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**MINUTES**  
**Workshop Meeting**  
**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday, March 1st, 2018 at 7:00 PM

**Meeting Place:** Meeting Room, Sanbornton Town Offices

The meeting was called to order by Don Bormes at 7:00 PM

**Roll Call**

Regular Members present: Don Bormes, Dick Gardner, Selectman Karen Ober, Will Ellis

Alternate Members present: Jody Slack (seated in place of Justin Barriault)

**Others present at the meeting:** Town Planner Stephen Laurin

**Approval of draft Planning Board minutes from 2/15**– Selectman Karen Ober made a motion to approve the draft minutes of 2/15. Dick Gardner seconded the motion and the motion passed unanimously.

**Old Business**

**a. Planning Board alternate** – Debra Schneckloth explained that she is a new resident to Sanbornton and is interested in joining the Planning Board as an alternate. She stated that she has been to a few meetings regarding the solar farm and is interested in what the Board does. Jody Slack made a motion to recommend Debra Schneckloth as a Planning Board alternate to the Board of Selectmen. Will Ellis seconded the motion and the motion passed unanimously. Secretary Audrey Barriault will write Town Administrator Katie Ambrose to put this on the next available BOS agenda.

**New Business**

**a. Updates needed in Planning Board documents** – New Town Planner Stephen Laurin explained that the new 21-day minimum for application submission needs to be reflected in the Sanbornton Subdivision Regulations as well as Site Plan Review Regulations (they still state 14 days as the minimum). He suggested adding in language so that Planning Board staff, not necessarily the Planner, can determine if the application is complete. These documents also list 90 days as the deadline for “acting” on an application; the new requirement is 75 days. He stated that these changes need to be made at a public hearing. Jody Slack stated that he doesn’t feel that a public hearing is needed because these refer to State statute which the Board can’t do anything about. Stephen Laurin also stated that fees need to be clarified in the Subdivision Regulations, including requiring an LCHIP check and fee per Mylar to the Town.

**b. Abutter notices** – Town Planner Laurin stated that all other towns he has worked in do not require applicants to notify abutters themselves; the Planner or staff member finds abutters and sends certified letters notifying them of public hearings. Jody Slack stated that he wants a fee built in so that abutters are sure to be notified properly. Planner Laurin will work on coming up with a fee structure for this.

**c. Submission requirements for conceptual consultations** – Planner Laurin asked what the Board’s requirements are for conceptual consultations. Don Bormes stated that these should go on the agenda at least if they have enough notice, but the Board is happy to hear from anyone about their intended project if time allows. The Planning Board heard two last-minute conceptual consultations at its meeting that were not on the agenda.

**d. 2018 Planning Board priorities** – The Planning Board had developed priorities for FY18 in April of 2017. The priorities were 1) editing Site Plan Review Regulations (done), 2) amendments to the Zoning Ordinance (such as detached apartments, proposed by Will Ellis), and 3) economic development. Planner Laurin noted that the State allows for detached accessory apartments, though

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these must still be attached to some structure such as a barn or garage. Sanbornton's current ordinance is stricter, allowing accessory apartments only attached to the main residence, which Will Ellis would like changed. Planner Laurin asked if Agritourism should be added to the list of goals and Jody Slack stated that the Board should wait and see what happens with the State legislation regarding this. Dick Gardner stated that he would like to refine the solar ordinance that was recently drafted. He stated that he has been in touch with NHSEA about their model solar ordinance that is still being worked on.

**Other Business**

**a. Upcoming conferences** – The Spring Planning and Zoning Conference is April 28<sup>th</sup> in Concord. Don Bormes, Dick Gardner and Debra Schneckloth would like to attend. Selectman Ober stated that there is \$600 in the budget for training. Other upcoming workshops include UNH Community Engagement Academy in May, Saving Special Places in April and the NH Water and Watershed Conference in March.

**Meeting adjourned at 8:30 pm. The next meeting is scheduled for March 15<sup>th</sup>.**

Respectfully submitted,

Audry Barriault