

**Town of Boscawen  
PLANNING BOARD  
Boscawen Municipal Complex  
FINAL MEETING MINUTES  
Tuesday, November 7<sup>th</sup>, 2023**

**Members Present:** Loren Martin – Chair; Barbara Randall – Vice Chair; Gary Tillman; Josh Crawford; Roberta Witham; Lorrie Carey – Ex-Officio; Bill Bevans – Alternate Ex-Officio

**Members Excused:** Ed Cherian

**Staff Present:** Kellee Jo Easler – Planning & Community Development Director and Kara Gallagher – Planning & Community Development Assistant

**Guests Present:** Matt Monahan – Central NH Regional Planning Commission

**Chair Martin opened the Public Meeting at 6:30 p.m.**

PCD Assistant Gallagher completed roll call.

**Minutes:**

**Ex-Officio Carey motioned to accept the 10/3/23 draft minutes as presented. Seconded by Vice Chair Randall. All in favor. None opposed.**

**Old Business:**

**Master Plan Housing Chapter Amendments:** The changes requested were as follows:

- Page 1, Line 2 – Remove the comma after “place”.
- Page 1, Line 9 – Add a comma after “today”.
- Page 4, Line 39 – Change sentence to read “The majority of occupied units are owner-occupied in Boscawen...”
- Add a line to incorporate the adaptive reuse of pre-1960, four or more-bedroom housing.
- Page 5, Line 6 – Request for more current data. The Median Home Value is now \$353,100.
- Page 5, Line 12 – The Median Income is now \$88,000. Ex-Officio Carey will find the reference for Mr. Monahan.
- Page 5, Table 6-1 – Delete the space between the heading and the table.
- Page 6, Line 11 – Add a comma after “aging”.
- Page 6, Line 39 – Add “the” in between “in” and “student”.
- Add information to the school data about the Covid Pandemic. Mr. Monahan will reach out to the Superintendent’s Office.
- Page 7, Line 5 – RSA to read “RSA 36:47, II:”
- Page 8, Line 25 – Add a comma after “allowed”.
- Page 9, Line 6 – Add a dash in between the words “one-hundred-foot”.
- Page 10 – Expand the Manufactured Housing section. Ideas were discussed of what to add.

- Page 11 – Add more to Objective 3.

Once all the edits and additions are complete, the final draft will be presented at the December 5<sup>th</sup> meeting for final approval, and the Public Hearing will be held at the January meeting. Mr. Matt Taylor sent photos of farmhouse conversions done in Warner and Contoocook to use as examples. PCD Director Easler asked if the Board would like to include similar photos of multi-unit housing in Boscawen in the Housing Chapter. Discussion ensued.

Zoning Ordinance (ZO) Amendments: The changes requested were as follows:

- Article II Zoning Districts: Mill Redevelopment District (MRD) – No changes requested.
- Article IV Use Regulations – Chair Martin asked about the changes to the MRD section. PCD Director Easler said the purpose was so there would be a zoning review for most proposals in the MRD because it is such a small area. Mr. Monahan said all development in the MRD will require Conditional Use Permit and Site Plan approval from the Planning Board for a Planned Unit Development.
- Article V Lot Dimensions and Area – No changes requested.
- Article XII Definitions – Under the definition of Accessory Dwelling Unit, sentence should read “single-family or two-family dwelling...”. Chair Martin said she had a note to review the definition of “Kennel” but could not remember what the changes should be. PCD Director Easler will discuss this with Code Enforcement Officer Alan Hardy.
- Article XIV Cluster Developments – Chair Martin asked why 14.02.B.5 was changed from 40% to 50%. PCD Director Easler said this was a suggestion from CNHRPC based on other towns ZO’s. The Board would like this changed back to 40%. 14.03.C was changed from 4 to 9 units. Change back to 4 units. 14.03.G should be taken out. 14.04.C should reference state requirements and cite the RSA. 14.06.B remove “deeded to the Town or a conservation organization” and add “or a fraction to each homeowner”. 14.06.F change “fifty” to “forty”.
- Article XV Floodplain Development Ordinance – Add a reference to who determines the “market value” under the definition of “Substantial Improvement”. PCD Director Easler will email Katie Paight to find out who makes the determination. Mr. Monahan said this whole article is a FEMA requirement. He said the state reviewed every ZO in NH and implemented these changes. All the new changes are required for the town to stay in the Flood Program.
- Article XXI Conditional Use Permits – No changes requested.
- Article XXIII Accessory Dwelling Units (ADU) – 23.02 reword the sentence to include “see Article IV Table of Uses...” 23.02.C remove this section. 23.02.K remove this section.
- Article XXV Planned Unit Development (PUD) – 25.02.4 add “site” to the end of the sentence.
- Article XXIV Outdoor Lighting Ordinance – 24.02.D add “LED” after “metal halide lamp”.

PCD Director Easler said Mr. Taylor is also working on including a TIF District within the MRD. When Commercial Street changes to River Road, most of the parcels are zoned Industrial. She wanted to know if the TIF District should include the Industrial parcels on River Road as well. Right now, the MRD only includes Commercial Street and part of Fisher Avenue. She said the

main issue is the sewer doesn't extend up through River Road. Discussion ensued. The Board decided River Road should be included in the TIF District.

**New Business:**

*Impact Fee Waiver:* PCD Director Easler said a resident applied for a Building Permit for a kitchen addition on a small one bedroom, one bathroom home. The Impact Fee Ordinance is set up so the applicant will pay Impact Fees for any new living space. The applicant may request a waiver if they aren't making any additional impact on the town. This individual chose not to request the waiver, but PCD Director Easler would like the Board to decide if a kitchen addition should require Impact Fees. Chair Martin said the idea behind the Impact Fees is to offset growth and she felt a kitchen addition would not qualify the same way a bedroom would.

**Other Business:**

Ex-Officio Carey said the NH Preservation Alliance Board nominated the King Street Corridor for "Seven to Save". She said a qualifying project could now get some technical assistance, grant money, and if built to the Secretary of Interior's standards, another 20% off their taxes. PCD Director Easler emailed the President to see if someone could attend a Select Board meeting and explain the opportunities to the residents and taxpayers in the qualifying area.

**The next meeting will be held on December 5<sup>th</sup>, 2023 @ 6:30 p.m.**

**Vice Chair Randall motioned to adjourn. Seconded by Mr. Tillman. All in favor. None opposed.**

*Respectfully submitted by Kara Gallagher.*