

Town of Albany, New Hampshire
Planning Board Monthly Work Session - Approved
Monday November 23, 2015 7:00 P.M.

Next Monthly Meeting/Public Hearing Monday, December 14, 2015 7:00 P.M.

The Planning Board Work Session was held at the Albany Town Hall.

Chair Valladares called the Planning Board Work Session to order at 7:15 P.M.

Present: Chairperson Leah Valladares, Vice Chairperson Tara Taylor, Rick Hiland, Joe Ferris, Selectmen Representative Cathy Ryan, Theresa Ann Gallagher, Recording Secretary

Absent: Peter Carboni

Excused: Adrian Simons, Kelly Robitaille (sitting in is Selectperson Cathy Ryan)

Also Attending: Steve Knox

Approval of the Agenda:

Chair Valladares asked for a motion to approve the proposed agenda for the November 23, 2015 Work Session; Vice Chair Taylor made the motion; Mr. Hiland seconded. With no further discussion, Chair Valladares called for a vote. Motion passed unanimously. (5-0)

The Planning Board continued working on updates and changes to the Site Plan Review regulations. Chair Valladares also researched fees charged by other towns (Madison, Eaton, Sandwich, Brookfield and Freedom) for Site Plan Review, Boundary Line Adjustment and Land Subdivision Applications. LCHIP Fees and work done by the Secretary in preparation for Public Hearings were also discussed and it was determined that the applicant should be responsible for these costs and not the taxpayers. The Board decided that a Preliminary Consultation is not always necessary, since some residents only come before the Planning Board with questions on how to proceed. Going forward, the Secretary will let the Chairperson know who is coming before the Planning Board and what they wish to discuss. The Chairperson will decide if the person should complete the Preliminary Consultation Form and pay the applicable fee. If the person is planning to purchase or rent property, then the property owner will also have to come before the Board.

In conclusion the updated fees will include administration fees, and the new increased fees will be:

\$35	Preliminary Consultation for Site Plan Review
\$100	Major and Minor Land Subdivision Application for Residual Lot, plus \$50.00 per New Lot
\$200	Site Plan Review Application
\$100	Boundary Line Adjustment
\$7.00 (plus)	Per Certified Mail Notification
\$40 (plus)	Public Notice in the Conway Daily Sun/Ad
\$30 (plus)	Recording Fee per Sheet
\$25	LCHIP Fee

(plus) means that the applicant is responsible for any additional costs.

Chair Valladares asked for a motion to adopt the application fees as listed for Boundary Line Adjustment, Land Subdivision and Site Plan Review applications. Mr. Hiland made a motion to adopt the proposed Site Plan Review, Land Subdivision and Boundary Line Adjustment Application Fees decided on by the Planning Board as listed above for a Public Hearing; seconded by Vice Chair Taylor. With no further discussion, Chair Valladares called for a vote. Motion passed unanimously. (5-0)

There will not be a work session meeting on December 28th.

Adjournment: *Chair Valladares asked for a motion to adjourn the Planning Board Work Session at 8:10 P.M. A motion was made by Vice Chairperson Taylor; seconded by Selectmen Representative Ryan. Passed unanimously. (5-0)*

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary