



TOWN OF WARNER

P.O. Box 265, 5 East Main Street
Warner, New Hampshire 03278-0059
Land Use Office: (603)456-2298 ex. 7
Email: landuse@warnernh.gov

Planning Board Meeting AGENDA

Monday, October 20th, 2025
Town Hall Lower Meeting Room
7:00 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/87061407427> Meeting ID: 870 6140 7427 Passcode: 1234

I. OPEN MEETING / Pledge of Allegiance

II. ROLL CALL

III. PUBLIC COMMENT

IV. NEW BUSINESS

A. Tax-Deeded Property Disposition

V. UNFINISHED BUSINESS

A. Review CIP Submission

B. Site Plan Application Review

C. State Changes and Zoning Ordinance Modifications

VI. REVIEW MINUTES: October 6th

VII. COMMUNICATIONS

VIII. PUBLIC COMMENT

IX. ADJOURN - Note: Planning Board meetings will end no later than 10:00 P.M. Items remaining on the agenda will be heard at the next scheduled monthly meeting.

Section V - Scope of Review

- A. Whenever any development or change or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; and before any construction, land clearing, building development or change is begun; and before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this Regulation.
- B. ~~The Planning Board or their designee has the responsibility for making the determination for requiring Site Plan Review. The threshold at which Site Plan Review is required is determined using the follows guidelines:~~

~~1. Threshold for Activities that require Site Plan Review~~

1. The following is a list of activities that require a Site Plan Review:

- a. New construction of non-residential or multi-family development, or
- b. Any change or expansion in use of a site or structure when such change is materially or substantially different from the previous use such that there is a significant effect on the quantitative or qualitative requirements of these Regulations or the Zoning Ordinance, or
- c. Exterior projects that entail the development, change, or expansion of (200) or more gross square feet of buildings, structures, or parking area, or
- d. Internal building modifications to a non-residential use that affect the scale or impact or activity level of the existing use, or
- e. Modifications to previously approved site plans, or
- f. A change in the site configuration that generates or increases the potential for adverse impacts to drainage systems, surface waters, groundwater, wetlands, floodplains, or
- g. Development that proposes changes to the landscaping, screening, lighting, driveways, parking lots, architectural appearance or visual appearance of an existing structure or site, or
- h. Expansion of use that impacts traffic flow and lighting as it relates to pedestrian safety, or that will result in an increase in vehicular traffic entering or leaving the site by more than 50 vehicles during peak hour or 100 vehicles per day based on the most recent edition of the ITE Trip Generation Manual, or

- i. Vacancies of space within a single use building or a multi-use building will be considered abandonment of use or considered a non-use if they are vacant for more than 3 years, or
- j. When determining if there will be a change of use in an existing multi-use building, the entire building and its current and proposed occupant may be taken into consideration, not just the proposed new occupant, or
- k. When applying for a change of use for a project with a previously approved site plan for which construction has not been completed, all previously approved waivers of regulations shall be resubmitted for approval, or
- l. Request by the applicant/Owner subject to the limits of the Planning Board's statutory jurisdiction.

~~2. Site Plan Review is not required for a project if all the following are met:~~

- ~~a. Proposed project complies with the Zoning Ordinance, and~~
- ~~b. Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and~~
- ~~c. Projects that involve a Change in Use for a property that has a previously approved Site Plan (*) by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and~~
- ~~d. Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and~~
- ~~e. Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and~~
- ~~f. The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and~~
- ~~g. An approved project which has changed Ownership without a Change of Use.~~
- ~~h. (*) Existing uses/buildings prior to March 1982 are not required to have had a previous approved Site Plan.~~

- C. ~~If the project appears to not require Site Plan Review per above guidelines, the project Owner or designee shall meet with the Land Use Secretary to review the project. The "Application for Determination of Site Plan Review" form (form is available at the Land~~

~~Use Office) shall be completed to help define the project's scope. The Land Use Office shall determine if Site Plan Review is required and if not, the project will be handled in the same manner as a building permit application. In the absence of the Land Use Secretary during regular business hours, the Town Administrator may make the determination. If it is determined that Site Plan Review is required, the applicant shall follow the procedures of this document.~~

If an applicant is asking to make changes to an existing Site Plan, the Planning Board has the responsibility to determine to what degree, if any, a Site Plan Review needs to be completed. The applicant should fill out an Application for Determination of Site Plan Review where the Planning Board at least 15 days prior to the Planning Board Meeting.

Alternately, the applicant may request a Conceptual Consultation with the Planning Board. In the event that meeting the Planning Board not requiring a Site Plan Review, there is no need to file an Application for Determination of Site Plan Review. If the Planning Board determines a Site Plan Review is necessary, either through a completed application or through a consultation, they may choose to exempt certain elements of the checklist.

Any changes to an existing Site Plan where elements currently required by these regulations shall require those elements to be provided as part the Site Plan Review, unless there is a previous exemption recorded regarding those elements, or the previous Site Plan was approved before 1982. Any changes to existing site plans must have a Site Plan Amendment, describing the changes from the previously approved site plan, filed with the Property Card at the Town Hall.

1. A full Site Plan Review may not be required if the following conditions are met:
 - a. Proposed project complies with the Zoning Ordinance, and
 - b. Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and
 - c. Projects that involve a Change in Use for a property that has a previously approved Site Plan by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and
 - d. Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and

- e. Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and
- f. The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and
- g. An approved project which has changed Ownership without a Change of Use.

Suggested Changes to Determination of Site Plan Review (for 10/20/25 Meeting)

Black = Current Text

Red Text = Text added by Barak

Blue Text = Text added by Ian

~~Strikethrough~~ = Deleted Text

Ian also divided some text into D and E for clarity

Section V - Scope of Review

- A. Whenever any development or change or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; and before any construction, land clearing, building development or change is begun; and before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this Regulation.
- B. ~~The Planning Board or their designee has the responsibility for making the determination for requiring Site Plan Review. The threshold at which Site Plan Review is required is determined using the follows guidelines:~~

~~1. Threshold for Activities that require Site Plan Review~~

1. The following is a list of activities that require a Site Plan Review:

- a. New construction of non-residential or multi-family development, or
- b. Any change or expansion in use of a site or structure when such change is materially or substantially different from the previous use such that there is a significant effect on the quantitative or qualitative requirements of these Regulations or the Zoning Ordinance, or
- c. Exterior projects that entail the development, change, or expansion of (200) or more gross square feet of buildings, structures, or parking area, or

- d. Internal building modifications to a non-residential use that affect the scale or impact or activity level of the existing use, or
- e. Modifications to previously approved site plans, or
- f. A change in the site configuration that generates or increases the potential for adverse impacts to drainage systems, surface waters, groundwater, wetlands, floodplains, or
- g. Development that proposes changes to the landscaping, screening, lighting, driveways, parking lots, architectural appearance or visual appearance of an existing structure or site, or
- h. Expansion of use that impacts traffic flow and lighting as it relates to pedestrian safety, or that will result in an increase in vehicular traffic entering or leaving the site by more than 50 vehicles during peak hour or 100 vehicles per day based on the most recent edition of the ITE Trip Generation Manual, or
- i. Vacancies of space within a single use building or a multi-use building will be considered abandonment of use or considered a non-use if they are vacant for more than 3 years, or
- j. When determining if there will be a change of use in an existing multi-use building, the entire building and its current and proposed occupant may be taken into consideration, not just the proposed new occupant, or
- k. When applying for a change of use for a project with a previously approved site plan for which construction has not been completed, all previously approved waivers of regulations shall be resubmitted for approval, or
- l. Request by the applicant/Owner subject to the limits of the Planning Board's statutory jurisdiction.

2. Site Plan Review is not required for a project if all of the following are met:

- a. Proposed project complies with the Zoning Ordinance, and
- b. Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and
- c. Projects that involve a Change in Use for a property that has a previously approved Site Plan (*) by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and
- d. Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and
- e. Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and

- f. The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and
 - g. An approved project which has changed Ownership without a Change of Use.
 - h. (*) – Existing uses/buildings prior to March 1982 are not required to have had a previous approved Site Plan.
- C. ~~If an applicant is asking to make changes to an existing Site Plan, If the project appears to not require Site Plan Review per above guidelines,~~ the project Owner or designee shall meet with the Land Use Secretary to review the project. The “Application for Determination of Site Plan Review” form (~~form is available at the Land Use Office~~) shall be completed to help define the project’s scope. The Land Use Office Secretary shall ~~may~~ determine if Site Plan Review is required ~~and complete the “For Planning Board Use Only” portion of the form. and if not, the project will be handled in the same manner as a building permit application.~~

In the absence of the Land Use Secretary during regular business hours, ~~or if the Land Use Secretary is unable to determine whether Site Plan is required as outlined in paragraph B,~~ the Town Administrator may make the determination ~~and complete the “For Planning Board Use Only” portion of the form.~~

If both the Land Use Secretary and the Town Administrator are unavailable during regular business hours or unable to determine whether Site Plan Review is required, ~~then an applicant is asking to make changes to an existing Site Plan,~~ the Planning Board shall ~~has the responsibility to~~ determine during a regular meeting to what degree, if any, a Site Plan Review needs to be completed. Afterward, the Planning Board Chair (or, in the Chair’s absence, the Vice-Chair) shall complete the “For Planning Board Use Only” portion of the form. ~~The applicant should fill out an Application for Determination of Site Plan Review where the Planning Board will review the application at their next meeting.~~

Alternately ~~to the above procedure,~~ the applicant may request a Conceptual Consultation with the Planning Board. ~~In the event that meeting~~ If, during the Conceptual Consultation, the Planning Board determines ~~that the not requiring~~ a Site Plan Review is not required, ~~the applicant does not there is no~~ need to file an Application for Determination of Site Plan Review. If the Planning Board determines ~~that~~ a Site Plan Review is necessary, either through a completed application or through

a consultation, they may choose to exempt certain elements of the checklist.

- D. If it is determined that Site Plan Review is required, the applicant shall follow the procedures of this document.
- E. If Site Plan Review is not required, the project shall will be handled in the same manner as a building permit application. In addition, any changes to an existing Site Plan where elements currently required by these regulations shall require those elements to be provided as part of the Site Plan Review (unless, as noted in Section V-B.2.h above, there is a previous exemption recorded regarding those elements, or the previous Site Plan was approved before 1982), the Land Use Secretary, Town Administrator, or designee shall file a Site Plan Amendment any changes to existing site plans must have a Site Plan Amendment, describing the changes from the previously approved site plan, filed with the Property Card at the Town Hall.
 - 1. ~~A full Site Plan Review may not be required if the following conditions are met:~~
 - a. ~~Proposed project complies with the Zoning Ordinance, and~~
 - b. ~~Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and~~
 - c. ~~Projects that involve a Change in Use for a property that has a previously approved Site Plan by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and~~
 - d. ~~Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and~~
 - e. ~~Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and~~
 - f. ~~The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and~~
 - g. ~~An approved project which has changed Ownership without a Change of Use.~~

Leavitt suggested edits

Section V - Scope of Review

- A. Whenever any development or change or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; and before any construction, land clearing, building development or change is begun; and before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this Regulation.
- B. ~~The Planning Board or their designee has the responsibility for making the determination for requiring Site Plan Review. The threshold at which Site Plan Review is required is determined using the follows guidelines:~~

As the following is a list, end each with a period and strike all the “or” at the close of requirement

1. Threshold for Activities that require Site Plan Review

1. The following is a list of activities that would trigger ~~a require~~ a Site Plan Review requirement:

- a. New construction of non-residential or multi-family development, or
- b. Any change or expansion in use of a site or structure when such change is materially or substantially different from the previous use such that there is an significant effect on the quantitative or qualitative requirements of these Regulations or the Zoning Ordinance, or

Side Note: the word significant as used here is undefinable.

- c. Exterior projects that entail the development, change, or expansion ~~of (200) or more gross~~ that exceeds 199 square feet of buildings, structures, or parking area, or
- d. Internal building modifications to a non-residential use that affect the scale or impact or activity level of the existing use, or
- e. Modifications to previously approved site plans, or

- f. A change in the site configuration that generates or increases the potential for adverse impacts to drainage systems, surface waters, groundwater, wetlands, and/or floodplains, or
- g. Development that proposes changes to the landscaping, screening, lighting, driveways, parking lots, architectural appearance or visual appearance of an existing structure or site, or
- h. Expansion of use that impacts traffic flow and lighting as it relates to pedestrian safety, or that will result in an increase in vehicular traffic entering or leaving the site by more than 50 vehicles during peak hour or 100 vehicles per day based on the most recent edition of the ITE Trip Generation Manual, or
- i. ~~Vacancies of space within a single use building or a multi-use building will be considered abandonment of use or considered a non-use if they are vacant for more than 3 years, or~~
- j. When determining if there will be a change of use in an existing multi-use building, the entire building and its current and proposed occupant may be taken into consideration, not just the proposed new occupant, or
- k. When applying for a change of use for a project with a previously approved site plan for which construction has not been completed, all previously approved waivers of regulations shall be resubmitted for approval, or
- l. ~~Request by the applicant/Owner subject to the limits of the Planning Board's statutory jurisdiction.~~

2. Site Plan Review is not required for a project if all the following are met:

- a. ~~Proposed project complies with the Zoning Ordinance, and~~
- b. ~~Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and~~
- c. ~~Projects that involve a Change in Use for a property that has a previously approved Site Plan (*) by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and~~
- d. ~~Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and~~

- e. ~~Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and~~
 - f. ~~The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and~~
 - g. ~~An approved project which has changed Ownership without a Change of Use.~~
 - h. ~~(*)—Existing uses/buildings prior to March 1982 are not required to have had a previous approved Site Plan.~~
- C. ~~If the project appears to not require Site Plan Review per above guidelines, the project Owner or designee shall meet with the Land Use Secretary to review the project. The “Application for Determination of Site Plan Review” form (form is available at the Land Use Office) shall be completed to help define the project’s scope. The Land Use Office shall determine if Site Plan Review is required and if not, the project will be handled in the same manner as a building permit application. In the absence of the Land Use Secretary during regular business hours, the Town Administrator may make the determination. If it is determined that Site Plan Review is required, the applicant shall follow the procedures of this document.~~

If an applicant is asking to make changes to an existing Site Plan, the Planning Board has the responsibility to determine to what degree, if any, a Site Plan Review needs to be completed. The applicant should fill out an Application for Determination of Site Plan Review where the Planning Board at least 15 days prior to the Planning Board Meeting.

Alternately, the applicant may request a Conceptual Consultation with the Planning Board. ~~In the event~~ **If during** that meeting the Planning Board **decides not requiring a Site Plan Review, is not required** there is no need to file an Application for Determination of Site Plan Review. If the Planning Board determines a Site Plan Review is necessary, either through a completed application or through a consultation, they may choose to exempt certain elements of the checklist.

Any changes to an existing Site Plan where elements currently required by these regulations shall require those elements to be provided as part the Site Plan Review, unless there is a previous exemption recorded regarding those elements, or the previous Site Plan was approved before 1982. Any changes to existing **approved** site plans must have a Site Plan Amendment, describing the changes from the previously **approved** site plan, filed with the Property Card at the Town Hall.

Side note: Replace the comma with a period at the close of each condition; Strike the redundant “and” at the end of each condition

1. A full Site Plan Review may not be required if ~~the~~ all following conditions are met:
 - a. Proposed project complies with the Zoning Ordinance, and
 - b. Exterior projects of less than (200) gross square feet of buildings, structures, or parking area from the date of the previously approved Site Plan (*) unless it affects the scale, impact or activity level of the existing use, and
 - c. Projects that involve a Change in Use for a property that has a previously approved Site Plan by the Board provided the Change of Use does not affect the scale, impact or activity level of the existing use, and
 - d. Internal building modifications to a non-residential use that do not affect the scale, impact or activity level of the existing use, and
 - e. Any proposed construction on the exterior and/or site of existing buildings if it complies with the approved site plan and it is minimal in nature, maintains the existing appearance and/or function of the building and/or site, and
 - f. The overall primary use of an existing multi-use building having multiple occupants does not change such that it would affect the scale or impact or activity level of the existing overall use, and
 - g. An approved project which has changed Ownership without a Change of Use.