



## **TOWN OF WILTON PLANNING BOARD MEETING DRAFT MINUTES**

**DATE:** February 4, 2015  
**TIME:** 7:30 P.M.  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Wilton Planning Board Members: Chairman Alec MacMartin, Vice Chairman Jeff Kandt, Neil Faiman, Marcie Kearns, Sara Spittel, Alternate Dawn Tuomala, Board of Selectmen Representative Kermit Williams, NRPC Representative Camille Pattison, Secretary Sorrell Downing, and Wilton Resident Tracey Ewing.

### **WORK SESSION**

Chairman MacMartin opened the meeting at 7:30 PM.

#### **Secretary Handbook**

Ms. Pattison has made some updates to the "Planning Board Secretary's Handbook." Copies were distributed to board members and to members of the public.

Page 1:

- RSAs have been added where applicable.
- Ms. Spittel asked if a DRAFT watermark could be added.

Page 2:

- Mr. Faiman proposed removing "paper form" from the DRAFT Minutes section.
- Town Website and Town bulletin board will be where DRAFT Minutes will be posted.
- Mr. Faiman asked for bullets to be re-ordered to make logical senses in both sections on page 2.
- Need to seek clarification of wording when Alternates are participating in certain portions of a meeting on behalf of another.
- Mr. Faiman asked for "his/her" to be added to last bullet, page 2.
- APPROVED Minutes will be posted on the Town website and placed in the Minutes Binder ASAP but within 5 Business Days.

Page3:

- Section B, second to last bullet should include abstentions.
- Legal Requirements for Notifications will be reworked into a table by Ms. Pattison which will differentiate between Public Hearings and Regular Meetings as well as, Plats, Site Plans, Excavations, Regulations, Ordinances, Misc.. The table will also include where and when notices are placed, if there is advertising, if there are specific personal notifications, and reference section of RSA for clarification

Page 4:

- First sentence to begin, “When the Planning Board hold public hearings on applications to board...”
- Section regarding mailing notices to abutters may also be re-configured into a table if possible as it varies depending on what type of case.
- Mr. Kandt explained that if a public meeting is continued, The board does not repost the public hearing. Mr. Faiman said there must be a notice if the board is to discuss a case. If a plan is flawed then it can not be submitted to the board, this is why the NRPC is creating an application checklist in attempt to curtail unnecessary meetings.

Page 5:

- Mr. Faiman added “The Contents of the Public Notice” should contain the name of the applicant. Mr. Williams added it should also contain a description of the proposal. Mr. Kandt suggested adding RSA as well.

Ms. Nichols Suggestions:

- The Handbook should also include the task of doing the Registry, Sending Notice of Decision, and Financial Accounting.
- Ms. Downing to work with Ms. Atwood to clarify the use of uplifts.
- Mr. Williams asked if there were two uplifts, and it was explained by Ms. Tuomala that there are two NRPC accounts; one for time for plan review and one for circuit rider. The NRPC submits time for specific case and that time is posted to the escrow account. It is important to not put circuit rider charges in the escrow as well as NRPC plan review time into the circuit rider account. Uplift fees are charged to NRPC escrow accounts for plan review. For example, \$55 is charged by NRPC, the Planning Board charges \$60 to the applicant. These fees are put into the escrow account for the case. This account is separate from the accounts where there are set fees (application fees, etc).
  - Ms. Tuomala would like to see the fee increase to cover the costs.
  - Mr. Williams pointed out this is the one time we are selling a service.
  - NRPC also needs to submit bills in a timely manner.
  - Mr. Kandt to find and share with Ms. Downing a document that explains the escrow procedures and discussed in 2010 with Ms. Atwood.

### **Procedure for Sign Applications**

The Planning Board does not have a written procedure for sign applications. Ms. Pattison provided the Town of Wilton Sign Permit Application Procedure to board members and to members of the public.

Ms. Downing to check with Mr. Shepardson to see if a \$50 application fee has been received for the current sign application, PB15-001-SA.

Ms. Downing to notify applicant regarding PB15-001-SA.

Ms. Spittel asked Mr. Williams to discuss with Mr. Shepardson the enforcement of the temporary sign at Antonia's Greek Kitchen and Pizzeria. The display of the sign has exceeded the 30 day term.

### **Change of Use Procedures**

Mr. MacMartin brought Mr. Williams up to speed on the creation of a Change of Use Procedure.

Mr. Little has suggested the Wilton Planning Board discuss with the Town of Swanzey their form and its effectiveness. Ms. Pattison provided copies of the "New Tenant Application" from the Town of Swanzey. to board members and to members of the public.

- Ms. Pattison to adapt the Swanzey form for the purposes of Wilton.
- Mr. Kandt noticed the Swanzey form required Public Hearing and Notice to Abutters. The form allows the Planning Board to have a formal record of what is happening in the space.
- Mr. Williams suggested in some cases, the Fire Chief and/or Water and Sewer Superintendents should be notified. Mr. Williams disagrees with having to notify abutters. What is their role? Notification of the abutters costs money and many of the businesses on Main Street operate on shoestring budgets.
- Mr. Faiman added the value for a change of use form and procedure would be to expedite the process for applicants. The public hearing and abutter notification may sound like a full blown site plan review but it can be expedited.
- Mr. MacMartin added that a change of use form can only be used if there is an existing site plan. Many of the Main Street business do not have a site plan. The change of use procedure and form process would be used primarily by the businesses on Main Street.

### **Filing System – Planning Board Office**

Ms. Downing reported that the Planning Board office has been cleaned and all files that can fit into the cabinets have been filed. There needs to be a cleaning out of some sections – Granite State Concrete, Tax Map F in general and the Tax Map B Section has many large maps that seem to be copies of one another.

**Other Agenda Items**

The remaining Agenda items (Master Plan Economic Development Chapter, How to Apply to the Wilton PB, Town Website and Planning Board Website, Certification of Master Plan Changes) will be carried to the next meeting on February 18, 2015 at 7:30 PM.

*A MOTION was made by Ms. Spittel and SECONDED by Ms. Kearns to adjourn the meeting.*

*Voting: 6 ayes; motion carried unanimously.*

Chairman MacMartin declared the meeting adjourned at 9:30 PM.

Respectfully Submitted,  
Sorrell Downing  
Secretary