

**TOWN OF THORNTON
PLANNING BOARD**

**Planning Board Meeting Minutes
Thursday, July 20, 2023**

Approved on: 8/17/23
PB Initials: [Signature]
Rec'd by Town Clerk on: 8/22/23
Town Clerk Initials: [Signature]

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

Chairman Decoteau called the meeting to order at 6:00 p.m.

ROLL CALL:

Members Present at Town Hall: Nancy Decoteau, Chairman; Steven Babin, Ex-Officio; Frank Freeman; David Rivers; David Levin; Donna O'Donnell; Cynthia Schofield; Kerrin Randall, Board Assistant; Jack Gaites, Alternate; Matt Peltier, Alternate (via Zoom)

Members Absent: None

Others present via call-in (*partial names are as they appeared via Zoom*): Kevin McKenna

Others present at Town Hall: None

APPROVAL OF MINUTES

MOTION: "To accept and approve the Minutes of the Thursday, June 15, 2023 public meeting as presented."

Motion: D. O'Donnell

Second: D. Levin

Discussion: None

7 – YES; 0 – NO; 0 – ABSTAIN

Motion passes.

OLD BUSINESS

Master Plan Draft Review

Ms. Decoteau stated that the master plan has been formatted and asked that the Committee review it and share with the Board at the August 17, 2023 meeting. Ms. Randall stated she will email the Committee copies of the draft plan for review.

HEARINGS*

** If the Planning Board determines that an applicant has not provided sufficient information to give the Board jurisdiction over the application, the application will be deemed incomplete and Public Comment will not be given. **

PUBLIC HEARING – Planning Board Rules of Procedure Amendments

Ms. Decoteau opened the public hearing at 6:04 p.m. and reviewed the amendments as follows:

ADD:

IV. MEETINGS:

- Meetings may be attended by the public via virtual meeting platform, with the link to the meeting provided on the meeting agenda. Members of the public may signal any intent to comment or ask questions using the SIGNALS tool on the virtual meeting platform.
- Board members may attend meetings, participate in the decision-making process, and participate in roll-call votes via virtual meeting platform; however, a quorum of the Board [four (4)] must be present in person to conduct a meeting.
- Any member participating via virtual meeting platform shall identify the persons present in the location from which the member is participating.

Board members participation via virtual meeting platform should be the exception, and, when possible, members should notify the Chair or staff 48-hours in advance if participating via virtual meeting platform.

X. DECISIONS:

4. Upon satisfaction of conditions of approval precedent, the Chairperson shall sign the plat. In the absence of the Chairperson, the Vice Chairperson or other elected member of the Board may sign the plat.

Ms. Decoteau asked for public comment and as there was none, closed the public hearing.

MOTION: "To accept and adopt the Rules of Procedure."

Motion: D. O'Donnell

Second: F. Freeman

Discussion: None

7 – YES; 0 – NO; 0 – ABSTAIN

Motion passes.

PUBLIC HEARING – Site Plan Review Regulations Amendments

Ms. Decoteau opened the public hearing at 6:05 p.m. and reviewed the amendments as follows:

ADD:

4. REVIEW PROCEDURE

An application for Site Plan Review will not be noticed for public hearing until the Planning Board reviews and makes a determination regarding the completeness of the application materials. The determination of completeness will be limited to the review of the application checklist items only. Any discussion regarding the merits of the application will not begin until the application is accepted as complete, the application is noticed in accordance with RSA 676:4, I(d), and the public hearing is formally opened

c. Design Review Phase:

1. The applicant may appear at a regular meeting of the Planning Board to engage in nonbinding discussions with the Board which involve more specific design and engineering details; provided, however, that the design review phase may proceed only after identification of and notice to abutters, holders of conservation, preservation, or agricultural preservation restrictions, and the general public as required by RSA 676:4, I(d).
2. Design Review is subject to the following:
 1. Applications for a Design Review Phase (676:4, II (b)) meeting with the Board shall be made on forms provided by the Board and shall be presented to the Secretary of the Board or the Board's agent who shall sign and record the date of receipt.
 2. Notice shall be given as required in RSA 676:4, I (d) 10 days before such application is submitted to the Board.
 3. The plan shall include at a minimum the following items:
 1. A site location map placing the parcel in the larger context of the community;
 2. A site survey showing pertinent features of the site;
 3. An indication of any future subdivisions contemplated in or adjacent to the proposal;
 4. A topographic map of the area;
 5. Any soils information, such as permeability or boring data, that has been gathered; and
 6. A sketch showing the proposed layout of lots, structures, parking, streets, and recreation areas; watercourses; natural features and easements, as applicable.

- 109 3. The board shall determine the conclusion of the Design Review Phase process
110 and inform the applicant of such determination in writing.
111 4. Statements made by planning board members during Design Review shall not be
112 the basis for disqualifying said members or invalidating any action taken.

114 Ms. Decoteau asked for public comment and as there was none, closed the public hearing.

115 **MOTION: "To accept and adopt the amendments to the Site Plan Regulations."**

116 **Motion:** F. Freeman

117 **Second:** D. O'Donnell

118 **Discussion:** None

119 **7 – YES; 0 – NO; 0 – ABSTAIN**

120
121 **PUBLIC HEARING – Subdivision Regulations Amendments**

122 Ms. Decoteau opened the public hearing at 6:07 p.m. and reviewed the amendments as follows:

123 **ADD:**

124 **SECTION III: PROCEDURE**

125 *An application for Subdivision will not be noticed for public hearing until the Planning Board*
126 *reviews and makes a determination regarding the completeness of the application materials.*
127 *The determination of completeness will be limited to the review of the application checklist items*
128 *only. Any discussion regarding the merits of the application will not begin until the application is*
129 *accepted as complete, the application is noticed in accordance with RSA 676:4, I(d), and the*
130 *public hearing is formally opened.*

131
132 c. **Design Review Phase:**

- 133 1. The applicant may appear at a regular meeting of the Planning Board to engage
134 in nonbinding discussions with the Board which involve more specific design and
135 engineering details; provided,
136 however, that the design review phase may proceed only after identification of
137 and notice to abutters, holders of conservation, preservation, or agricultural
138 preservation restrictions, and the general public as required by RSA 676:4, I(d).
139 2. Design Review is subject to the following:
140 1. Applications for a Design Review Phase (676:4, II (b)) meeting with the
141 Board shall be made on forms provided by the Board and shall be
142 presented to the Secretary of the Board or the Board's agent who shall
143 sign and record the date of receipt.
144 2. Notice shall be given as required in RSA 676:4, I (d) 10 days before such
145 application is submitted to the Board.
146 3. The plan shall include at a minimum the following items:
147 1. A site location map placing the parcel in the larger context of the
148 community;
149 2. A site survey showing pertinent features of the site;
150 3. An indication of any future subdivisions contemplated in or
151 adjacent to the proposal;
152 4. A topographic map of the area;
153 5. Any soils information, such as permeability or boring data, that
154 has been gathered; and
155 6. A sketch showing the proposed layout of lots, structures, parking,
156 streets, and recreation areas; watercourses; natural features and
157 easements, as applicable.
158 3. The board shall determine the conclusion of the Design Review Phase process
159 and inform the applicant of such determination in writing.
160 4. Statements made by planning board members during Design Review shall not be
161 the basis for disqualifying said members or invalidating any action taken.

162
163 Ms. Decoteau asked for public comment and as there was none, closed the public hearing.

MOTION: "To accept and adopt the amendments to the Subdivision Regulations."

Motion: D. Levin

Second: D. O'Donnell

Discussion: None

7 – YES; 0 – NO; 0 – ABSTAIN

APPLICATION/PUBLIC HEARING – Boundary Line Adjustment: Marc Burnell as agent for LCJ Holdings, LLC., Clubhouse Lane and Lake Road [Map 240, Lot 107; Map 240, Lot 109; Map 240, Lot 110; Map 246, Lot 24]. *Reconfigure lot lines of the parcels created from previous boundary line adjustment.*

Ms. Randall reviewed that there had been an error in notification of the type of application being reviewed. She reviewed that the application was presented as a Boundary Line Adjustment and noticed as such to the public and abutters. Ms. Randall stated, as reflected in Mr. Keach's review, the application was for a Condominium Site Plan.

Ms. Decoteau stated the applicant is aware of this and has asked that the application be re-noticed for the August 17, 2023 meeting.

OTHER BUSINESS:

Preliminary Discussion: LCJ Holdings, Owl's Nest Resort re: Map 240, Lot 114

Ms. Decoteau reviewed that the applicant has asked that this discussion be moved to the August 17, 2023 meeting.

Update on Land Use Administrator Position

Mr. Freeman stated that he has been speaking with an interested party about applying for the position. He reviewed that there was concern that the salary was not listed in the advertisement.

Ms. Decoteau stated the application closes on July 21, 2023 and the Board asked that she, as Chair, submit a request to the BOS to relist the position with the salary range listed. Ms. Decoteau stated she will submit a request.

Memo for Procedures on Applications

Ms. Randall distributed a "cheat sheet" that lists the updates to the Site Plan and Subdivision regulations that will affect applications moving forward. The Board reviewed the memo and asked that it be posted on the website as well as at Town Hall.

ADJOURNMENT

MOTION: "To adjourn the meeting at 6:15 p.m."

Motion: D. O'Donnell

Seconded: D. Levin

Discussion: None

Motion Passes: 7 – Yes, 0 – No, 0 – Abstained

Respectfully Submitted,

Kerrin Randall, Board Assistant