



**Salisbury Planning Board
Approved Meeting Minutes
Public Meeting • Academy Hall
August 16, 2021
7 p.m.**

Doug Greiner, Chairman	Present	Loretta Razin, Member	Present
Joe Schmidl, Vice Chair	Present	Jeff Blanchard, Member	Present
John Herbert, Selectman Ex-Officio	Present	David Hostetler, Alternate	Present
William MacDuffie, Jr, Alternate	Present	Jennifer King, Recording Secretary	Present
Jeff Nangle, Alternate	Absent	April Rollins, Admin Assistant	Absent

Visitors: None.

Zoom Attendees: None

Chairman Greiner opened the meeting at 7pm.

Approval of Minutes

Selectman John Herbert **motioned** to accept the drafted meeting minutes from July 19th with minor corrections. Jeff Blanchard **seconded** the motion, which passed unanimously.

Preliminary Design Review Process in the Subdivision Regulations

Chair Greiner presented a draft of his proposed new wording of the Subdivision Regulation's Section IV, Page 12. His proposal begins with the following narrative to precede the Pre-Application section of the SECTION IV -Subdivision Review Procedures section:

The Salisbury Planning Board shall now require all potential applicants to fulfill both sections of our Pre-Application review process including Preliminary Conceptual Consultation and Design Review. Both are non-binding design review consultations with the Planning Board and as implied in both sections, are intended to engage a dialogue with the potential applicant to better understand the nature, scale, and impact of a proposal on the town before costly surveying, design and engineering is undertaken. More specifically as stated in both sections, their purpose is to identify key features of the site and proposal, such as

areas deserving preservation, access points, interconnections with surrounding land and ways; and the general organization of uses and structures on the property.

Chair Greiner said that his review of this section was an effort to streamline and better define the application process in order to keep it moving forward. He also made some proposed language changes in the Pre-Application definition portion of Section IV. One of the key changes was swapping the word “may” for “shall” in the pre-application definitions of the “Preliminary Conceptual Consultation” and “design review.” This is an effort to allow the Board more flexibility to ask for more information when making decisions before committing to anything binding. Another proposed key change involves a requirement pointed out to him by Central NH Regional Planning that “the Design Review phase may proceed only after identification of and notice to abutters, holders of conservation, preservation or agricultural preservation restrictions, and the general public.”

Chair Greiner said that the idea behind the Preliminary Conceptual Consultation has been that it is an informal discussion of the project, and that more information regarding details is presented later in the process. He also shared some conceptual thoughts contributed by Board Member Jeff Nangle suggesting a requirement of a preliminary application:

All applications for the Subdivision of Land in the Town of Salisbury, are required to submit a Preliminary Application for Subdivision Approval that shall concisely describe the intention and goal of the Applicant of the property under consideration. The following information, to the extent feasible, shall be included in the Preliminary Application:

- (1) USGS Topographic Map*
- (2) Perimeter lot lines for the proposed Subdivision of Land*
- (3) Frontage along existing and/or proposed roadways*
- (4) Existing roadway network within a two (2) mile radius of the proposed Subdivision of Land*
- (5) Sensitive environmental Receptors such as:*
 - i. Surface waters*
 - ii. Existing and/or proposed groundwater protection districts*
 - iii. Critical wildlife habitats*
 - iv. Historic areas of concern*

Jeff Blanchard asked how they would get to the Preliminary Conceptual Consultation without some sort of application, suggesting there should be some sort of format to the initial meeting. After further discussion, it was determined that starting the process with the Preliminary Application would help as far as information collection, which would be reviewed at the Preliminary Conceptual Consultation. Dave Hostetler said that getting that information and definition up front helps to ensure that no red flags pop up at the final meeting/Design Review. Also, the outcome of the Preliminary Conceptual Consultation could determine the necessity of the Design Review, depending on the size of the proposed project. He suggested adding language to introduce the ability to waive the Design Review.

Discussion turned to application requirements. Vice Chair Schmidl expressed concern that some of the requirements could possibly make it a bit more challenging to smaller landowners who are only looking to divide into 2 or 3 lots. William McDuffie, Jr. agreed, adding that it could be a lot of money for a smaller landowner to pay up front especially with the possibility of not receiving an approval. That could discourage people from applying at all. Dave Hostetler suggested adding the phrase "The applicant is encouraged to provide..." Chair Greiner suggested that subdivisions of 3 lots or less could be exempted from this requirement.

Chair Greiner will have the final draft developed for a vote at the next meeting.

A previous discussion on impact fees was briefly revisited. Vice Chair Schmidl feels they would be beneficial to help offset the additional costs incurred by new development. Selectman Herbert's concern is that it will price smaller developers out altogether. Jeff Blanchard would like to consult with Boscawen again regarding how they handle theirs.

Any Other Business

A brief discussion occurred regarding a driveway permit.

Adjournment

Jeff Blanchard motioned to adjourn at 7:53 p.m. Selectman Herbert seconded the motion and it passed unanimously.

Respectfully Submitted,
Jennifer L. King
Recording Secretary