

## Westmoreland Planning Board Unapproved Minutes

Board Work Session 10/12/23

**Attending:** Lauren Bressett, Bruce Smith, Alison Fissette, Kristen Riley (Alt., clerk), John Stronk, Tim Thompson, Bill McGahie (selectman)

**Excused:** John Snowdon (selectman), Larry Siegel, Liana Capra

Lauren Bressett called the meeting to order at 6:00 pm.

### SECTION IV Subdivision Review Procedures

- A. Prior to submission of any application, the applicant must meet with the planning board clerk at least 30 days prior to application submission deadline (21 days prior to board application review).

“Preliminary Conceptual Consultation” is now B Instead of A.

~~B.~~ C. Design Review Phase The Design Review Phase may proceed only after identification of and notice to abutters, the general public **and agent** as required by RSA 676:4,I(d).

3. a) List of abutters and their **mailing** addresses taken from municipal records not more than five

#### C. Submission of Completed Application

3. The Planning Board will review all plans for completeness at the next regular meeting of the Planning Board. If the application is incomplete, the Planning Board shall notify the applicant and shall specify and describe the information, procedure or other requirements necessary for the application to be complete. Applications may be disapproved by the Planning Board without public hearing on the grounds of failure of the applicant to supply information or to pay fees as required by these regulations.

Alison Fissette suggested the board circle back to the decisions process, as the board needs more time to review the 2022 planning board handbook changes.

#### D. Planning Board Action on completed Application

1. ~~The Planning Board shall begin consideration of the Completed Application within 30 days of its acceptance.~~ The Planning Board shall act to approve, conditionally approve, or disapprove the Accepted Application within 65 days of acceptance of the application.

4. Approval of the application shall be certified by written endorsement on the plat and signed and dated by the Chairman and Secretary of the Planning Board. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 5 business days.

#### E. Failure of the Planning Board to Act

1) ~~In the event that the Planning Board does not act on an accepted application within the prescribed 65 days, the applicant may petition the Selectmen to issue an order directing the Planning Board to act within 30 days.~~

2) If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.

#### H. Public Hearing

Prior to approval of a site plan, a public hearing shall be held pursuant to RSA 676:4 I(d) with notice given to the applicant, **agents**, abutters, and the public.

#### I. Notification

1) Notice of a Design Review Phase, submission of an Application, or a Public Hearing shall be given by the Planning Board to the abutters, **agents** and the Applicant by certified mail, mailed at least ten (10) days prior to the meeting of the Planning Board where this matter will be considered. The public will be given notice at the same time by posting at the Town Hall and the Post Office and **posted on the town website.**

#### F. Fees

2) All costs of abutter and other required notices, whether mailed, posted, or published, shall be paid in advance by the Applicant **in order to meet deadline. Failure to meet deadline may result in postponement of reconsideration.** Failure to pay costs shall constitute valid grounds for the Planning Board to not accept the application as complete.

#### K. Site Inspections

SECTION VI Submission Requirements

An application packet ready for submission to the Planning Board shall consist of the following items: a completed application form and checklist, accompanied by supporting documentation and/or requests for waivers: names and addresses of all abutters taken from the town records not more than five (5) days before the day of filing; payment of all applicable fees according to the fee schedule; and necessary copies of the plat, prepared at any scale between 1" = 20' and 1" = 400'. **With details as noted below.**

A. Plat submission Items

B. Other

Meeting adjourned at 7:30 pm. Recorded by Kristen Riley. Clerk.