

**MINUTES**  
**Workshop Meeting**  
**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday, December 5<sup>th</sup>, 2019 at 7:00 PM

**Meeting Place:** Town Offices, 573 Sanborn Rd

The meeting was called to order by Chair Deb Schneckloth at 7:00 PM

**Roll Call**

Regular Members present: Will Ellis, Selectman Jim Dick, Don Bormes, Chair Deb Schneckloth, Jody Slack

Alternate Members present: Andy Sanborn (seated as member), Kalena Graham

Absent: Justin Barriault, alternate

Others Present: Town Planning Assistant, Stephen Laurin

**Minutes of 11/18** – Jody Slack made a motion to approve the draft minutes of 11/18. Andy Sanborn seconded the motion and the motion passed, with Andy Sanborn and Selectman Jim Dick abstaining.

**Minutes of 11/21** – Jody Slack made a motion to approve the draft minutes of 11/21 with corrections. Andy Sanborn seconded the motion and the motion passed, with Selectman Dick abstaining.

**New Business**

**Discussion of possible Zoning Ordinance Amendments**

- a. Manufactured homes in Historic District in Article 9-** Discussion of possible Zoning Ordinance Amendments: Members had previously agreed to work on adding a statement that excludes travel trailers/manufactured homes from the Historic District in this Ordinance. Andy stated that he feels a person could build a home in the Historic District that resembles a mobile home even if it is not delivered and assembled as a mobile home, and therefore the ordinance should read that a home would need to be approved by the Historic District Commission. Steve noted that there is a space on the CZC permit checklist for the Historic District Commission to check off, however this hasn't always happened.

Chair Schneckloth stated that the Historic District Commission is an advisory board and they do not have true enforcement authority in Sanbornton. Selectman Dick stated that the town of Gilmanton's Historic District ordinance was adopted by that Town so it must be followed, but this is not the case in Sanbornton and the Historic District Commission's guidelines have not been adopted outside the Historic District Commission. He did note that the Commission has received a grant to have historic buildings cataloged and this may lead to re-zoning the Historic District so that it is not so large. Will Ellis stated that he feels it's unnecessarily large now, and therefore he would not have objections to a manufactured home in some parts of the District. Selectman Dick suggested waiting until this project is done, which should be next summer, before making extensive changes to the ordinance. Andy Sanborn made a motion to add the statement "except that manufactured homes are not permitted within this District" to Article 9, section B. Chair Schneckloth seconded the motion and the motion passed, with Sanborn/Schneckloth/Dick voting Yes, Jody Slack voting No, and Will Ellis abstaining.

- b. Expanding Commercial district uses in Article 10** – Kalena Graham suggested adding "personal services" as another approved type of business in this zone, as someone had recently asked about starting a massage therapy business in this zone but that is not a specific use in the Ordinance. Selectman Dick suggested adding a statement to exclude types of businesses that would not be allowed in the Commercial zone rather than an exhaustive list of permitted businesses.

Steve noted that the Planning Board may want to hold off on working on this article in the Ordinance as he has just learned that Article 13 of the ordinance regarding floodplains urgently needs to be updated. He explained that he spoke with Jennifer Gilbert of OSI, and she stated that the current ordinance regarding buildings in floodplains does not comply with the minimum National Flood Insurance Program standards. Because of this, the Planning Board should amend its ordinance to include these standards, or else the Town risks being dropped from the program and allowing residents to get insurance through the program.

Andy Sanborn made a motion to direct Steve Laurin and/or Deb Schneckloth to work with Jennifer Gilbert of OSI on amending Article 13. Jody Slack seconded the motion and the motion passed unanimously.

The Board decided to work on Article 10 at a later date as it is not a priority for town voting in March.

### **Old Business**

- a. Conservation Plan in Master Plan** – Steve explained that he asked LRPC for input on the Conservation Plan that the Conservation Commission submitted to be part of the Master Plan. They stated that it should be easily incorporated and provided an example of New Hampton's Conservation Plan which is very detailed. Chair Schneckloth stated that she feels the Planning Board should ask the Conservation Commission what they are trying to achieve by adding this to the Master Plan and what it addresses above what is already in the Master Plan. She stated that she feels this is not a priority and the Board should address after January, all members agreed.
- b. Building Permits/LRPC Representative update** – Will Ellis stated that he would like to see a list of any new building permits issued for awareness, perhaps quarterly. Chair Schneckloth would like an update from LRPC Rep Ian Raymond on any current issues. Steve will work on this.

Meeting adjourned at 9:10. The next meeting is scheduled for **Thursday, December 19<sup>th</sup> at 7:00.**

Respectfully Submitted,

Audry Barriault