Call to order.

Planning Board Workshop:
- Review and discuss criteria for invoking Site Plan Review
- Review list of standard conditions of approval
- Discuss current status of Master Plan
- Discuss Planning Board roles
  - Regular members
  - Alternate members
- Review Planning Board documents and ensure all members have their own copies

Other Business:
- Review the March 25, 2014 minutes
- Correspondence
- Other Business

Members Present:
Jane Alden (Chair), Judy Tilton (Vice Chair), Eric Pyra (Secretary), Elaine Grace, Katherine Dawson (Ex-Officio Selectman), Christine St. George and Juliet Harvey

Others Present:
Dari Sassan (Planning Board Staff)

Call to Order
Chairman Alden called the meeting to order at 6:30 PM.

Planning Board Workshop
Chairman Alden asked Board Members whether they wanted to continue having two meeting per month, even in events where no applications were scheduled for both meetings. Board members expressed consensus that two meetings per month would likely be necessary during most months, but that continuing to have only one meeting in July and August was a good idea.

Review and discuss criteria for invoking Site Plan Review
Chairman Alden asked Board Members to review a Land Use Office document that lists triggers for site plan review and an attached form that would assist the Town in making a decision as to whether site plan review would be needed on a particular project. Board Members discussed the process through which an individual starting a business comes to discover he or she needs to undergo site plan review.

Mr. Sassan said that the Code Enforcement Officer would likely be open to requiring that anyone seeking to initiate a business or multifamily project submit a form, or follow some other procedure, that
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would allow the Planning Board to participate in all decisions regarding the need for site plan review.

Chairman Alden asked Board members to review the current document and to propose possible changes. Mr. Sassan distributed a copy of RSA 674:43 for Board Members for their reference when considering possible changes.

**Review list of standard conditions of approval**
Chairman Alden asked Board members to review a list of standard conditions of approval that should be reviewed for applicability when making motions to approve an application. Board members discussed time limits on approvals. Mr. Sassan said that the State's time limit only applies to cases where there has been a change in regulations such as zoning that conflicts with something in the plan. If there is no change in zoning, etc., continued Mr. Sassan, there is no clock unless the Town sets one. Mr. Sassan discussed some language that he had assisted Northfield in developing, which sets a time limit at the local level.

**Discuss current status of Master Plan**
Chairman Alden said that the Master Plan is complete, other than creating a cover and deciding how many printed copies to generate. Board members discussed what they would like to see for a cover photograph. Chairman Alden asked Mr. Sassan to gather some images that could potentially be used for a cover. Ms. Harvey volunteered to make an interesting cover that shows a map augmented with some images highlighting unique features of the Town.

**Discuss Planning Board roles**
Mr. Sassan read a memo he had written regarding participation of regular members, alternate members, officers and ex-officio members. He indicated that the Tilton Planning Board Rules of Procedures do not currently set parameters for alternate participation and said that they should be revised to set such parameters. Ms. Dawson suggested updating the Rules of Procedure. Chairman Alden said that it can be confusing to the applicant to allow alternates to sit at the table. Ms. Dawson said it is important that the applicant be made aware of who is a voting member and said that her preference would be that alternates be allowed at the table and allowed to participate in discussion, but that it be made clear to all that they would not be voting. She said that there is a great deal for a Planning Board member to learn and it is beneficial to give alternates experience participating in deliberations so that they are ready when called upon to vote.

Ms. Grace and Ms. Tilton said the Rules of Procedure should be revisited. Mr. Sassan said that he would send the Rules of Procedure out to Board Members for their review prior to revising them. Chairman Alden asked Mr. Sassan to create a "things-to-do" list for the Planning Board. Mr. Sassan said he would, adding that a waiver procedure for both site plan review and subdivision applications should be established. Ms. Dawson said that setbacks should also be addressed, as there is uncertainty in what exactly is allowed in a setback area.

**Other Business**
Review the March 25, 2014 minutes
A correction to the March 25, 2014 minutes was provided by a Board member.

Ms. Dawson asked for clarification regarding PB14-04, as to whether a sediment trap would remain in the opening of catch basins. Mr. Sassan said that the "dandy bags" that were depicted on the plan are generally a construction-phase measure, which are removed once the site has been stabilized. He said that the applicant is intending to remove them after construction. Mr. Sassan said that he would review the recording of the meeting and possibly contact the applicant.

MOVED by Mr. Pyra to postpone approval the minutes of the February 11, 2014 Planning Board meeting as amended until the above mentioned matter had been resolved within the draft minutes and notice of decision. SECONDED by Ms. Harvey.

All in favor, none opposed: MOTION APPROVED.

Planning Board Correspondence
Chairman Alden reviewed the following documents:
   1. Letter from sign distributor seeking an opportunity to discuss changing the Town signage ordinance
   2. Driveway permits from NH DOT
   3. Notification of application to NH DES for an Alteration of Terrain Permit
   4. Invitation to DES Drinking Water Conference

MOVED by Mr. Pyra to adjourn this meeting. SECONDED by Ms. Dawson.

All in favor, none opposed: MOTION APPROVED.

The meeting adjourned at 8:10 PM.

JA/ds