

Planning Board Subcommittee Meeting
6:30 p.m. July 1, 2025 at the Meeting House

Members Present: Rich Marcou (Vice-Chair), Greg Meeh, Joshua Gordon

Others Present: Kal McKay (Admin Assistant), Matt Monahan (CNHRPC)

Call to Order

The Planning Board meeting was called to order at 6:15 p.m.

Application Checklist Drafts

Matt distributed drafts of:

- Other Applications, Application Checklist
- Site Plan, Major Application Checklist
- Site Plan, Minor Application Checklist
- Subdivision, Major Application Checklist
- Subdivision, Minor Application Checklist

The Subcommittee created the Land Development Regulations (LDR) and is now working on pulling out the important parts into checklists. The aim is to make it easier to determine if an application is complete for the Board, applicant, and staff.

At the last meeting, the Subcommittee asked for reorganization and formatting changes. The Subcommittee all agreed that this new layout is much better.

There was discussion about the 3-column format and how to clarify that it should be “Provided” or “Waiver Requested” or N/A. They decided on checkboxes.

There was discussion about how to make it clear that only staff can determine if something is N/A. They decided to label it “internal use only”.

There was discussion about several minor formatting errors and typos. Matt will correct these.

The Land Use Administrator will be the owner of these documents. They will keep the editable files and make updates to keep them in line with the LDR.

They initially couldn’t find any difference between the checklists for Major and Minor Subdivisions. They found that currently the LDR doesn’t actually have different requirements for those two types. They decided to keep two separate checklists anyway so that it is clear from the start which type of project the applicant is working on and in case the requirements for the two types diverge in the future.

There was discussion about the disclaimer at the top of each checklist. It tries to make it clear that the LDR is the source of truth and if the checklist is missing something, that doesn’t mean you don’t have to do it. They decided to add wording explaining that the LDR has more details.

There was discussion about the language at the top of the checklists saying that materials must be submitted 12 days prior to the PB meeting. The 21 day requirement is for initially submitting the application. The 12 day requirement is the last day an applicant can update the materials. This is to give the applicant and staff time to go back and forth to make sure the application is complete, abutters time to be noticed, and the PB and any consultants (e.g. engineers, lawyers) time to review all of the materials before the hearing. They decided to update the language to make the timelines more clear.

There was discussion about when a consultant should be brought in on an application. Matt recommended that any time a professional certification is involved, the PB should reach out to a professional. Even if you have someone with that expertise on the PB (e.g. our current PB has two practicing lawyers), you don't want them to mix their professional life with their volunteer work on the Board.

Matt will make the discussed corrections and email them to the Subcommittee. If nothing else needs to be changed, then the Subcommittee will forward it to the PB Chair so he can put it on the agenda. The LDR will need to be amended by the full Board to refer to the checklists.

There was discussion about the proper term for Conceptual Review. The LDR needs to be changed to use the terminology from RSA 676:4, II "conceptual consultation".

Approval of April 10, 2025 Draft Meeting Minutes

While reviewing the draft minutes, the Subcommittee began discussing the action items that were identified at the last meeting.

- Driveway and Cul de Sac need to be defined in the LDR.
- The LDR should refer to the official town road map filed with MCRD. That way applicants can be sure to identify the name and class correctly. Greg will get Matt the book and page number of that map.

Greg made a motion to approve the public minutes for the Planning Board Subcommittee meeting on April 10, 2025. Joshua seconded. All in favor by roll call, motion carried.

Adjournment

The meeting was adjourned at 7:30 p.m.

Minutes submitted by Kal McKay, Admin Assistant