

TOWN OF BARRINGTON, NH
LAND USE DEPARTMENT
Vanessa Price, Town Planner
Barbara Irvine, Planning &
Land Use Administrative Assistant



Planning Board Members
John Driscoll, Chair
Ron Allard, Vice Chair
Buddy Hackett
Andy Knapp
Bob Tessier
Donna Massucci
Joyce Cappiello (Ex-Officio)

Meeting Minutes
Town of Barrington Planning Board
Public Hearing & Work Session
(Approved April 2, 2024)
March 19, 2024, at 6:30p.m.

1. CALL TO ORDER

J. Driscoll called the meeting to order at 6:30 PM.

2. ROLL CALL

Members Present: John Driscoll, Ron Allard, Bob Tessier, Joyce Cappiello, Donna Massucci,

Members Absent: Buddy Hackett, Andy Knapp

Staff Present: Town Planner: Vanessa Price

Town Engineer: Josh Bouchard-CMA Engineers, Inc.

3. REVIEW AND APPROVAL OF MINUTES

A. Review and approve minutes of the March 5, 2024, meeting minutes.

A motion was made by R. Allard and seconded by Bob Tessier to approve the meeting minutes of March 5, 2024, as written. The motion passed unanimously.

Roll Call:

J. Cappiello-Yay

D. Massucci-Yay

B. Tessier-Yay

R. Allard-Yay

J. Driscoll-Yay

4. PLANNER UPDATES

A. For the 2024 NH Office of Planning and Development's Spring 2024 Planning and Zoning conference. [May 11, 2024: BEA Planning & Zoning Conference](#)

- **When:** Saturday, **May 11, 2024**, from **8:45 AM to 3:30 PM**

- **Where:** Online (each session will be recorded and available after conference)

- **Cost:** Free
- **Registration Opens:** April 1, 2024

V. Price discussed the upcoming training for the Board members. She noted if they are unavailable that day to be live online, it will be recorded to the OPD website to take training at a later date.

B. Chair/Vice Chair reappointment April 2, 2024

V. Price discussed that the annual voting for the Chair and Vice Chair will be held at the April 2, 2024, meeting.

V. Price addressed the Board that there will be a new procedure for technical review on application and plan submittals. It would be called a Technical Review Group (TRG) and would include the department head as members. She wanted to discuss the fee structure with the board. V. Price discussed requiring Town Engineer to review all major subdivisions and site plan reviews. The board had a question about fees. All fees are due at the time of the submittal of the TRG and paid upfront. The fee structure is in the Planning Board Rules of Procedure. There is a proposal for no cost for minor subdivision and minor site plan review unless the applicant decides they want the review before the board.

R. Allard asked if a Planning Board member could also be part of the TRG.

J. Driscoll offered to attend as the Chair of the Board.

R. Allard mentioned it also be a Planning Board designee if the Chair is not available.

V. Price stated that she would verify with the Town Attorney about members. The Town hasn't had a formal process setting up a Technical Review. It has been operating via email communications not in a physical meeting environment. It is not necessarily advertised, but it is a set date and time. If adopted at the April 2, 2024, Planning Board meeting, the first TRG meeting is set for May 2, 2024.

J. Driscoll opened public comment.

A resident from the audience, who has a vested interest in the Nippo Court potential development, asked what the TRG process is, and asked if the public could attend.

V. Price explained the current process about once an applicant's application, plans and associated documents are received, the Land Use Office forwards all the documents electronically to the department heads of the town but does not include the town engineer at that point. The need for a more formal structure for review is currently thoughts get lost in translation when it's just over email. Some applicants have come in, especially for larger projects, it's a longer timeframe for them because typically, the engineer comes in later in the review process, and additional time and cost to the applicants. For the TRG meetings, the applicant will be also to be present at the meetings for their project, with all department heads.

V. Price referred to the drafted TRG procedure that is available for public to view.

J. Driscoll closed public comment.

V. Price discussed that TRG will be for all applications, except for preliminary conceptual design.

5. OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

A. Subdivision Regulations: <https://www.barrington.nh.gov/20240313SubdivisionRegsDraft>

- Drafted Subdivision Regulations Updates with Town Engineer.

V. Price presented the proposed changes to the subdivision regulations to the board. This effort was a collaboration between the Town Planner and the Town Engineer. Before starting the review of the regulations, the board members had a few questions.

At a future meeting, J. Cappiello wanted to discuss a potential change to the regulations for a future edit.

The following changes were discussed:

1. Updated grammar and cleaned up text to make concise language of the document.
2. Updated application section, including requirements and formal application.
3. Adding a new Section to address Subdivision Types.
4. Defining Major, Minor, and lot merger 1.6.4.
5. 4.3.1(6) New section to specify testimony.
6. Adding Technical Review new section 4.3.2.
7. Addressing street signage in new subsection 5.3.2(19)(j).
8. Compliance with all requirements – Adding Technical Review Group (TRG)
9. 7.3 Stormwater management plan.
10. 7.2.1 Drainage and Erosion.
11. Article 10 Conservation Subdivisions.
12. PG 51, for turnaround.
13. AASHTO requirements on intersection design standards.
14. 13.8 other required permits.
15. 18.2 Performance and maintenance guarantee.
16. 18.2.3 Release of Performance Guarantee.
17. 17.4.2 Add section about material testing of all materials on the project.
18. 18.2.8 Expanded on the as-built drawings.
19. 18.5.1(4) updating the issuance of building permits; add new section on developer complying with inspection requirements.
20. Site distance definitions updated.
21. Definitions of lot line, lot merger, minor subdivision, major subdivision, site distance, voluntary lot merger.
22. Driveway Regulations
23. Backlots

R. Allard wanted to confirm a timeline for re-submittals in Section 3.4.

J. Driscoll discussed addressing the Fire Protection Section to add more strength to it.

V. Price stated she would ensure that it is in Section 3.4. V. Price agreed that the Fire Protection

should be revised in the future and will work with the Fire Chief.

The Board discussed clarifying the language on the Zoning Change for backlots.

The board agreed with the proposed changes but had additional discussion on:

- Grammar corrections in 2.3.1(2)
- Grammar corrections in 2.5.11 Timing.
- Added a section for 3.4.5 Resubmittals. The board wanted to make sure it was covered in Article 3.
- Renumbering: Technical Review Group (TRG) to Section 4.4
- Renumbering: Public Hearing Process to 4.5
- Removed Section 11.23 lot layout standard.
- Incorporate 11.23(1) high traffic volume to the traffic study section.
- 11.2.3 Backlots: Verified language from the Zoning Amendments that were passed.
- 18.4.2 and 18.5.1 (2) & (3): Review at a future work session.

The Board asked the Town engineer to provide a list of documents they will or may need to review on applications. This would benefit the Board and the applicant, so they know the expectations. He explained other towns have this and would be beneficial. The Board supported this and will see it at a future meeting with subdivision regulations.

The Board discussed Article 7 of the Subdivision Regulations, but also regulation and stormwater review. This will be submitted and discussed at a future work session.

The consensus of the board was to have it on April 2, 2024, Planning Board agenda for adoption.

- Updated Subdivision Checklist.

V. Price discussed the board to review the checklist as it hasn't been looked at since 2009 and will be utilized for new applications. She also explained there is an informational sheet about the checklist as well.

The board agreed with the changes and had no further comment. The consensus of the board was to have it on April 2, 2024, Planning Board agenda for adoption.

J. Driscoll opened public comment.

Lynda Brushett, 106 Harlan Drive, wanted to thank the board for the hard work that was done to sort out these regulations. She explained she sat through a number of hearings this year and saw Young Road and Coot Farm; various things and a lot of these changes are reflective of the kinds of misinformation or lack of understanding on the part of the development. She inquired to the board about which applications must follow the subdivision regulation update. She explained just to be clear that we're all looking at when our development comes forward that we know which set of regulations we're dealing with, because we made a lot of changes in the zoning ordinances and so

forth.

V. Price stated to answer her question, when an application comes in, we make sure that they're following the current regulations. It's really up to the applicant to be knowledgeable of the current regulations of the Town.

Ms. Brushett stated that she is also concerned about the the abutters and the people that are going to be reviewing the work that the applicant and the various studies just just so that everybody knows.

V. Price stated that when an application comes into the Land Use Office abutters are notified when a design and a formal submission is made.

Ms. Brushett stated she was concerned about an application that came before the board in December and wanted to know what subdivision regulations that the applicant would go by.

V. Price stated that from the date of adoption by the Planning Board is the date that new applications have to adhere to the current regulations.

Ms. Brushett asked about a clock ticking for the Zoning Ordinance.

V. Price stated that applications must adhere to the RSA for the submittal and Zoning Ordinance. She clarified that current open applications have to follow the Zoning Ordinance and those regulations that were adopted when that application was submitted.

Ms. Brushett thanked the Board for their time.

V. Price advised the Board to keep the prior 2023 Zoning Ordinance as reference for at least a year.

J. Driscoll closed public comment.

B. Technical Review Group (TRG) Procedure.

V. Price discussed this process. The board agreed with the changes and had comments regarding membership and having a Planning Board member. The consensus of the board was to have it on April 2, 2024, Planning Board agenda for adoption.

C. Planning Board Rules of Procedure Update

- Add application & fees for Technical Review Group (TRG).

V. Price discussed the changes to the fee updates and the adding of TRG. V. Price discussed adding an end time for the hearings. The board came to a consensus about having an end time of 10pm and continuing cases that aren't heard to the next Planning Board meeting, as long as an applicant is notified ahead of time of a long agenda. V. Price explained a lot of other communities have this in practice, it's not a new concept. However, the Board discussed finishing a case if it has been started. The board also discussed the attendance of Board members. At this time no changes to the

Rules of Procedure have been made for membership.

The board agreed with the changes. The consensus of the board was to have it on April 2, 2024, Planning Board agenda for adoption.

- D. Discussion and Recommendation on Map 239, Lot 7 Purchase using Tax Increment Financing. https://www.barrington.nh.gov/sites/g/files/vyhlf2766/f/uploads/239-0007_-_rsa_41-14-a_notice_with_attachments.pdf.

- Discuss utilization of the lot.

V. Price explained to the Board that per the requirement of RSA 41:14-a, it is a statutory process which the Town uses to acquire land. The Planning Board is needed to approve and send a memo to the Select Board about the the acquisition of Map 239, Lot 7 for the establishment of the Barrington Commons and Town Center Tax Increment Financing District as a funding source. It is supported by the Voters at the Town meeting on March 12, 2024.

The board discussed the price of the parcel about the assessed value versus the appraisal value. The board is in support of the acquisition.

A motion was made by J. Cappiello and seconded by D. Massucci to accept the acquiring of the land as voted on by the voters. The motion passed unanimously.

Roll Call:

J. Cappiello-Yay
D. Massucci-Yay
B. Tessier-Yay
R. Allard-Yay
J. Driscoll-Yay

The Board discussed that once the TIF District committee is formed, they would like to participate in the process.

E. Future Work Sessions

- Site Plan Review Regulations.

The board agreed to needing the updates at a future work session meeting. No other discussion.

- 2023 Vision Chapter of the Master Plan: Review the Conservation Subdivision Zoning Ordinance.

V. Price mentioned she put this on the agenda for the board to work on looking at a regulatory audit, or other types of housing in reference to Conservation Subdivisions. The Board had a consensus with the Zoning Ordinance and Subdivision Regulations updates, that this should address the “issues” brought up by Conservation Subdivisions.

R. Allard brought up other business to discuss. He is the Chair of the Class VI/Private Road committee, and they are finalizing the policy, the road list, and the application procedure/waiver form. The last meeting is scheduled to be on March 27, 2024, at 8:00am. After this meeting it is anticipated to go to the selectboard for adoption of the policy at their next regularly scheduled meeting.

6. ADJOURN

A motion was made by J. Driscoll and seconded by D. Massucci to adjourn the meeting at 8:40 p.m. The motion passed unanimously.

Roll Call:

J. Cappiello-Yay

D. Massucci-Yay

B. Tessier-Yay

R. Allard-Yay

J. Driscoll-Yay

The next Planning Board meeting is a Public Hearing on April 2, 2024, at 6:30 PM.