

**Town of Croydon**

PLANNING BOARD

Wednesday, December 06, 2023, at 7:00 PM

Town Hall, Croydon NH

1. CALL TO ORDER – 7:00 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Jim Morgan –Chairman

Kim Burkhamer – ex-officio Member

Chris Prost – Member

Melissa Prunier – Administrative Assistant

4. Approve Previous Minutes: Kimberlee motioned to approve minutes from November 1, 2023, Chris 2<sup>nd</sup>; voted unanimous to approve meeting minutes from November 1, 2023.

5. Old Business

a. Review Compliance certificate for Site Plan Review

- i. Need to create a compliance certificate for January (Jim will complete)
- ii. There was a suggestion at the public hearing that the State of NH be the inspector if one is required. Jim's feeling would be it is the decision of the homeowner to decide to pay on their own to choose the state inspector (\$500 - \$700) or if they chose the Fire Department, they would pay the Town (\$75). Jim will send out a revision to the application to include the owner's choice.

6. New Business:

a. Any plans or docs submitted for review and discussion.

- i. Resident on Barton Rd submitted a sketch regarding merging two lots, but there is no application or any other documentation to go with it. Larry spoke with the owner previously, and there is no action at this time.

b. Policies and Procedures for Planning Board

i. Kim has been working on a policy and procedure manual some topics would include:

1. Board make-up: Board is appointed by Select Board / 5 members & 5 Alternates.
2. How we bring in new members
  - a. The interested party would submit a letter of interest.
  - b. Brief interview – informal with board members.
  - c. The Planning Board Chair would bring suggestion to the BOS for appointment.
  - d. Terms would be for 3 years but staggered.
  - e. First meeting in April Board would vote on officers – one year term. Terms would run 04/01 – 03/31
3. How do we handle a vacancy on the board?
4. Conduct at meetings.
5. Procedural policy regarding applications to the Board.
6. Anytime that a Planning Board member is an abutter or an interested party in any monetary or person gain or loss they will recuse themselves from voting. (Use wording from the RSA)
7. After created it will be handed out to each member of the Board and signed.
8. Section on Alternative responsibilities.
9. Master Plan (10-year plan) has not been updated since 1989. The board should request funds from the 2024 budget to update the 10-year plan.
  - a. Kim made a motion to request \$10,000 from the Select Board budget to update the master plan upon; approval establish a committee to determine what the scope and purpose will be. Chris 2<sup>nd</sup> Voted Unanimously to request \$10,000 from the Select Board budget to update the master plan upon; approval

establish a committee to determine what the scope and purpose will be.

ii. Jim would like to educate the Board and the Public on what our Zoning ordinances are and what our building restrictions are.

1. Subdivisions on Class VI Roads – Discussion topic for January meeting

a. Review State RSAs

b. Need written rules and regulations.

2. ADU State regulations – February

a. Who do we know at the State House that could come and talk about ADU's at our meeting. Someone from HUD or Planning.

Jim will call the Upper Valley Planning Commission to see if they have a representative that could come and discuss.

3. Prep for Town meeting – go over all the documents and warrant Articles for March meeting.

iii. Writing of the Warrant Articles – Last day to submit warrant articles is February 6<sup>th</sup>.

7. The Zoning Board has requested a joint meeting in the future to discuss changes to the Zoning Ordinances.

a. Thursday January 11th is the last day to post amendments.

b. Notice Public hearing for January 3rd for Zoning board ordinance changes & Site Plan Review

c. The last day to accept petition zoning amendments is December 13th.

8. Public Forum – no public comment.

9. Adjournment: Kim made a motion to adjourn; Chris2<sup>nd</sup> motion; Voted unanimously Motion passed to adjourn at 7:48 p.m.

10. NEXT MEETING: January 03, at 7:00 pm

11. TO DO:

Respectfully submitted,

Melissa Prunier

SIGNED MINUTES AVAILABLE AT THE TOWN HALL

Chairman signature

Date

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\_\_\_\_\_

Signature

Date

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Signature

Date

\*next agenda items: