

**PLANNING BOARD  
27 School Street  
HILLSBOROUGH, NH  
September 16, 2020**

**DATE APPROVED:** Oct 21, 2020

**TIME:** 7:00 p.m. – 7:52 p.m.

**MEMBERS:** Gary Sparks- Chairman, Susanne White-Vice Chair, Bob Hansen, Adam Charrette, Ed Sauer Denise Deforest

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Melinda Gehris

**EXCUSED:** Denise Deforest, Adam Charrette

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**Others Present:**

Consultant: Glenn Sheppard

Public: Doug Maxx

Chairman Gary Sparks called the meeting to order and appointed Melinda Gehris to sit in place of Denise Deforest.

Adam Charrette was also absent. The Planning Board sent Best Wishes and Congratulations on his marriage!

Chairman Sparks called the meeting to order at 7:00 PM and read the “Right to Know Meeting Check list” (at end of document).

Chairman Sparks called the roll:

Susanne White-Present; no one in the room.

James Bailey- Present; no one in the room.

Melinda Gehris- Present; no one in the room.

Bob Hansen – Present; no one in the room.

Ed Sauer- Present; no one in the room.

Gary Sparks- Present; no one in the room.

Gary Sparks welcomed the public to listen to the meeting. He directed anyone who wanted a copy of the transcript or the recording to contact Planning Director, Robyn Payson not the Planning Board’s consultant Glenn Shepherd of GeeWiz Technical Services.

**Minutes**

September 2, 2020 Bob Hansen made a motion to approve the minutes with typos corrected. Jim Bailey seconded the motion.

**Roll Call Vote** Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Bob Hansen- Y

The minutes were approved.

## **Work Meeting**

### **Informal Discussion**

Doug Maxx  
Maximum Tree Service  
Prospective business coming to town

Robyn Payson introduced Mr. Maxx to the Planning Board and said he was interested in bringing his business to town so he can be near his parents.

Mr. Max said he is looking to re-locate his business from Connecticut to Hillsborough. It is a green waste recycling yard, which takes wood stumps and yard waste to make wood chips. He is considering a property located in the Commercial Zone.

The Planning Board had a brief discussion on this matter and wished Mr. Maxx well in his search.

## **Zoning Amendments**

The purpose of this discussion is to review the first draft of the proposed amendments to the Zoning Ordinance.

## **Prospective Warrant Articles for Town Meeting 2021**

### **Warrant Article I**

**Amend Article II General Provisions section 229-6 Definitions and Word Usage and Article II General Provisions section 229-12**

- **Modular Building**

#### **Purpose:**

The purpose of this article is remove to move the definition of Modular Building from section 229-12, reserve the chapter and replace the current definition of Modular Building in 229-6 Definitions and Word Uses. This change eliminates a redundancy, and add the use to the Table 4 Chart of Uses.

#### **Article will read:**

To see if the town will vote to amend the definition of “Modular Building” as shown in Article II General Provisions section 229-6 Definitions by deleting the current verbiage, replacing it with the verbiage from section 229-12, reserving the section, and adding “Modular Building” to the Table 4 Chart of Uses.

**MODULAR BUILDING-**A Modular Building shall adhere to the requirements of RSA 205C. Modular Buildings may be used for Commercial, Residential or Accessory uses. Modular Buildings require a Building Permit and must meet all Town Code requirements prior to receiving a Certificate of Occupancy.

### **Warrant Article II**

#### **Amend Article II General Provisions section 229-13 Recreational Camping Permit: Property Owners**

**Purpose:**

The purpose of this article is to add the word “registered” to the ordinance and require “campers” located on personal property for the purpose of “camping” be registered.

**Article will read:**

To see if the town will vote to amend the first paragraph of Article II General Provisions section 229-13 Recreational Camping Permit to include the qualification “registered” to the ordinance.

Paragraph will read:

A registered “Recreational Vehicle” may be stored unoccupied in the Rural and Residential districts on the property of the Recreation al Vehicle owner in the Town of Hillsborough for any period of time without a permit.

### **Warrant Article III**

#### **Amend Article II General Provisions, section 229-8 Building Height and re-locate it to Table 3 Setback, Coverage and Building Height Requirements as note #4**

**Purpose:**

The purpose of this article is to move the Building Height verbiage to Table 3 Setback, Coverage and Building Height Requirements. This will locate all building height requirements in the same place.

**Article will read:**

To see if the town will vote to amend Article II General Provisions, section 229-8 Building Height Article of the Zoning Ordinance to remove the verbiage in 229-8, reserve the chapter and relocate the verbiage to Table 3 Setback, Coverage and Building Height Requirements as note #4.

### **Warrant Article IV**

**Amend Article II General Provisions section 229-6 Definitions and Word Usage and Article II General Provisions section 229-12**

- **Presite Built Housing**

**Purpose:**

The purpose of this ordinance is to add “Presite Built Housing” to Article II General Provisions section 229-6 Definitions and Word Usage and to the Table 4 Chart of Uses.

**Article will read:**

To see if the town will vote to amend Article II General Provisions section 229-6 Definitions and Word Usage and add it to the Table 4 Chart of Uses as permitted in Residential and Rural zones.

**PRE-SITE BUILT HOUSING** Per RSA 674:31-as amended, is any structure designed primarily for residential occupancy which is wholly or in substantial part made, fabricated, formed or assembled in off-site manufacturing facilities in conformance with the United States Department of Housing and Urban Development minimum property standards and local building codes, for installation, or assembly and installation, on the building site. Pre-site built housing shall not include manufactured housing, as defined in RSA 674:31.

**Warrant Article V**

**Amend Article IX Administration and Enforcement 229-59 H to change the length of time to start executing that permit from 2 years to 1 year.**

**Purpose:**

The purpose of the is article is to correct an inconsistency between Building Department policy and Zoning.

**Article will read:**

To see if the town will vote to change the amount of time necessary to begin work on a building permit from 2 years to 1 year.

**Warrant Article VI**

**Purpose:** The purpose of this article is to adopt a new Solar Ordinance as published in the 2020 Town Report

**Article will read:**

To see if the town will vote to adopt a new Solar Ordinance

**Warrant Article VII**

**Purpose:** The purpose of this article is to adopt a new Large Wind Energy System Ordinance as published in the 2020 Town Report.

Robyn said that she and Melinda were working on the final drafts of the Solar and Large Wind Energy Systems Ordinances. The final edits of the documents will be sent to the

Planning Board's engineering firm Dubois & King for technical review before they go on to legal review.

**Wetlands Ordinance**

The Planning Board discussed whether it might be a good idea to develop a Wetlands Ordinance next year. It would be important to balance wetland protection with personal property rights. Robyn said she would talk to the Chairman of the Conservation Commission about it.

Gary called for a motion to adjourn.

Bob Hansen made a motion to adjourn. Susanne White seconded that motion.

**Roll Call Vote** Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Bob Hansen - Y

Meeting Adjourned  
8:00 pm

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough  
Right-to-Know Law Meeting Checklist  
**Meeting 09/16/2020**

As Chair of the Hillsborough Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following:

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**Access Code:** 477-885-533

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We previously gave notice to the public of how to access the meeting using GoToMeeting and instructions are provided on the Town of Hillsborough's website

at: [www.town.hillsborough.nh.us](http://www.town.hillsborough.nh.us).

If anybody has a problem, please call Planning Director, Robyn Payson at **603-464-7971** or email at: **robyn@hillsboroughnh.net**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.