

Temple Planning Board
Minutes, Tuesday September 21, 2021
7:00pm, Temple Town Hall Annex
Draft: 2021-10-25FP

Present: Nicole Concordia, Chair; Keith Charlton, Secretary; Brian Kullgren; Christine Robidoux; George Willard, Select Board Ex-Officio; Olivia Holmes, Clerk

Absent: Alan Fox, Bruce Kullgren, Jr.

The meeting was called to order at 7:00pm.

Approval of Draft Minutes of 09/07/21 Meeting

Christine moved approval of the minutes as amended. Keith seconded the motion which carried with Brian abstaining.

Invitation for Comments from the Audience

Connie asked whether letters sent to the Board could be attached to minutes on the website in addition to being held as paper copies at the town office.

Old Business

1. Follow up to Ben's Maple Products Hearing
 - a. Decision Letter to Ben (Nicole):

Nicole shared a draft Decision Letter with Board members and explained that Ben needs to submit revised plats before the decision letter can be sent.
 - b. Receipt of revised plans and follow up:

One mylar needs to be recorded. All decision documents that have conditions of approval must be submitted as complete. The Planning Board adds the recording information outlined in the ZBA document onto the mylar. There is a separate LCHIP cost for each document. Nicole will email Ben the correct fees.
 - c. The cupola height was confirmed as compliant. Christine confirmed with the municipal association that the waiver can be granted.
 - d. The applicant must submit copies of all applicable state permits and approvals to the town office.

2. CAC: Charrette and Affordable Housing (Christine/Keith):

A charrette will be planned for the spring, and the CAC will keep the Planning Board and the community posted. A Charette focused on the town center could be a secondary charrette.

Tiny housing has to be at least 400 square feet. The Temple ordinance does allow for tiny houses as long as they have appropriate septic plans. ADUs also have to be a minimum of 400 square feet.

3. Change of use laws and effect on Temple (Nicole)

All Board members should review existing laws.

4. Commercial zoning:
The Board tabled a possible survey until 2022.
5. Zoom update (Keith):
Keith continues to explore the possibility of live streaming meetings from the Town Hall and Annex, in part to enable elders to attend.
6. Driveway regulations (Brian):
When a resident looks for a permit on the website, the permit has a number of pages of requirements attached. Many of the design requirements are not listed on the permit, and many do not reflect that only the first 30' being approved by the town. (Brian handed out to Board members copies of the document as it appears on the website.) Brian will create a document for the Board that includes his recommended changes. Brian will review his recommendations with Kent Perry.
7. Member resources list (Nicole):
Nicole continues to work on this.
8. Rules of Procedure (Christine)
Christine sent out proposed updates on May 19th, 2021. This will be an agenda item for the next meeting. It requires a public hearing, though not a town vote. Christine will add a section about Decisions, page 3, and recording them with the state.
9. Tax Maps Update (Keith):
Keith moved to approve a budget of up to \$2,150 in 2021 for tax map updating. The motion was seconded by Brian and carried by unanimous roll call vote. Keith will send a Notice of Approval to Franco Rossi, CAI Technologies, so he may begin work and submit an invoice.
10. Update on acronyms list (Christine):
Christine will email an electronic version of the Acronym list she has created to the Clerk.

New Business

1. Budget: Nicole will send out a draft budget for review at the next meeting. The budget needs to include the purchase of planning and land use books for the Board. The budget estimate might be approximately \$270 for printing and postage for a mailing, with postage being about \$117. The draft budget will reflect plans for two mailings.
2. The Master Plan: The plan needs to be updated, working with the Southwest Regional Planning Commission, which usually charges a fee. It was noted that the Capital

Improvements Plan Committee works with budgets requiring \$5,000 or more and 5 years for completion.

3. Complete Streets Grant: It was noted that the Southwest Planning Commission says there is money available, but the deadline is 2 days from now. It's really about promoting other modes of transportation, bike trails, rail trails, etc.
4. Potential Zoning Updates:
 - a. Dark Sky Pole Light Conformity with the State: Ken Caisse reported there is a dark sky non-conforming issue in the town right now. It is an enforcement issue, but will also show how well Temple's standards will hold up. Keith will work on the question of pole height, but wait until the current issue is resolved before bringing anything to the Board that could be taken to the public.
 - b. Changing Rainfall Event expectation from 20 to 25 years: Keith will look into regulations and offer draft recommendations to the Board.

Other new business

1. HB 332, Chapter 69, extends a planning board's deadline to conditionally approve or disapprove an application by 30 days. Christine is working on clarification.
2. HB 245 requires a complete application to be submitted 21 days before a planning board meeting to review it (versus Temple's 14 days). Christine is working on clarification.
3. SB 86 requires a scope of inspection during construction by a 3rd party to be developed in consultation with the applicant. The Planning Board can require inspections at any time during the construction process to ensure compliance with Planning Board conditions. The applicant is required to cover the cost. This requirement could be inserted in the Site Plan Review application; or given to the building inspector to include in inspection. The bill goes into effect 10/23/21. Christine is working on clarification.

Brian moved to adjourn the meeting. Christine seconded the motion which carried by unanimous roll call vote. The meeting was adjourned at 8:24pm.

Next meeting: Tuesday, October 5, 7pm, Temple Town Hall Annex

Respectfully submitted by Rev. Olivia Holmes, Clerk

Attachments: Town of Temple: Lighting/Dark Sky Protection Ordinance (2013) F
 Innovative Land Use Planning Techniques: Outdoor Lighting Design (pps 366-67)