

MINUTES
Workshop Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, April 4th 2019 at 7:00 PM

Meeting Place: Old Town Hall

The meeting was called to order by Debra Schneckloth at 7:00 PM

Roll Call

Regular Members present: Debra Schneckloth, Will Ellis, Jody Slack

Alternate Members present: Andy Sanborn

Absent: Justin Barriault, Selectman John Olmstead, Don Bormes

Others Present: Town Planning Assistant, Stephen Laurin

Approval of draft Planning Board minutes from 3/21 – Andy Sanborn made a motion to approve the draft minutes 3/21 with corrections. Jody Slack seconded the motion and the motion passed unanimously.

New Business

a. Discussion of request for reconsideration of PB vote on agritourism venue from 2/21 – (Andy Sanborn was seated in place of Don Bormes). Stephen Laurin explained that he has received a lengthy memo from the Planning Board's Attorney Christine Fillmore regarding the agritourism venue application that the PB will be reconsidering. Chair Schneckloth suggested distributing the memo in non-public session so that members can review on their own time before the next meeting, when Attorney Fillmore will be present if needed. Others were in agreement.

Andy Sanborn made a motion to enter non-public session at 7:15pm under RSA 91A:3 II(I). Chair Schneckloth seconded the motion and the motion passed unanimously. Roll Call vote: Ellis/Slack/Schneckloth/Sanborn – Yes. During the non-public session, Stephen Laurin distributed the memo from Attorney Fillmore which were to be kept confidential and not discussed outside the meeting. No minutes were taken. Andy Sanborn made a motion to leave non-public session at 7:20pm. Jody Slack seconded the motion and the motion passed unanimously. Roll Call vote: Ellis/Slack/Schneckloth/Sanborn – Yes.

b. Future agenda items – Chair Schneckloth stated that she feels the Planning Board should work on other items besides the Accessory Dwelling Unit revisions in the Ordinance, since that will need to be voted on by the Town next year. Stephen noted that there are some areas of the Site Plan Regulations and Zoning Ordinance that do not agree with one another and should be amended. He also noted that the State laws regarding cell towers are not in the Site Plan Regulations but should be. He is not sure who has the authority regarding driveway regulations though the Highway Department Director did provide a draft of proposed regulations for driveways last year, which the Planning Board did not choose to adopt at that time. Will noted that the Fire Department does not like shared driveways because of 911. Stephen stated that he believes the Planning Board usually reviews driveways on site plans in terms of how far it is from a septic system, etc., but cannot say if it can be a shared driveway or not. He also mentioned that those plans are reviewed by the Fire Chief anyway. Will stated that banks and insurance companies also have a say in the type of driveway a landowner builds.

Chair Schneckloth stated that the PB can discuss Site Plan Regulations and the Zoning Ordinance revisions at the next Workshop meeting; members should review the Site Plan application checklist and see if there is wording that should be changed or added for smaller projects (i.e. commercial business versus a Level 2 home occupancy). Stephen noted that many checklist items can be waived by the Planning Board depending on the project, but the checklist is intimidating for potential applicants as it reads currently.

Other Business

a. Discussion of CIP role – Andy explained that the Capital Improvements Program Committee in most NH municipalities is an advisory committee to the Planning Board but it is not being run that way in Sanbornton. The CIP reviews capital expenditure requests from departments and then makes their recommendations to the Board of Selectmen versus through the Planning Board. He noted that the \$5 million bond discussed at Town Meeting was never brought up at the CIP committee this past year and should have been. Andy also stated that making the CIP an offshoot of the Planning Board would need to be voted on at Town Meeting in 2020 if the Planning Board wants to take on that responsibility. Will noted that this may be a good idea because the Planning Board tends to have less member turnover year to year compared with the BOS, so any issues or items discussed at previous years' meetings aren't lost.

b. Planner's Update – Stephen explained that the Joint Land Use Boards Meeting will be held on Thursday, June 6th at 7:00 at the library. He also noted that there are still openings for the upcoming Planning and Zoning workshop discussed at the previous meeting, and money in the budget to pay for members to go.

Meeting adjourned at 8:45pm.

The next meeting is scheduled for Thursday, April 18th at 6:30pm – note early start time to allow for non-public session with Attorney Fillmore if needed.

**Respectfully Submitted,
Audry Barriault**