



**Planning Board**  
**Academy Building**  
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Desiree Tumas, Administrator  
Mark Fougere, Certif. Planner  
Nancy Girard, Chair  
John Funk, Vice-chair  
Rachel Hatch, Select-Rep  
Dan Hudson, Member  
Marty Martindale, Member  
Dave Russell, Member  
John Weston, Member

**Minutes of the Meeting**  
**Planning Board**  
**March 08, 2012**

**Attending Members:** N. Girard, Chair; J. Funk, Vice-chair; Rachel Hatch, Select Rep; Dan Hudson, Member; Marty Martindale, Member; David Russell, Member; John Weston, Member; Desiree Tumas, Planning Administrator.

**Attending Public:** (As signed in) Nathaniel Abbott, Betty Ann Abbott, and Brett Currier.

**Open Meeting**

*Call to Order @ 7:00 pm*  
*Introduction of Board Members*  
*Explanation of Meeting Procedures*

**Approval of Minutes**

**February 09, 2012 – Regular Meeting**

***M. Martindale moved to approve the February 09, 2012, Regular Meeting Minutes as amended, D. Hudson seconded the motion as stated; the motion passed unanimously.***

**February 09, 2012 – Work Session**

***J. Funk moved to approve the February 09, 2012, Minutes of the Workshop Meeting as submitted, M. Martindale seconded the motion as stated; the motion passed unanimously.***

**Discussions**

**1. Betty Ann & Nate Abbott – Planning Board’s upcoming vacant positions**

N. Girard explained, D. Russell and D. Hudson are not seeking reappointment and there will be two vacant seats available on the Planning Board.

N. Girard recognized Betty Ann and Nate Abbott to discuss joining the Planning Board before seeking appointment from the Board of Selectmen.

N. Girard went on to explain the PB has a technical review process in place that assists the applicant to have a complete application and plan before the scheduled hearing. The process brings together the various municipal boards/departments needing to comment on a proposal. Site walks when necessary are scheduled in advance of the hearing.

**Planning Board  
Minutes of the Meeting  
March 08, 2012  
Page 2 of 3**

The Planning Administrator and Town Planner meet with residents as requested to discuss preliminary plans and what approvals would be necessary to move forward with a proposal.

In addition to proposing zoning amendments, the Board has been and will continue to update the land use documents. The remaining documents scheduled for update are the Site Plan Review Regulations, Excavation Regulations and Master Plan.

Review of the Site Plan Review Regulations will begin in May or June of this year. Review of the Excavation Regulations will follow the Site Plan Review Regulations. The Master Plan is scheduled for update in 2013. Grant funding is currently being explored to offset the cost to amend the Master Plan.

Following discussions, BA & N. Abbott would like to seek appointment and will submit a letter of intent for the BOS consideration.

The Board thanked BA & N. Abbott for attending and would welcome them both to the Board if appointment is granted.

**2. Site Plan Review Regulations – Section IV**

While reviewing the current Site Plan Review Regulations in preparation for amendment, D. Tumas noted the third paragraph of Section IV states, *“Where a proposed use requiring site plan review also requires action by the Board of Adjustment, an applicant shall first present the plan to the Planning Board for its review and approval. The Planning Board shall forward a copy of its decision and recommendation to the Board of Adjustment. Planning Board approval does not guarantee approval by the Board of Adjustments.”*

The Board briefly discussed the regulation and will address the issue further when the Site Plan Review Regulations are amended.

**3. Zoning Ordinance - Table of Uses**

Members were provided a draft copy of the Table of Uses as amended at the workshop on February 9, 2012.

Following discussion, the Board decided they would again take up discussion pertaining to the Table of Uses at the April 12<sup>th</sup>, meeting.

Board Members will again invite the BOS, Members of the Zoning Board and Conservation Commission.

Board Members and B. Currier briefly discussed the proposed zoning amendments on the upcoming ballot.

**4. Schedule Public Hearing to Approve New Applications & Fee Schedule**

D. Tumas explained that there are several land use documents and office procedure documents that have been updated and require formal approval by the Board and would like to add approval to the April Agenda.

Board Members were agreeable to the added agenda item.

**Planning Board  
Minutes of the Meeting  
March 08, 2012  
Page 3 of 3**

A draft copy of the documents will be emailed to the Board for review before the meeting and paper copy will be provided at the meeting. It was requested that amendments be done using "Track Changes" and returned to make copies for the meeting.

**Correspondence  
Unscheduled Business  
Adjournment**

The Board invited departing Member D. Russell and D. Hudson to an informal gathering at 6:00 pm on April 12, 2012. N. Girard, R. Hatch and D. Tumas will coordinate the gathering.

N. Girard called for additional business to come before the Board, hearing none; entertained a motion to adjourn the meeting at 8:30 pm.

***D. Russell moved to adjourn the meeting at 8:30 pm, D. Hudson seconded the motion as stated; the motion passed unanimously.***

Respectfully submitted,

Desiree Tumas  
Administrator