

**TOWN OF WALPOLE
PLANNING BOARD WORKSHOP SESSION
Walpole, NH 03608
Tuesday, August 23, 2011**

Presiding: Jeff Miller (Chair); Ben Daviss, Peter Kenney

Alternates: Steve Dalessio

Guest: Elaine Helene

Recording: Regina Borden, Recording Secretary

These Minutes are unapproved and will be reviewed at the September 13, 2011, meeting for errors, corrections and omissions.

Meeting Opened: Mr. J. Miller called the Workshop to order at 7:00 PM in the Walpole Town Hall.

Revising the Site Plan Review document: Because we were unable to find an electronic version of the Site Plan Review document, Mr. Dalessio re-converted his PDF file back into a Word document therefore he suggested that at least two members do a word-by-word review. He also inserted the changes that were approved from his files so he wants to be sure they are the approved changes.

On Page 1 – Effective Date – Amendments adopted: These were the only ones that were in the original document. There were several amendments after the original document was released.

On Page 2 – When he put in the Design Guidelines he wasn't sure if they approved any specific wording so he added the last sentence. A typo was noticed – change “Walople” to “Walpole”. All corrections will be collected and changed at one time.

Pages 20 and 21 – the Checklist format is different but the content is the same.

Page 27 has a spelling error –change “intedn” to “intended” and Page 30 – change “natual” to “natural”.

Mr. Daviss suggested that it be sent to Lisa Murphy at the Southwest Region Planning Commission for a review and possibly to the Local Government Center. Mr. J. Miller will talk to Attorney Hockensmith about the height requirement and the change from 4 years to a 1 year limitation.

Mr. Daviss noted that at the next meeting he will propose a few additions to the Site Plan Review. He felt the PB should ask developers to disclose if they have an intercom system. There should be automatic triggers for certain types of projects. They also need to address allowing more than one building per lot. Then developers will know what the PB is looking for. Mr. J. Miller likes the concept that it is up to the PB to determine when and if they need further information. If they have legitimate concerns they can ask for a study or a second opinion. Every Site Plan is unique. His concern is how they would quantify when the trigger comes into play. A few scenarios were explored. If it triggers a certain process with the State then the PB should look at it. The PB “may” rather than “shall” require a general over-view of the Site Plan Review. By giving it to a third party they can suggest that the PB ask certain knowledgeable questions; they will be aware of what the issues are. It would be a safe guard for the Town. The PB will comply with all State regulations. Mr. Daviss will draft something on triggers and have the secretary email it out prior to the next meeting.

Review Proposed Amendments to the Land Subdivision Control Regulations: This was put on-hold for a future meeting.

Other Business: None.

Adjournment: Mr. J. Miller adjourned this Workshop Session at 8:02 PM.

Respectfully submitted,
Regina Borden, Recording Secretary