

MINUTES OF THE MEETING
OF THE
CANTERBURY PLANNING BOARD

June 28, 2016

BOARD MEMBERS PRESENT: Art Rose, Chair, Jim Snyder, Co-Chair, Tyson Miller, Hillary Nelson, Kent Ruesswick, Joshua Gordon.

BOARD MEMBERS ABSENT: George Glines, Alternate: Alice Veenstra

OTHER PARTIES PRESENT: Lucy Nichols.

Draft Minutes of June 14, 2016: Jim made a motion to approve the minutes as presented. Kent seconded. Discussion: None. Vote: Unanimous. 6/14/16 minutes were approved.

Review of Fife and Alexander application for Lot Line Adjustment for completeness only. Old Tilton Road and Northwest Road, Tax Map 233, Lots 35 and 36.

The Board reviewed the plan provided by the applicant.

Jim asked Lori if she reviewed the application and plan. She confirmed she did and Jim moved to accept it as complete. Joshua seconded.

Discussion: Joshua and Hillary had concerns that the waivers weren't included with the application. Lori told the Board that this was a simple lot line adjustment and she was going to have the surveyor bring the waivers to the public hearing. If it was a site plan review or subdivision application, she makes sure everything is there for the review meeting. There was discussion about the requirements for an application and whether or not the Board should accept the application as complete without having all documents required. Most members of the Board were satisfied with the waivers being presented at the time of public hearing, but understood Hillary's concern. Art reminded the Board to vote on motions as they feel appropriate.

Jim amended the motion to approve the application as complete on the condition that waivers are requested in writing for topo, wetlands, and soil types. Kent seconded the amended motion.

Vote: 4 yes

1 no.

The plan will be brought forth for public hearing on July 12th.

Other Business:

- Art advised the Board we received a copy of a wetlands permit application from Luke Mahoney for 250 West Road to maintain the swales on his property. No action needed by the Board.
 - Lori informed the Board that the law has changed in regard to the time an applicant has to submit their application to the Board. They used to have to submit the application 15 days prior to the meeting for acceptance. It is now 21 days. The Board discussed whether we can accept an application less than 21 days if necessary. It was decided that if an application was challenged, we would not want to be held responsible for not following the law and having an applicant have to start over. Once applications are submitted, Lori will wait 21 days to put it on the agenda for acceptance as complete.
 - Joshua discussed his thoughts about Board members receiving documents electronically prior to the meeting for acceptance. He very strongly felt that he would like to have the time to review and absorb what he will be making a decision about prior to a meeting. Art felt they should receive them the night of the meeting since the only purpose is to review the checklist of requirements and be sure all are there.
- Joshua wants his previous email to the Board regarding sharing documents put on the agenda for the Board to discuss. Lori will add it to the next agenda. In the meantime Art agreed that the application documents can be sent to the Board members electronically when the agenda is emailed out.
- Art reminded the Board that we do not need to make a decision one way or the other at every public hearing. Nobody should feel pressured to approve an application. We have 60 days to move on a process once we begin a public hearing. Within that timeframe, we can make a motion to continue a hearing which would give the members of the Board additional time to consider the merits.
- Joshua said we should encourage applicants to submit items in electronic format. Lori will do that.
- Lucy Nichols was in attendance and added that when she went through her process she wanted to email the Planning Board some pictures ahead of the meeting but the email said she it couldn't accept large files. The Board was not sure it was in our control to change the size files but will see how it goes.

74 - Art wants the subcommittee for the zoning changes to pick a date and get back
 75 on the agenda. Hillary suggested the 1st meeting in August for them to report
 76 back. Art told Lori there should be no public hearings that night. Art would like to
 77 discuss the subcommittee items and keep the project moving. Tyson said one
 78 thing they're wrestling with is that cluster subdivisions and they will continue to
 79 work on it. -

80 Jim moved to adjourn. Joshua seconded. Vote: Unanimous

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 82 Meeting adjourned at 8:00 p.m.

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 84 Lori Gabriella, Secretary **Next meeting: July 12, 2016 at 7:00 p.m.**