

Westmoreland Planning Board Work Session Minutes  
January 11, 2024

**Attending:** Lauren Bressett, Bruce Smith, Liana Capra, Alison Fissette, Tim Thompson, Kristen Riley (Alt., clerk), John Snowdon (selectman)

**Excused:** Larry Siegel (alt.), John Stronk (alt.)

Lauren Bressett called the meeting to order at 5:00 pm.

Lauren Bressett opened the hearing for the small wind ordinance changes at 5:39 pm.

### **Subdivision Regulations**

#### SECTION IV Subdivision Review Procedures

A. Receive a Zoning Permit Application **from** or be referred **by** the Zoning Administrator.

B) 1. Prior to submission of any application, the applicant must meet with the Planning Board Clerk at least **20** days prior to the application submission deadline (which is 21 days prior to a scheduled Planning Board application review).

D) 5. The criteria for a waiver are:

E. Remove comma

D.4. A written notice of decision shall be provided to the Applicant ~~within~~ 72 hours and added to the public file within 5 business days after the decision. This notice shall include any conditions set by the board and findings of fact supporting the decision. 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

#### SECTION V Submission Requirements

6. Names of all abutting property owners, ~~streets~~ & other facts regarding abutting properties.

#### SECTION VIII Performance Guarantee

B. Change “feed” to “fees”

Applications: Have the header the same on all applications. Also, add zone. C

Checklists: Remove date

#### MINOR SUBDIVISION CHECKLIST (3 lots or less)

13. Lines need to be adjusted.

#### MAJOR SUBDIVISION CHECKLIST (More than 3 lots)

6. ~~6.~~ Names of abutting property owners, ~~streets, easements,~~ building lines, & other facts regarding abutting properties. ~~Note site plan states: The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.~~

## PRELIMINARY CONCEPTUAL CONSULTATION

(This is only for process and informational purposes and formal application and a public hearing is not required. Notification to the ~~town administrator or~~ Planning Board Clerk can ensure that time is set aside in the agenda but is not required. Citizens can just drop in on a regular meeting for an informal discussion.

## REQUEST FOR DESIGN REVIEW PHASE

OPTIONAL A Design Review Phase This requires public and abutter notification, as well as a hearing, and must be requested 21 days in advance. An abutter list and payment for the noticing is required to accompany this request.

\_\_\_ Abutters ~~Current~~ list- of names and mailing addresses of all abutters, engineer or surveyor, applicant/agent retrieved within 5 days of submitting application.

## Westmoreland Planning Board Contact Information

Change Town administrator email to admin@westmorelandnh.com

## Site Plan Review

### Section V.

Should we add zoning referral or zoning permit first??? Yes

1. Prior to submission of any application, the applicant must meet with the Planning Board Clerk at least ~~30d~~ 20 days prior to the application submission deadline (which is 21 days prior to the scheduled Planning Board application review).

### C. Submission of Application

2. A preliminary review ~~may be done by a person or persons designated~~ will be done by the Planning Board Clerk to review plans for completeness prior to submission to the Planning Board.

### D. Planning Board Action on Completed Application

A written notice of decision shall be provided to the Applicant ~~within 72 hours~~ and added to the public file within 5 business days after the decision. This notice shall include any conditions set by the board and findings of fact supporting the decision. 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.

- I. 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, engineer or surveyor, applicant or representative 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, the Post Office, publication in the Keene Sentinel, and on the town website.

## SECTION VI Submission Requirements

### B. B. Other

Should the Planning Board determine that some or all of the information described ~~in Section B~~ below is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made. Conditions that could indicate the application may need additional information may include but are not limited to proposed usage, size, complexity, or number of parking spaces. The Planning Board reserves the right to request such information before an application has been accepted **as complete** or at any time prior to vote on approval.

## SECTION XII Administration and Enforcement

Eliminate B.) 2.

### SITE PLAN REVIEW CHECKLIST

Eliminate 1

F. ACCESS POINTS- eliminate “see table 1”

### H. UTILITIES AND DRAINAGE

2. Is there current approval by the NH Department of Environmental Services for **existing septic plan?**

Add 3. If there will be an increased load of an existing system or a planned new system is state approval provided, in accordance with RSA 485:A-38?

J. FEES- Eliminate 1.

Move 2 to “Other.”

### HOME BUSINESS SITE PLAN REVIEW CHECKLIST

Eliminate A.) 1.

Eliminate H. FEES

As no one was present to speak about the small wind energy ordinance, Lauren Bressett closed the public hearing at 6:39 pm. The board agreed to have the ordinance be forwarded to be on the March ballot.

Bruce Smith moves to have the Planning Board informational letter on the website and a reference on to it on the Facebook page. Alison seconded that motion. All voted in favor.

Bruce makes a motion to adjourn, Liana seconded that motion. Meeting adjourned at 6:42 pm.