

**CANDIA PLANNING BOARD
MEETING MINUTES OF MARCH 25, 2026
APPROVED MINUTES**

PB Members Present: Tim D’Arcy, Chairman; Mark Chalbeck, Vice Chairman; Brien Brock, BOS Representative; J. Lindsey; Kevin Coughlin; Linda Carroll; David Labbe

PB Members Absent: Michael Santa, Alt.; John Adams, Alt.

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

New Business:

- Election of Officers

B. Brock: **Motion** to elect Tim D’Arcy as Chairman and Mark Chalbeck as Vice Chairman. D. Labbe: **Second**. All in favor. **Motion passed**.

- **Case #26-002 (Lot Line Adjustment):**

Applicant: Franklin-Verra & Associates, Inc. 143 Raymond Road, Unit 4, Candia, NH 03034; **Owners:** Burrell M. & Eric M. York, 433 High Street Candia, NH 03034; Candia Highlands Association Inc. 80 High Street Candia, NH 03034; **Property Location:** 433 High Street & 80 High Street Candia, NH 03034 Map 405 Lots 75 & 76-11; **Intent:** *Adjust the lot line between the subject parcels to give Lot 75 the road frontage needed for the proposed two lot subdivision of Lot 75.*

Chris Dane, land surveyor representing the property owners, explains that the adjustment is needed in order for Lot 75 to have enough frontage to subdivide. The Candia Highlands Association has agreed to sell a portion of its common land to meet this requirement. The adjustment will extend at least 100 feet back from High Street and at least 100 feet back from Highland Street, meeting necessary width requirements.

M. Chalbeck: **Motion** to accept the lot line adjustment with the condition that the sale of land is finalized and recorded. B. Brock: **Second**. All in favor. **Motion passed**.

- **Case #26-003 (MINOR Subdivision):**

Applicant: Franklin-Verra & Associates, Inc. 143 Raymond Road, Unit 4, Candia, NH 03034; **Owners:** Burrell M. & Eric M. York, 433 High Street Candia, NH 03034; **Property Location:** 433 High Street Candia, NH 03034 Map 405 Lot 75; **Intent:** *A subdivision of Map 405 Lot 75 into two lots with the required area and frontage.*

Chris Dane presents the proposed subdivision, which will divide the approximately 19-acre lot into two lots, with the new lot being 5.9 acres. There is ample space for septic and a well, and a shared driveway is proposed to avoid wetlands crossing. The discussion centers on the placement of the leach field and the proposed new building envelope. Concerns are raised about the proximity of the leach field to the new lot line and its potential impact on access. Mr. Dane clarifies that the plan involves creating an easement for the existing leach field and that a new leach field would be installed for the proposed new house on the new lot. He also suggests the homeowners move their leach field when the current system fails. The Board discusses the need for easements for both the leach field and the shared driveway to avoid any disputes among future owners of the properties.

T. D'Arcy **opens public hearing** at 6:55pm

A member of the Candia Highlands Association, representing the HOA members, expresses support for the subdivision.

T. D'Arcy **closes public hearing** at 6:56pm

M. Chalbeck: **Motion** to approve the subdivision with the conditions of the driveway easement and leach field easement. J. Lindsey: **Second**. All in favor. **Motion passed**.

Old Business:

- **Case #26-001 (MAJOR Subdivision):**
Applicant/Owner: DAR Builders, LLC 722 East Industrial Park Drive Unit 17, Manchester, NH 03109; **Property Location:** Crowley Road, Candia, NH 03034; Map 414 Lot 152 & 152-10; **Intent:** *Lot 152 will be a single family residential lot with the remainder to be deeded to the Town of Chester for access, and right of way purposes for the proposed Shannon Drive.*

T. D'Arcy announces the applicant has requested a continuance to April 1st at the Henry W. Moore School. However, due to the applicant's inability to provide necessary materials within the required timeframe (11 days before the scheduled hearing), this will not happen as requested. An announcement for an additional continuance will be made at the April 1st meeting at the Town Offices.

Other Business:

- Town Planning/Rules of Procedure

T. D'Arcy confirms the signing of an agreement with CAI for their GIS services, though no progress is visible on the platform yet. Stantec was notified to provide CAI with all data they currently host for the Town.

Next, the board discusses the progress of the Regulatory Audit through the HOP Grant. In a recent call with Southern NH Planning, it was decided that the Town will receive monthly updates that include specifically what Cam has changed from month to month on the regulatory audit. Additionally, it was requested that Cam focuses on possible zoning changes to encourage affordable housing initiatives. A significant portion of the discussion is dedicated to affordable housing. The board acknowledges the need for community education and outreach on this topic, considering the potential for manufactured housing and tiny homes. Re-establishing a HOP subcommittee is discussed to conduct community outreach and educate residents on affordable housing, potentially involving public forums and presentations from experts. The goal is to foster understanding and gather public input on potential zoning changes. It is decided to invite new members to the subcommittee in addition to reaching out to the previous members. L. Carroll volunteers to head the initiative.

L. Carroll: **Motion** to reinstate the HOP Grant subcommittee. J. Lindsey: **Second**. All in favor. **Motion passed.**

The Board considers proposed amendments to their rules of procedure, specifically regarding the submission timeline for revised plans. Currently, plans must be submitted 11 days prior to a meeting. They discuss the ambiguity of "days" (calendar vs. business) and the need for a clear policy on public hearing continuances. A proposal is made to require applicants to provide a date for continuance by noon on the Monday prior to the meeting, or the case would be declared inactive. This proposed amendment will be placed on an upcoming agenda for a public hearing and vote. Lastly, members discuss consulting counsel for possible amendments regarding limiting the number of continuations allowed for applications.

- Approval of Minutes 3.4.26

Board members point out minor spelling and grammar errors, along with adding "SAAS" in parentheses to line 21 for clarification.

K. Coughlin: **Motion** to accept the minutes of 3.4.26 as amended. J. Lindsey: **Second**. All in favor. **Motion passed.**

- Any other matter to come before the Board

The board discusses various models of affordable housing, including tiny homes and cluster housing, and considers how these might fit within Candia's current zoning. J. Lindsey elaborates on the Dover "cottage community" or "tiny house" development, clarifying it's on 3.5 acres with 44 homes. The rent is \$1,517 per month and the units are described as efficient and well-constructed with no wasted building materials. Exploring zoning amendments for existing manufactured/mobile home zones and educating the public on modern manufactured homes as a potential affordable housing solution is suggested. K. Coughlin suggests that while tiny homes might be too radical for the town, a cluster housing model on a three-acre lot using manufactured

homes could be more palatable for residents and less expensive for buyers. Reaching out to LaValley Building Supply for pre-constructed building options and having a presenter come in is suggested as an educational opportunity for the soon-to-be reinstated HOP subcommittee. Board members emphasize the need to educate the town on alternative housing options and their palatability if affordability is a concern, acknowledging that while tiny homes are appealing, they might not be approved in Candia. Additionally, L. Carroll states that tiny home developments like Dover's may not be feasible in Candia due to private wells and septic systems. M. Chalbeck suggests that people might be more accepting of tiny homes in areas currently zoned for trailer parks, especially if they are owned, rather than rented, to allow for equity accrual. There is a consensus that while innovative solutions like tiny homes are compelling, their immediate implementation in Candia might face public resistance. The need for public education to inform residents about different housing options and zoning implications is highlighted.

D. Labbe brings up a question regarding why the Planning Board's warrant article items do not state the number of votes for or against the articles, as they don't always have unanimous votes. In example, he discusses the lighting ordinance amendment where the board voted to put it on the warrant for voters to decide, even though not all board members voted in favor of the ordinance itself. He clarifies that his vote to put something on the ballot is to allow the voters to decide, not necessarily an endorsement. T. D'Arcy agrees with this approach, stating that when making Facebook postings, for example, he simply presents the information objectively to avoid speaking for others. The importance of letting voters decide on ordinances is reiterated, emphasizing that the board's role is to present options, not sway voters. Proposing zoning amendments is about offering options to the town, not dictating a course of action.

K. Coughlin: **Motion** to adjourn. J. Lindsey: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 7:29pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file