

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Complex
FINAL MEETING MINUTES
Tuesday, January 2, 2024**

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

Staff Present: Kellee Jo Easler – Planning & Community Development Director, Katie Phelps – Town Administrator, Dean Hollins – Public Works Director & Tim Kenney – Fire Chief

Guests Present: Mike Tardiff – Central NH Regional Planning Commission, Matt Monahan – Central NH Regional Planning Commission, Matt Taylor – Central NH Regional Planning Commission, Vincent Pagano – Central NH Regional Planning Commission, Charlie Niebling – Resident, Jeff Abbe – Resident & Tim Bernier – T.F. Bernier Inc.

Economic Development Committee Members Present: Barbara Randall – Chair, John Porter – Vice Chair, Jacob Martin, Tom Laliberte, Mason Donovan – Alternate

Chair Martin opened the Public Meeting at 6:02 p.m.

PCD Director Easler completed roll call.

6:00 p.m. Visioning Session: Mr. Taylor said he was hoping to receive some input from residents for several Planning Board projects, particularly the Master Plan Housing Chapter. The last Housing Chapter update was done in 2001. A demographic trend identified in NH and Boscawen over the last 20+ years was the aging population. Another trend was school enrollment that has been declining. In Boscawen’s case, the elementary school was built in 1996, with peak enrollment in 2006 with over 300 students. More recently, enrollment was closer to 215 students. Covid-19 had a large impact on enrollment as well. He said the town needs to consider these trends and how they could impact public services. Mr. Taylor said another factor to consider was the rising cost of housing. This had an impact on who can move, live or work in Boscawen. Back in August, the PB had a table at Old Home Day to talk about housing with residents. That venue did not foster great results, which resulted in this Visioning Session. Mr. Taylor said the PB had also researched implementing a financing mechanism to fund much needed infrastructure in the Mill Redevelopment District (MRD). The PB has decided to move forward with a Warrant Article at 2024 Town Meeting to establish a Tax Increment Finance (TIF) District. CNHRPC had some questionnaires available for anyone that was interested in giving input. Some of the questions included were “What kind of housing does Boscawen need and why?”, “Who can afford to live in Boscawen?”, and “Who can’t afford to live in Boscawen?”. Mr. Laliberte asked what was considered affordable housing. Mr. Tardiff replied that there was a formula that the federal government uses to calculate affordable housing. Essentially 30% of the median household income in Merrimack County. Mr. Laliberte asked why the demand for affordable housing was so great in comparison to larger homes. Mr. Tardiff said because there is a gap in the types of housing that

young families and older couples are searching for. Chair Martin explained that the cost of building was also driving housing prices up. A question was asked by a resident if transportation would be included in plans of housing growth. Mr. Tardiff said transportation would be a part of the growth, but it would need to be used. Capital Area Transit will be expanding their route to Franklin through Boscawen. A resident asked what a TIF District was. A TIF district is an area within a city or town that is found to be "blighted" and in need of redevelopment. A TIF reallocates funds from property taxes to encourage investment within the district, and the increased property taxes generated by the TIF development are used to repay the debt. A TIF is a tool that municipalities use to finance improvements for public infrastructure like streets, sidewalks, and stormwater management systems. A TIF creates funding for public or private projects by borrowing against the future increase in property-tax revenues. PW Director Hollins described what kind of infrastructure existed located within the MRD. Discussion ensued. Mr. Laliberte said he was worried about too much development disrupting the rural character of Boscawen. Chair Martin said the intent of the PB is to make different types of housing more attainable and affordable to developers and residents alike.

Minutes:

Mr. Cherian motioned to approve the 12/5/23 draft minutes as presented. Seconded by Mr. Tillman. All in favor. None opposed.

Vice Chair Randall motioned to accept the 12/19/23 draft minutes as presented. Seconded by Mr. Cherian. All in favor. None opposed. One abstention by Mr. Tillman.

New Business:

Continued Application for 2-Lot Minor Subdivision Map 183D Lot 76: PCD Director Easler read the following Public Notice: Notice is hereby given in accordance with **NH RSA 676:4, I, D1** and the **Town of Boscawen Land Development Regulations** that the **Planning Board** will meet on **Tuesday, December 5, 2023** after **6:30 PM** at the Boscawen Municipal Complex, 116 North Main St, Boscawen. During a *regular meeting* of the Board, they will hear an application for a **2-Lot Minor Subdivision**, submitted and owned by **David E. Kurkjian Revocable Trust**, with a location of **11 Jackson Street, Boscawen, NH 03303, Map 183D Lot 76**, located in an R2 zone. Upon a finding by the Board that the application meets the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Board will vote to accept the application as complete and a Public Hearing on the merits of the proposal may follow. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Mr. Cherian noted that he is a member of the Zoning Board of Adjustment and was in attendance during the Variance application Public Hearing for this project.

Chair Martin asked if the application was of regional impact.

Vice Chair Randall motioned that the 2-Lot Minor Subdivision application was not of regional impact. Seconded by Ex-Officio Carey. All in favor. None opposed.

Chair Martin asked if the application was complete. PCD Director Easler said yes, pending review of waiver requests.

Chair Martin opened the Public Hearing at 7:02 p.m.

Mr. Bernier explained that this subdivision was unique. There are two existing detached homes on one lot, with frontage on Academy Street and Jackson Street. Mr. Kurkjian applied for 6 Variances with the ZBA, which were granted in December 2023:

1. Relief from **road frontage requirements** for proposed new lot 76-1 to allow for 37.33' frontage on Academy Street where 80.00' is required.
2. Relief from **lot area requirements** for proposed new lot 76-1 to allow for a lot size of 7,373 SF where 10,000 SF is required.
3. Relief from **setback requirements** for proposed new lot 76-1 to allow 15.4' front setback from Academy Street to existing Manufactured Home where 30' is required.
4. Relief from **lot coverage requirements** for proposed new lot 76 to allow for 36.8% lot coverage where 30% is the maximum allowed.
5. Relief from **setback requirements** for proposed new lot 76 to allow for 24.5' front setback from Jackson Street to existing structure where 30' is required.
6. Relief from **setback requirements** for proposed new Lot 76 to allow for 2' side setback from side abutter to existing garage where 10' is required.

Both lots will be served by municipal sewer and water. Mr. Bernier explained the waiver requests. The waivers requested were from Sections 4.1.14, 4.17, 6.4.3, 6.5.8, and 6.5.9. The reason for all waivers was everything was existing, and no new development was proposed.

Chair Martin asked if there were questions from the PB. Mr. Tillman asked why the applicant wished to subdivide the property. Mr. Bernier explained that 2 homes on one lot was not allowed by the current Zoning Ordinance. The purpose of the subdivision was so the applicant could choose to sell one of the homes in the future.

Section 4.1.14 Photos of buildings and site-Mr. Tillman motioned to grant the waiver request. Seconded by Ex-Officio Carey. All in favor. None opposed.

Section 4.17 Tabulations of building and parking areas-Mr. Tillman motioned to grant the waiver request. Seconded by Ex-Officio Carey. All in favor. None opposed.

Section 6.4.3 Existing and proposed structures within 200 ft of the site-Mr. Tillman motioned to grant the waiver. Seconded by Mr. Crawford. All in favor. None opposed.

Section 6.5.8 Public Service Connections-Mr. Tillman motioned to grant the waiver. Seconded by Mrs. Witham. All in favor. None opposed.

Section 6.5.9 Location of water, sewer and stormwater facilities-Mr. Tillman motioned to grant the waiver. Seconded by Vice Chair Randall. All in favor. None opposed.

Chair Martin asked if there were any abutters for or against.

None seen or heard.

Chair Martin asked if there was any public for or against.

None seen or heard.

Chair Martin closed the Public Hearing at 7:12 p.m.

Mr. Crawford motioned to conditionally approve the 2-Lot Minor Subdivision application as the proposal complies with the Zoning Ordinance, including the Variance granted, and the Subdivision Regulations given the plans presented and waivers granted with the following conditions:

1. All waivers and conditions are listed on the final plan.

Seconded by Mr. Tillman. All in favor. None opposed.

Update Rules of Procedure to include Utilization of Town Counsel Policy: PCD Director Easler said all the Boards/Committees/Commissions will be updating their Rules of Procedure to include *Utilization of Town Counsel Policy*. She added this policy as Article 10.10 asked that the PB motion to accept the change.

Mr. Tillman motioned to adopt the addition of the Utilization of Town Counsel Policy to Article 10 to the Planning Board Rules of Procedure. Seconded by Mr. Cherian. All in favor. None opposed.

Old Business:

Public Hearing for Amendments to the Zoning Ordinance: PCD Director Easler read the following Public Notice: Notice is hereby given in accordance with RSA 675:3 that the Boscawen Planning Board will meet on **Tuesday, January 2, 2024** after 6:30 PM, at the Boscawen Municipal Complex, 116 North Main Street, Boscawen NH, in the 4th floor meeting room, to hold a public hearing for amendments to the Zoning Ordinance on the articles listed below.

- ☐ Article II Zoning Districts
- ☐ Article IV Use Regulations
- ☐ Article V Lot Dimensions and Areas
- ☐ Article XII Definitions
- ☐ Article XIV Cluster Developments Ordinance
- ☐ Article XV Floodplain Development Ordinance
- ☐ Article XXIII-Accessory Dwelling Unit Ordinance
- ☐ Article XXV Planned Unit Development Ordinance-*New*

This hearing is in preparation for the Boscawen town meeting. Should we require a second hearing, it will be on **Tuesday, January 16, 2024 @ 6:30pm**. This year's Town Meeting will be on March 12, 2024.

Chair Martin opened the Public Hearing at 7:18 p.m.

Chair Martin reviewed the proposed changes. No comments or questions regarding Article II, Article IV, Article V, Article XII, or Article XV.

Mr. Niebling asked if the PB had discussed prohibiting Cluster Developments in the AR zone. He believed that Cluster Developments should only be allowed in the more developed areas of town.

Chair Martin said Clusters will require a Conditional Use Permit. Mr. Niebling said allowing these types of development goes against the rural character of the town and goes against what the 2001 Master Plan stated. Ex-Officio Carey noted the only other similar development was Keneval Ave. Mr. Niebling said municipalities use their Zoning Ordinances to carry out the goals of their Master Plans and he doesn't think this Article will help Boscawen achieve its ultimate goals.

Mr. Niebling was in favor of Article XXIII Accessory Dwelling Unit Ordinance.

Mr. Niebling asked if when the PB approves a PUD Master Plan would they still have the full authority of the PB to regulate subsequent phases of development or do they abdicate that right. Mr. Cherian said the PUD Master Plan would be a planning tool and then the buildings or new development would still require separate approval. Discussion ensued. PUD Master Plans expire in 4 years.

Chair Martin closed the Public Hearing at 7:56 p.m.

No other discussion.

Other Business:

Discussion on William Young Properties 53 River Road Map 183D, Lot 5, Sublot A: This property used to be a gravel pit and is no longer active. The owners would like input from the PB of what they would like to see developed in this area. The parcel is an acre. Mr. Cherian said it would be a great residential lot. Mr. Tillman asked if it was visible from the road. PCD Director Easler said yes. Discussion ensued.

Work Sessions for Housekeeping to Land Development Regulations: PCD Director Easler said she and PW Director Hollins will be meeting with Underwood Engineers to go over some new information about the Road Acceptance Policy. Mr. Tom Berkeley would like to start working on finalizing his road. This will be discussed more at the February meeting.

Mr. Tillman noted he will not be able to attend the next meeting in February.

The next meeting will be held on February 6, 2024 @ 6:30 p.m.

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

Respectfully submitted by Kara Gallagher.