

TOWN OF TUFTONBORO
PLANNING BOARD
August 4, 2022
7:00 PM
Town Hall, 240 Middle Road

MINUTES

Members Present: Gary Qua, Chairman; Carol Bush, Vice-Chairman; Bob Murray, Selectmen's Representative; Tony Triolo and George Maidhof, Members

Members Absent: Kate Nesbit, Laureen Hadley

Staff: Susan Burnside, Planning Board Secretary

Members of Public: None

Gary Qua, Chairman opened the meeting at 7:00 PM at the Tuftonboro Town Hall, 240 Middle Road, Tuftonboro

- I. Public Comment – none – no public present**
- II. Approval of Minutes**

The July 21, 2022 minutes were reviewed and 2 minor changes were noted: The new name of the Pine Cone Café is Birch and Vine (not Pine) and under the Pine Cone Café review, the word accept is changed to adopt. Tony motioned to approve the minutes as written. Carol seconded and all agreed. The motion passed.

- III. Public Hearings – there were no public hearings at this meeting.**
- IV. Discussion Items – The overall purpose of this meeting is to serve as a workshop to review Planning Board administrative processes as follows:**
 - a. Planning Board Fees** – The Board reviewed the current fee schedule and reviewed planning board fees from other towns in the area. The Board adopted a new fee schedule for Site Plan Reviews as follows: Application Fee: \$100 (changed from \$150, Site Plan Review without Site Modification or Change of Use: \$50.00 (changed from \$100), Site Plan Review including Site Modification or Amendment: \$150.00 (changed from \$250). Gary asked for a motion to adopt this new fee schedule for Site Plan Review, Tony made the motion and Carol seconded. All were in favor and the motion passed.
 - b. Newspaper Notifications:** The Board discussed re-instituting newspaper public notices in addition to public postings on the Town website and 2 other public places. The current procedure for posting notices meets the requirements of RSA 675:7. However, the Board agreed that posting in the Granite State News would give broader notification. Although notices were previously posted in the Granite State News, the Board changed that procedure in March due to the overlap of submission deadlines for applications to the Planning Board and the Granite State News. The overlap would not allow notices to be posted for all applications per the 10-day notification window. The Board consulted with an attorney at New Hampshire Municipal, who informed the Board that the RSA specified requirements for posting 10 days in advance of a meetings are met with the posting on the

website and in 2 public places and the newspaper posting is an additional notification, which could be posted less than 10 days before the scheduled meeting.

- c. **Checklists for Site Plan Review, Subdivision and Boundary Line Adjustments** – Gary reviewed the content and purpose of the checklists with the Board members.
- d. **Rules of Procedure** – Gary reviewed the Planning Board Rules of Procedure with the Board members as a refresher.
- e. **Notices of Decision** – Gary reviewed the format and purpose of Notices of Decision with the Board members. Gary used the Notice of Decision for Farm Island Acres, LLC as an example. Gary also gave an update on the approval status for Farm Island Acres, LLC and noted that he is in discussion with the Planning Board Attorney to ensure that all conditions listed on the Notice of Decision are completed appropriately before final approval is granted by the Planning Board.

V. Adjournment – the meeting was adjourned at 7:30 PM.

Respectfully submitted by Susan Burnside