CANDIA PLANNING BOARD
MEETING MINUTES OF SEPTEMBER 2nd, 2026
APPROVED MINUTES

PB Members Present: Tim D'Arcy, Chairman; Mark Chalbeck, Vice-Chairman; Brien Brock, BOS Representative; David Labbe; Linda Carroll; K. Coughlin; J. Lindsey

PB Members Absent: J. Adams, alt.

T. D'Arcy calls the meeting to order at approximately 6:30pm, followed immediately by the Pledge of Allegiance.

Old Business:

Case #26-005 (Earth Excavation Permit):

- **Applicant/Owner**: Granite Hill Materials & Recycling, LLC and Believe Freetown, LLC 321 Route 27, Raymond, NH 03077; **Property Location**: N.H. Route 27; Map 407 Lots 66 & 71; ***Intent:*** *Excavation for reclamation purposes.*

The applicant has requested an additional continuance and is slated to be on the agenda for the October 7th, 2026, Planning Board meeting at the Town Offices.

Other Business:

- Planning board Rules of Procedure

T. D'Arcy presents the Board with an edited document containing proposed additions and deletions from the current Planning Board Rules of Procedures. The amendments are as follows:

In Section 4.01b, referring to alternate Board members, subparagraphs are added which state that prospective alternates must submit a letter of interest and attend at least two Planning Board meetings prior to final approval. In Section 5.01, referring to officers (Chair and Vice-Chair), a subparagraph is added stating officers can be removed mid-term if they are unable to perform their duties, or are determined to be unable to meet the professional and ethical standards of their position. This would require a two-thirds majority vote of the Board. In Section 6.03c, the current document states that a cancelled meeting will be rescheduled to the following day. The Board agrees this is impractical due to room availability and posting requirements. The proposed change suggests rescheduling to the first available time or next regularly scheduled meeting. Section 6.04, Voting Procedures, will be amended to remove the portion that states members vote at the same time, and add that members must be in attendance to vote. Section 6.05, Conduct of Meetings, will have two new subparagraphs stating a time limit for public hearings and meetings (1 ½ hours and 2 ½ hours, respectively) unless extended at the discretion of the

Chair and Board. Two additional sections are proposed: Site Visits and Code of Conduct. For site visits, the section states if a site visit is deemed necessary, the Board will request permission from the property owner. The visit can involve either the entire Board or a designated subset of three or fewer members to avoid it being considered a formal meeting, requiring public notice, public access, and minute taking. If permission is not granted in a timely manner, or if the property owner refuses, the application may be denied. In the proposed Code of Conduct section, the document addresses conflicts of interest and public statements. Citing RSA 673:14, members must recuse themselves from hearings or other business if they have any conflict of interest or appearance of conflict. The member must announce their intention and physically remove themselves from the Board by sitting in the audience. Additionally, members must remain professional in all public statements, social media posts, and public and private settings, as discussions of applications, prior decisions, or internal matters can have legal implications and harm the Board. This is not intended to prohibit general information or education but to prevent the dissemination of information that could lead to legal issues or harm.

The agreed upon changes will be placed on the next agenda for deliberation and vote.

- Prospective Alternate Member Letter of Interest

The Board reviews and discusses a letter of interest from Jessica Kirk, who recently served on the HOP Subcommittee. She is highly recommended by other subcommittee members. L. Carroll and T. D’Arcy confirm her potential to be a valuable member. Board members express high interest in bringing her on as an alternate. To ensure proper procedure, she will be requested to attend two meetings and will then be invited for an interview and subsequent vote.

- Potential Zoning Changes for 2027

The Board discusses potential zoning ordinance changes to propose for Town Meeting. Specifically, a proposal to allow tiny homes in mobile home park zoned areas is discussed and generally favored. This would allow for stick-built or manufactured housing, potentially attracting younger professionals and converting depreciating assets (mobile homes) into appreciating assets (tiny homes or cottages). The discussion also delves into the definitions of "cottage" and "tiny home," with a quick search suggesting cottages are up to 800 square feet and tiny homes typically under 400 square feet; the State has defined tiny homes as 400 square feet or below. The Board considers specifying tiny homes or cottages under 800 square feet in ordinance changes to align with existing affordable housing definitions and the Town's Accessory Dwelling Unit (ADU) square footage maximum of 850. The potential for these changes to increase property values and benefit landowners is highlighted. The existing mobile home parks and their locations were also briefly reviewed.

The Board acknowledges the public perception of "tiny home parks" versus "mobile home parks," with the understanding that "tiny home" has a more positive connotation and would likely face less opposition from voters. However, density and concerns about water and septic systems could still be significant issues for residents, particularly regarding water supply. The discussion references Chester's experience with a similar proposal, which faced opposition related to water issues. Utilizing areas already zoned for higher density neighborhoods like mobile home parks would ease this potential issue.

- Approval of Minutes 8.5.26

L. Carroll: **Motion** to accept the minutes from August 5^{th}. D. Labbe: **Second.** J. Lindsey and K. Coughlin: **Abstain.** All else in favor. **Motion passed.**

- Town Planning

J. Lindsey: **Motion** to adjourn. L. Carroll: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 7:10pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file