



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

DATE: November 2, 2016
TIME: 7:15 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Chairperson Jeff Kandt, Vice-Chairperson Sara Spittel, Tracey Ewing, *Alternate Bart Hunter for Matt Fish, Board of Selectman Kermit Williams
NRPC Representative Stephen Meno, Clerk Elizabeth Morison, Clerk Susan Pliner

Present from Community: Monadnock Ledger-Transcript Brandon Latham, Reporter

Public Hearing

Chairperson Jeff Kandt opened the Public Hearing at 7:15 PM.

Natural Resources and Town Facilities and Services Chapters of the town Master Plan. The effect of the proposed updates to the Master Plan will be to inventory Town amenities and guide future land use practices for the town. The chapters will be considered by the board for adoption.

Mr. Kandt asked for comment from the Public. No comment from the Public was made known.

A MOTION was made by Ms. Ewing and SECONDED by Mr. Hunter to adopt the Natural Resources and Town Facilities and Services Chapters of the Town Master Plan.

Voting: 4 ayes. Motion carried.

Board Members Signed Certificate of Adoption. Certificate will be filed with Town Clerk and copy to be placed on file with Planning Board.

Mr. Kandt closed Public Hearing at 7:24 P.M.

Public Hearing

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Chairperson Jeff Kandt opened the Public Hearing at 7:30 P.M.

Proposed Update of Wilton Land Use Laws and Regulations Appendix VII – Building Permit Fees. The proposed fees will be considered by the board for adoption.

Mr. Kandt asked for comment from the Public. No comment from the Public was made known.

A MOTION was made by Ms. Spittel and SECONDED by Mr. Williams to adopt Wilton Land Use Laws and Regulations Appendix VII - Building Permit Fee Schedule.

Voting: 4 ayes, Motion carried.

Board Members Signed Certificate of Adoption. Certificate will be filed with Town Clerk and copy to be placed on file with Planning Board.

Review 10/19/16 Minutes:

Discussion of the procedure of how to count votes in meetings were determined. Mr. Meno stated that the alternate, Bart Hunter, does not have a vote. Mr. Kandt stated that the Chair doesn't have a vote. As a result, votes will be changed from 8 ayes to 6 ayes.

Ms. Pliner noted line 43, page 3 P.D.W. will be changed to D.P.W.

Ms. Ewing noted line 21, page 4 to have additional comment to be added: “and noted that work was done recently on the driveway and recycled asphalt was used to limit the wash out.”

A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to approve the October, 19, 2016 minutes as amended.

Voting: 4 ayes, Motion carried.

Meeting with Select Board regarding Change of Use and Accessory Dwelling Units & Main Street Parking:

Discussion of Change of Use in regards to down town parking and the role of the Building Inspector was made among the Board.

Mr. Williams stated that he would like the Change of Use to be more clear.

89 Ms. Ewing stated that there needs to be a clear cut understanding of who needs a site plan
90 review.

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92 Mr. Kandt noted that in regards to parking, businesses have different requirements for the
93 number of parking spots downtown. Mr. Kandt further recommended that a blanket letter
94 from the Selectman's Office be sent to anyone on Main Street. Mr. Kandt also thought
95 there should be someone (Selectman) to oversee the downtown parking.

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97 Board reviewed Wilton Land Use Laws and Ordinance, A19 – permitted uses.

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99 Mr. Williams and Ms. Ewing discussed the balance of ordinances in regards to the
100 downtown business district.

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102 Discussion of Change of use was made:

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104 Ms. Spittel noted that the previous NRPC representative, Camille had made a list.

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106 Mr. Kandt stated that usually the Town Planner makes a decision

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108 Mr. Williams recommended modifying contract with NRPC to give the Circuit Rider,
109 Stephen Meno, authority. Mr. Williams further recommended to do so in conjunction
110 with the Town Administrator, Scott Butcher.

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112 Mr. Meno will research what other Circuit Riders in towns do in regards to Change of
113 Use.

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115 Discussion of Accessory Dwelling was made:

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117 Mr. Meno handed out to the Board the Final Version of Chapter 6, Senate Bill 146 –
118 clarifying Accessory Dwelling Uses.

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120 Mr. Kandt reviewed Ordinance 3.1.6 – definition of single dwelling.

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122 Mr. Williams reviewed new law Accessory Dwelling Units 674:71 Definition.

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124 Mr. Meno pointed out Zoning Ordinance 5.1.a – Accessory Uses are mentioned, but
125 unclear of reference to dwelling units. Mr. Meno will be bringing options to next work
126 session.

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129 **Procedures for marking “N/A” on applications:**

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131 It was determined that NRPC Circuit Rider, Stephen Meno, will review applications in
132 conjunction with applicants.

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134 Mr. Kandt stated that the site plan review process needs to be documented.

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136 **Rules of Procedure: Conditional Approvals, Notices of Decision and Right to Know**
137 **Law:**

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- Discussion to be continued to next work session.
- NRPC Representative, Mr. Meno, will be handling Notices of Decisions going forward

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144 **Signature Block clarification:**

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146 Board reviewed Subdivision Regulations Section 7.0 that states the signature should be
147 Chair and Vice Chair Signatures. Mr. Meno noted that past applicants had inconsistent
148 Signature Blocks.

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150 **Site Plan Regulation Reviews:**

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- Checklist is being made.

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154 **Escrow Amount Updates and Refunds:**

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156 Meeting with Caitlin Martin, Selectmen's Assistant, on Monday November 7, 2016 at
157 10:30 am with Mr. Kandt, Ms. Pliner and Mr. Meno to discuss Escrow spreadsheet.

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159 Mr. Kandt questioned if Mr. Quinn has a balance for a refund due to him. Mr. Kandt also
160 questioned how long can we keep money without an application. Mr. Meno will reach
161 out to Dawn Tuomala (Mr. Quinn's Representative) and follow up in regards to payment
162 due to Mr. Quinn.

163

164 **2017 Budget Request is due 11/28:**

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166 Mr. Kandt stated that Mr. Meno's new additional duties will require more time. Mr.
167 Meno agreed to forecast his time.

168

169 Discussion of a laptop for the Planning Board's Secretary took place. There is an
170 existing \$500.00 in the Planning Board's Budget to be used for a laptop. Mr. Kandt will
171 further investigate.

172

173 **CIP Membership:**

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175 Committee Members consist of: Tracey Ewing, Joe Torre and Kermit Williams.
176 Meeting time to be determined.

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178 **Impact Fee Language on Plat Standards:**

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180 Mr. Meno will bring copies to next meeting.

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Other Business:

Alternate Planning Board Member:

At the beginning of the meeting, Ms. Spittel suggested posting information on the Town of Wilton's Facebook Page.

A MOTION was made by Ms. Ewing and SECONDED by Mr. Hunter to adjourn the meeting.

Voting: 5 ayes. Motion carried.

Chairperson Kandt declared the meeting adjourned at 9:20 PM.

The next scheduled bi-monthly meeting will be held on the third Wednesday of this month, November 16, 2016 at 7:30 P.M.

Respectfully Submitted,
Elizabeth Morison
Secretary