

**Joint meeting of Planning Board and Zoning Board of Adjustment minutes**  
**Tuesday, April 22, 2024**  
**Town Hall**  
**7 pm**

**Roll Call:**

**Planning Board members:** Chair Jeff Miller, Vice-Chair Dennis Marcom, Clerk Jason Perron, Jeff Harrington, Joanna Andros, Trevor MacLachlan, Select Board Representative Steve Dalessio, alternate Bill Carmody.

**Zoning Board of Adjustment members:** Chair Tom Murray, Vice-chair Dave Edkins, Clerk Pauline Barnes, Shane O’Keefe, Tom Winmill, alternates Myra Mansouri and Don Sellarole.

**Facilitators from Southwest Region Planning Commission:** Executive Director Todd Horner and Planner Carol Ogilvie.

The meeting began promptly at 7 pm. Mr. Miller introduced the guests from the SWRPC and explained that the meeting would follow the guidelines spelled out in Mr. Horner’s email of April 10, 2024. The email he drafted an proposal for a high-level audit of the Walpole Ordinances document. Mr. Miller said it would take about three months the end of the summer or in early fall the group would reconvene.

Mr. Horner then proceeded to read each of the eight proposals and asked for comments or questions from Planning Zoning Board members.

Proposal No. 1 says “Recommend strategies for improving the organization and structure of the zoning ordinance so that it is better understood by Town Officials who are responsible for administering it, and can be more intuitively navigated by the general public.”

The comment on this proposal was that the general public should come first. The average citizen probably has the need to read this document once or twice in his lifetime and may be totally baffled by it. It should be easier for the general public to understand. For example, when it comes to a variance or special exception no one seems to understand them or their differences.

There should be a natural flow from one thing to another.

Definitions are scattered throughout the document. The definitions should all be put together at the beginning of the document and alphabetized. Someone else thought they might be best at the end of the document.

Update some items so they conform to legislation or current state law that has changed since the original ordinances were written.

Conversely, if there are legislative laws that are out of date and should be removed, make plans to remove them.

Remove any technical jargon.

Proposal No. 3 says “Ensure that the zoning ordinance clearly and appropriately assigns administrative and enforcement responsibilities to the appropriate body and where deemed necessary suggest possible procedural changes to facilitate this process.”

The comment on this proposal was that the zoning board does not currently represent a consensus on this proposal.

Other proposals were:

“Review and make recommendations where tables or diagrams could clarify provisions currently articulated solely in text.”

“Assess whether the zoning ordinance implements the goals and objectives of the Walpole Master Plan and if not, identify those gaps.”

Mr. Miller concluded the meeting by saying that while the Walpole Zoning Ordinances were written years ago, the town has fared well. It still has a small town feeling.

Mr. Horner commented on the general goodwill between the two boards and said he rarely sees this type of cooperation and unity between the two boards.

**These minutes are unapproved and will be reviewed by boards for corrections at the May meetings.**

Respectfully submitted,  
Marilou Blaine  
Recording Secretary

cc: WPB, ZBA, Town Offices, The Walpolean.

Posted: Inside the Town Offices, on the bulletin board outside the Post Offices,  
[www.walpolenh.us](http://www.walpolenh.us)