

1 **Planning Board Meeting Minutes (DRAFT)**

2 **Town of Canterbury, NH**

3 **March 17, 2026 – 7:00 p.m. Meeting House**

4 **Members Present:** Brendan O'Donnell (Chair), Logan Snyder, Janice Della Croce,  
5 Calvin Todd (Selectboard Representative)

6 **Members Absent:** Greg Meeh, Joshua Gordon, Clifton Mathieu (Alternate)

7 **Arrived Late:** Megan Portnoy

8 **Others Present:** Beth Blair, Kal McKay (Administrative Assistant), Cheryl Andrew  
9 (Recording Secretary)

10 **Call to Order**

11 The meeting was called to order at 7:11 p.m. With four members present, a quorum was  
12 established. Brendan welcomed Janice to the Board. Janice briefly described her prior  
13 experience serving on the Bristol NH Planning Board.

14 **Election of Officers**

15 Due to the absence of three members, Brendan recommended postponing the election of  
16 Planning Board Officers.

17 Motion: Logan moved to postpone the election until March 31, 2026.

18 Outcome: No objections; motion carried.

19 **Approval of Previous Meeting Minutes**

20 Corrections: Under Public Hearings, clarify that Logan recused themselves from  
21 discussion and voting as an abutter and family member.

22 Also clarify that Logan did not vote on the waiver, application acceptance or subdivision  
23 approval.

24 Motion: Logan moved to accept the edits.

25 Second: Calvin.

26 Vote: All in favor; motion carried.

27 Motion: Logan moved to approve February 24, 2026, minutes.

28 Second: Brendan.

29 Vote: Brendan and Logan voted aye; Calvin and Janice abstained.

30 Motion carried.

### 31 **New Business**

32 Review of Board Procedures, By-Laws, and Code of Conduct

33 Kal distributed copies of the Zoning Ordinance and Code of Conduct.

34 Brendan provided an overview for Janice; full discussion will occur at the next meeting.

35 Kal noted updates to the By-Laws, including clarifications and typo corrections.

36 Michelle will distribute updated copies for review.

37 Brendan reviewed RSA 91-A requirements regarding email communication:

38 - Town email accounts must be used for Planning Board business.

39 - A quorum is four members.

40 - “Reply all” should not be used to avoid inadvertent deliberation.

41 - Edits to minutes should be sent only to the Recording Secretary.

42 - Agenda items should be sent to Michelle.

43 Kal is preparing a Canterbury-specific “Right to Know” training.

44 Brendan asked members to notify him if they cannot attend a meeting.

45 Alternates will be called if a public hearing is scheduled.

### 46 **2025–2026 Building Permit Update**

47 There were 17 dwelling units and 1 accessory dwelling unit (ADU) permitted in 2025.

### 48 **CNHRPC Traffic Count**

49 The Board will select roads for the upcoming traffic count cycle. Logan noted that previous  
50 Boards prioritized roads not recently reviewed and those with new development or areas of  
51 concern. Selections will be finalized on March 31; the form is due April 3, 2026.

### 52 **Old Business**

#### 53 **Cluster Subdivision Ordinance Review**

54 The Board discussed clarifying the calculation of Baseline Density. A recent mixed  
55 commercial/residential subdivision application highlighted differing interpretations. The

56 Baseline Density was lowered at Town Meeting. Further discussion will occur at the next  
57 meeting.

58 **Other Business**

59 Calvin suggested periodic joint meetings with the Zoning Board of Adjustment. Kal noted  
60 that Land Use coordination meetings are planned for May and September. All members  
61 may attend; Chairs are expected to be present.

62 Megan joined the meeting at 7:35 p.m.

63 **Adjournment**

64 Motion: Logan moved to adjourn at 7:37 p.m.

65 Second: Brendan.

66 Vote: All in favor; motion carried.

67 Next Meeting: March 31, 2026 – 7:00 p.m. at the Meeting House

68 Minutes submitted by:

69 Cheryl Andrew, Recording Secretary