

MINUTES
Business Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, December 16th 2021 at 7:00 PM

Meeting Place: Town Offices, 573 Sanborn Rd, Sanbornton

Roll Call

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

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

Others present: Planning Board Assistant Steve Laurin

Minutes of 12/2/21 – Jody Slack made a motion to approve the minutes of 12/2. Tom Lynch seconded the motion and the motion passed unanimously.

New Business

a. Continued discussion of proposed driveway regulations – Steve Laurin received notes from the Planning Board's attorney, Christine Fillmore, regarding the proposed driveway regulations as discussed at last meeting. Attorney Fillmore stated that the Planning Board can regulate where the driveway meets a road but does not have the authority to regulate up to the home; that piece would be the purview of the Fire Chief and his own set of regulations cannot be imported into the Planning Board's standards. Chair Andy Sanborn asked members if these notes from the attorney should be sent to the Highway Dept Director and Fire Chief; members stated that the authority for the Highway Dept Director to enforce driveway regulations is already in place now. Jody Slack made a motion to table the driveway regulations indefinitely. Will Ellis seconded the motion and the motion passed unanimously.

Old Business

a. Discussion of revisions to the Aquifer Conservation District map – Steve stated that the language needs to be changed in Article 12 to reflect the Water Resources Map, which is replacing the existing map. Members agreed to name this map the Water Resources and Aquifer District Map.

b. Continued discussion of permitted uses in the Commercial District – Steve explained that any sections in the proposed Commercial District Uses chart that say Conditional Use would need to meet the criteria for the Aquifer District in Article 12. After meeting that criteria the application could then proceed to site plan review. He has been in communication with Susan Slack at LRPC about the criteria to include, and asked if members would like her to come to a meeting to discuss; members stated that would be a good idea. Steve will reach out to invite her to a meeting.

Other Business

a. Acceptance of waivers process – Steve reminded members that the Planning Board's rules of procedure state that site plan application waivers need to be accepted before the application is accepted as complete; though there was much discussion about this several years back the Board ultimately decided to use this process for all site plans. Chair Sanborn stated that the Board always votes on the waivers first and will continue to do so.

b. State regulation of short-term rentals – Steve stated that SB 249 will prohibit towns from regulating short term rentals; this proposed bill has not been voted on yet but is something for members to be mindful of.

c. Home Occupation permit – Chair Sanborn stated that there has been no home occupation application submitted for Calley Metals; the Board had a conceptual consultation with Kevin Calley in November. He asked if members would like a letter to be sent reminding the owner that an application is needed for a permit and that he is currently not in compliance. Members asked if there are written complaints from residents and Steve responded No, only verbal complaints. Chair Sanborn stated that the Board was already told by the property owner that he is indeed running a business that is not permitted; he added that if the Board does not take a stance against non-permitted businesses then the town effectively has no zoning at all. Steve will contact Kevin Calley (as Zoning Enforcement Officer, not as Planning Board Assistant) and no letter will be sent at this time.

d. Master Plan Committee – Chair Sanborn spoke with a former member of the last Master Plan Committee, Mary Ahlgren, who stated that the Committee began with one member from each Town board. He has several residents interested in serving including Kalena Graham from Planning Board and is hoping to start meetings in January. Steve asked if certain sections of the Master Plan have been identified for updating and Chair Sanborn responded No but that would be a good agenda item for the next PB meeting. Steve will send a letter to land use boards asking for volunteers to serve on the Master Plan Committee.

Meeting adjourned at 8:30pm. The next meeting is scheduled for Thursday, January 6th at 7:00pm at the Town Offices.

Respectfully submitted,
Audry Barriault