

**Town of Jackson Planning Board**  
**Minutes – February 8, 2024 – Regular Meeting**  
**- UNOFFICIAL UNTIL APPROVED**

**Call to Order:** Chair Bill Terry called the meeting to order at 7:05 P.M. Chair Terry conducted the roll call of all members. Attending were Members Scott Badger, David Campbell, Dick Bennett, Sarah Kimball (via Zoom), Alternates Jerry Dougherty and Jim Wasco and Selectmen's Representative Bob Thompson. Absent was Member Kathleen Dougherty. No public attendees.

Chair Terry determined voting members and stated that Alternate Jim Wasco would be a voting member tonight. This was completed prior to any voting that occurred.

Selectman Thompson questioned if the warrant article for funding of the Housing Commission was voted on by the Board. There were two funding articles presented to the Select Board regarding funding; they were called option 1 and option 2. Chair Terry confirmed that option 1 wording was voted on at the last Board meeting. Option 2 was the result of Julie Hoyt, the Town Administrator, checking back with Town Counsel on his approved wording after some concern was raised at the first Select Board public hearing. Chair Terry stated that Town Counsel recommended a change to better reflect the statutory requirements of RSA 674:44-j. authorizing the establishment of a Housing Commission. The original wording "named the Select Board as agents to expend from said fund" whereas the change named "the Treasurer as custodian of the funds to expend...as authorized by a majority of the Housing Commission." There was discussion on how funds are spent and who has the authority to approve expenditures. Alternate Dougherty questioned the process. Chair Terry explained that the Housing Commission authorizes funds, but his best understanding was that it goes through the standard process to spend Town money through the Select Board. It was requested that Selectman Thompson ask Town Counsel who has the authority to spend or block an expenditure. Selectman Thompson requested that the Planning Board vote on option 2.

Chair Terry requested a motion to approve the replacement wording as suggested by Town Counsel and as written in warrant article option 2 that more closely complies with RSA 674:44-j. Member Badger motioned to approve that change, seconded by Member Campbell. Motion approved unanimously by a 7-0 vote. Chair Terry read RSA 674:44-j to all Board members.

Alternate Dougherty asked what is the makeup of the Housing Commission. Chair Terry explained that the warrant article establishing the commission indicates the makeup of the commission as three (3) members and alternates (not defined). Chair Terry stated that the Planning Board will have one member, and Member Badger will encourage members of the community to be on the commission.

**Approval of Minutes:** Minutes from the meetings on January 11<sup>th</sup> were reviewed. Alternate Wasco moved to approve the minutes and Member Badger seconded. The motion was approved by a vote of 6-0-1 (Member Kimball abstained as she was not at the last meeting).

**Public Comment:** Member Campbell requested a change to the sub-division application. Currently the application requires copies of the mylar to be submitted with the application. Member Campbell is requesting that we require an electronic version since we are now putting the application and other material online. Member Bennett believes this is housekeeping. Member Kimball says the by-laws will need to be updated to list the electronic version. Chair Terry stated a vote is still needed to approve the change and requested a motion to change the requirement for any application that requires a mylar, that an electronic copy of the mylar be submitted with the application. Member Bennett motioned to accept the change; Member Campbell seconded. The motion was approved unanimously.

**Short-term Rental (STR) Applications:** Member Campbell presented the following applications to the Planning Board. Member Badger questioned whether the application process unnecessarily promoted the use of advertisements and whether it was necessary as part of the application process. Member Campbell explained that we request an advertisement to confirm that the owner is stating the number of guests to match the specification of the residents as per the STR Zoning Ordinance. Discussion followed on the purpose of advertisements and how documentation is used within the application process. Member Badger questioned if there was any end date for compliance by STR owners in operation prior to the implementation of the ordinance. Chair Terry said at this time no end date had been established in the ZO or by the Select Board but questioned if a STR has been operating since implementation without a CUP should we consider a fine. No decision was determined at this time.

1. Jonathan & Heather Crandall – 13 Tyrolean Drive; Map V10, Lot 000234 – Member Badger motioned to accept the application with no comments, Alternate Wasco seconded it. Motion was accepted unanimously.
2. Daniel Kelly – 55 Juniper Way; Map V8, Lot 51 – Member Badger motioned to accept the application, with comment that it will be held to the 30 rental limit. Member Campbell seconded the motion. Motion was accepted unanimously.
3. Brian Park & Kyungan IM – 95B Dinsmore Road; Map 14, Lot 5 – This property has a current CUP for a STR, and the new owners wish to continue to use the residence as a STR. Chair Terry reminded the Board that an application for continued use is required for approval by the Select Board but does not need to be reviewed by the Planning Board. Member Campbell will work with the Town staff about these types of applications.
4. Rafael Rodriguez – 9 Pinkham Ct.; Map R08, Lot 6 – Member Badger motioned to accept the application with no comments, Alternate Wasco seconded it. Motion was accepted unanimously.

**Capital Improvement Program:** Chair Terry opened the discussion with the comment that we had already discussed the Planning Board sponsored warrant articles that will be presented at Town Meeting. Chair Terry commented that before we move forward on the CIP, we should know what warrant articles will pass at Town Meeting, such as for the Fire Station or the roof for the salt shed. He also stated that the School Board is starting to explore a Capital Improvement Plan and that the Library Board is working on their strategic plan. We should be getting additional information from both soon. Chair Terry would like to conclude this process within the next few months. Member Campbell asked Selectman Thompson about the committee evaluating other sites for the Fire Station. Selectman Thompson advised the Board that funding for engineering costs for a site between the Town Offices and the existing Fire Station has been requested in a warrant article for the Town Meeting. Member Campbell will update the cost template.

Chair Terry advised that our next meeting, which is regularly scheduled for the second Thursday of the month, March 14<sup>th</sup>, would be the same day as the Town Meeting. Chair Terry requested that our meeting be moved to the first Thursday after the Town Meeting, which would be on the 21<sup>st</sup>. The Board agreed to the change.

Alternate Dougherty asked the Chair that if an alternate is not a voting member at the meeting, are they a member of the Board or part of the public. Chair Terry pointed out that in our meetings an alternate can participate in any discussion. Alternate Dougherty announced that he was part of the public and left the meeting.

Member Bennett motioned to adjourn the regular meeting and Member Badger seconded. The motion was approved unanimously, and the meeting was adjourned at 8:20 PM.

Next Planning Board meeting is March 21, 2024.

Respectfully submitted by David L. Campbell, Secretary