

**Hopkinton Planning Board**  
**Minutes**  
**May 12, 2009**

Vice Chairman Timothy Britain opened the Hopkinton Planning Board meeting of Tuesday, May 12, 2009, beginning at 7:00 PM in the Hopkinton Town Hall. Members present: Chairman Bruce Ellsworth, Edwin Taylor, Celeste Hemingson, Jane Bradstreet, Michael Wilkey, and Bethann McCarthy. Members absent: James O'Brien, Cettie Connolly, and Clarke Kidder.

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**I. Minutes and Notices of Decisions of March 12 and April 14, 2009.**

Motion made by Mrs. Hemingson, seconded by Mrs. Bradstreet, to approve the Minutes of March 12, 2009, as amended. Motion carried unanimously. *Note: Page one, sixth paragraph, last sentence to read, "The Applicant's proposed equipment cabinets will be located in the compound." Page two, seventh paragraph, correct sentence so that the words, "Motion made by..." is indicated once.*

Motion made by Mrs. Hemingson, seconded by Mrs. Bradstreet, to approve the Notice of Decision of March 12, 2009, as amended. Motion carried unanimously.

Motion made by Mrs. Hemingson, seconded by Mr. Taylor, to approve the Minutes of April 14, 2009 as amended. Motion carried unanimously. *Note: Page five, eighth paragraph, addition of two new sentences to read, "Following discussion, the Board determined that it was not necessary. Any site activities would come under the jurisdiction of the NH Department of Environmental Services or the Town's Building Inspector."*

Motion made by Mr. Taylor, seconded by Mrs. Hemingson, to approve the Notice of Decision of April 14, 2009 as presented. Motion carried unanimously.

**II. Minutes of the May 5, 2009 Site Plan Review Subcommittee Meeting.**

Motion made by Mr. Wilkey, seconded by Mrs. McCarthy, to approve the Minutes of the May 5, 2009 Site Plan Review Subcommittee meeting. Motion carried unanimously.

**III. Conceptual Consultations, if any.**

There was no one present.

**IV. Site Plan Review Regulations.**

The Site Plan Review Regulations currently consist of five pages and were drafted in 1980. It is believed that the Regulations as they currently exists are inadequate in today's climate.

Vice Chairman Britain explained that during a recent Site Plan Review Subcommittee meeting, the Subcommittee discussed various verisons of Site Plan Review Regulations

that have been adopted by other communities. It was decided that the Subcommittee would begin the revision process by modeling the Town of Warner's Site Plan Review Regulations as they had recently been updated with the assistance of the Central NH Regional Planning Commission. *See attached draft copy.*

At this time, Chairman Bruce Ellsworth joined the Board for the remainder of the meeting and Jane Bradstreet recused herself.

In reviewing the draft, Mrs. Robertson explained how she had merged the Authority and Purpose sections. Following review, members requested that Mrs. Robertson inquire with the Central NH Regional Planning Commission as to their rational or basis for items k. – q. listed.

Mrs. Robertson briefly reviewed those definitions that she had omitted as they did not appear to be relevant and those definitions that she had included as they were either referenced in the Subdivision Regulations or Zoning Ordinance. In reviewing the definition of the word, "tower" members discussed the need to address "other tower like structures". Members also discussed the need to revise specific definitions in order to be consistent with the statutory definitions. Following discussion, it was agreed that for consistency purposes the definitions should coincide with the language in the Zoning Ordinance and/or Subdivision Regulations. In the near future, the Board will propose revisions to the Zoning Ordinance and Subdivision Regulations, as necessary, to comply with the statutory definitions.

In reviewing Section III, Procedures, members briefly discussed whether it would be beneficial to applicants and the Board to require a preliminary consultation, prior to formal submittal of any application. Following discussion, members agreed that language should be included to strongly encourage applicants to consult informally with the Board by way of preliminary consultation.

When reviewing Section IV, Application Requirements, Chairman Ellsworth questioned whether from an administrative standpoint whether the Planning Board requires applicants to submit complete packets for each member of the Board. Mrs. Robertson replied no, explaining that an original application with supporting documentation is submitted. She then makes the necessary copies for each Board member. Mr. Ellsworth discussed his experience in the Town of Sutton and suggested that the burden of providing sufficient copies for each member of the Board should be that of the applicant. All members concurred.

In addition, Mrs. Robertson suggested that the Board require that at least one reduced copy of each plan sheet be reduced to no more than 11" x 17", so that photo copies may easily be made should additional copies of the plan sheets be necessary. All members concurred.

The Board briefly discussed requiring a PDF copy of applications, plans and associated documents. Storing electronic copies would take up less space than storing paper copies.

Lastly, members agreed to revise the language in paragraphs A and B, so that it is clear as to the types of projects that would be required to address all plan requirements and those that would have to address less requirements. New language, “A. All projects shall submit the following:” and “B. Projects requiring new or additional buildings, changes to the exterior dimensions of existing buildings or changes to existing contours and finished grade elevations as well as the type, extent, and location of existing landscaping, parking, and open space areas shall submit the following items in addition to those required in Section A.”

The Board completed review of Section VI, Review Procedures, before adjourning the meeting. At the next meeting the Board will begin review of the Landscaping Standards, Section VII.

## V. Other Business.

- a) CNHRPC Representatives – Mrs. McCarthy will represent the Town as a member of the Central NH Regional Planning Commission. Vice Chairman Britain will be an alternate representative. Chairman Ellsworth agreed to be the Town’s representative to the CNHRPC Transportation Advisory Committee should the Town’s current representative, David White, no longer be able to represent the Town.

## VI. Adjournment.

With no other business to come before the meeting, Vice Chairman Britain declared the meeting adjourned at 7:55 PM. The next regular scheduled meeting of the Planning Board is Tuesday, June 9, 2009, at 7:00 PM in the Town Hall.

Karen L. Robertson  
Planning Director

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Upon finding that an application meets the submission requirements, the Planning Board will vote to accept the application as complete and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, the application will remain on the Planning Board agenda until such time as it is either approved or disapproved.

The Planning Board reserves the right to adjourn the public hearing at 11:00 PM. All remaining applications that have not been reviewed will be rescheduled for review at the Planning Board’s next scheduled public hearing.

In accordance with RSA 677:15, any person(s) aggrieved by any decision of the Board concerning application(s) may present to the Superior Court a petition, duly verified, setting forth that such a decision is illegal or unreasonable in whole or part and specifying the grounds upon which the same is claimed to be illegal or unreasonable. Such petition shall be presented to the court within thirty (30) days after the Board’s final decision regarding the application in question has been filed and becomes available for public inspection in the Planning Office.