CALL TO ORDER

APPROVAL OF MINUTES: December 2, 2015

NEW BUSINESS:
Development Plan Review – Pre-Application — Construction of proposed addition to Hopkinton Plaza – Plat 25, Lot 155A – 229 Main Street

OLD BUSINESS

SOLICITOR’S REPORT

PLANNER’S REPORT
- Tefft-Kenney Administrative Subdivision
- Natural Hazards Map update

CORRESPONDENCE AND UPDATES

PUBLIC COMMENT

DATE OF NEXT REGULAR MEETING: February 3, 2016

ADJOURNMENT (no later than 10:00 PM)

Date Posted: 12/30/2015
Outline for Presentations to the Hopkinton Planning Board
Major and Minor Land Development Projects/Subdivisions

I. Minor Land Development Projects/Subdivisions
   A. The Applicant Presents:
      1. The Applicant and/or Representative presents all witnesses/evidence uninterrupted;
      2. Planning Board/Public takes notes for later questioning.
   B. The Planner presents:
      1. Uninterrupted;
      2. Public/Applicant takes notes for later questioning.
   C. The Planning Board questions and discusses and then seeks:
      1. Input from Town Solicitor;
      2. Input from Building and Zoning Official;
      3. Input from Conservation Commission;
      4. Input from Land Trust;
      5. Input from Economic Development Commission;
      6. Input from Town Council Liaison;
      7. Input from any other relevant Town resource.
   D. The Public questions that will be directed to the Planning Board chairman, who will then seek answers from the applicant as appropriate.
   E. The Applicant responds and questions.
      1. Dialogue may ensue where Planning Board/Public/Applicant, openly discuss various issues.
   F. Presentation Ends

II. Major Land Development Projects/Subdivisions
   A. The Applicant and/or Applicant’s Representative presents direct examination of one witness uninterrupted;
   B. Planning Board/Public takes notes for later questioning;
   C. The witness then takes questions from Planning Board;
   D. The Planning Board then seeks input from
      1. Town Solicitor;
      2. Building and Zoning Official;
      3. Conservation Commission;
      4. Land Trust;
      5. Economic Development Commission;
      6. Town Council Liaison;
      7. Any other relevant Town resource.
   E. The Public may then ask questions that the Planning Board will then direct to the witness through the Planning Board Chairman as appropriate;
   F. Dialogue may ensue where Planning Board/Public/Applicant, openly discuss various issues pertaining to the witnesses testimony.
   G. The Applicant calls a new witness thereafter and repeats steps A through F until the applicant has presented all witnesses and evidence.
   H. The Planning Board reserves the right to recall any witness at any point for further questioning.
   I. Presentation ends.