monthly cost for storage and the software is \$339.53, excluding scanning. This cost would cover the entire town, however the land use documents are prioritized for scanning. DocuWare would allow for searchable electronic documents based on various criteria (e.g., address, applicant). The town's hardware can scan up to legal size documents; larger formats would require external services. Toshiba products are being adopted for new copiers, further influencing the DocuWare decision. Once the quote for the scanning portion of the service is provided, the board will further discuss the options.

Conversation transitions to the town's Geographic Information System (GIS) and issues with its accuracy. Board member L. Carroll is thanked for raising concerns about discrepancies between the GIS and actual lot line information, as it led to the most recent discovery. The current GIS data is outdated, with the last lot change dating back to 2019. Stantec is currently contracted to update the GIS, but the updates are not reflected in the system. Contracts from 2021 and 2022 suggest Stantec is responsible for GIS updates as part of their subdivision review process, but this is yet to be confirmed. It is unclear what data Stantec has been receiving and whether they are fulfilling their contract obligations. Until more information is gathered, the board does not want to place full blame on either party. This prompts the continuation of the discussion of possibly switching GIS providers. The town currently sends tax map information to Cartographic Associates, Inc. (CAI) each year to update the physical tax maps in the Town Offices. CAI also offers GIS services, and transitioning to them may be a more efficient process.

The board discusses the Keach-Nordstrom document provided, which proposes a water resource assessment for soil-based lot sizing requirements. The board has \$5,000 budgeted for engineering work, and Mr. Keach proposed a \$2,500 project to assess water availability, soil suitability for water provision, and septage handling. There is support for the current proposal, citing concerns about low water availability in certain areas, which impacts development potential. The goal is to refine zoning based on water availability data, potentially adjusting lot size requirements to align with sustainable growth. The current three-acre zoning is arbitrary and

could be challenged; basing it on water availability provides a defensible rationale for zoning restrictions. The board expresses satisfaction with Keach's proposal and his reputation for ethical conduct. They anticipate gaining valuable knowledge from his expertise. The board is further pleased with the \$2,500 quote received for the project, noting it was half the budgeted \$5,000. T. D'Arcy stresses the importance of maintaining an engineering budget, even if the amount is reduced, to allow for expert consultation on issues. Having zero budget puts the board at a disadvantage.

T. D'Arcy explains the next document, which is a drafted regulation change related to Accessory Dwelling Units (ADUs) and site plans. A new section, 4.06, is being added to the requirements, titled "Accessory Dwelling Units." If ADUs are planned on subdivision lots, a build-out plan must be provided, including the projected number of ADUs, proposed locations, and compliance with Candia Zoning Ordinance requirements. The board agrees the drafted requirement is sufficient and moves on to the next subject.

T. D'Arcy introduces the draft solar ordinance changes, specifically modifying the proposed table to include "roof-mounted accessory use," "ground-mounted accessory use," and "primary use." The term "accessory use" is defined as solar energy that is used on-site and for "load balancing." Roof-mounted and ground-mounted accessory units are permitted in all zoning districts. Primary use (i.e. solar fields) is excluded in residential zones and requires a special exception in mixed-use, commercial, and industrial zones. Freestanding solar systems are considered structures and must comply with building setback requirements and will be included in lot coverage calculations. Areas with vegetation under solar panels will not be considered impervious surfaces, but proper drainage must be addressed. Additionally, freestanding solar panels cannot exceed 20 feet in height and fencing may be required around the installations for security and safety, designed to minimize visual impact from abutting properties and roads. The use of natural vegetation is also encouraged to minimize visual impact. Other proposed stipulations include rooftop or building-mounted solar equipment. The installations must not exceed the roof height by more than 10 inches and not extend beyond the building's perimeter. Exterior piping and electrical connections not located at the rear of the building must be screened from the street. D. Labbe notes that the 10-inch height limit may be problematic for flat roof buildings and adding flat roof terminology in the next revision is considered. All solar systems must be designed, erected, and installed according to applicable codes, regulations, and standards. Permits are required for roof-mounted systems, and certification of roof load capacity is needed. All new utility distribution lines associated with the system must be placed underground. Solar systems must also be designed to reduce or eliminate off-site glare. The abandonment clause is discussed, requiring the owner to remove panels and restore the site within 12 months of severance from the electrical grid. A notice of abandonment will be sent via certified U.S. mail, giving the owner 180 days to rectify the situation. The town may pursue legal action to recover restoration costs. To ensure removal and restoration, the town may require a performance bond. Requiring insurance bonds for large solar fields, particularly commercial

installations, to cover removal and recycling costs is suggested. The board members discuss the placement of freestanding solar panels, particularly in residential zones. Concerns were raised about aesthetics and the potential impact on neighbors. T. D'Arcy suggests adding wording to the regulations indicating a preference for backyard placement of freestanding panels in residential zones, but acknowledges the need for flexibility, especially for properties with limited backyard space. The discussion touches upon the balance between individual property rights and community aesthetics.

T. D'Arcy confirms that the lighting regulations changes were finalized at the last meeting.

The focus shifts to identifying additional zoning ordinance items for the board to work on. D. Labbe states that the current wording allowing for a combined frontage of 200 feet should be changed to require 200 feet of contiguous frontage. The town currently allows fragmented frontage to meet the 200-foot requirement, which could result in future issues. The board members acknowledge the point and agree to discuss it further.

K. Coughlin: **Motion** to adjourn. D. Labbe: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 7:58pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file