



TOWN OF
PETERBOROUGH
NEW HAMPSHIRE
Peterborough Planning Board

1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000 x 104
Email: ocd@peterboroughnh.gov
Web: www.peterboroughnh.gov

AGENDA
PUBLIC HEARING
Monday, July 11, 2022 at 6:30 PM
Select Board Meeting Room

1. Call meeting to order and introductions
2. Minutes of June 13
3. **6:30 PM – Public Hearing – Preliminary Review Application** for a combined workforce housing and active adult housing development consisting of a subdivision and consolidation plan with associated site improvements, proposed by Eldon Munson of The Old Stone Barn, LLC for the properties located at 81 Old Street (Parcel No. U002-039-1000) and 63 Old Street (Parcel No. U002-039-000), both located in the Family and Rural Districts.
4. **6:35 PM - Continued Hearings - Application for Subdivision for Walden Eco Village Open Space Residential Development at the Well School Staff Housing Site** submitted by Akhil Garland to convert existing accessory structures that were associated with the Well School into an Open Space Residential Development. The proposal consists of converting 7 accessory structures and creating 13 new open space residential development lots with associated site improvements and open space area located at 360 Middle Hancock Road (Parcel No. R010-005-001) located in the Rural District; and **Conditional Use Permit Application for Proposed Impacts in the Wetland Buffers** submitted by Akhil Garland for his property located at 360 Middle Hancock Road (Parcel No. R010-005-001) in the Rural District.
5. **6:40 PM – Public Hearing – Preliminary Review Application for the last phase of Southfield Village** submitted by Mathewson Properties, LLC, proposing different buildings than originally approved which include sixteen duplex units and one 6-unit building, for the property at Southfield Road (Parcel No. R011-051-000) and located in both the General Residence District and Groundwater Protection Overlay Zone.
6. **6:45 PM - Rules of Procedure** – The Board will begin the process for reviewing and editing
7. Other Business
 - a. Letter from SWRPC re: 2025-2034 Ten Year Plan for Transportation Improvements
8. Next regularly scheduled meeting: Monday, August 8, 2021 at 6:30 PM
9. Adjourn



TOWN OF
PETERBOROUGH
PLANNING BOARD

DO NOT WRITE IN THIS SPACE
File Number: _____
Date App. Rec'd 5/9/2012
Amount Rec'd _____
Clerk: DM

**Subdivision
Application**

* preliminary review *

**Office of Community Development
1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000 ext. 104
Fax: (603) 924-8001
Email: ocd@townofpeterborough.us
Web Page: www.townofpeterborough.com**

Subdivision Application Procedure

1. All applicants are encouraged to consult with OCD prior to submitting an application. This is especially encouraged for larger subdivisions or housing developments to ensure compliance with all the applicable regulations and for applicants who are not familiar with the requirements or process. Please note that the Planning Board may require preliminary review for certain projects (see §237-3)
2. All projects must comply with the Town's Zoning Regulations before being considered for subdivision. Any approvals required from the Zoning Board of Adjustment must be obtained before filing an application.
3. Enclosed is the checklist of the plat requirements that need to be submitted as part of a completed application. Please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Subdivision Regulations. All requests for waivers must be submitted in writing at the time an application is filed.
4. For the application submission, only two paper copies of the plat are required. When feasible, OCD requests that a jpeg or pdf file of the plat is provided by email to the office so that it can be included in the staff report to the Planning Board.
5. Following an approval, the mylar is then provided, along with four paper copies of the plat. The mylar shall include the final written decision, including any conditions of approval, to be recorded (RSA 673: III).
6. The Planning Board holds public hearings on the second Monday of each month. The filing deadline for these meetings is generally the third Tuesday of the prior month; please see the posted schedule for each month's filing deadline.
7. Town staff review the submitted plans in the week following the submittal. If the review identifies items which have not been submitted, the applicant or preparer will be notified so that the plans can be corrected.
8. When the application (which includes the plan) is considered complete by staff, it will be placed on the agenda within thirty (30) days or for the next available formal public meeting for acceptance of the application. The Office of Community Development will send written notification by certified mail of the time, date, purpose, and place of the meeting, at the applicant's expense, to the applicant, holders of conservation, preservation or agricultural restrictions, abutters and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan. As part of a completed application, the applicant is responsible for submitting a mailing list of all those who are required to be notified.
9. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the application is complete, the Board will approve or disapprove the application within sixty-five (65) days of acceptance of the application. When possible, the Board will take action during the same meeting that an application is determined by the Board to be complete.
10. The applicant shall receive a copy of the minutes from all Planning Board meetings pertaining to the application and the Notice of Decision for the application.

TYPE OF APPLICATION:

Major Subdivision (4 or more lots created)

Minor Subdivision (up to 3 lots created) *and Consolidation*

Name of Applicant or Owner's Agent: The Old Stone Barn, LLC
Eldon Munson, Manager

Address of Applicant or Owner's Agent: 492 Bible Hill Road, Franconia NH 03043

Phone Number of Applicant or Owner's Agent: 603-491-8298

Name of Owner(s) of Property: Peterborough Highland Farm of Peterborough, LLC (63)
and Shea Family Revocable Trust (81)

Address of Owner(s): (63) 62 Pine St. Peterborough 03458
(81) 81 Old Street Road Peterborough NH 03458

Phone Number of Owner(s): _____

Address of Proposed Subdivision: 81 Old Street Road
and 63 Old Street Road

Peterborough Parcel Identification Number: 4002-039-100 (81)
4002-039-000 (63)

Name of Preparer, if other than Applicant: _____

Address of Preparer: _____

Phone Number of Preparer: _____

Proposed Number of Lots: 2

Proposed Use (Be Specific): Build Workforce housing and
active adult housing.

Zoning District
(Check All That Apply)

- | | | | |
|---------------------|-------------------------------------|---------------------------------|-------|
| Family | <input checked="" type="checkbox"/> | West Peterborough | _____ |
| General Residence | <input type="checkbox"/> | Business/Industrial | _____ |
| Rural | <input checked="" type="checkbox"/> | Commerce Park | _____ |
| Commercial | <input type="checkbox"/> | Retirement Community | _____ |
| Downtown Commercial | <input type="checkbox"/> | Office | _____ |
| Village Commercial | <input type="checkbox"/> | Monadnock Community Health Care | _____ |

SUBDIVISION APPLICATION FEE

1. Subdivisions shall be charged a fee of one hundred and fifty dollars (\$150) for the first lot plus fifty (\$50) for each additional lot. — \$150 + (\$50 x _____ Lots) = \$ _____
 2. A Condominium Conversion shall be charged a fee of one hundred fifty dollars (\$150) plus twenty-five dollars (\$25) per unit. - \$150 + (\$25 x _____ Units) = \$ _____
 3. Abutter notification at \$4.00 per notification. _____ \$4.00 x _____ Abutters = \$ _____
 4. Notification of licensed professionals whose professional seal appears on any of the submittal documentation. _____ \$4.00 x _____ Professionals = \$ _____
- Total Application Fee = \$ _____
5. Following Planning Board approval, there are two separate fees for the filing of the mylar with the Hillsborough County Registry of Deeds, as follows:
 - a. Plan Recording – Payable to the Town
 - i. 8 ½ x 11 = \$9.00
 - ii. 11 x 17 = \$9.00
 - iii. 17 x 22 = \$14.00
 - iv. 22 x 34 = \$24.00
 - b. Surcharge for Land and Community Heritage Investment Program – Payable to the Hillsborough County Treasurer _____ \$25.00

Signature Page

I, the applicant or owner's duly authorized agent, do hereby submit this plan for review as required by the Subdivision Regulations of the Town of Peterborough, New Hampshire. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application must be signed by the owner(s) of the property showing recognition and approval of the subdivision application and approval for the applicant/duly authorized agent to represent the owner(s) in this subdivision application. I further grant the Planning Board Staff, Office of Community Development Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during this construction phase.

Applicant/Agent: Old Stone Barn LLC by Eldon Merriam
Signature: Eldon Merriam
Date: May 9, 2022

Owner: _____
Signature: _____
Date: _____

If the application is not signed or has been changed in any manner, it will not be processed.

Manager, DuCal Development LLC
MAY



U.032-008-100
JOHN F. MINTEER
STEPHANIE J. MINTEER
HARRISVILLE, NH
PERFORMANCE: NR-0346

U.032-008-100
JOHN F. MINTEER
STEPHANIE J. MINTEER
HARRISVILLE, NH
PERFORMANCE: NR-0346

U.032-008-100
JOHN F. MINTEER
STEPHANIE J. MINTEER
HARRISVILLE, NH
PERFORMANCE: NR-0346

U.032-008-100
CORINNE M. HASELER
125-20 DENNIS ST
PETERBOROUGH, NH
PERFORMANCE: NR-0346

U.032-008-100
32.7702 AC
1,491,096 S.F.
PERFORMANCE: NR-0346

U.032-008-100
5.247 AC
227,000 S.F.
PERFORMANCE: NR-0346

U.032-008-100
New Lot 2
10,000 S.F.
PERFORMANCE: NR-0346

U.032-008-100
JOYCE B. GREGG TRUSTEE
JOYCE B. GREGG TRUST
PETERBOROUGH, NH
PERFORMANCE: NR-0346

U.032-008-100
5.247 AC
227,000 S.F.
PERFORMANCE: NR-0346

U.032-008-100
New Lot 2
10,000 S.F.
PERFORMANCE: NR-0346

U.032-008-100
JOHN D. MASTERS
MIRIAM J. MASTERS
100-100 DENNIS ST
PETERBOROUGH, NH
PERFORMANCE: NR-0346

U.032-008-100
DAVID A. REILLY
DAVID G. REILLY
200-100 DENNIS ST
PETERBOROUGH, NH
PERFORMANCE: NR-0346

U.032-008-100
DAVID A. REILLY
DAVID G. REILLY
200-100 DENNIS ST
PETERBOROUGH, NH
PERFORMANCE: NR-0346

U.032-008-100
BETTY YANNI PLANT
SCOTT PLANT
PETERBOROUGH, NH
PERFORMANCE: NR-0346

EXISTING STONE BARN
9 UNITS & COMMONS
ADDITION - 24 UNITS TOTAL
2 STORIES W/ GARAGES & SPACES

U.032-008-100
TOWN OF PETERBOROUGH
1 ONYX STREET
PETERBOROUGH, NH
PERFORMANCE: NR-0346



Munson and Associates, LLC
492 Bible Hill Road
Franconstown, NH 03043

Proposed Site Plan
Scale 1" = 80'
0 40 80 160

EGA, P.C.
4
5/25/2022

SITE SECTION A-A
1" = 80'-0"

Old Street Rd. Stone Barn Road

4-Unit Cottage 4

4-Unit Cottage 12



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OFFICE OF
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STAFF REPORT

TO: Planning Board
FROM: Danica Melone
DATE OF WRITE-UP: Tuesday, June 7, 2022
PROVIDED FOR MEETING DATE: Monday, July 11, 2022
RE: PRELIMINARY REVIEW APPLICATION

Town Planner Comments:

This application was submitted on an older subdivision application however the applicant submitted it with the intention of having a preliminary review hearing. Please consider this application as a Preliminary Review under Site Plan Review regulations.

Due to the nature of this application being Preliminary, it is still unclear what sections of the Zoning Ordinance that applicant will utilize to reach their goal. Below are several high-level comments related to different aspects of the plan:

- **Active Adult Housing.** The applicant may utilize §245-43 “Special Exception for Elderly Housing” which is defined in the Zoning Ordinance as housing for adults aged 55 and over. This type of housing is allowed in both the Rural and Family District.
- **Workforce Housing.** The applicant is seeking to place a workforce housing development (§245-24.6) on an abutting lot. As shown on the plan, the majority of this development is located with Rural District while a piece of the smallest building is in Family District – this would include the 50-foot swing rule (§245-19 C), which I assume the applicant will take advantage of. The applicant will need to seek a Variance to allow a multi-family building in the Family District. Through the CUP process for Workforce Housing, the applicant would need to consider submitting a request for waivers/modifications to the following:
 - §245-24.6 E 2 – “there may be no more than one such [multi-family] building per lot in the Rural District.” Without this waiver, the applicant could simply connect all three buildings to be considered ‘one’ however this may increase the cost construction and negatively affect the outcome of the Workhouse Housing development.
- **Wetlands.** There are extensive wetlands on the site which will require a Conditional Use Permit for several crossings. I highly encourage the Board to involve the Conservation Commission early so that their recommendations, if any, can be requested in advance.

To: Peterborough Planning Board and
Eco Village Applicant Akhil Garland
From: Peterborough Conservation Commission
Regarding: Conditional Use Permit for impacts to two wetland areas in the Eco Village
proposed subdivision

June 21, 2022

For the Conservation Commission to comment on a CUP for impacts to the town's Wetland Protection Overlay Zone (WPOZ), the following information is needed:

Access road wetlands. Site plans show a 15-foot-wide roadway, but state that a 20-foot-width is required. To minimize WPOZ impacts, the ConCom recommends a 15-foot width at the two culvert crossings, as well considering whether a 15-foot width is possible in other areas along the route. It's our understanding that a discussion with the Fire Chief will explore both options.

A ConCom letter of comment on the CUP application awaits plans that indicate final road widths as well as impacts to the WPOZ in square feet.

Village Area wetland. The Town's CUP code 233-52:B-1a requires that there be "no net loss of buffer functionality." Towards that end, discussion with the applicant and applicant's wetland scientist on an April 11, 2022 site visit determined that a Fire Pond design to augment buffer and wetland functions could more than make up for functions lost or impacted owing to those structures permitted by the ZBA to remain in the WPOZ.

A ConCom letter of comment on the CUP application awaits plans for the Fire Pond that confirm mitigation for lost wetland and buffer functions—as required by the ZBA conditions highlighted in red.

From the Zoning Board May 2, 2022 ruling:

In granting this variance, the Board imposes the following conditions:

- No further structures will be permitted in the Wetland Protection Overlay Zone.
- Building footprints of the remaining structures will not be expanded.
- The design of a fire pond to augment wetland and buffer functions be submitted to the Conservation Commission for comment (with addition of shallows to diversity aquatic habitat discussed).*
- Wetland Buffer Protection Area markers (supplied by the Conservation Commission) be placed along the 50-foot fire pond buffer.
- The Applicant will relocate five structures from the wetland protection overlay zone including structures referred to as #1 Hickory Hall outside the buffer as shown on the buffer exhibit dated 11-9-2020; #9 Love Shack outside the buffer as shown on the buffer exhibit dated 11-9-2020, restoring the area with high bush blueberry and/or native wildflowers for pollinator habitat; #13 Pig Pen outside the buffer area as shown on buffer exhibit dated 11-9-2020 ; #14 Pig Pen out of the buffer area as shown on buffer exhibit dated 11-9-2020 and #15 Hoop House to be removed and not replaced. This variance is approved for 10 structures to remain.
- The smaller casita structures will not be used for sleeping quarters. Specifically noted that these structures are currently named Red Rooster, Hickory Hall, Love Shack, Green Bean and Wilson Garden Shed on buffer exhibit plan dated 11-9-2020.
- Applicant will relocate fencing for the two pig pens outside the wetland buffer zone.
- A restoration plan is to be submitted by the applicant to be reviewed and approved by the Peterborough Conservation Commission.



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STAFF REPORT

TO: Planning Board
FROM: Danica Melone
DATE OF WRITE-UP: Tuesday, June 7, 2022
PROVIDED FOR MEETING DATE: Monday, July 11, 2022
RE: CONTINUED (19) – WALDEN ECO VILLAGE PROPOSAL

Town Planner Considerations:

As discussed in many previous staff reports and meetings, there are two silos of regulations that the Board needs to consider for this application: the first are those which pertain to bringing the site into compliance with planning and zoning regulations (based off of the Town's violation letter) and the second are those regulations that pertain to Open Space Residential Developments (OSRD) under §245-26. In a continued effort to expedite this process in an organized fashion, I am encouraging the Board to first ensure that all planning and zoning violations are being shown as compliant on the plan – once that is accomplished, then the Board can dive into the OSRD regulations that are still outstanding.

This staff report will address only my recommendations on how the Board should be going through these unanswered planning and zoning compliance issues.

I wish to express my disappointment and frustration with Fieldstone's response letters which continue to indicate that many items we are requiring are not of our purview or "the HOA will handle it." These are unacceptable answers to how the site will be brought into compliance with planning and zoning regulations.

Chief Walker and Tim Herlihy will be present at the meeting to reiterate the compliance issues which are still going unaddressed and to support the Board in asking for these items to be reasonably addressed.

Below is a list of those outstanding planning and zoning compliance issues:

- 1) **Existing Structures (not cabins/casitas).** The latest response from Fieldstone indicates that "All of the structures not located on individual lots will be owned and managed by the Homeowners Association." Because this site is in violation, each structure not on an individual lot needs to have a clearly defined use which is compliant with planning and zoning. Below is a list of those structures with corresponding number to be seen on the plan.
 - a. **Barn (A)** – There needs to be a note on the plan clarifying how this will be used. Will it be locked off and only used for the animals and thus can only be accessed by maintenance

- personnel? Is it an AirBNB? Is it a yoga studio? What is the proposed use and how is it compliant with zoning?
- b. **Chicken Coops (B)** – There needs to be a note on the plan clarifying ownership and use. Will the chicken coops be owned and maintained through the HOA? Will an outside entity come in to maintain and feed the chickens?
 - c. **Pig Pens (C)** – Same question as above.
 - d. **Greenhouse (D)** – There needs to be a note clarifying ownership and use. If this for HOA residents only? Who will maintain it? What is it used for?
 - e. **Shed (E)** – Clarify ownership and use. Who has access? What is it for?
 - f. **Trailers (F)** – Clarify ownership and use. Who has access? What is it for? Two trailer bodies constitute a junkyard by statute and should be removed from the property, but I would entertain a solution if the applicant can reasonably articulate how they will be used, maintained, accessed, and brought up to code for use by residents of the HOA or its staff.
 - g. **Makerspace (G)** – The use needs to be explained in further detail so that it can be confirmed whether this is a compliant use of the space. Makerspaces typically are classified as light industrial or commercial use because they invite people to come in use the space to manufacture or create various products. Whatever the use of this space is needs to be very clearly defined. It will very likely need a variance to allow for its accessory use to a residential development.
 - h. **Kiln (H)** – Clarify the owner and use of this building. Who has access? What is it used for? Is it for drying wood? Firing pottery? How is it maintained? How owns and pays for the electricity?
 - i. **Shed (I)** – Who owns and pays for? What is it being used for? Who can access? Can the HOA lease it as an apartment? An AirBNB?
- 2) **Casitas.** In February it was requested that the plan include a note saying “17. All casitas and sheds will be removed from the site until a compliant repurposed use is approved by the Town Planner, Code Enforcement Officer, and Fire Department.” The revised plans note: “17. All casitas and sheds may be repurposed on-site on lots or in shared space as sheds, offices, or workshops or may be removed.” This note cannot be left as written and needs to be revised to say what has been provided, or another form of the note to be agreed upon by the Board.

My recommendation is that:

- 1) The Board open the public hearing,
- 2) Read aloud this list of outstanding items,
- 3) Request that the applicant submit a document clearly articulating how all of these items will be addressed in a revised edition of the plan,
- 4) Require this document be submitted no later than Monday, August 8 to be heard for Monday, September 12, and,
- 5) Continue the hearing to Monday, September 12

If the applicant is unwilling to comply and refuses to address ALL of the planning and zoning violations brought forward through the Town’s violation letter, then my recommendation is that the Board deny both applications.



TOWN OF
PETERBOROUGH

PLANNING BOARD
APPLICATION

DO NOT WRITE IN THIS SPACE
Date Application Received: 6/14/22
Date Fees Paid: 6/14/22
Clerk: DM
Case Number: PRELIM-2022-02

**PRELIMINARY
REVIEW
APPLICATION
FOR SUBDIVISION OR
SITE PLAN REVIEW**

Office of Planning & Building
1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000 ext. 104
Fax: (603) 924-8001
Email: ocd@peterboroughnh.gov
Web Site: www.peterboroughnh.gov

INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION

This form is used for persons who come before the Planning Board for a consultation with the Board prior to submitting a formal application for either subdivision or site plan review. Such preliminary discussion is optional at the request of the applicant except where otherwise noted. Nothing said by either the Board or the applicant during such meetings shall be considered binding. The circumstances under which preapplication review is conducted and the process to be followed are described below:

(A) Preliminary Conceptual Consultation

- (1) Preliminary Conceptual Consultation is intended to be an informal meeting with the Board to review and discuss a proposal in conceptual form. Such a discussion is directed toward:

Subdivision

- (1) reviewing the basic concepts of the proposal;
- (2) reviewing the proposal with regard to the master plan and zoning ordinance;
- (3) explaining the state and local regulations that may apply to the proposal; and
- (4) determination of the proposal as a major, minor, or technical subdivision, and of the submission items that would be required.

Site Plan Review

- (1) reviewing the basic concepts of the proposal;
- (2) reviewing the proposal with regard to the master plan and zoning ordinance; and
- (3) explaining the state and local regulations that may apply to the proposal.

- (2) The applicant may use a general map sufficient to explain the concept; such map, however, shall not include any specific design, engineering or surveying information.

(B) Design Review

- (1) Design Review is intended for those circumstances when the applicant has more detailed information to discuss with the Board than is appropriate under Preliminary Conceptual Consultation. This discussion involves more specific design and engineering details of the potential application.

(C) Mandatory Consultation. The Planning Board is authorized to require preliminary review of either subdivisions or site plan reviews that meet the following criteria:

- (1) Subdivisions: 10 lots or more; any Open Space Residential Development; or subdivisions that involve significant amounts of wetland, shoreland and/or floodplain.
- (2) Site Plans: involving more than 20,000 square feet of construction or 30,000 square feet of site disturbance; or, for site plans involving more than 40,000 square feet of construction, a preliminary presentation before the Board is also required.

(D) Notification

- (1) Optional Preliminary Conceptual Consultations for Site Plan Review: No notice required.
- (2) Optional and Mandatory Preliminary Conceptual Consultations for Subdivisions: 10-day notice to the paper and to the abutters by 1st Class mail.
- (3) Design Review and Mandatory Site Plan Preliminary Consultations: By formal notice as specified in Chapter 233 and Chapter 237.

Preliminary Review Application Fee

<p>BASE APPLICATION FEE</p> <ul style="list-style-type: none"> All new applications shall be charged a fee of two hundred dollars (\$200) Twenty-five dollars (\$25) per 1,000 square feet of land developed, including, but not limited to building, parking, drainage, and landscaping over 5,000 square feet of development 	<p>\$ 200</p>
<p>ABUTTER FEES</p> <ul style="list-style-type: none"> Abutter notification is ten dollars (\$10) per abutter x 50 Notification of all licensed professionals whose professional seal appears on any of the submittal documentation is ten dollars (\$10) per professional 	<p>\$ 500</p>
<p>TOTAL APPLICATION FEE</p>	<p>\$ 700.00</p>

Please fill out in its entirety:

Applicant: MATHESON PROPERTIES, LLC
Address: 160 NORWAY HILL ROAD
City: HANCOCK **State:** NH **Zip:** 03449
Phone: 603-525-3549 **Email:** PHIL@MATHEWSONCOS.COM

Property Owner Name(s): SAME AS APPLICANT
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Email:** _____

Primary Contact: FIELDSTONE LAND CONSULTANTS, PLLC (CHAD BRANON)
Phone: 603-672-5456 **Email:** cebranon@fieldstonelandconsultants.com

- Applicant
 Owner
 Attorney
 Surveyor/Engineer

Project Name: SOUTHFIELD VILLAGE - MULTI-FAMILY

Street Address: SOUTHFIELD ROAD

Parcel ID Number(s): R011-051-000

Proposed Project (Please Be Specific):

The project consists of building the last phase of the Southfield Village development, with
different buildings than originally approved. The development will include 16 duplex units and
one 6-Unit building. The buildings will be accessed by a private road and individual driveways.
Each unit will have one outdoor parking space and one garage space. Similar to Phase 6.

Zoning Districts & Overlay Districts

Zoning Districts (check all that apply):

- Business/Industrial District
- Commercial District
- Commerce Park District
- Downtown Commercial District
- Family District
- General Residence District
- Monadnock Community Health Care District
- Office District
- Rural District
- Village Commercial District
- West Peterborough District
- Retirement Community District

Overlay Zones and Districts (check all that apply):

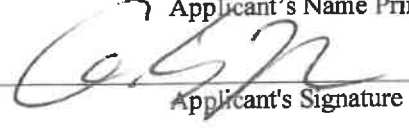
- Bulk Fuel Storage District
- Floodplain District
- Groundwater Protection Overlay Zone
- Rural Gateway Overlay Zone
- Shoreland Conservation Zone
- Traditional Neighborhood Overlay Zone I
- Wetland Protection Overlay Zone

AUTHORIZED SIGNATURES

I/We certify that this application is correctly and accurately completed in accordance with the Town of Peterborough's Zoning ordinance and the requirements of this application.

CHAD G. BRONSON (SEE LOR)

Applicant's Name Printed



Applicant's Signature

6/13/2022

Date

I, the applicant or owner's duly authorized agent, do hereby submit this application to be placed on the agenda of the Town of Peterborough Planning Board. I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application.

 (SEE LOR)

Property Owner's Signature

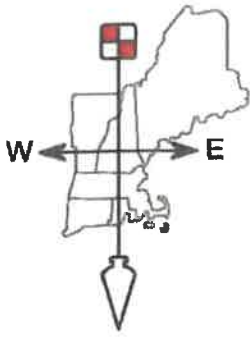
6/13/2022

Date

Property Owner's Signature

Date

*****If the application is not signed or has been changed in any manner, it will not be processed*****



FIELDSTONE

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

June 13, 2022

Town of Peterborough Planning Board
Office of Planning & Building
1 Grove Street
Peterborough, NH 03458

RE: **Letter of Authorization:**
Mathewson Properties, c/o
Tax Map Parcel R011-051-000
Southfield Lane - Southfield Village
Peterborough, NH 03458

To Whom It May Concern:

The undersigned being the landowner and the applicant of the above referenced lot hereby authorizes Fieldstone Land Consultants, PLLC to act as their Agent in filing and seeking all necessary approvals from local, state and federal agencies. This authorization is for the development on Tax Map Parcel R011-051-000 on Southfield Lane in Peterborough NH.

Very truly yours,

Tax Map Parcel R011-051-000 (Owner/Applicant)

Signature:

Print:

Philip Mathewson



TOWN OF
PETERBOROUGH

OFFICE OF
PLANNING & BUILDING

1 Grove Street
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Tel.: 603-924-8000 x 104
Fax: 603-924-8001
Email: ocd@townofpeterborough.us
Web: www.townofpeterborough.com

STAFF REPORT

TO: Planning Board
FROM: Danica Melone
DATE OF WRITE-UP: Tuesday, July 5, 2022
PROVIDED FOR MEETING DATE: Monday, July 11, 2022
RE: PRELIMINARY REVIEW APPLICATION

Town Planner Comments:

Considering this is a preliminary application, below are several high-level comments related to different aspects of the plan:

- **Access Easement.** The plans show an access easement running along the northern boundary of the lot. Are there any restrictions on building near this easement?
- **9-ft Wide Woods Access.** The plans show a woods access road running through the site starting from the northern boundary of the lot. Can this woods access be developed on?

Additional suggestions for the Boards consideration:

- Enhance proposed landscaping
- Stormwater and erosion control measures and plan for maintenance
- Mailbox location should be confirmed by Town Postmaster

Language to be removed is shown with a ~~striketrough~~

Language proposed is highlighted in yellow

PETERBOROUGH PLANNING BOARD

RULES OF PROCEDURE

I. MEMBERS & ALTERNATES

- (A) The Peterborough Planning Board (“the Board”) shall consist of seven members, who shall be elected in accordance with RSA 673:2 & 669:17. One of the seven is an *ex officio*, representing the Board of Selectmen. The Selectmen’s representative is a full voting member of the Planning Board.
- (B) Except for the Selectmen’s representative, members shall be elected for three-year terms, with no more than three members standing for election in any given year. Terms of office shall commence at the first regular Planning Board meeting after the annual Town Meeting. The term of the Selectmen’s representative shall coincide with the term of that office.
- (C) At its first regular meeting following the annual Town Meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman. These officers shall serve for one year. The Selectmen’s representative may not serve as Chairman.
- (D) The Board may appoint up to five alternate members for a term of three years each.
- (E) Vacancies in the Board (other than the Selectmen’s representative) shall be filled by the remaining Board members until the next regular election at which time a successor shall be elected to either fill the unexpired term or start a new term, as appropriate.

II. DUTIES OF OFFICERS

- (A) The Chairman shall preside over meetings and shall be responsible for the conduct and decorum of the meeting. The Chairman shall ensure that all parties receive a full and fair hearing before the Board.
- (B) Whenever the Chairman is absent or disqualified to act in a particular case, the duties of chairman shall be performed by the Vice-Chairman, or another member designated by the Board.
- (C) When feasible, the member that serves as Chair for an initial application shall continue to serve as Chair until the application has been acted on.

III. MEETINGS

- (A) For the purpose of this section, a “meeting” means the convening of a quorum of the board, whether in person, by means of telephone or electronic communication, email, or

in any other manner such that all participating members are able to communicate with each other contemporaneously, for the purpose of discussing or acting upon a matter or matters over which the Board has jurisdiction. This does not include chance meetings, meetings convened by other boards, committees, or entities at which a quorum of the Planning Board finds itself present, or social meetings, provided no board business is discussed, nor decisions made.

- (1) E-Mail: Board members may use E-mail to schedule and confirm meetings, to circulate draft documents that will be presented at public meetings, or to correspond with the Office of Community Development regarding working documents, agenda items or other administrative business. Official business¹ should not be conducted by E-mail. Such a discussion would be in violation of the Right-to-Know Law. E-mail correspondence may be subject to disclosure as “public documents.”
- (B) A quorum of the Board is required in order to transact any business. Four (4) members constitute a quorum of the Planning Board.
- (C) Regular meetings of the Board are held at 7:30 P. M. on the second Monday of each month at the Town House.
- (D) In the event a regular member is absent or disqualified, the Chairman shall designate an alternate to act in the absent member’s place. Except that an absent *ex officio* member can only be replaced by another Selectman. Alternate members’ voting privileges will be announced at each meeting by the Chair. Alternate members are encouraged to participate in all Board meetings.
- (E) Special meetings of the Board shall be held at the call of the Chairman, or by request of a majority of the members. Special meetings do not require a quorum, unless a vote is to be taken. Special meetings will be posted for: (1) informal public input, or (2) a Planning Board Workshop.
 - (1) The purpose of workshops is for the full Board to conduct its work in preparation for presentation to the public, or for work groups of members to present to the full Board.
 - (2) While the public is always welcome to attend, input is only by invitation from the Chair or the work group. Since workshops typically do not need to meet the same public notification requirements as a public hearing, the Board must be careful to not allow undue influence into the process from those that attend workshops over those who only attend the public hearings.
 - (3) Input can be taken if the work group or Board sees fit, or it may feel the time allowed for the workshop does not provide adequate time for the group to conduct its work and take public input at the same meeting. (The public has full voice at Public Hearings after due notice.)
 - (4) Therefore, the general rule of thumb is that the work group or Board will conduct its business first and then if time allows, open the meeting to public input. The members will take the input under advisement and will not engage in debate.
- (F) **Policy on Audio or Video Recording of Meetings.** In accordance with RSA 91-A:2

any person is permitted to use recording devices at meetings of the ZBA, including but not limited to tape recorders, cameras, and video tape equipment. Should the ZBA record its meetings, the following guidelines shall be followed:

- (1) The Chair will announce at the beginning of the meeting that it will be recorded and ask all members of the public to clearly identify themselves prior to making any statements.
- (2) The recording will be kept by the Office of Planning and Building. Following a request, staff has up to five business days to provide the copy.
- (3) In the review of minutes by the Board, if there is a discrepancy or difference of opinion about a substantive matter in the draft written minutes, the Board may use the recording for clarification.
- (4) The purpose of the recording is to assist the minute-taker in preparing accurate minutes. Minutes are not the transcriptions of the recording.
- (5) The recording of any meeting will be preserved at least through the 30-day appeal period and until the minutes of that meeting are approved by the Board, after which the recording will be deleted.

¹For the purposes of this document, “official business” means taking votes or engaging in discussions that pertain to formal applications. This does not preclude emails between the Board and OCD regarding agenda items.

(G) NOTIFICATION

- (1) Notice of all special meetings, of the omission of any regular meeting, and of any change in the time or place of a regular meeting shall be posted in the following manner:
 - At the Office of ~~Community Development~~ Planning & Building
 - On the Community Bulletin Board in the Town House
 - At the Town Library
- (2) Regular meetings and special meetings require a 24-hour notice, although in most cases these notices will be posted well in advance of that.

(H) Public Hearings on development applications, Master Plans, or any land use regulations are held at the regular meeting on the second Monday of the month, or unless otherwise scheduled by the Board. Notices of public hearings are posted in the same manner as in paragraph E above, as well as a notice in the Town’s official newspaper of record. Public hearings require a 10-day notification, not counting the day the notice appears or the day of the hearing. If more than one public hearing is held on a zoning ordinance or amendment, there must be 14 days between the last and the next hearing.

(I) All meetings are open to the public except those that fall within RSA 91-A: 3 for nonpublic sessions. At public meetings any person is permitted to be present, and to record the meeting, but is not allowed to speak unless recognized by the Chair. Public hearings, on the other hand, are for the purpose of receiving testimony from the public.

IV. CONDUCT OF PUBLIC HEARINGS.

Public Hearings shall be governed by the following rules and order of business:

- (A) Hearings on Development Applications
 - (1) Announcement of Application
 - (2) Presentation of Application
 - (3) Questions from the Chair
 - (4) Questions from the Board
 - (5) Public Input: Questions and Comments should be directed to the Chair. There shall be no debate between the audience and the applicant or other audience members.
 - (6) Closing of Public Hearing
 - (7) Announcement of Time and Place of Board Deliberation
 - (8) Deliberation Session:
 - No public input will be taken.
 - Questions from the Board may be directed to the applicant or the public.
 - Comments from Board
 - Call for Motion, Vote taken
- (B) Hearings on Zoning Amendments, Master Plans, Land Use Regulations
 - (1) Announcement of the amendments, plan or regulation
 - (2) Call for public comment or questions
 - (3) Announcement of Time and Place of Board Deliberation,
 - (4) Deliberative Session – same as above

In no case does the Board intend to engage either the applicant or the public in debate.

V. RECORDS/NOTICE OF DECISION

- (A) The record of all Board proceedings shall be kept by the ~~OCD~~ Office of Planning & Building Administrative Assistant and be available for public inspection.
- (B) Minutes of all meetings and hearings and any decisions made will be available for public inspection in the Office of ~~Community Development~~ Planning & Building within 144 hours of the meeting.
- (C) All decisions will be in writing and provided to the applicant within 144 hours of the meeting at which the decision was made.

VI. JOINT MEETINGS AND HEARINGS

- (A) The Planning Board may hold joint meetings and hearings with other land use boards, such as the Board of Adjustment. Each board shall have discretion whether or not to hold such joint meeting or hearing (RSA 676:2).
- (B) Joint business meetings with another local land use board may be held at any time when called jointly by the chair of the two boards.
- (C) A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.

- (D) The Planning Board chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.
- (E) Procedures for joint meetings or hearings are consistent with those followed by the respective boards. Each board is responsible for rendering a decision on the subject matter within its jurisdiction.

VI. SITE VISITS

- (A) A Site Visit is a visit by the Board, or by one or more members of the Board, together with the applicant or the applicant's agent, to a location, which is the subject of an application before the Board.
- (B) When the Board schedules a Site Visit for the Board membership, it shall be posted as a meeting of the Board in accordance with RSA 91-A, and minutes must be taken.
- (C) By signing the application form for subdivision or site plan review, the applicant agrees to allow the Board or its designee on the subject property. If such a request is not granted, the application may be denied by majority vote of the Board without further hearings.
- (D) In the event that any members of the public are present at the Site Visit, public input, comments and questions may not be taken if, in the opinion of the Chair, hearing will be difficult by anyone in attendance.

VII. GRIEVANCE PROCEDURES

- (A) Any person not satisfied with the manner in which the Board conducts its business should follow the following procedure to obtain resolution:
- (1) Meet with the subject of grievance in person to discuss and listen. Both parties must be heard. If satisfaction is not obtained:
 - (2) Arrange for meeting with subject of grievance and Director of ~~Community Development~~ **Planning & Building**, to discuss and listen. Both parties must be heard. If satisfaction is not obtained:
 - (3) Arrange for meeting with subject of grievance, Director of ~~Community Development~~ **Planning & Building**, and Board of Selectmen in Executive Session, per RSA 91-A. If satisfaction is not obtained:
 - (4) If the subject of the grievance is an appointed volunteer, the aggrieved party may seek the removal of the elected volunteer through RSA 673:13.
- (B) In any event, the publishing of letters or articles or skipping these steps is discouraged, so as to maintain the dignity of all parties.

VIII. STANDARDS OF CONDUCT

- (A) The primary obligation of the Planning Board is to serve the public interest, and members should conduct themselves so as to maintain public confidence in the Planning Board and the conduct of its business.
- (B) To avoid conflict of interest or the appearance of any impropriety, a member having a personal interest, financial or otherwise, in any application before the Board shall be disqualified from participating in the consideration or decision on that application. "Personal interest" shall include, without limitation, being a relative of an applicant or being the owner or lessee of property abutting the property that is the subject of an application. [See RSA 673:14]
- (C) Any member who demonstrates bias for or against an applicant or application will be disqualified by a vote of the members.
- (D) Board members are not required to be disqualified in matters of zoning amendments, adopting of Master Plan amendments, or other study documents adopted for the Town, so they may represent their constituents.

IX. SUBMITTAL OF ORDINANCE/REGULATION CHANGES

Because of concerns about the timing for public hearings relative to zoning amendments, the Board will follow these procedures²:

- (A) Anyone wishing to submit proposals to the Planning Board for amendments to any of the Land Use Regulations must do so no later than the October regulatory meeting.

² Final proposals must be submitted to the Town Clerk by the fifth Tuesday prior to Town Meeting. Generally this means that the last week in January or the first of February is the deadline for public hearings. Furthermore, hearings on zoning amendments require a full 14 days between hearings.

- (B) The ~~OCD~~ Office of Planning & Building will review the proposals and provide a written report to the Board at the November regulatory meeting. The Board will vote on which, if any, proposals to support, and schedule the public hearings. (Note that a second public hearing is required only if there are substantive changes to the proposal.)
- (C) Petitions to amend the zoning ordinance must be submitted to the Selectmen no earlier than 120 days, and no later than 90 days prior to Town Meeting. Upon receipt, the Selectmen will submit the petition(s) to the Planning Board at the next regular meeting of the Board, at which time a public hearing on the petition(s) will be scheduled. At that public hearing, the Board will vote whether to support or not support the petition(s).
- (D) When amendments to the zoning ordinance are proposed, the Chair shall assign each proposal to a planning board member(s) who shall be responsible for overseeing that amendment through the process. That member(s) will work with the ~~OCD~~ Office of Planning & Building Director in the drafting of language and the preparation for workshops, public hearing(s) on that amendment. The posting of any proposed amendments will include the name of the steward(s) of each proposal. The steward(s) will describe the intent of the amendment and provide a general overview to inform the public. ~~OCD~~ Office of Planning & Building staff will provide technical support for the steward(s).

X. REQUIRED READING

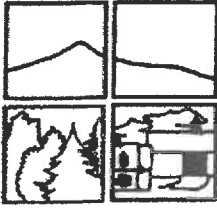
All members are required to have read the most current:

- ♦ Peterborough Land Use Regulations
- ♦ Peterborough Planning Board Rules of Procedure
- ♦ Peterborough Master Plan
- ♦ Minutes of Peterborough Planning Board Meetings
- ♦ Riggins Rules
- ♦ The Peterson Rules of Civility
- ♦ The Planning Board in New Hampshire: A Handbook for Local Officials

XI. AMENDMENTS

These Rules of Procedure may be amended after public hearing by a majority vote of the Planning Board.

Adopted by the Planning Board June 9, 2003
Amended July 14, 2003
Amended August 9, 2004
Amended November 14, 2005
Amended June 12, 2006
Amended XXXX, 2022



Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH 03431

603-357-0557 Voice

603-357-7440 Fax

June 8, 2022

Peterborough Board of Selectmen
1 Grove St
Peterborough, NH 03458

Re: New Hampshire 2025-2034 Ten Year Plan, Transportation Improvement Projects

Dear Board of Selectmen:

Every two years, SWRPC requests feedback from local officials in preparation for the State of New Hampshire's Ten-Year Transportation Improvement Program (referred to as the *Ten Year Plan* or TYP). The State's TYP has been evaluated and revised in a two-year planning cycle since the early 1990's. Regional priorities for transportation improvements are compiled by each of New Hampshire's nine regional planning commissions (RPCs) for consideration by NH Department of Transportation (NHDOT), the Executive Council and the Governor to create a Statewide TYP. Finally, the Legislature enacts the TYP into law. The most recent adopted TYPs, along with other related materials are available at the following website:
<http://www.nh.gov/dot/org/projectdevelopment/planning/typ/index.htm>.

In preparation for the development of the 2025-2034 TYP, SWRPC requests feedback from member towns on the following two items.

1. Transportation Project Nominations

Does your municipality want to nominate a new project for the 2025-2034 Ten Year Plan? If so, we ask that you complete our short online application (https://bit.ly/Trans_Proj_Proposal_Form) by **July 29, 2022**. For municipalities unable to complete the full application on their own (e.g. your community needs assistance developing project scopes, cost estimates, etc.) please submit project nominations as soon as possible. This will enable your community to start the conversation with SWRPC about eligibility, feasibility and other considerations. At a minimum, project nomination submissions must include contact information for a person representing your municipality, the project's proposed location, and descriptions of the purpose and need for the project. Please note SWRPC's ability to assist municipalities on project/application development matters will be limited by available staff capacity and will be managed to the best of our abilities.

2. Written Notice Supporting or Disagreeing with Projects in Current Ten Year Plan

Is there an existing project in the draft 2023-2032 TYP for which your municipality wants to affirm its support or wants NHDOT to remove from the Plan? Please take a look at the attached list of TYP projects from Southwest NH and let us know if you support or do not support any of the projects on the list. Write us a short letter from your governing body on official letterhead identifying the project(s) along with an explanation why your municipality supports or does not support said projects by **July 29, 2022**.

As you consider our request, we recommend consulting with your planning board, police, and highway departments (copied). Local and regional plans and studies may assist you with project identification and evaluation. SWRPC's online resource library, located at <https://www.swrpc.org/resource-library/>, contains a selection of regional plans and studies that may be helpful. Your community's master plan is also a good resource for identifying community support for a potential project. SWRPC will assume that municipalities that have not responded to this request do not have a project to nominate or feedback on the attached list of the projects.

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,



J. B. Mack
Principal Planner

JBM/rb

Enclosure

cc: Planning Board Chairman
Chief of Police
Public Works Director/Road Agent

SOUTHWEST REGION TRANSPORTATION PROJECTS TO CONSIDER FOR THE FY 2025-2034 TEN YEAR TRANSPORTATION IMPROVEMENT PLAN (TYP)

Town	Project #	Route/Road	Project Description	First Construction Year	Total Project Cost
Antrim	42579	NH 31	Address red list bridge (133/132) carrying NH 31 over Steel Pond Brook	2030	\$1,772,741
Harrisville	42575	Chesham Road	Address red list bridge (056/058) carrying Chesham Road over Minnewawa Brook	2026	\$4,373,918
Hinsdale, NH – Brattleboro, VT	12210D	NH 119	Rehabilitation of bridges (041/040 & 042/044) carrying NH Route 119 over Connecticut River	2025	\$9,474,442
Keene/Swanzey	40666	NH 10 (Winchester Street)	Reconstruction of Winchester Street from NH 101 to Swanzey Market Basket main entrance including Ash Swamp Brook bridge (118/051) replacement	2025	\$7,609,023
Keene	41590	Swanзей Factory Road, NH 101	Reconstruction of NH 101 from .4 miles east of Optical Avenue to Branch Road including intersection improvements at Swanзей Factory Road	2027	\$5,747,957
Keene	43543	West Street	Corridor Improvements from intersection of NH 9/10/12 to School Street	2032	\$7,110,979
Marlow	40088	NH 10, NH 123	Address bridge (116/091) carrying NH 10 & NH 123 over Ashuelot River	2025	\$1,194,621
Peterborough	27712	US Route 202, NH Route 123	Bridge replacement (108/116) carrying US 202 and NH 123 over Contoocook River	2025	\$7,558,671
Surry	41470	NH 12	Address bridge (082/040) carrying NH 12 over NHRR (Abandoned)	2027	\$1,119,278
Walpole-Rockingham VT	41720	Bridge Street	Rehabilitation of bridge (062/052) carrying Vilas Bridge Road over Connecticut River	2028	\$17,708,682

Note: Several projects that were listed in the 2023-2032 TYP are expected to be completed or already under construction before 2025 and were not included on this list including Hinsdale 12210C, Jaffrey 16307, Troy 40370 and Troy 40371. Projects that are funded with NHDOT discretionary funds (programs with their own project selection processes) are not included in this list such as projects that are funded by the State Aid Bridge, Transportation Alternatives, Highway Safety Improvement and other similar programs. The project information contained in this list is derived from the draft 2023-2032 TYP adopted by the Governor in January 2022.

PETERBOROUGH PLANNING BOARD

TOWN OF PETERBOROUGH

Monday, June 13, 2022 – 6:30 p.m.

Peterborough, New Hampshire

Members Present: Andy Dunbar, Carl Staley, Bill Taylor, Sarah Steinberg Heller, Ivy Vann, Stephanie Hurley, Blair Weiss, Lindsey Dreyer, Lisa Stone,

Also Present: Danica Melone, Office of Planning & Building

Vice Chair Vann called the meeting to order at 6:30 PM with a welcome and an introduction of the members and staff.

Election of Officers:

Mr. Weiss nominated Ms. Hurley as Chair, Mr. Dunbar seconded, with all in favor except for Ms. Steinberg Heller who voted no.

Mr. Dunbar nominated Mr. Weiss for Vice Chair, Ms. Vann seconded, with all in favor by unanimous vote.

The Board discussed that there was a prospective alternate present in the audience who was interested in joining. Ms. Melone introduced Gary Gorski and explained he had submitted a volunteer application. Ms. Steinberg Heller made a motion to nominate Mr. Gorski as an alternate, seconded by Mr. Weiss, with all in favor by unanimous vote.

Minutes:

Chair Hurley asked the Board if there was any discussion about minutes of the previous meeting. Mr. Dunbar made a motion to approve the minutes as written, Mr. Weiss seconded the motion, with all in favor.

Preliminary Review: Application for Preliminary Review for a combined workforce housing and active adult housing development consisting of a subdivision and consolidation plan with associated site improvements, proposed by Eldon Munson of The Old Stone Barn, LLC for the properties located at 81 Old Street (Parcel No. U002-039-100) and 63 Old Street (Parcel No. U002-039-000), both located in the Family and Rural Districts.

Ms. Hurley read the posting aloud and asked if the meeting was being continued. Ms. Melone discussed that there was an error with the abutter noticing out of the Office of Planning & Building so the hearing should be rescheduled for next month on Monday, July 11. Chair Hurley

agreed and asked if they should continue the application. Ms. Melone explained that because new public and abutter notices would be sent out, it should not be continued.

Continued Hearings: Application for Subdivision for Walden Eco Village Open Space Residential Development at the Well School Staff Housing Site submitted by Akhil Garland to convert existing accessory structures that were associated with the Well School into an Open Space Residential Development. The proposal consists of converting 7 accessory structures and creating 13 new open space residential development lots with associated site improvements and open space area located at 360 Middle Hancock Road (Parcel No. R010-005-001) located in the Rural District; and Conditional Use Permit Application for Proposed Impacts in the Wetland Buffers submitted by Akhil Garland for his property located at 360 Middle Hancock Road (Parcel No. R010-005-001) in the Rural District.

Chair Hurley asked if this application as also being continued, and Ms. Melone responded that she had requested the Board continue so that she may review the new materials and that the applicant had also requested a continuance. Ms. Vann made a motion to continue the application to Monday, July 11 at 6:30 PM, Ms. Steinberg Heller seconded, with all in favor via unanimous vote.

Ms. Melone added that in the meantime, the Board may wish to recommend that the applicant see the Conservation Commission to review their Conditional Use Permit which has yet to be reviewed by them.

Ms. Francie Von Mertens of the Conservation Commission explained that the Conservation Commission were looking for a few things to specifically be addressed in the Conditional Use Permit which had yet to be addressed. Ms. Vann interjected as she felt it was inappropriate to discuss the issue. Ms. Melone clarified that considering the applicant was present, it may be helpful for Ms. Von Mertens to read what those missing items are into the record so that the applicant is aware for his meeting with Conservation Commission. Ms. Von Mertens continued and discussed that one thing they were looking for was that the width of the roadway was unclear in the submitted plans and added that as a condition of approval from the Zoning Board of Adjustment, the applicant is to provide an analysis of the fire pond to mitigate lost wetlands buffer and functionality, and that they also needed engineering information for the fire pond. Mr. Akhil Garland thanked Ms. Von Mertens for the heads up.

Ms. Hurley added that the applicant may wish to review the width of the roadways with the Fire Department. Ms. Von Mertens added that one thing that Conservation Commission would be looking at is if the widths of culverts could be narrower in order to be less impactful to the wetlands. Chair Hurley asked if Ms. Melone could invite Chief Walker to the next meeting to review how the roadways, particularly where crossings were needed, could be done with least impacts to the wetlands.

Continued Hearing: Site Plan Review Application for a shooting range at Monadnock Rod & Gun Club to be located at their property at 595 Jaffrey Road, Parcel No. R003-032-000 in the Rural District and Route 202 Rural Gateway Overlay District.

Chair Hurley read the public notice aloud and asked Ms. Melone about her staff report recommendation. Ms. Melone explained that the Monadnock Rod & Gun Club applicants had gone through three different applications before the Zoning Board of Adjustment in order to seek relief and all were denied.

Ms. Vann made a motion to deny the application for the Monadnock Rod & Gun Club because they have not been able to achieve the appropriate relief from the ZBA. The motion was seconded by Mr. Dunbar, with all in favor except for Mr. Weiss who abstained.

Other Business:

A. Zoning Workshop Schedule

Chair Hurley discussed that the Board would like to hold zoning workshop meetings and recommended that they be held on the fourth Monday of each month at 6:30 PM in the Select Board meeting room. Ms. Dreyer agreed with the schedule and said it sounded great. Chair Hurley requested that the Monadnock Community Health Care zoning be discussed. She asked the Board members to look at the Zoning Ordinance and send Ms. Melone sections that they felt needed revising/updating. Ms. Steinberg Heller discussed she would also like to see Traditional Neighborhood Overlay Zone II come back somehow and asked if that may also be discussed.

B. Discussion of Planning Board Liaisons for Coming Year

Chair Hurley discussed the various Boards which require a Planning Board liaison to be seated.

Chair Hurley asked Ms. Vann about Minor Site Plan Review. Ms. Vann explained the regulations which trigger a Minor Site Plan Review, typically very minor site changes which trigger it. She added that typically the Chair sits on the Board so Chair Hurley was welcome to take the seat. Ms. Melone added that Minor Site Plan Review applications are infrequent, with only one application forward in 2021.

Chair Hurley asked about the TIFs. Mr. Taylor indicated that he was already on the South Peterborough TIF and could serve as the liaison to the Planning Board, too. Mr. Dunbar asked to serve on the Greater Downtown TIF. Ms. Stone indicated she would continue on the West Peterborough TIF District.

Mr. Weiss asked about what a 'TIF' was, and Ms. Melone explained.

Chair Hurley went on to the CIP Committee. Ms. Dreyer explained the purpose of the CIP

Committee and what the role the Committee plays in the yearly budgeting process. Ms. Dreyer indicated she would be happy to continue. Ms. Melone mentioned there were short several seats and Ms. Steinberg Heller offered to also participate on the CIP to fill one of those seats.

Chair Hurley asked if there was any other business. Ms. Stone discussed that she was concerned about what had happened at the last meeting related to confusion about who was voting on motions and seating of alternates. Ms. Vann suggested table tents with people's names; something visual to help the audience and minute taker. Ms. Steinberg Heller discussed spending a bit of time at the next workshop to talk about procedure. Chair Hurley asked if alternates should sit in the audience if they are not voting. Ms. Steinberg Heller and Ms. Dreyer disagreed and felt it was important to have alternates up at the table so that they may ask questions and be more engaged in the meetings. Ms. Dreyer suggested that maybe they could have the voting members sit together on one side while others sit on another.

Mr. Taylor suggested that the agenda could reflect the previous months motions so that its clear who voted previously and therefore who should be voting again. Mr. Weiss discussed that it was his understanding that the application followed the alternate even if they had been seated only once. Chair Hurley asked if Ms. Melone could research and confirm this for the Board.

Chair Hurley then brought up that she remembered at the last meeting, the Board wanted to write a letter to the Select Board regarding Town Counsel. Ms. Steinberg Heller offered to write a draft and said she would send the draft to Ms. Melone. Chair Hurley asked if the drafting of the letter should be done during a nonpublic session and Ms. Melone responded that she was unsure if drafting a letter would fit the criteria under RSA 91-A for that purpose. The Board agreed they did not want to draft the letter in a nonpublic session.

Mr. Dunbar made a motion to adjourn, Mr. Weiss seconded, and all were in favor via unanimous vote. The meeting adjourned at 7:18 PM.

Respectfully submitted,

Danica Melone
Town Planner
Office of Planning & Building