



**Salisbury Planning Board  
Approved Meeting Minutes  
Public Meeting • Academy Hall  
November 6, 2023  
6:30 p.m.**

Joe Schmidl, Chair (2026)	Present	Loretta Razin, Member (2024)	Present
Jeff Blanchard, Vice-Chair (2025)	Present	William MacDuffie III, Member (2026)	Absent
John Herbert, Member, Ex-Officio (2026)	Present	David Hostetler, Alternate (2024)	Present
Jeff Nangle, Alternate (2026)	Present*	Joe Landry, Alternate (2025)	Present
David Kelly, Alternate (2026)	Absent	April Rollins, Town Administrator	Present
Jim Hoyt, Alternate Ex-Officio (2024)	Absent	Jennifer King, Recording Secretary	Present

Residents Wayne Goulet, Bill MacDuffie Jr. and Building Inspector Chuck Bodien attended the meeting at Academy Hall.

\*Jeff Nangle attended the meeting via Zoom.

Chair Schmidl opened the meeting at Academy Hall at 6:30 p.m.

Chair Schmidl appointed alternate member Joe Landry as a voting member for this meeting.

**OLD BUSINESS**

Approval of Minutes

The Board reviewed the minutes of October 23, 2023.

**Discussion:** Vice-Chair Blanchard felt that the minutes from the last meeting did not adequately capture all of what was discussed at the meeting in regard to the increase of building fees. He wondered if the minutes should be amended to reflect those details. Loretta Razin feels that is not necessary as they will be going over the same material at this meeting.

Vice-Chair Blanchard **motioned** that they approve the minutes as

submitted.

Loretta Razin **seconded** the motion which passed successfully.

### Residential Camping Ordinance

Chair Schmidl opened the review of the camping ordinance by reading through the draft he prepared from prior Board discussions, offering details and examples as needed.

TA Rollins said that the Building/Health Inspector has reviewed the draft. Their biggest concern they were looking to address was a potential situation in which a person that owned a piece of property put a camper on it to live in for an indefinite period of time, and how they would manage any impact on public health and sanitation.

Bill MacDuffie Jr. asked about a scenario in which someone owns land in town and wants to camp on it for a couple of weeks a year. After some discussion, the Board determined that residents in that scenario would fall under the exemption detailed in item A of the draft ordinance.

Discussion took place regarding the distinction between resident and non-resident property owners. The Board determined that if the property owners don't have an occupancy certificate and are staying beyond the temporary camping time limit (10 consecutive days), they do not meet the exemption requirement in item A and are therefore subject to the permit requirement.

Building/Health Inspector Chuck Bodien noted that there is no listed limit on the number of people or an age limit as far as applying for a permit. Per Board discussion, it was decided that they add a bullet point noting that the property owner must be the person to apply for the permit (new item G).

The topic of enforcement was briefly touched upon, with Chair Schmidl noting that it is the job of law enforcement, not the Building/Health Inspector to respond to complaints of ordinance violations.

The Board decided that temporary camping is valid for one single consecutive period of time, even if it's not a full 10 days.

The Board adjusted the definition of extended camping to a period exceeding 10 days or more than one period by non-residents on residential property within a calendar year.

Vice-Chair Blanchard would like to increase the temporary camping limit from 10 to 16 days to allow for a typical 2-week vacation without having the hassle of obtaining a permit.

Chuck Bodien said the length of time deemed reasonable for temporary camping depends upon the camping unit and number of people using the facilities, the type of septic/water connection or wastewater tank capacity.

Chuck Bodien questioned the rationale behind using the terminology of requiring a Certificate of Occupancy for a property that would be exempt from the camping regulations, explaining that there are several existing owner-occupied dwellings that do not have Certificates of Occupancy because they predate that requirement. Discussion continued on the proper terminology to use for this part of the ordinance.

Chair Schmidl explained that they are trying to avoid having people living in condemned or uninhabitable buildings or pulling a camper onto a property and living out of that or using it to extend the amount of people living on the property.

The Board discussed how this ordinance would relate to a renter being able to put a camper on the property. The way it is currently written, they would be exempt because they are the resident in that scenario.

TA Rollins said that the people camping on their own property (owner or renter) and exempt from the provisions of the ordinance should still be subject to the same setback and septic regulations that apply to residences. Chair Schmidl said they can add to item A to make that distinction.

Dave Hostetler suggested a matrix be created as a visual aid to make it easier for someone to determine if they need to apply for a permit or not.

Chuck Bodien feels that the ordinance is complicated and would be difficult to enforce, as the person that issues permits, he would have a difficult time determining if an applicant met all the requirements. He suggests creating a table of permitted uses.

He detailed the problems they are having with RVs being used as dwellings on properties, but it is difficult to prove that they are in violation because of the loopholes in the current ordinance.

Chair Schmidl said that the draft ordinance is attempting to close the loopholes so that it is enforceable. For example, it has limited the time during the year that camping is allowed (Memorial Day to Columbus Day).

Extended camping for over 10 days would require a permit issued by the Health Inspector.

The Board revisited the topic of enforceability. TA Rollins said that if they receive a complaint on a property that is in violation of the ordinance, they will call the State Police to take action.

Chuck Bodien made the following suggestions:

- A list of approved waste management methods (porta-potty, privy, tank pumping receipts, etc.) should be clearly stated on the permit application.
- The ordinance should specify that even if someone is exempt from having to have a permit, they still need to abide by rules regarding

sanitary provisions and setbacks.

- There should be a diagram on the application that indicates where they intend to put the RV/tent to ensure setback requirements are met.

Vice-Chair Blanchard recommended that they get rid of Item L because they shouldn't dictate how items are stored. TA Rollins disagreed, stating that one of the reasons for this is to help to ensure that they are in compliance and not occupying the unit after the season has ended.

Chair Schmidl will work to incorporate the suggestions discussed and create a matrix as suggested to help someone determine whether or not they need to apply for a camping permit.

### Building Department Fees

The Planning Board revisited the topic of adding an administrative fee to their Building Department services as listed in Section C of the Subdivision Regulations. The following were discussed at the last meeting:

- a. Detached accessory structures under 200 sq ft: \$25.00 per inspection; adding additional \$25.00 admin fee
- b. All other detached accessory structures: \$50.00 per inspection; adding \$50.00 admin fee
- c. Living space additions: \$60.00 per inspection; adding \$60.00 admin fee
- d. Single family dwelling: \$200.00 for permit, adding \$1000.00 admin fee
- e. Multi-unit dwellings: \$400.00 for permit, adding \$1000.00 admin fee
- f. Work not included above: \$25 fee and \$25 per inspection (no admin fee applies)
- g. Schools and municipal buildings are exempt.

Also discussed at the last meeting was creating a flat admin fee. TA Rollins will create a matrix displaying these proposed fees.

John Herbert **motioned** that they approve these proposed changes and authorize TA Rollins to move forward and schedule a public hearing to review them. Joe Landry **seconded** the motion which passed successfully.

### Subdivision Regulations

Chair Schmidl made a recommendation that they insert a second paragraph containing the Special Flood Hazard Areas language in Section 5, Environmental Constraints: Item a. Natural Features (on page 20 of the Subdivision Regulations). TA Rollins will schedule a public hearing on these changes.

Other Business

The next Planning Board meeting is scheduled for Monday, November 20, 2023  
at 6:30 p.m.

Adjournment

Vice-Chair Blanchard **motioned** to adjourn the meeting.

Joe Landry **seconded** the motion and the Board adjourned at 8:03 p.m.

**Respectfully Submitted,**

**Jennifer L. King**

**Recording Secretary**