**MINUTES**

**Workshop Meeting**

**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday, April 5th, 2018 at 7:00 PM

**Meeting Place:** Meeting Room, Sanbornton Town Offices

The meeting was called to order by Don Bormes at 7:00 PM

**Roll Call**

Regular Members present: Don Bormes, Dick Gardner, Selectman John Olmstead, Will Ellis, Justin Barriault

Alternate Members present: Jody Slack, Debra Schneckloth

**Others present at the meeting:** Town Planning Assistant, Steve Laurin

**Approval of draft Planning Board minutes from 3/15**– Justin Barriault made a motion to approve the draft minutes of 3/15. Selectman John Olmstead seconded the motion and the motion passed unanimously.

**New Business**

**a. Discussion of possible Home Occupation Level 2 at 258 Upper Bay Rd –** Steve Laurin explained that George Boyer is here to discuss changing his home business from a Home Occupation Level 1 to a Level 2, but it’s up to the Board if they would like to discuss since this is a workshop meeting. The Board agreed to discuss this. Mr. Boyer stated that he currently operates a gift and candy shop with no hired employees but would like to have one part-time employee so he can take weekends off. He stated that there have been no complaints from neighbors and no parking issues thus far. Dick Gardner asked if he will meet all the requirements of a Level 2 business and Mr. Boyer responded that he does, he has an outbuilding and off-street parking. Justin Barriault asked if there is any change to products being offered and Mr. Boyer responded that he has recently added teas to the store. Justin Barriault also asked if there is added parking allowed with a Level 2 versus Level 1. Steve Laurin responded that the Town’s ordinance allows for 10 parked vehicles, but Level 1 is described only as “generating no more than 5 customer visits on average per day”. Don Bormes stated that Mr. Boyer will need to present a site plan created by a licensed surveyor in order to apply for the Level 2 Home Occupation, which Mr. Boyer said he will begin working on.

**b. Discussion regarding conceptual consultation deadline for agenda** – Steve Laurin asked the Board if adding a conceptual consultation to a meeting agenda no less than 24 hours in advance is acceptable, and the Board responded Yes. Don Bormes noted that consultations should take place at Business meetings but can be at Workshop meetings if the agenda is light. Dick Gardner noted that the Planner has the authority to discuss requirements with a potential applicant and that they may not need to come to Board at all, such as tonight with the previous discussion on the Level 2 Home Occupation, which would meet all requirements with no issues.

**Old Business**

**a. Fee schedule for abutter notices** – Steve Laurin stated that he has found conflicting fee schedules for abutter notices. Certified letters with return receipts are $6.70, so it was suggested that $10 per abutter for the Planner to mail abutter notices is fair. Don Bormes stated that he still wants return receipts required, and Selectman Olmstead stated that the Board of Selectmen use return receipts for their correspondence. The Board agreed to keep using return receipts, and the Planner will work on drafted a new fee schedule.

**b. Discussion of Article 4.G.7(j) (Modifications to cell towers**) – Steve Laurin explained that the State statute says that major or minor modifications to cell towers that exceed 20 feet in height or exceed 20% wider than the current structure must come before the Planning Board for review. If modifications are below these thresholds then a permit is granted without PB review. Sanbornton’s ordinance states that any change must come before the Planning Board, and the Town Attorney’s opinion is that this is not legal. Dick Gardner suggested reaching out to LRPC to see what other towns use in their ordinance regarding cell towers.

**Other Business**

**a. Attendance at Planning and Zoning Conference –** Debra Schneckloth and Dick Gardner have registered for the conference, Don Bormes will register as well.

**b. Expiring Planning Board member terms –** Justin Barriault and Dick Gardner would like to be re-appointed as members. Audry Barriault will send an email to Town Administrator Katie Ambrose to get this on the next BOS schedule.

**c. Attorney opinion on solar energy ordinance questions –** Steve Laurin submitted the Planning Board’s questions regarding the solar energy ordinance to the New Hampshire Municipal Association. The attorney at NHMA was able to provide generic legal advice but stated that the Planning Board needs to direct these questions to the Town’s attorney. Will Ellis made a motion for Steve Laurin and Don Bormes to work on finding a new attorney for the Planning Board to use from the firm of Gardner Fulton and Waugh since former attorney Bernie Waugh has retired. Justin Barriault seconded the motion and the motion passed, with Selectman Olmstead abstaining.

**d. Agriculture in ordinanc**e - Steve Laurin stated that he noticed Sanbornton’s regulations do not stipulate when a farm is considered a Level 1 Home Occupation. Don Bormes stated that property owners have a right to farm in all zoning districts in the Town. Dick Gardner stated that he will be attending a session about agriculture and local ordinances at the upcoming Planning and Zoning Conference and hopes to learn more on this topic.

**Meeting adjourned at 8:45 pm. The next meeting is scheduled for Thursday, April 19th.**

Respectfully submitted,

Audry Barriault