

**PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
February 3, 2021**

DATE APPROVED: 2/17/21

TIME: 7:00 p.m. – 9:00 p.m.

MEMBERS: Gary Sparks- Chairman, Susanne White-Vice Chair, Bob Hansen, Adam Charrette, Ed Sauer, Melinda Gehris

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Denise Deforest

Excused: Denise Deforest, Ed Sauer

Others Present:

Consultant: Glenn Sheppard GWTS LLC

Public: Erik McCauley, Kevin McCauley, Harry Andersen, Nancy Egner

Chairman Sparks called the meeting to order at 7:00 PM and read the “Right to Know Meeting Check list” (at end of document).

Chairman Sparks called the roll:

Susanne White-Present; no one in the room.

James Bailey- Present; no one in the room.

Melinda Gehris- Present; no one in the room.

Gary Sparks- Present; no one in the room.

Bob Hansen- Present; no one in the room.

Gary Sparks said, if anyone wanted copies of the minutes or recording to contact Planning Director Robyn Payson.

Minutes

01/06/21 Susanne White made a motion to approve the minutes. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Bob Hansen-Y, the minutes were approved.

01/20/21 Jim Bailey made a motion to approve the minutes. Susanne White seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Bob Hansen-AB, the minutes were approved.

Site Plan Review

Map 1 Lots 21-1 & 27
25 & 31 Carr Rd.
Kevin McCauley
Case No. 2020-02

Erik McCauley reviewed the status of the application.

- Traffic Study is complete and is being reviewed by Gale Associates, Inc.
- Plans are being updated and expected to be submitted to Gale Associates Inc. for review Friday 2/5/21.
- The Planning Director will be sent a final set of plans shortly

Erik McCauley said that there has been a lot of detail added to the traffic study. The engineer from Hoyle, Tanner & Associates will be present at the next meeting to answer questions.

Melinda Gehris asked when the Planning Board would be receiving copies of the plans and documents. Robyn Payson said that she expected to receive the documents no later than Feb 12th and they could then be forwarded to the Planning Board.

Gary reviewed the expectation of how this application would move forward if all of the documentation is received in a timely manner. On February 17th, public testimony will be “wrapped up” and the Planning board will discuss conditions of approval. The final meeting with the decision being rendered should be on March 3rd.

Work Session

Robyn reviewed the planned projects for the Board for 2021.

Dark Skies/Site Plan/Subdivision Regulations

Robyn Payson said developing the Dark Skies Ordinance for Town Meeting 2022 will be a top priority for the year. She has the first draft ready and would like begin working on it at the first meeting in April. While that is going on the Planning Board will be able to look at the existing lighting requirements in the Site Plan Regulations to update to make them “Dark Skies” compliant. Robyn asked Adam Charrette to look at the Site Plan Regulations to begin to develop the appropriate changes.

Also on the agenda for the Planning Board is updating the Site Plan Regulations and Subdivision regulations. There are updates to certain criteria and the need to address situations that have come up regarding plan submission. She is proposing adding to the Site Plan Regulations a requirement for all plans to be professionally developed by a surveyor or an engineer. This provision can be waived should the Planning Board see fit but it is a good baseline to establish.

Updates to the Site Plan and Subdivision Regulations are simpler because they can be done with

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a Public Hearing and do not require Town Meeting approval. She asked the Board to review the regulations to see if there is anything they are concerned about or that they think needs updating.

Susanne White asked who signed up to run for Planning Board. Gary said Melinda, Susanne White, Ed Sauer and Nancy Egnor were running.

Bob Hansen said he was not running because of demands on his time, but he will remain on the Zoning Board of Adjustment.

Bob Hansen made a motion to adjourn. Susanne White seconded the motion.

Meeting adjourned 7:41 pm.

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough
Right-to-Know Law Meeting Checklist
Meeting 02/03/2021

As Chair of the Hillsborough Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/952442925>

You can also dial in using your phone.

Phone: [1 \(646\) 749-3112](tel:16467493112)

Access Code: 952-442-925

We previously gave notice to the public of how to access the meeting using GoToMeeting and instructions are provided on the Town of Hillsborough's website at: www.town.hillsborough.nh.us.

If anybody has a problem, please call Planning Director, Robyn Payson at **603-464-7971** or email at: **robyn@hillsboroughnh.net**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.