

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

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

These minutes were prepared by the recording secretary as a reasonable summary of the essential content of the meeting, not as a transcription. These minutes have not yet been approved by the members of the Planning Board and should be read at your own risk for misinterpretation.

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

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

Absent: Adrian Simons, Peter Carboni, Joe Ferris

Also Attending: Steve Knox, Video Recorder

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

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. Motion passed unanimously.

The Planning Board continued working on updates and changes to the Site Plan Review regulations. Chair Valladares 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. 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 will discuss; the Chairperson will decide if the person should complete the Preliminary Consultation Form and pay a fee. If the person is planning to purchase or rent property, then the property owner will also have to come before the Board. The Board will make sure Town regulations are followed and residents who do boundary line adjustments or land subdivisions don't do another one before the five year period is up. The Secretary will note that in the resident's application file.

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

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| \$35 | Preliminary Consultation |
| \$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+ | Per Certified Mail Notification |
| \$40+ | Public Notice in the Conway Daily Sun/Ad |
| \$30+ | Recording Fee per Sheet |
| \$25 | LCHIP Fee |

“+” Refers to current rates, as some may change over time

Mr. Highland made a motion to adopt the established Application Fees decided on by the Planning Board as listed above; seconded by Vice Chair Taylor. Voted in favor Chair Valladares and Selectmen Representative Ryan. None opposed.

There will not be a work session meeting in December.

Adjournment: *Chair Valladares asked for a motion to adjourn the Planning Board Work Session at 8:10 P.M. A motion was made by Adrian Simons; seconded by Joe Ferris. Passed unanimously.*

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary