

TOWN OF THORNTON PLANNING BOARD

Approved on: May 20, 2021
PB Initials: SB
Rec'd by Town Clerk on: 5/28/21
Town Clerk Initials: dym

Planning Board Work Session Meeting Minutes Friday, May 7, 2021

NOTE: In light of the COVID-19 pandemic and pursuant to Emergency Order #23/Executive Order 2020-04 as amended, "Temporary modification of municipal and local government statutory requirements," this meeting was limited in scope and was conducted via teleconference with a base at the Town Offices, 16 Merrill Access Road, Thornton, NH.

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

Chairman Steven Babin called the meeting to order at 1:10 p.m.

ROLL CALL:

Members present at Town Hall: Steven Babin, Chairman; Nancy Decoteau (exited the meeting at 2:35 p.m.); Frank Freeman, Vice-Chairman; Kathy Menici, Planning Director; Donna O'Donnell; Kerrin Randall; Assistant to the Planning Board; David Rivers

Members present via call-in: Karen Waters

Members not present: None

Alternates present at Town Hall: Cynthia Schofield, Jack Gaites

Alternates absent: Gloria Kimball

Others present via call-in (partial names are as they appeared via Zoom): None

Others present at Town Hall: Philip Hastings, Attorney for Owl's Nest

WORK SESSION:

1. Discussion of proposed changes to the Site Plan Review application and checklist

Ms. Menici reviewed the proposed changes to the current Site Plan Review Application. She stated the proposed will provide the Board with more specific information regarding a project and will aid the applicant in ensuring all information is submitted.

Ms. Menici reviewed the proposed Site Plan Review checklist and stated the form will help the applicant obtain all necessary information and will help her complete a Planner review for the Board.

Discussion ensued.

Mr. Babin thanked Ms. Menici for the proposed forms and stated that they will be reviewed at the May 20, 2021 meeting for public comment and possible adoption.

2. Discussion regarding revisions to the Site Plan Regulations to include a definition for Minor Site Plan Review

The Board reviewed the current Site Plan Regulations. Ms. Menici stated there is no clear definition of a Minor Site Plan. She stated that there are multiple ways to determine if a Site Plan is minor, i.e. square footage, change in footprint, change of use, etc.

Discussion ensued regarding how to define a Minor Site Plan.

Ms. Menici stated she will compile a list of towns like Thornton in size with their definitions of Minor Site Plans for the Board's review.

3. Discussion of proposed revised submission deadlines for continued applications

Ms. Menici proposed a second set of deadlines for applications that would need revised information for a continued hearing. She stated that revisions on continued applications currently have no set timeline for revisions to be submitted; this causes time constraints for the Board and office staff to adequately review the revisions.

Ms. O'Donnell stated the second deadline for revised applications will help applicants as well. Mr. Babin stated the additional deadline will help the Board deliberate their individual thoughts on an application prior to the meeting and will ensure that the Board is doing their due diligence to the public.

Mr. Babin stated that the proposed revised application dates will be reviewed at the May 20, 2021 meeting for public comment and possible adoption.

Nancy Decoteau exited the meeting at 2:35 p.m.

4. Discussion regarding revisions to the Land Dedication Agreement (LDA) between the Town of Thornton Planning Board and Owl's Nest Resort

Mr. Babin stated the LDA used to run concurrently with projects at Owl's Nest; as they added on to Owl's Nest, the LDA would reflect the changes. Mr. Babin stated that drafts of updated changes had been given in the past, but never corrected in the LDA.

Ms. Menici distributed copies of the most recent draft of the LDA from Mr. Hastings; this included notes from Mr. Babin for review.

The Board reviewed the draft with comments. A lengthy discussion ensued regarding the definition of a dwelling unit and how that relates to the calculations within the LDA.

Mr. Babin stated the original LDA did not consider any hotels, as the previous owner did not contemplate them.

Ms. Menici stated she would like to get feedback from the Board on the draft LDA they currently have. Ms. Menici stated another work session for the purpose of discussing the LDA should be held and asked the Board to submit a day that works for them to her via email. Ms. Menici stated she and Mr. Babin are meeting with legal counsel, and the work session will be scheduled following that meeting.

5. Discussion of possible revisions to the Telecommunications Ordinance

Mr. Babin stated a separate work session to discuss the Telecommunication Ordinance will need to be held. Ms. Menici asked the Board to submit a day that works for them to her via email.

ADJOURNMENT:

MOTION: "To adjourn at 3:15 p.m."

Motion: F. Freeman

Second: D. O'Donnell

Discussion: None

Roll Call Vote: 5 YES - 0 NO - 0 ABSTAIN

Motion passes.

Respectfully Submitted,

Kerrin Randall, Board Assistant