

Approved: _____
Approved with changes: _____
Unapproved: _____

**Effingham Planning Board
December 3, 2015**

Members Present: Joanna Bull, Theresa Swanick, Mike Cahalane, Lawrence Edwards, Paul Potter, Gary Jewell, Bill Piekut (alternate)

Members Absent: George Bull

Others Present: Dianne Park, Erik Jones, Roger LaCasse-Owner Province Shore Campground
Minutes recorded by Dianne Park

Meeting called to order at 6:30pm.

Minutes

A motion was made by Mike, seconded by Paul, to approve the minutes for October 1, 2015 as written. All were in favor.

A motion was made by Paul, seconded by Theresa, to approve the minutes for October 22, 2015 as written. All were in favor.

A motion was made by Mike, seconded by Theresa, to approve the minutes for November 12, 2015 as amended. All were in favor.

- Change any reference in the document from 'CEO' to 'ZEO'
- Page 1, under 'Minutes', fourth paragraph, change 'Code Enforcement Officer' to 'Zoning Enforcement Officer'
- Page 2, under 'Changes to Site Plan Regulations', fourth paragraph, add 'and the Board of Selectmen' into the first sentence.

Theresa brought up the fact once minutes are amended, an amended copy should be placed into the minutes binder. Dianne had no problem with this and will take care of it going forward. A motion was made by Joanna, seconded by Mike, once minutes are amended, an amended copy be placed into the minutes binder. All were in favor.

Erik Jones – Historic District Changes

Erik Jones talked to Mike Izard, Principal Planner for Lakes Region Planning Commission about whether you have to notice property owners whose property is being taken out of the Historic District. Mike said yes, if property is being taken out of a district the property owners must be notified. There are 3 properties being taken out of the Historic District. Erik drew up a letter to be sent to them stating the facts as well as a letter for everyone else in the district explaining the situation. The letters to the 3 property owners will be sent certified mail and the other letters will be sent regular mail. The board reviewed the 2 letters and Joanna agreed to make any changes to the letters and Erik agreed to send out the mailings.

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Province Shore Campground – Roger LaCass

Roger LaCass, owner Province Shore Campground, was present explaining his situation with the Campground Ordinance. Roger gave an overview of his situation stating he needs a more streamlined permit process for campers installing new decks and porches to their trailer. Mike explained the Zoning Board of Adjustment (ZBA) has been having trouble with the Camping Ordinance pertaining to this situation because the ordinance does not clearly define the size of structures. Mike will gather information on this subject and there will be a work session on December 29, 2015 at 6:30pm solely for the purpose of addressing the Campground Ordinance.

Site Plan Review

The board added changes to the Site Plan Review Regulations.

Page 1, Section IV A, first paragraph, last sentence

Change: ‘The owner of the property or an authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation.’

To: ‘The owner of the property or an authorized agent shall apply for and secure from the Planning Board approval or exemption of such proposed site development in accordance with procedures outlined in this regulation.’

Page 1, Section IV A, second paragraph

Change: ‘The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party must request a determination from the Planning Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed.’

To: ‘The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Some examples requiring Site Plan Review include but are not limited to:’

Page 1, Section IV A1

Change: ‘If the proposal involves a change of use category, e.g. from residential to commercial, or from single family to multifamily.’

To: ‘A proposed change of use, e.g. from residential to non-residential, or from single family to multifamily.’

Page 1, Section IV A2

Change: ‘If the proposal involves external modifications or construction, including parking lots, related to multi-family and commercial uses only.’

To: ‘If the proposed proposal involves external modifications or construction, including parking lots, related to multi-family and non-residential uses only.’

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Page 3, Section IV A3

Change: ‘If a change of use expansion would involve significant impacts in terms of traffic and circulation, parking, or lighting for example, a change from an attorney’s office to an accountant’s office would probably not involve significant impact, but a change from a Bed and Breakfast to a restaurant would.’

To: ‘A change of use or expansion impacting traffic, parking or lighting etc.’

Page 2, Section IV B

Add as a first paragraph: ‘The Planning Board grants or denies written requests for exemptions. All requests must be in writing.’

Page 2, Section IV B1

Change: ‘Home Occupation/Cottage Industry is exempt from Site Plan Review if they meet all of the following conditions:’

To: ‘Home Occupation/Cottage Industry may be exempt from Site Plan Review if the Planning Board determines they meet all of the following conditions:’

Page 2, Section IV B1

Add this sentence after the list of criteria: ‘A Bed and Breakfast is not an example of a Home Occupation. A Bed and Breakfast is considered a non-residential use.’

Page 2, Section IV B2

Change: ‘Farm Stands are exempt from Site Plan Review if they meet all of the following conditions:’

To: ‘Farm Stands may be exempt from Site Plan Review if they meet all of the following conditions:’

A motion was made by Joanna, seconded by Theresa, to accept the changes discussed tonight to Site Plan Review and include them in the hearing on January 7, 2015. All were in favor.

Theresa is proof reading the following documents and send all changes to Barbara.

- Sub-Division Regulations
- Site Plan Regulations
- Driveway Regulations

A motion was made by Joanna, seconded by Mike, to remove all phone numbers from the Sub-Division Regulations.

A motion was made by Paul, seconded by Theresa, to adjourn the meeting.
Meeting adjourned at 8:05pm.