

KENSINGTON, NEW HAMPSHIRE
KENSINGTON PLANNING BOARD
WEDNESDAY, JULY 19, 2023, 6:30 P.M.
At Kensington Town Hall 95 Amesbury Road, Kensington, NH
Meeting – Minutes

In attendance: Vanessa Rozier (Chairperson), Carly Fenton, Mary Smith, Marty Silvia, Glenn Greenwood (Town Planner), and Owen Corcoran (Land Use Administrative Assistant)

V. Rozier called the meeting to order at 6:35pm.

NEW BUSINESS

- **Checklists**
 - G. Greenwood and Mary Smith explained that they had conducted a thorough review of the checklists.
 - The board commenced review of the Accessory Dwelling Unit, Lot Line Adjustment, and Subdivision Checklists.
 - Accessory Dwelling Unit Checklist:
 - Updates to septic requirements, as well as a reference to the relevant section of the zoning ordinance and proposed requirements to site plan designs for new construction being to scale, were discussed.
 - No decisions were made regarding the Accessory Dwelling Unit checklist.
 - Lot Line Adjustment Checklist
 - Updates to requirements for engineers were discussed.
 - G. Greenwood stated that it is a very straight forward checklist and is a very straight forward action that an applicant is taking.
 - No decisions were made regarding the Lot Line Adjustment checklist.
 - Subdivision Checklist
 - Updates to verbiage on the checklist, as well as the order to checklist requirements, were discussed.
 - Also discussed were the requirements for a performance guarantee (surety). V. Rozier read the current performance guarantee requirements.
 - No decisions were made regarding the Subdivision checklist.
- **Review of Planning Board Rules and Regulations**
 - The board discussed removing the requirement for alternate members of the board to leave the table during voting, and proposed changes to verbiage, syntax, the order of paragraphs, as well as the process for public meetings and public hearings were discussed.
 - No decisions were made regarding the Planning Board Rules and Regulations.

- **Any other business properly brought before the Planning Board**
 - O. Corcoran discussed plans to develop a Land Use Standard Operating Procedure to standardize administrative processes and procedures for the Land Use Administrative Assistant. He stated that he will be presenting a draft to the board when they reconvene work sessions in September.

OTHER BUSINESS:

Approve Minutes from 4/5/2023, 5/17/2023, and 6/21/2023

MOTION: V. Rozier made a motion to approve the 6/21/2023 minutes as administratively amended. M. Silvia seconded. All in favor, none opposed, no abstentions.

MOTION: C. Fenton made a motion to accept the 4/5/2023 minutes as written. V. Rozier seconded. All in favor, none opposed, no abstentions.

MOTION: V. Rozier made a motion to approve minutes from 5/17/2023 as written. M. Silvia seconded. All in favor, none opposed, no abstentions.

Next Regular Monthly Meeting:

- **Wednesday, August 16, 2023, at 6:30pm**

Adjournment

MOTION: V. Rozier made a motion to adjourn. M. Silvia seconded. All in favor, none opposed, no abstentions.

Note: The order of the agenda is subject to change without notice.