

# PLANNING BOARD MINUTES

February 14, 2024

**APPROVED:** March 13, 2024

**AGENDA:** **CASES:**

24LLA01 – GOODRUM - #219-27 & 28 – TEN MILE BROOK ROAD

**OPERATIONS:**

PROPOSED BY-LAW CHANGES

**ATTENDING:** John Miller (Chair), Elizabeth Seeler, Don Millbrand , Scott Sanschagrin (Select Board Representative) and Steve Carten (Planning Board Alternate)

**ABSENT:** David Shirley (Vice Chair)

**STAFF:** **Staff:** Donna Sullivan (Land Use Administrative Assistant) and Christina Goodwin (Town Administrator) *via Zoom*

**Applicants, Professionals, and Public:** Jeff Goodrum and Dennis Belser

With a quorum present, Chair Miller opened the meeting at 7:02 pm. He indicated that Alternate, Steve Carten would be seated as voting member due to Mr. Shirley's absence.

**CASES:**

24LLA01 – GOODRUM - #219 – 27 & 28 – 178 and 179 TEN MILE BROOK ROAD

Ms. Sullivan read the case application into the record for a lot line adjustment. She noted it was not creating a buildable lot, so it was considered a minor lot line adjustment requiring no abutter notices. She added that public notices were posted, and no comments or phone calls were received concerning this case.

The Board reviewed the application to determine if it was complete. Following review, Mr. Sanschagrin motioned to accept the application as complete. Ms. Seeler seconded. The motion carried 5-0-0.

Mr. Goodrum reviewed the plans with the Board. He explained that the lot line adjustment was to allow his "right of way" driveway access to become his land and a defined field area on his property to become Mr. Belser's property in exchange.

Mr. Belser asked the Board if this change would allow him to put his land in current use. Some discussion followed, but Chair Miller stated this would be a separate issue not to be decided by the Planning Board as part of this Lot Line Adjustment Application.

Further discussion followed about the cul-de-sac frontage being more conforming and the access locations for the private driveways. After this, Mr. Milbrand motioned to **approve** application #24LLA01 as presented for the following reasons:

- the adjustment makes both lots more conforming,
- it rids the deeds of a right of way rights, and
- it makes the land areas of both lots more equal.

Mr. Sanschagrin seconded. The motion carried 5-0-0.

## PLANNING BOARD MINUTES

February 14, 2024

### PROPOSED BY-LAW CHANGES:

Chair Miller indicated that the previous meeting discussion about changes to the agenda format required changes to the Planning Board By-laws. He asked Ms. Sullivan to present the proposed By-law amendments to be voted on.

Ms. Sullivan presented the changes proposed. She addressed each of the changes as presented on the By-law pages provided to the Board.

Changes included amendments to the Article VI, Notice Section dealing with mailings. She stated that the NH RSA only requires that mailings be by "verified" mailing, so as a cost savings, "certified" mailings could be changed, and this would satisfy the RSA and be more efficient and cost effective for the mailing process.

Article IV, Section 7 was amended to allow the changes to the Planning Board Agenda from a New Business/Old Business format to a new format which will include the categories of Planning, Cases and Operational.

An Addition, as required by Statute, a change was made to Article VII , Decisions- Section #3 stating that The Board will provide written reasons for approval and denial of applications.

Following discussion and order of the changes, Mr. Milbrand motioned to approve the Planning By-law amendments as discussed. Mr. Sanschagrín seconded. The motion carried 5-0-0

### **MINUTES:**

The minutes of the January 10, 2024, meeting were reviewed. Mr. Carten motioned to accept the minutes as presented. Ms. Seeler seconded. The motion carried 4-0-1 with Mr. Sanschagrín abstaining due to absence at this meeting.

**COMMUNICATIONS:** None

### **REPORTS:**

*HISTORIC DISTRICT COMMISSION (HDC)* – Ms. Sullivan reported on the HDC meeting held February 13, 2024. She stated that the Commission discussed the RSA 79 E Community Revitalization Tax Relief Incentive opportunity that Bristol offers to property owners in the Central Square area. The Commission will promote this program and suggested a mailing to property owners, and a possible promotional flyer and presentation event at the library. She stated they also approved some updates to the Condition of Approval Forms and By-laws.

Ms. Goodwin highlighted the Commission's review and comments about a warrant article for the March Town Meeting proposing the purchase and demolition of the Baptist Church Parsonage and upgrades to the land area and parking lot. She reported that the Commission essentially did not support the article because of the loss of a downtown building and its change to the character of the Central Square Historical District. Mr. Sanschagrín shared some details of the article and project. Ms. Goodwin added that, if approved, this project would come before the planning board for a lot merge and other permitting.

More discussion followed about the benefits to Central Square for economic development and the support for existing property owners, tenants, and the public with increased parking. The church would still use the parking lot for Sunday Services and funerals.

## PLANNING BOARD MINUTES

February 14, 2024

*CIP COMMITTEE* – No Report

*CONSERVATION COMMISSION* – Ms. Sullivan reported that there was no meeting in February but some of the members conducted the annual monitoring site visit to the Catterall Easement property up on Hemphill Road.

*LAND USE* – Ms. Sullivan reported that the office was working to update all the Land Use applications and forms to make them consistent.

Chair Miller reported on the site visits for the split-zoned area along Lake Street and North Main Street. He stated he and Mr. Shirley met and did a drive-by review of the lots and this topic will be on the next agenda for further details and discussion.

*SELECT BOARD* - Mr. Sanschagrin and Ms. Goodwin reported on Select Board items including the new Safety building progress and a scheduled Open House which will be re-scheduled. He added that the Select Board has been working on budget and warrant articles for the upcoming Town Meeting. Ms. Goodwin reported that the Select Board is also working on an updated job description for the Finance Officer, and they received a resignation from another staff person.

### **BOARD MEMBER COMMENTS:**

Chair Miller reported on the recently held All-Committees meeting he had attended. He stated that the meeting was moderated and that improved communications was the key discussion item for this meeting. Ms. Goodwin added that she and the meeting moderator, Rick Alpers, have had discussions since the meeting and will be moving ahead with items for the Select Board to look at and the preparations for the next All-Committees meeting. Chair Miller stated that he was representing the goal of good communications and use of the Master Plan as a tool as a guide for the Town and Committees. He suggested that if any others wished to add anything else to the discussion for the All-Committees group to let him know.

Mr. Milbrand commented that there were some State House Bills coming forth that if adopted, may impact local towns, planning boards and zoning boards. He highlighted concern for a bill to restrict Towns from having regulations on short-term rentals and another that would remove nano-breweries as a category for breweries. Chair Miller asked Mr. Millbrand to keep track of these and outcomes for any action necessary in the future by the Town of Bristol Zoning or Planning Board.

**STAFF COMMENTS:** None

**NEXT MEETING:** February 28, 2024

**ADJOURNMENT:** With no other business before the Board, Ms. Seeler motioned to adjourn. Mr. Milbrand seconded. The motion carried 5-0-0. The meeting adjourned at 8:04 pm.

Respectfully submitted,

Janet Cote  
Land Use Associate