

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Facility
FINAL MEETING MINUTES
Tuesday, December 19th, 2023**

Members Present: Loren Martin – Chair; Barbara Randall – Vice Chair; Ed Cherian; Josh Crawford & Lorrie Carey – Ex-Officio

Members Excused: Gary Tillman, Roberta Witham & Bill Bevans – Alternate Ex-Officio

Staff Present: Kellee Jo Easler – Planning & Community Development Director & Katie Phelps – Town Administrator

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

PCD Director Easler completed roll call.

Minutes:

No action was taken on the December 5th, 2023 draft minutes and the topic will be deferred to the January 2nd, 2024 meeting.

Old Business:

Zoning Ordinance Final Amendments: The following changes were requested and discussed for the following sections:

1. **Article IV Table of Uses ³Mill Redevelopment District** – Attorney Tim Sullivan (Upton & Hatfield) suggested adding “including development” for sentence to read “All development in this zone requires site plan and conditional use permit approval from the Planning Board, including development for a Planned Unit Development (PUD).” The Board agreed to adopt the change.
2. **Article VII Definition of Accessory Dwelling Unit** – Attorney Sullivan suggested adding in language to the definition that at least one of the dwellings is owner occupied. The Board had discussed this option at a previous meeting and did not adopt the change.
3. **Article XIV Cluster Developments** – Attorney Sullivan said Section 14.07.A and 14.07.B were inconsistent with each other and he suggested condensing the two sections. The Board decided to leave the sections separated, but to remove “20%” from 14.07.A to read “For exemplary cluster neighborhood proposals, the Planning Board, at its discretion, may grant a density incentive if one, or more of the following criteria are met:”.
4. **Article XXIII Accessory Dwelling Unit Ordinance** – Attorney Sullivan suggested adding “owner-occupied” to Section 23.02.A. After further discussion the Board decided the sentence should not include that change and should read “The ADU shall be attached to a Single-Family Home; or, detached from a Single-Family Home or Two-Family Home (duplex), and meet all town ordinances.”

5. **Article XXIII Accessory Dwelling Unit Ordinance** – Chair Martin requested to remove “Single-Family Home” and replace with “primary dwelling unit” in Section 23.02.E.
6. **Article XXIII Accessory Dwelling Unit Ordinance** – Town Administrator Phelps suggested removing “owner-occupied” from the purpose statement in Section 23.01. All concurred.
7. **Article XXIII Accessory Dwelling Unit Ordinance** – Attorney Sullivan provided the following comment on Section 23.02.G: “Per the statute, size may not be restricted to less than 750 feet. See RSA 674:22, VII.” The section reads “The gross living area of an ADU shall not be less than 350 square feet and shall not exceed 75% of the primary dwelling unit”. The Board felt as though the section does not restrict the size of the ADU and it was determined Attorney Sullivan’s comment was to provide clarification.
8. **Article XXV Planned Unit Development** – Attorney Sullivan suggested rewording the second sentence in Section 25.03 to read “An applicant is not entitled to a conditional use permit, and the Planning Board may, in its discretion, decline to grant such permit if the Board determines such permit application does not meet the criteria for approval and the intent of this regulation.” The Board agreed to adopt this change.
9. **Article XXV Planned Unit Development** – Attorney Sullivan questioned what “MRP” stood for in Section 25.04.6 & 25.04.7. The Board decided that “MRP” should be changed to “PUD Master Plan”.
10. **Article XXV Planned Unit Development** – Attorney Sullivan suggested changing Section 25.06 to read “In determining appropriate land uses, densities, and other standards for the site, the Planning Board shall consider but not be limited to the following criteria for review.” The Board agreed to adopt the change.
11. **Article IV Use Regulations** – Mr. Tillman, who was not present at the meeting, sent some suggestions to Chair Martin for the Commercial Table of Uses. He suggested not permitting Fuel Storage and Wholesale, Fuel Station, Funeral Establishments/Mortuary Crematory, Kennels, and Salt Storage Sheds. After discussion the Board decided to change Fuel Storage and Wholesale to X, and keep the others as CU.
12. **Article IV Use Regulations** – Change Day Care Facility and Day Care and Kindergarten Facilities, Private (State Licensed) to CU in the Industrial and Commercial zones.
13. **Article IV Use Regulations** – Change Yard Sale to A in the MRD.
14. **Last Page** – Remove the 4 in March 12th.
15. Ex-Officio Carey made spelling and grammatical changes throughout the document. Town Administrator Phelps volunteered to go through and proofread the Zoning Ordinance with all proposed changes from this meeting. PCD Director Easler will give the final approval.

Ex-Officio Carey motioned to accept all changes proposed to the Zoning Ordinance during the December 21st, 2023 Planning Board meeting. Seconded by Mr. Crawford. All in favor. None opposed.

Other Business:

PCD Director Easler said she thought it would be helpful to implement Work Sessions throughout 2024. All concurred.

There will be a joint EDC and PB Visioning Session on January 2nd, 2024 at 6:00 p.m.

The next PB meeting will be held on January 2nd, 2024 @ 6:30 p.m.

Ex-Officio Carey motioned to adjourn. Seconded by Vice Chair Randall. All in favor. None opposed.

Respectfully submitted by Kara Gallagher.