

PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
April 05, 2023

TIME: 7:00 p.m. – 8:00 p.m.

DATE APPROVED: 04/19/23

MEMBERS: Susanne White- Chairperson, Nancy Egner -Vice Chairperson, Ed Sauer-Second Vice Chair, Adam Charrette, Steve Livingston, Bryant Wheeler

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Kim Opperman, Dana Clow

Excused: Kim Opperman

Public: None

Call to Order:

Chairperson Susanne White called the meeting to order at 7:00 PM and welcomed Bryant Wheeler and returning member Nancy Egner to the Board.

Susanne White called the roll. Kim Opperman is absent.

Susanne White asked the Board members to introduce themselves to Bryant Wheeler. She also congratulated Dana Clow for being elected to the Water/Sewer Commission.

Minutes

03/15/23 Nancy Egner made a motion to approve the minutes. Steve Livingston seconded the motion. The motion carried with Jim Bailey abstaining.

WORK MEETING

Election of Officers

Chairperson-Steve Livingston made a motion to elect Susanne White as Chairperson. Jim Bailey seconded the motion. The motion carried unanimously.

Vice Chairperson- Susanne White made a motion to elect Nancy Egner Vice Chairperson Steve Livingston seconded the motion. The motion carried unanimously.

2nd Vice Chairperson -Steve Livingston made a motion to elect Ed Sauer as Second Vice Chairperson. Jim Bailey seconded the motion. The motion carried unanimously.

Training 5/3/23

Robyn Payson announced that the training by the New Hampshire Municipal Association will be held May 3, 2023, at the Town Office at 7:00 pm. The session will be presented by Steve

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Buckley and will last 2 hours.

Historic District Commission

Robyn Payson said that there needs to be a Planning Board member that will be a representative on the Historic District Commission to replace Melinda Gehris.

The HDC still needs to write their regulation that will allow them to grant Certificates of Approval. Robyn Payson said she knows that they want to regulate fences too, but she is uncomfortable about bringing that forward without the standards for structures being written.

Dana Clow said without a regulation they can't approve or deny or enforce anything.

Robyn Payson agreed and said that was something that needed to be worked on.

Nancy Egner volunteered to participate on the Commission.

Susanne White suggested Nancy Egner speaks to Melinda Gehris to get up to speed.

Capital Improvements Plan

Robyn Payson said that Susanne White had volunteered to participate on that committee that addressed and prioritize the capital needs of Town departments and committees that will cost \$50,000.00 or more for the next 5 years.

Robyn Payson said she wants to start sending out applications for projects and get the rest of the committee organized as soon as possible so it will be done in time for budget season.

Planning Board Projects 2023

Robyn Payson outlined some of the project that the Planning Board will be working on this year. Projects include amending the Subdivision Regulations, updating the Site Plan Regulations to include new statutory language regarding Notices of Decision and Findings of Fact. The Board will be working on the Gateway Zone and Planned Unit Development overlay to be put on the ballot in March 2024. The Master Plan needs to be reviewed to see what progress has been made on the goals. The projects in the Hazard Mitigation Plan need to be reviewed and addressed.

Steve Livingston asked if there was anything about Tiny Homes. Robyn Payson said that the Board could work on adapting the Mobile Home Parks ordinance to a Tiny Home Park ordinance. Tiny homes are currently allowed in town, but they must follow standards lot area and frontage requirements.

The Board had a discussion about tiny homes and tiny homes developments. There was also discussion about Detached ADU's.

NH OPD Spring 2023 Planning & Zoning Conference on April 29, 2023

The upcoming planning conference was discussed. It will be virtual. Robyn Payson will send the registration information to the Board. Robyn Payson also told the Board about the NH Municipal Association conference in November. It is two days and there are many classes for board members to attend. The town pays for the board members to attend.

CNHRPC Traffic Counting Request Form

Robyn Payson asked the Board to make recommendations for traffic counting.

Following discussion, the Board made their recommendations. (See attached)

Lighting Ordinance/Dark Skies

Adam Charrette asked if he should be doing anything with a lighting ordinance or Dark Skies after the ordinance did not pass at Town Meeting. Adam Charrette asked if there were any changes that could be made to the ordinance that would make it more palatable or room for any lighting ordinance.

Robyn Payson said that a big thing would be trying to find out from the public what they didn't like and what turned them off.

There was a discussion about why the members thought it didn't pass. Some of the reasons were people not understanding the ordinance and the public not wanting to be told what to do.

There being no further discussion, Nancy Egner made a motion to adjourn. Jim Bailey seconded the motion.

Meeting Adjourned 8:00 pm

Respectfully Submitted,
Robyn L. Payson, Planning Director

**CNHRPC TRAFFIC COUNTING PROGRAM
2023 REQUEST FORM**

PERSON COMPLETING THIS FORM:

Road Agent Public Works Director Planning Board
 Engineering Department Planning Department Other

NAME: Robyn Payson COMMUNITY: Hillsborough
 DAY-TIME PHONE: 603-464-7971 E-MAIL: robyn@hillsboroughnh.net

LIST TRAFFIC COUNT REQUESTS BELOW:

PRIORITY LIST	
ROAD NAME	LOCATION
Beard Road	At the beginning turning on to Beard Road off of West Main Street
Bog Road	Bog Road and Whitney Road intersection.
Henniker Street	After the lights
Penstock Hill/West Main Street	By Rite-Aid and Child's Way
Depot Street	At the beginning of Depot Street
SECONDARY LIST	
ROAD NAME	LOCATION
Windsor Road	At the intersection of RTE 31 and Windsor Road.
Old Henniker Road	By entrance to trailer park.
Beard Road	At the intersection o Shedd Road and Jones Road
Coolidge Road	From East Washington Road to Jones Road
Bible Hill	Harvey Way to Jones Road

Special Data Requests or Potential Bicycle/Pedestrian Count Locations: