

TOWN OF THORNTON
PLANNING BOARD

Approved on: 12/15/22
PB Initials: ND
Rec'd by Town Clerk on: 12/20/22
Town Clerk Initials: ACK

Planning Board Meeting Minutes
Thursday, November 17, 2022

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

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

ROLL CALL:

Members present at Town Hall: Nancy Decoteau, Chairman; Steven Babin, Vice-Chairman; Frank Freeman; Peter Laufenberg (exited at 8:15 p.m.); Donna O'Donnell; David Rivers; Kathy Menici, Planning Director; Kerrin Randall, Board Assistant

Members not present: None

Alternates present at Town Hall: Cynthia Schofield, Jack Gaites

Others present via call-in (partial names are as they appeared via Zoom): Myrtle Lewis, James Daggart, Scott, John, Bob Gallagher

Others present at Town Hall: Tom Duffield, Regina Eastman, Bill Cantlin, Joe Peznola, Keria Ray, Vivi Goodbout, Phil Hastings, Adam Smith, Shawn Magoon, Chad Stocker, Jon Warzocha, Brian Lash

Mr. Freeman asked for a moment of silence for long time Planning Board member Fred Gunter, who recently passed away. Following the moment of silence, the Board recognized Mr. Gunter's contributions to the Town and thanked him for his participation on the Planning Board.

APPROVAL OF MINUTES:

Upon distribution and review of the meeting minutes of October 20, 2022, the members took the following action:

MOTION: "To accept and approve the Minutes of the Thursday, October 20, 2022 meeting as amended."

Motion: P. Laufenberg

Second: F. Freeman

Discussion: None

Vote: 6 YES - 0 NO - 0 ABSTAIN

Motion passes.

COMMUNICATIONS:

1. Resignation of Karen Waters

Ms. Decoteau shared that a letter of resignation was submitted by Karen Waters. The Board recognized Ms. Waters' contributions to the Planning Board and thanked her for her time serving as a member.

MOTION: "To appoint Cindy Schofield as interim member to complete Ms. Waters' term."

Motion: F. Freeman

Second: D. O'Donnell

Discussion: Ms. Schofield accepted the position.

Vote: 6 YES - 0 NO - 1 ABSTAIN

Motion passes.

55 2. ZBA Notice of Decision – FYI

56 3. Home Occupation Request

57 The Board reviewed a letter submitted by Regina Eastman for Home Occupation.

58
59 Ms. Decoteau commented that the letter was succinct in addressing the requirements in the Zoning
60 Ordinance and asked what the hours of operations were. Ms. Eastman reviewed that the hours would
61 be 9:00 a.m. – 7:00 p.m. approximately three (3) days a week with telehealth appointments as well.

62 **MOTION: “To accept and approve the request for Home Occupation for Regina Eastman, DBA**
63 **Ariel Grace Integrity Therapies.”**

64 **Motion:** F. Freeman

65 **Second:** P. Laufenberg

66 **Discussion:** None

67 **Vote:** 7 YES - 0 NO - 0 ABSTAIN

68 **Motion passes.**

69
70 **PRELIMINARY BUSINESS:**

71 1. Master Plan Committee: Update

72 Ms. O'Donnell stated she will update the Board later in the meeting.

73
74 2. White Mountain Escapes, LLC Road Bond Release Requests

75 i. Fraser Road

76 The Board reviewed Ms. Menici's report and Mr. Rivers asked for clarification of the request.

77
78 Ms. Decoteau summarized that a bond was taken out when the road was in construction. That
79 construction is now complete and the need for a bond is no longer needed. Mr. Dorsey confirmed Ms.
80 Decoteau's summary.

81
82 Mr. Dorsey commented that Fraser Meadows was created in two (2) phases, the first included Fraser
83 Road and the second included Jack's Run.

84
85 ii. Jack's Run

86 Mr. Dorsey reviewed that he is requesting a partial bond release on Jacks' Run, as that road is nearly
87 completed, but the final steps will not be taken until construction on the parcels off of the road are
88 complete.

89 **MOTION: “To grant the full bond release for Fraser Road without prejudice. To grant the partial**
90 **bond release for Jack's Run, reducing the bond to \$42,500.00.”**

91 **Motion:** S. Babin

92 **Second:** P. Laufenberg

93 **Discussion:** None

94 **Vote:** 7 YES - 0 NO - 0 ABSTAIN

95 **Motion passes.**

96
97 **HEARINGS:**

98 1. APPLICATION/PUBLIC HEARING – Boundary Line Adjustment and Subdivision; Kevin
99 Dorsey as agent for White Mountain Escapes, LLC [Map 227, Lot 2] and Patrick Sullivan
100 and Allyson Rand [Map 227, Lot 3]. *Annex land from Map 227, Lot 2 to Map 227, Lot 3,*
101 *then subdivide the remainder of Map 227 Lot 2, into 2 Lots.*

102 Ms. Decoteau reviewed that this hearing is in relation to a boundary line adjustment and the subdividing
103 of land only and is not a site plan review.

104
105 Mr. Dorsey reviewed that he came before the Board in the spring for a preliminary discussion of
106 subdividing the 26.117 acres on Route 3 that he purchased. He reviewed that he had the original
107 surveyor, Gardner Kellogg, re-survey the parcel and the proposed boundary line adjustment and
108 subdivision are based on the new survey.

Mr. Dorsey stated that the boundary line adjustment will annex 0.24 acres from his property [Map 227, Lot 2] to Patrick Sullivan and Allyson Rand [Map 227, Lot 3] to be a good neighbor and prevent any potential encroachment on the Rand's property if development on his property occurs.

Mr. Dorsey stated the remaining 25.877 acres will be subdivided to create a 3.8-acre parcel and a 22.077-acre parcel. The 3.8-acre parcel will be sold to Jarrett Ham.

Ms. Decoteau commented that the final plan set and mylar will need to reflect the correct acreage for each lot, as the one presented appears to have incorrect calculations. Mr. Dorsey confirmed that the final plan set will have correct calculations and updated map and lot numbers.

Title Block: *Subdivision and Lot Line Adjustment for
White Mountains Escapes LLC
Surveyed by Kellogg Surveying & Mapping, Inc.
August, 2022*

MOTION: "To accept the application as substantially complete."

Motion: P. Laufenberg

Second: S. Babin

Discussion: Ms. O'Donnell stated she will abstain from voting on this application, as she is an abutter.

Vote: 6 YES - 0 NO - 1 ABSTAIN

Motion passes.

Ms. Decoteau opened the public hearing at 6:26 p.m. and asked for comments.

Joe Peznola, abutter, asked if the floodplain areas had been taken out of the overall acreage to determine the developable area and Mr. Dorsey stated yes. Ms. Decoteau clarified that that topic would be for a site plan review, and this hearing is only regarding the subdividing of the land.

Ms. Decoteau asked for any additional questions and as there were none, the public hearing was closed at 6:29 p.m.

MOTION: "To approve the Boundary Line Adjustment and Subdivision; Kevin Dorsey as agent for White Mountain Escapes, LLC [Map 227, Lot 2] and Patrick Sullivan and Allyson Rand [Map 227, Lot 3] application with the following conditions:

- Condominium building envelopes labeled 1 through 14, and 16 through 18 to be deleted from the plan sheet labeled Sheet 1 of 2.
- Reference to Sheet 1 of 2 to be deleted from the plan sheet.
- Delete sheet entitled "Plan of Land for White Mountains Escapes LLC" and labeled Sheet 2 of 2.
- Recording sheet to be added to the plan set and to be labeled as such
- All delineation of contours and treelines to be deleted from the recording sheet.
- Signature block to be added to the recording sheet.
- State subdivision approval number to be added to the plan sheet and recording sheet for the boundary line adjustment and subdivision plan set.
- Map and lot numbers for the subject parcel and all abutters are to be corrected to the new Map and Lot numbers adopted by the Town in April 2022.
- A complete abutters list with correct Map and Lot numbers and names and addresses of the property owners, signed and certified by the applicant, to be provided to the Town.
- Abutters who are the beneficiaries of the Boundary Line Adjustment to submit a letter stating that they are a party to the boundary line adjustment and agree to the boundary line adjustment."

Motion: S. Babin

Second: F. Freeman

Discussion: Ms. Schofield asked for clarification on where the floodplain areas were located on the proposed new 3.8-acre lot and Mr. Dorsey clarified that the floodplain areas are not near any buildings that are currently adjacent the proposed new parcel.

Mr. Babin commented that he does not believe that the conditions of approval are necessary, as the plans have already been reviewed by professionals.

Ms. O'Donnell stated she will abstain from voting on this application, as she is an abutter.

Vote: 6 YES - 0 NO - 1 ABSTAIN

Motion passes.

A. PRELIMINARY DISCUSSION: Site Plan for White Mountain Escapes, LLC [Map 227, Lot 2] 'The Preserve'

Ms. Decoteau stated that this is only a discussion to determine if the concept that is being proposed is compliant with the Zoning Ordinance and nothing discussed is binding. Mr. Dorsey acknowledged this.

Mr. Dorsey reviewed his proposal to create a cluster development with 18 single family homes with shared common land. He reviewed that HOA documents have been drafted, and the Board reviewed the proposed layout of the development. Lengthy discussion on the size and need of a ROW or a private road continued.

Planner Menici stated that the discussion on the road is going beyond that of a preliminary discussion, as it is getting into the technical aspects of a site plan. Mr. Dorsey commented that he is looking for any information that will allow him to submit a complete application.

Ms. Decoteau asked if there were any concerns with the proposed private road that would not be compliant with the Zoning Ordinance, and Planner Menici commented that the Planning Board has the ability to waive the ROW requirement on a private road. Mr. Dorsey thanked the Board for their time.

2. APPLICATION/PUBLIC HEARING – Site Plan Review; Laundromat Road [Map 240, Lot 138] Adam Smith. *Construct pole barn for sand storage shed.*

Mr. Laufenberg asked why this application was before the Board as a site plan, rather than being presented to the BOS as a ZCA and Planner Menici stated that the proposed is a non-residential use and approval is needed from the Planning Board before a ZCA is submitted.

MOTION: "To accept the application as substantially complete."

Motion: D. O'Donnell

Second: S. Babin

Discussion: None

Vote: 7 YES - 0 NO - 0 ABSTAIN

Motion passes.

Ms. Decoteau opened the public hearing at 6:54 p.m. and asked for comments.

Mr. Freeman asked if a concrete slab was being poured and Mr. Smith said no. Mr. Smith stated the proposed pole barn will be used to hold sand for his business. Ms. Schofield expressed concern with salt leaching into the groundwater, as the plans say that salt will be stored as well.

A lengthy discussion regarding salt or a sand/salt mix being stored continued. Mr. Smith confirmed that a sand/salt mixture could be stored in the shed and has no concerns with amending the application to state that.

Ms. O'Donnell asked if a ZCA would still be needed, and Planner Menici stated yes. Mr. Laufenberg stated he does not feel that the applicant needed to submit a minor site plan for a simple pole barn to store sand, and he recommended the applicant to appeal to the BOS for his application fees back.

Ms. Decoteau closed the public hearing at 7:03 p.m.

MOTION: "To approve the Site Plan Review for Adam Smith Holdings, LLC on Laundromat Road [Map 240, Lot 138].

Motion: F. Freeman

Second: C. Schofield

Discussion: None

Vote: 6 YES - 0 NO - 1 ABSTAIN

Motion passes.

3. APPLICATION/PUBLIC HEARING – Site Plan Review; Marc Burnell as agent for LCJ Holdings, LLC., Clubhouse Lane [Map 240, Lot 110]. *Construct permanent event pavilion to replace the event tent.*

The Board reviewed the application.

MOTION: "To accept the application as substantially complete."

Motion: P. Laufenberg

Second: F. Freeman

Discussion: None

Vote: 7 YES - 0 NO - 0 ABSTAIN

Motion passes.

Title Block: Owl's Nest Resort & Golf Club
Event Tent/Pavilion
Thornton Site Plan Review
October 2022
Print Date: October 25, 2022

Mr. Rivers asked for clarification on the size of the proposed pavilion as there are conflicting statements on whether it will be smaller or larger than the existing tent. Mr. Warzocha clarified that the proposed pavilion footprint is smaller than the footprint of the tent.

Ms. Schofield asked if the tent was going to be used year-round, and Mr. Stocker stated it will not be used in the winter, but the fall season could be extended to use it.

Ms. Decoteau asked about the waiver requests submitted:

- Article V, Section B (19) – Landscaping and screening; and
- Article V, Section B (20) – Exterior lighting and signs to be located on the site.

Attorney Hastings asked that the waiver requests be withdrawn, as Mr. Keach recommended in his review that a note or notes be added to the plan specifying the applicant's intent to preserve and maintain existing landscaping beyond the limits of work identified on the plan set and intent to install "limited plantings" on the perimeter of the planned retaining wall as described on the waiver request form. He reviewed that the number, location, and type/specification of any future building-mounted lighting fixtures will be identified prior to submitting to the Chair signing the plan.

Planner Menici asked if the concrete slab currently being used for the event tent was sufficient for the proposed pavilion, and Mr. Stocker stated no. He stated that a demolition permit will be submitted, and a new foundation constructed.

Ms. Decoteau opened the public hearing at 7:20 p.m. and asked for comment.

Planner Menici asked for clarification on the water supply for the sprinkler system being proposed, the plan said there was no water to the pavilion. Mr. Stocker stated there is no sewer, and the fire

272 suppression line will be pulled from the Panorama, and it will be a dry system with the same amount of
273 water pressure as the rest of the resort.

274
275 Mr. Rivers asked if there were restrooms being proposed and Mr. Stocker stated no. He reviewed that
276 there are designated restrooms for that space located in the adjacent restaurant.
277 Ms. Decoteau closed the public hearing at 7:22 p.m.

278
279 Mr. Laufenberg asked Attorney Hastings if he had reviewed the proposed conditions of approval and
280 Attorney Hastings stated yes. He commented that all conditions and concerns will be addressed in the
281 final plan.

282 Planner Menici suggested that the plans be sent to Mr. Keach for review before being sent to Planner
283 Menici for a final review. Attorney Hastings agreed that the updated plans will be sent to Mr. Keach
284 prior to Planner Menici for final review.

285
286 **MOTION: "To approve the Site Plan Review application for LCJ Holdings, LLC., Clubhouse Lane**
287 **[Map 240, Lot 110] to construct a permanent event pavilion to replace the event tent with the**
288 **following conditions:**

- 289 • Note 5 on Sheet C 2.2 should be expanded to acknowledge compliance with each of the
290 general requirements identified by Chief Desfosses in his letter dated November 14, 2022.
- 291 • Expand Sheet C 2.2 to specify existing and proposed finish grades along the length of the
292 existing/proposed walkway connecting the two structures to demonstrate compliance with
293 applicable provisions of the Americans with Disabilities Act.
- 294 • Expand Sheet C 2.2 to specify the location and details of proposed water and electrical service
295 accommodations.

296 **Motion:** S. Babin

297 **Second:** P. Laufenberg

298 **Discussion:** None

299 **Vote:** 7 YES - 0 NO - 0 ABSTAIN

300 **Motion passes.**

301 302 **OTHER BUSINESS:**

303 2. Short Term Rental Permit Process

304 Mr. Laufenberg, as Ex-Officio, reviewed that the BOS had a discussion on November 16, 2022 about
305 short-term rental permits, and shared that at this point, the BOS is not in favor of pursuing them. He
306 reviewed that the BOS agrees that:

- 307 • The Town does not have the staff to handle the logistics of a permitting process, and
308 there is no threshold established for what short-term rentals will need permits, i.e., a
309 house that is rented for a couple weeks of the year or weekly.
- 310 • After hearing from the public, the concern is not that people are renting their homes,
311 but renters that are not respecting neighbors.
- 312 • There are current ordinances and regulations in place that could be tightened up or
313 clarified to aid the Town and PD with enforcement if needed.

314
315 Mr. Laufenberg commented that there are current court cases in other towns addressing the concern of
316 short-term rentals, and the BOS would like to see how those play out before making any decisions.

317
318 Mr. Freeman clarified that the BOS is not going to encourage property owners to come to the Planning
319 Board and Mr. Laufenberg stated yes, and that the notice stating that site plan review is required has
320 been removed from the town website.

321
322 Mr. Laufenberg stated the BOS is asking if the Planning Board would be willing to offer suggestions of
323 things they would like to achieve from a regulatory perspective. He commented that the BOS is open to
324 having a joint meeting of both boards if the Planning Board feels it necessary at this time.

Mr. Freeman commented there is not a pile of complaints submitted to the BOS regarding short-term rentals that would require additional regulations to the ones already in place, and Mr. Laufenberg confirmed that statement and reviewed that the Town does not go looking for violations; unless a concern is brought to the BOS with a Concerned Citizen form it cannot be acted on.

Ms. O'Donnell commented that the Master Plan town wide survey had several comments regarding short-term rentals and that those responses are available to be reviewed if needed.

Mr. Rivers commented that perhaps the BOS doesn't have a pile of complaints because there is no process to forward complaints. Mr. Laufenberg stated that is incorrect and there is a Citizen Complaint form available on the website to be filled out. He commented that the BOS looks into every complaint that is received. He stated the BOS tries to address the concerns before enforcement or other actions are taken, and oftentimes they are resolved without issue.

Mr. Rivers asked if everyone knows where to find the Concerned Citizen form online and commented that he finds it disingenuous that the Planning Board is kept ignorant of complaints.

Mr. Laufenberg stated the BOS can only act on a formally submitted complaint. He commented that citizens are asked to submit their complaints on paper, and they rarely do that; residents need to be encouraged to report their concerns to be addressed.

Mr. Rivers stated if there is a noise complaint made to the PD and they respond, there is no prompting of the person who made complaint to submit a Concerned Citizen form to the BOS. He stated that is not a normal response to address a concern.

Mr. Rivers stated the form is in an obscure area of the website and is not easily found, leaving citizens ignorant to it. He commented the BOS is not doing good job for citizens and that he wants to have joint meetings with BOS to discuss the complaint process.

Ms. Decoteau asked if the Board was interested in having a joint meeting with the BOS at this time, and the majority did not feel a joint meeting was needed at this time.

Ms. Decoteau commented that the Planning Board meeting minutes are a good resource for the BOS to review to see the history of discussions regarding short-term rentals and what the Planning Board would like to see.

Ms. Schofield asked if the PD had been asked for reports on complaints from short-term rentals, and Mr. Laufenberg commented that the BOS will be meeting with Chief Gilman to see what he feels is needed to be amended to the current ordinances.

Mr. Babin stated there is a communication and transparency issue within the Town. He stated he asked on multiple occasions for police reports of complaints from short-term rentals and never received them. He stated the BOS has been approached multiple times to bring this issue up.

Mr. Babin stated he wrote to the Town Planner and Planning Board Chair and included Planning Board Counsel. He stated that no communication is being had with the public and no one is telling the public what the real issue is. He stated the real problem is that there are pending court cases regarding short-term rentals and the BOS keeps sending it back to the Planning Board.

Mr. Babin stated the BOS brought this issue to the Planning Board and is forcing the Board's hand to do something. He stated the BOS charged the Planning Board with creating an ordinance that has no basis in law and no communications were had. He commented that he would like Town and Planning Board Counsel to weigh in on this, and let board know what the issue trying to be solved is, as the BOS is not taking a leadership role in any of this. He stated the BOS needs to tell people what is going on.

381 Mr. Freeman stated that Mr. Laufenberg's explanation on the position of the BOS at this time was
382 transparent.

383
384 Ms. Decoteau stated the Board was given the authority to adopt regulations relative to short-term
385 rentals at Town Meeting 2020, and asked Planner Menici if clarification could be obtained from Counsel
386 on whether or not site plan review is required for a short-term rental property. Discussion continued.
387 Ms. Decoteau stated that once the decision from Counsel is received the Board can discuss their next
388 steps, if needed.

389
390 2. Discussion: Proposed Zoning Amendments

391 Ms. Decoteau asked if there were any questions or comments on the draft amendments and there were
392 none.

393 **MOTION: "To move forward with the proposed amendments to the 2023 Zoning Ordinance;**
394 **Floodplain Development Ordinance and Telecommunications Facilities Ordinance."**

395 **Motion:** F. Freeman

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

397 **Discussion:** None

398 **Vote:** 6 YES - 1 NO - 0 ABSTAIN

399 **Motion passes.**

400

401 **MOTION: "To schedule a public hearing for the proposed amendments on December 15, 2022 at**
402 **6:00 p.m."**

403 **Motion:** N. Decoteau

404 **Second:** P. Laufenberg

405 **Discussion:** None

406 **Vote:** 6 YES - 1 NO - 0 ABSTAIN

407 **Motion passes.**

408

409 3. Discussion: LCJ Holdings, LLC Proposed Zoning Amendments

410 Attorney Hastings reviewed a proposed zoning amendment that would allow for housing for older
411 persons on a specific parcel owned by LCJ Holdings, LLC. He reviewed that they would like this
412 amendment on the warrant for March, as it will benefit both the town and Owl's Nest.

413

414 Discussion on the LDA in relation to the current development and density at Owls' Nest continued.

415

416 Ms. Decoteau commented that the proposed amendment was discussed at the work session held on
417 November 10, 2022.

418

419 Mr. Babin reviewed that there was concern that the proposed amendment would be perceived as spot
420 zoning. He commented the Board saw three (3) potential paths that could be taken.

- 421 1. The amendment could be presented as a petition warrant article if it is signed by 25
422 registered voters. The amendment would not be put forward by the Planning Board.
- 423 2. An innovative land use agreement between the BOS and LCJ Holdings, LLC could
424 be created.
- 425 3. Another piece of land in Thornton owned by LCJ Holdings, LLC could somehow be
426 tied to the existing LDA to allow for more 'keys' to be available to Owl's Nest for
427 future development.

428

429 Mr. Freeman commented that there is also a requirement that if the Board allows housing for older
430 people, the same waivers must be given to work force housing; the Board is cautious of over
431 deployment. Attorney Hastings acknowledged that this is a concern with the new requirement and
432 Planner Menici commented that it takes effect in 2023. Discussion continued.

433

Mr. Laufenberg commented that the takeaway from this meeting, is that the Planning Board is not going to put the proposed amendment forward for this year. He recognized that a petition warrant article could be submitted, but he would not recommend that path at this time.

Mr. Warzocha asked if non-contiguous land could be included in the LDA, and Planner Menici stated transfer development rights are permissible in NH but is unsure if that is something that needs to be in the Zoning Ordinance or an outside agreement. She commented that she will look into it.

Attorney Hastings asked if the non-contiguous land had to be in the same town and Planner Menici stated yes. Attorney Hastings commented that the way the ordinance and LDA are structured, Owl's Nest is entitled to a certain number of units per acres of land and nothing in either of those documents specify where those units have to be. Discussion continued.

Mr. Laufenberg exited the meeting at 8:15 p.m.

Ms. Schofield asked how many people will live at Owl's Nest once all the development is completed, as the infrastructure for the transfer station, water, and sewer needs to be accounted for. Mr. Lash commented that all the houses at Owl's Nest are private sewer and well and are built to suit the houses and/or structures being built. Mr. Lash stated Owl's Nest has a private garbage company and the transfer station is not used at all. He commented that they are entitled to 600 'keys' in Campton and Thornton and if each house has four (4) people in it, the population could be 2,400 people at the most.

Ms. Decoteau thanked Attorney Hastings for his presentation, and commented that the answer to whether or not the Planning Board will put the proposed zoning amendment forward is a gentle no.

Attorney Hastings thanked the Board for the discussion and decision.

4. Discussion: LCJ Holdings, LLC re: Slice Plans

Mr. Stocker stated that they would like to add a small addition to the approved site plan for the 'Slice Pizza Restaurant' to accommodate bathrooms. He asked the Board for their input on if an amended site plan was required, or if the addition could be considered ancillary to the approved plan.

After review, the Board agreed that the addition for the bathrooms was ancillary to the approved site plan, and Ms. Decoteau will note this and sign the submitted layout for the bathrooms.

Discussion on innovative land use scenarios for Owl's Nest properties in Campton and Thornton occurred with no action taken.

5. Master Plan Committee Update

Ms. O'Donnell reviewed that there were 24 pages of comments that expanded on the questions asked in the survey. She stated Committee members reviewed the comments and attempted to categorize them in order to have topics of discussion for public meetings.

Ms. O'Donnell reviewed that the following topics were the most commented on:

- Recreation
- Town Facilities
- Development

Ms. O'Donnell stated the Committee hopes to have three (3) meetings over the next few months that will allow for open discussion on the topics, and how they can be implemented into the Master Plan. The Board reviewed the comments and thanked Ms. O'Donnell and the Master Plan Committee. Ms. O'Donnell commented that she will meet with Planner Menici to determine how to facilitate the meetings and when to schedule them.

488 6. Review/Approval of 2023 Meeting Dates

489 The Board reviewed the proposed meeting dates. Ms. Randall reviewed that the deadlines for
490 applications have not changed, and a time has been added to ensure that planning staff are present
491 when applications are submitted.

492 **MOTION: "To approve the 2023 Meeting dates with the addition of a 12:00 p.m. application**
493 **deadline."**

494 **Motion:** D. O'Donnell

495 **Second:** F. Freeman

496 **Discussion:** Mr. Babin commented he is not opposed to the schedule but would like the
497 Planning Board to meet on Tuesdays. He stated the BOS meets on Wednesdays and by
498 moving the Planning Board meetings, the BOS will not be able to pass items along to them.
499

500 Mr. Babin stated that it is his considered option that instead of dealing with issues that come
501 before them, the BOS pass them to the Planning Board. He stated the Planning Board needs to
502 meet before the BOS, as this may make the BOS more thoughtful before they pass a problem
503 along that they don't want to deal with and creating problems that don't exist.
504

505 **Vote: 5 YES - 1 NO - 0 ABSTAIN**

506 **Motion passes.**

507
508 **ADJOURNMENT:**

509 **MOTION: "To adjourn at 8:46 p.m."**

510 **Motion:** F. Freeman

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

512 **Discussion:** None

513 **Vote: 5 YES - 5 NO - 0 ABSTAIN**

514 **Motion passes.**

515
516 Respectfully Submitted,

517
518 Kerrin Randall, Board Assistant