



Town Of Durham

Planning Board Minutes

Fire Station Meeting Room, 6:30 pm

December 10, 2025

1. Roll Call & Determination of a Quorum

In attendance: Brian Lanoie (Chair), Juliet Caplinger (Vice Chair), Allan Purinton, Brian Stickney, and George Thebarger (Town Planner).

2. Pledge of Allegiance

3. Amendments to the Agenda:

Brian Lanoie proposed moving the site walk report on Durham Heights until after the items related to Greystone Ridge.

Motion made by Brian Lanoie: To change the order of items 6 and 7. **Motion seconded by Brian Stickney: Votes to approve: 4-0**

4. Acceptance of Meeting Minutes (November 5 & November 12, 2025)

Allan Purinton noted the misspelling of Todd Beaulieu's last name.

Motion made by Allan Purinton: To accept the minutes as corrected for the November 5 and November 12 meetings. **Motion seconded by Juliet Caplinger. Votes to approve: 4-0**

5. Informational Exchange on Non-Agenda Items:

- a) Town officials: The Town Planner provided his monthly report in the packet.
- b) Residents: None
- c) Non-Residents: None

6. New Business:

a. Completeness Review of a Preliminary Plan for a Proposed Subdivision on Pinkham Brook Road, Map 2, Lots 35 & 42

The Town Planner summarized his review of the completeness checklist, noting the discrepancy on mapping of farmland soils and the follow up by the applicant. He also indicated that the submissions lack clarity on the proposed building envelopes and clearing limits on the lots.

Matthew Pelletier of Terradyn Consultants, representative for the applicant, gave a project overview.

Board members questioned the lack of topographic contours on some of the lots, which is critical to determining suitability with a cluster subdivision application, as is clear establishment of building locations and clearing limits.

Board members also questioned the apparent title cloud on one of the subject parcels.

Michelle Harrison of 321 Auburn Pownal Road, one of the developers of the subdivision, stated that they are working on clearing the title on what will become Lot 3 of the subdivision.

The Board members worked through the preliminary plan submissions checklist.

Motion made by Brian Stickney: To determine that the preliminary plan application is substantially complete. **Motion seconded by Juliet Caplinger: Votes to approve: 4-0**

b. Substantive Review of a Preliminary Plan for a Proposed Subdivision on Pinkham Brook Road, Map 2, Lots 35 & 42

The Board and applicants discussed the proposal to continue use of Blue Jay Way for access to Lots 1 and 2 and the Town Planner's options.

Mr. Pelletier explained the general drainage patterns, stormwater management, and the proposed detention basin to collect existing drainage and redirect it around an abutting residence. He also explained the proposed narrowing of the road at the wetland crossings and Mr. Theborge explained the need for a waiver of the road standards.

Mr. Pelletier said that the lots will be served by individual wells and septic systems and an existing pond will be expanded for a fire pond with road access and a hydrant. They will work with the Fire Department on the specifications.

Mr. Pelletier indicated they have applied for an MDOT entrance permit and the sight distances at the proposed entrance are more than 1000 feet in both directions.

The Town Planner pointed out the need for 150 feet of continuous road frontage on the last lot at the turnaround.

The Board discussed the need for detail on the homesites on the cluster lots per the Ordinance criteria for cluster subdivisions and the lack of details on topography and clearing limits.

Mr. Pelletier explained that parameters for clearing will be spelled out in the DEP stormwater permit, and each lot will have a limit of clearing of 25,000 square feet anywhere within the building setbacks.

Todd Harrison, also of Auburn Pownall Road and developer of the project, stated his view that they should be able to clear and build anywhere within the setbacks.

The Board explained that it is true on a conventional subdivision but not for a cluster subdivision where the rules give the Planning Board more discretion on development of the lots to confirm compliance with the cluster criteria.

The Board discussed and asked for clarification of the DEP determination on the significance of the mica pit vernal pool and any clearing limits under the Army Corps of Engineers permitting rules.

Motion made by Juliet Capliner: To schedule a site walk for December 20th at 1 p.m., and to conduct a public hearing at the January meeting. **Motion seconded by Allan Purinton: Votes to approve: 4-0**

7. Continuing Business:

a. Summary of Planning Board Site Walk of Durham Heights Subdivision Nov. 16, 2025.

Chairman Lanoie summarized participation and observations from the site walk.

Motion made by Juliet Capliner: To accept the site walk report. **Motion seconded by Brian Stickney: Votes to approve: 4-0**

8. Other Business:

a. Planning Board Discussion of Public Review Process for Draft Land Use Ordinance Amendments

The Town Planner summarized the changes made per requests of Town staff, including removing Fire Chief inspections of back lot access driveways and codifying Town Planner reviews of Planning Board Applications.

The Board discussed comments submitted by the Code Officer and indicated that removing the requirement for private way maintenance agreements, which has been the Town's policy for 20 years is more than a minor policy issue and will need to be considered after codification.

The Board came to the same conclusion on the request/suggestion by the Agriculture Committee Chairman that the definition of campground be revised to exempt from review any project with fewer than five campsites. They understand that the rest of the Agriculture Committee's proposed Ordinance changes are being processed by the Committee and the Planning Board will wait to hear from them.

The Board confirmed that the proposal to require solid waste management plans should be included as drafted.

The Board also concurred with the staff recommendation to break the draft amendments into three warrant articles, one each for the minor policy issues, administrative changes, and Ordinance codification. The Board endorsed sending the package of draft Land Use Ordinance amendments on to the Select Board.

The Town Planner updated the Planning Board on the new law that extends the time limit for updating the Comprehensive Plan by two years, giving the Town more flexibility to deal with budget limitations. The Town can still go forward with the strategic planning initiatives and can do addendums to the Comprehensive Plan if warranted.

9. Adjournment

Motion made by Alan Purinton: To adjourn the meeting.

Motion seconded by Juliet Caplinger: Motion carried: 4 – 0. Meeting adjourned at 8:45 p.m.