

**Temple Planning Board  
Minutes, Tuesday October 19, 2021  
7:00pm, Temple Town Hall**

Present: Nicole Concordia, Chair; Bruce Kullgren, Vice Chair; Keith Charlton, Secretary; Alan Fox; Brian Kullgren; Christine Robidoux; George Willard, ex-officio Select Board; Olivia Holmes, Clerk

The meeting was called to order at 7:02pm.

**Approval of Draft Minutes:** 2021-09-29 and 2021-10-21 Meetings:

A motion to approve the minutes of the 2021-09-29 meeting as amended was made by Christine, seconded by Keith, and carried by unanimous roll call vote.

A motion to approve the minutes of the 2021-10-05 meeting as amended was made by Christine, seconded by Keith and carried with abstentions from Brian and Nicole.

**Invitation for Comments from the Audience:** No comments were offered at this time.

**Doug Guy Subdivision Discussion:**

Kelly Fisk presented Doug Guy's wish (and rough plot plan) to subdivide 13 acres from his plot to sell off for a buildable lot of 3 acres with 10 acres to keep in current use. A minimum of 300 feet of frontage is required. Chris Lavery, a real estate broker from North New England Real Estate Group, is helping with the property sale, as is Kelly. They suggested lot 271-6 may be the lot involved. If research indicates 13 acres is not required, he will subdivide enough for a house lot with a common use lot included in the subdivision. Nicole clarified that a surveyor can manage filling out the application; the applicant does need to provide the list of abutters (again, the surveyor should know how to manage this).

**Old Business**

1. Ben's Maple Products Site Plan Review Update (Nicole),  
Keith and Nicole will sign the updated plats for Ben's Maple Products, and they will check to see whether all required documents are included. Nicole will deliver the plats to the registry once Nicole and Keith have determined all required documents are included.
2. Budget 2022 (Nicole)
  - a. The TPB budget will be presented to the BAC on November 10<sup>th</sup>. Nicole will set the clerk's hours at 6 per meeting cycle, and will budget \$100 for office supplies. Nicole will talk with the BAC regarding the special project of working on the files (see #5 below).

- b. The Conservation Commission may be designated as responsible for updating the Natural Resources Inventory of the Master Plan; and will come before the Planning Board when they are ready to do that.
3. Community Advisory Committee (Christine/Keith/Alan)

Christine reported on a land use webinar she attended. She reported that frontage and setbacks were presented. She also highlighted the idea that the aesthetics of a building and how it fits into its neighborhood may be more important than what's inside (ie., commercial use, ADUs, etc.). Christine will forward a document from the webinar to the clerk for an attachment to the minutes. The speakers also suggested that towns work together rather than compete with one another.
4. Document Storage: The necessity for 4 copies (Christine and Keith)

There is no RSA requiring 4 copies of all documents required be included in an application. Keith suggested 2 paper copies, and a USB drive submitted with the 2 copies. The thinking is that If someone wants a copy, it would be easier to print from a USB drive than to print from an employee's computer. The Site Plan Review Application would be the place to change this requirement. A Board straw poll indicated the Board is generally in favor of this change in requirements. Brian and George abstained.
5. Files Organization Project (Olivia)

Christine moved that Nicole request not more than 4 hours from the Select Board for the clerk to research the files. The motion was seconded by Keith and unanimously approved by roll call vote. Bruce offered to help the clerk with the review; the intention of which is to clarify what needs to be done to have easily accessible records of what is in the files and where documents are filed.
6. Driveway Regulations (Brian):

Brian requested this issue be scheduled as a dedicated meeting discussion, with Kent Perry present. Nicole will meet with Brian to create a track-change document recording changes both Brian and Kent think appropriate. That document will be circulated to the Planning Board in advance of a meeting to which Kent will be invited with the purpose of working through any differences in suggestions from Brian and Kent, along with questions and input from Board members.
7. Rules of Procedure (Christine).

Christine asked Nicole to double-check the requirement for getting Site Plan Review Applications to the Hillsborough Registry of Deeds. The Board reviewed the document created for the 2021-09-29 meeting and suggested edits for Christine to add. Christine will prepare a revised version for review at the 2021-11-02 meeting.
8. Site Plan Review Application Revision (Keith) Work in progress.
9. Tax Maps Update (Keith):

Keith will discuss including two additional updates to the work Franco Rossi will be doing within the \$2150 budget already approved. The properties the town is working on for conservation will not be ready for this year's tax map updates. If a bit more money is required, the Board should ask the Select Board for approval.

10. Zoning Ordinance Updates (Keith).

Keith will work on Pole Height, Rainfall, and Dark Sky.

Actual proposed language needs to be ready in November for pole height and dark sky regulations. Final vote on language is required January 18<sup>th</sup>, so January 4<sup>th</sup> would be the last day to have a hearing, which cuts the timing very close.

It was noted that the DES can make recommendations on lot size based on soil. The soil data is available through a federal agency.

**New Business:** No new business was brought up.

A motion was made to adjourn the meeting by Brian, and seconded by George. The motion carried by unanimous roll call vote.

The meeting was adjourned at 8:54pm.

**Next meeting:** Tuesday, November 2, 7pm, Temple Town Hall

**Attachments:** from Christine: Land Use Webinar Document Link and Form-Based Code from Christine:

Residential Building Regulations in New Hampshire:

<https://jbartlett.org/wp-content/uploads/Residential-Building-Regulations-in-New-Hampshire-Report.pdf>

Form-Based Code

[https://extension.unh.edu/sites/default/files/migrated\\_unmanaged\\_files/Resource004821\\_Report6854.pdf](https://extension.unh.edu/sites/default/files/migrated_unmanaged_files/Resource004821_Report6854.pdf)