

MINUTES
Workshop Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, September 2nd, 2021 at 7:00 PM

Meeting Place: Old Town Hall, 19 Meeting House Hill Rd, Sanbornton

Roll Call

Regular Members present: Chair Andy Sanborn, Will Ellis, Selectman John Olmstead, Jody Slack

Alternate Members present: Tom Lynch (seated as voting member), Jamie Holland

Others present: Planning Board Assistant Stephen Laurin

Minutes of 8-19 – Selectman Olmstead made a motion to approve the draft minutes of 8/19 with corrections. Tom Lynch seconded the motion and the motion passed unanimously.

Old Business

a. Continued discussion of proposed Driveway Regulations – Steve explained that there is a difference between an ordinance and regulations; an ordinance is voted on by the residents and a change can only be made to the ordinance by town vote. Regulations are adopted by the Planning Board after a public hearing but changes can be made when they see fit. Tom asked if enforceability changes whether the PB chooses to use an ordinance or regulations for driveways. Steve responded that a variance from the ordinance would be regulated by the ZBA while issues related to regulations would be appealed to the Planning Board. The consensus of the Board was to accept these as regulations in accordance with RSA 236:15.

Steve stated that the use of the word “must” should be changed to “shall” to be in line with other documents. Chair Sanborn suggested using “sections” instead of “articles” in the document to be in line with other regulations; members were in favor. Jody suggested a sentence at the beginning of the General Provisions that states that the PB has delegated the administrative duties related to these regulations to the Highway Department Director. Members were in agreement to add this. Will stated that the section related to driveways for agriculture is too detailed and should be struck completely; members were in agreement. He also noted that the regulations state that drive entries need to be located as shown on approved plans, but there are no drawn plans as part of the driveway permitting process. He suggested to change this to say that drive entries shall be located as directed by the Highway Dept Director; members agreed.

Chair Sanborn stated that commercial driveways need to exclude Level I home occupations; members agreed. Will stated that paving the first 10 feet of a driveway entrance should be up to the owner; Chair Sanborn suggested that the regulations say it may be paved at the discretion of the Highway Department Director. Tom noted that there is language about commercial versus residential driveways but it is not clear how the commercial driveway needs to be built. Jody stated that the section regarding paving needs to list commercial and residential separately. Chair Sanborn stated that a minimum of 14 feet for vertical clearance is too much and suggested 12 feet instead; members agreed.

Other Business

a. FY23 Planning Board budget – Chair Sanborn stated that the budget needs to be voted on tonight as it is due next week; he suggested \$2,200 for the master plan update as the 2012 update cost \$1,500 (when budgeted for \$3,000) but Tom noted that maps and other materials are probably more expensive now. Members agreed on \$3,000 for the master plan update and agreed to leave the rest of the budget the same. Steve may need to update the budget depending on the price for the LRPC membership fee which he does not have yet but should very soon. Tom made a motion to approve the budget as discussed. Jody Slack seconded the motion and the motion passed, with Selectman Olmstead abstaining.

b. Recreation Commission subcommittee – Will Ellis has spoken with the chair of the committee and has agreed to join.

c. Article 18 (gravel pits) history – Chair Sanborn explained that he researched old minutes of the ZBA related to their authority over gravel pits per Nina Gardner’s suggestion at the joint land use meeting. He found that language was added to the ordinance designating the ZBA as the regulator for gravel pits in 1994, and around that time there were several operating in the town, but it appeared to him that the ZBA had many responsibilities surrounding these without clearly defined guidance.

Meeting adjourned at 9:00pm. The next meeting is scheduled for Thursday, September 16th at 7:00pm.

Respectfully submitted,
Audry Barriault