

TOWN OF HOPKINTON PLANNING BOARD

SPECIAL MEETING/WORKSHOP

**January 27, 2024
9:00 A.M.**

**HOPKINTON TOWN HALL
1 TOWN HOUSE ROAD, HOPKINTON, RI 02833**

CALL TO ORDER:

In Hopkinton on the 27th day of January 2024 A.D., the meeting was called to order by Chairman Ronald Prellwitz at 9:10 am in the town Hall Meeting Room, 1 Town House Road, Hopkinton RI 02833.

ROLL CALL:

Mr. Prellwitz, Ms. Bolek, Mr. Spencer and Mr. James were in attendance, as were Interim Planner Ashely Sweet, and Danielle Carignan and Veronica DiOrio from the Hopkinton Planning Department. Mr. Terranova, Mr. Wayles and Mr. Kohlman were not in attendance.

NEW BUSINESS

1. Planning Board Training Workshop

Ms. Sweet presented and discussed the training document titled **“Hopkinton Planning Board Training, January 27, 2024.”** This document is available at the Hopkinton Planning Department. Hardcopies of the document will be provided to those not in attendance, as part of the planning packet for the Regular Planning Board Meeting to be held February 7, 2024.

Ms. Sweet reviewed the process steps for Administrative Subdivisions, Minor Subdivision, Minor Land Development Projects, Major Subdivision and Land Development Projects, Comprehensive Permits, Development Plan Review and Unified Development Review.

In addition, Ms. Sweet discussed the need for clarity and completeness as components of sound decision-making, especially as related to the ability to defend decisions in court. Of note was the need for substantial evidence in the record, addressing each standard for approval.

Finally, M. Sweet reviewed WEB GIS as “the second-best thing” to site visits and cautioned that site visits should be made in a formal manner, including the applicant; informal site visits by one or two members of the Board are not recommended, and could be cause for litigation (i.e. trespassing, for example).

SOLICITOR’S REPORT: None

PLANNER’S REPORT: None

CORRESPONDENCE AND UPDATES: None

PUBLIC FORUM: None

DATE OF THE NEXT REGULAR MEETING: February 7, 2024, at 7:00 pm in the Council chambers.

ADJOURNMENT:

A motion was made by Chairman Prellwitz and seconded by Ms. Bolek to adjourn 11:25 am.

Posted: 01/12/24

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