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TOWN OF THORNTON PLANNING BOARD

16 Dec 2021
Approved on: _____
PB Initials: SB
Rec'd by Town Clerk on: 12-20-2021
Town Clerk Initials: pdw

Planning Board Meeting Minutes November 18, 2021

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

Chairman Babin called the meeting to order at 6:00 p.m.

ROLL CALL:

Members present at Town Hall: Steven Babin, Chairman; Frank Freeman, Vice-Chairman; Donna O'Donnell, David Rivers, Kathy Menici, Planning Director; Kerrin Randall, Board Assistant

Members Absent: Peter Laufenberg, Nancy Decoteau, Karen Waters

Alternates present at Town Hall: Cynthia Schofield; Jack Gaites

Others present via call-in (names are as they appeared via Zoom): Scott, debra, Tim Kingston, Sandra Kingston

Others present at Town Hall: Steven Tower, Tom Duffield

Mr. Babin sat Ms. Schofield and Mr. Gaites as voting members in place of Ms. Decoteau and Ms. Waters.

APPROVAL OF MINUTES:

Upon distribution and review of the meeting minutes of October 21, 2021, the members took the following action:

MOTION: "To accept and approve the Minutes of the Thursday, October 21, 2021 meeting as presented."

Motion: C. Schofield

Second: D. O'Donnell

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

PRELIMINARY BUSINESS: None

COMMUNICATIONS: None

REPORTS: None

UNFINISHED BUSINESS:

Mr. Babin stated Mr. Laufenberg, as ex-officio, has been asked to remind the Board that a discussion on impact fees should be had. The BOS asked that this be relayed to the Planning Board for future discussion.

HEARINGS:

1. APPLICATION/PUBLIC HEARING – Lot Line Adjustment: [Map 07, Lot 02-13-28 and Map 07, Lot 02-13-26] Stephen Tower as agent for Jonathan and Carla Demler and Jeffrey and Stacey Meier.

Lot-A

Map/Lot:	Map 7 Lot 2-13-26
Street Address:	52 Joshua's Lane
Property Owner:	Jeffrey and Stacey Meier
Parcel Size, Existing:	1.46 acres
Parcel Size, Proposed:	2.46 acres

Lot-B

Map/Lot: Map 7 Lot 2-13-28
Street Address: Joshua's Lane
Property Owner: Jonathan and Carla Demler
Parcel Size, Existing: 103.59 acres
Parcel Size, Proposed: 102.59

Mr. Tower stated the owners of Lot-A purchased land from the owners of Lot-B to expand their yard.

The Board reviewed the BLA application. Mr. Babin opened the Public Hearing and asked for comment; there was no comment. Mr. Babin closed the Public Hearing at 6:11 p.m.

MOTION: "To accept the application as substantially complete."

Motion: D. Rivers

Second: F. Freeman

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

MOTION: "To approve the Lot Line Adjustment: [Map 07, Lot 02-13-28 and Map 07, Lot 02-13-26] Stephen Tower as agent for Jonathan and Carla Demler and Jeffrey and Stacey Meier."

Motion: F. Freeman

Second: D. O'Donnell

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

2. APPLICATION/PUBLIC HEARING – Subdivision: North Lake; Marc Burnell as agent for LCJ Holdings, LLC, Lafayette Road [Map 16 Lot 1-7].

Mr. Babin stated there was an abutter notification error, and the applicant agreed that because of the error the application will be discussed at the December 16, 2021 meeting.

3. APPLICATION/PUBLIC HEARING – Site Plan Review: North Lake; Marc Burnell as agent for LCJ Holdings, LLC, Lafayette Road [Map 16 Lot 1-7].

Mr. Babin stated there was an abutter notification error, and the applicant agreed that because of the error the application will be discussed at the December 16, 2021 meeting.

OTHER BUSINESS:

1. Conceptual Discussion: Tom Duffield for Fraser Meadows

Tom Duffield reviewed a conceptual plan that will be presented at the December 16, 2021 meeting. He stated a proposed subdivision at Fraser Meadows with 13 lots for residential homes is being applied for. Mr. Duffield asked the Board if they had any present concerns that need to be addressed before the formal application hearing.

Mr. Babin stated that according to NFPA-1 the proposed cisterns need to be maintained, and asked Mr. Duffield to speak with Fire Chief Defosses to ensure all fire safety concerns are met. Planner Menici clarified that an association would need to be formed to maintain the cisterns, at the applicant's expense. Mr. Babin stated sprinkler systems could also be installed in each unit to eliminate the need for a cistern and an association.

Mr. Babin clarified that the proposed parcels are not intended to be developed commercially, as the parcels are in a commercial zone. Kevin Dorsey, owner of the parcels in question, stated the lots are for residential homes and will not be developed commercially. Mr. Dorsey stated HOA documents are currently being drafted.

Mr. Duffield and Mr. Dorsey thanked the Board, and exited at 6:23 p.m.

2. 2022 Meeting and Application Dates

The board reviewed the 2022 Meeting and Application Dates. Ms. Randall stated there are two options that are formatted differently and asked the Board to choose which to accept.

MOTION: "To approve Option 2 of the 2022 Meeting and Application Dates."

Motion: D. O'Donnell

Second: F. Freeman

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

3. Continued discussion of possible Zoning Amendments for 2022

Mr. Babin thanked the Board for their efforts during the last work session. He stated Planner Menici and himself think a few areas at a time be looked at for amendments rather than trying to update the entire document at once.

Mr. Babin highlighted three (3) areas to focus on at this time:

1. Zoning Map
2. Two (2) family Dwelling Unit Language clarification
3. Telecommunications Ordinance

Mr. Babin emphasized that the public needs to be aware that the Zoning Ordinance is being reviewed for updates to get feedback from residents. He stated he wants people to be informed prior to town meeting so they are not caught off guard by any changes to the ordinance.

A lengthy discussion continued regarding cell towers and the RSA's associated with them. Mr. Babin stated the Telecommunications Facilities Ordinance has been reviewed by Counsel with suggested edits, and a work session can be scheduled to discuss further.

Mr. Babin asked if the Board would like the language regarding multi-family units be reviewed by Counsel for clarity. Discussion continued.

MOTION: "To consult with Town Counsel to clarify the language of multi-family dwelling units in the Zoning Ordinance."

Motion: F. Freeman

Second: D. O'Donnell

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

Mr. Babin stated a work session on the Zoning Map needs to be scheduled, as areas may need to be zoned differently based on what was intended versus what is currently there. He stated when the map was previously made, areas that were zoned commercial and/or industrial are now built up as residential areas. Mr. Babin stated a residential neighborhood established in an industrial zone is susceptible to having a large operation in their backyard as it is allowed in the zone. Discussion continued.

Planner Menici stated she and Ms. Randall will prepare maps to illustrate the areas in Town that are largely being used for purposes that are not necessarily intended with the current zoning.

4. Preliminary Discussion Regarding Update of Master Plan

Planner Menici stated the Master Plan done in 2013 is very good, but there are a few items that will need to be updated. Ms. Schofield stated she assisted with the Master Plan in 2013 and will assist Planner Menici should she require it. Planner Menici stated the US Census 2020 data is coming out now, and that will help to generate data to be used in updating the Master Plan. Discussion continued.

164 **MOTION: “To schedule a work session for Thursday, December 2, 2021 at 1:00 p.m. to discuss the Zoning**
165 **Map.”**
166 **Motion: D. O’Donnell**
167 **Second: F. Freeman**
168 **Discussion: None**
169 **Roll Call Vote: 6 YES - 0 NO - 0 ABSTAIN**
170 **Motion passes.**
171
172 **ADJOURNMENT:**
173 **MOTION: “To adjourn at 7:17 p.m.”**
174 **Motion: D. O’Donnell**
175 **Second: D. Rivers**
176 **Discussion: None**
177 **Roll Call Vote: 6 YES - 0 NO - 0 ABSTAIN**
178 **Motion passes.**
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180 Respectfully Submitted,
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182 Kerrin Randall, Board Assistant