

MINUTES OF THE MEETING
OF THE
CANTERBURY PLANNING BOARD

May 14, 2013

The Chair called the meeting to order at 7:00 p.m. It was determined that a quorum was present.

BOARD MEMBERS PRESENT: Art Rose, Chair, Jim Snyder, Vice-Chair, Chris Blair, Joshua Gordon, Alice Veenstra, and Tyson Miller

BOARD MEMBERS ABSENT: Doug McCallum, Seth Cohn

OTHER PARTIES PRESENT: None.

Draft minutes of April 23, 2013. Jim Snyder made a motion to approve the minutes, seconded by Chris Blair. There was no discussion on the motion and the minutes were voted on and approved unanimously.

Planning Board Procedures: As the new Chairman of the Planning Board, Art Rose presented the idea of designating the first meeting of each month as public hearings and the second meeting of the month as work sessions where the Board would have the opportunity to review applications or submissions from taxpayers, have time to discuss their questions among the Board, and prepare for the public hearings.

Discussion:

Art's feeling was this process would provide adequate time for the Board to be better prepared to have a more productive and informative hearing with taxpayers and abutters. In the past the Board would review information for the first time at public hearings, discuss the documentation among the Board, and then ask questions of the applicant to make a decision that night. He feels it would be beneficial to both the Board and applicants to break the process up into two different meetings.

Chris Blair wondered how other towns with a similar structure to Canterbury handle their application process. Art stated that larger towns have town planners that review applications prior to being given to the Board so any problems are vetted prior to the meeting.

Art feels that when reviewing applications, the Board should be going down the list of requirements as outlined in the regulations. If items are met, they're met, a public hearing can be scheduled and ultimately a decision can be made at public hearing. If

requirements are not met, the applicant is notified as to what documents or information is still needed in order to schedule a public hearing. It will be possible to still schedule a public hearing and have the applicant provide the missing documentation that evening if it is something minor. Otherwise, once the Board received all documentation outlined in the regulations, a public hearing would then be scheduled.

If a professional surveyor is used, they know the rules and regulations and typically those applications go through smoothly. If not, the process is slower and the applicant may need more guidance.

Chris outlined that, as an example, an applicant would need to get their application in to the secretary prior to the fourth Tuesday of the month for the Board to review it, come up with questions or concerns and determine if it is complete. If so, a public hearing notice will be posted for the next meeting, which is the second Tuesday of every month. If the application is not complete, the taxpayer is notified by the Board's secretary advising them of the additional documents/information required. Once the additional documents are submitted, the Board schedules the application for public hearing, discusses it with the applicant and ultimately would make a decision at the public hearing. Art confirmed.

Jim Snyder brought up the fact that the Board needs to be careful about reviewing the application at the second meeting of the month so there is no discussion of merits of the application, just discussion to understand the application. All members agreed.

Any taxpayer who is inquiring about submitting an application would need to be informed of the need to submit their application by a certain date in order to be on the schedule for a public hearing by the second Tuesday of the month.

Alice felt it was a good approach and serves the dual purpose of being clear and consistent, and getting the information in front of the Board ahead of time to make informed decisions.

There was general concern if this would slow down the approval/denial for the applicant, but once the timeline was laid out, the Board was satisfied that this could be much more streamlined for all involved. Expedited hearings are still available in certain cases and the Board would work to accommodate applicants.

The Board agreed to move forward with this approach.

Other business:

Jim pointed out that typically at this time of year a list is generated of things the Board would like to work on and accomplish, or any regulations they may want amended. The secretary asked for members to email her any items they would like to be included on the list.

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91 Alice discussed reviewing the Board's website on the Town's page to see if all the
92 resources are there for taxpayers to find the information they need in an easy manner.

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94 Joshua agreed stating that he has looked at the website and feels it would be hard to
95 establish if you have all necessary regulations met. He thought a checklist might be a
96 good idea. Jim suggested looking at Loudon's website and finds it very user friendly.

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98 **Motion to adjourn** Jim Snyder, seconded by Chris Blair. Motion was voted on and
99 passed unanimously, meeting ended at 8:05 p.m.

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101 Lori Venie, Secretary

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103 **Next meeting: May 28, 7:00 p.m., The Meeting House.**