

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board July 16, 2015

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

Minutes recorded by Barbara Thompson
Meeting called to order at 6:30pm.

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Old Business:

- David Seamans' subdivision plat was signed and will be registered on Friday.
- Checklists: Before the revised checklists can be uploaded to the website, wetlands and steep slopes must be checked to see that "a plan prepared by a qualified licensed scientist" is present.

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New Business:

- A voluntary merger for Map 103, Lots 5&6 for Donald Grogan was submitted for approval. The board reviewed the application and determined it was in order. George moved and Mike seconded to approve the merger contingent on both lots belonging to the applicant. Barbara will check on Friday and then register the merger if all is in order.
- Email from Office of Energy and Planning: The yearly request for updates of any ordinances and regulations is due by the end of the month.
- George brought up a casual conversation he had with the Code Enforcement Officer (CEO) regarding requirements for Site Plan Review. At this time applicants are being advised to make all physical changes to a property wishing to become a business prior to filing for Site Plan Review in order to speed up the process. The result of discussion was to recommend to the CEO that this might be premature as changes may become required during the Site Plan Review process. The best alternative is to have the applicant come to a Planning Board meeting first for a preliminary review to make sure they are in compliance with the Site Plan regulations before they start any construction.

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A motion was made by George, seconded by Gary, to adjourn the meeting. The motion passed and the meeting adjourned at 7:15 pm.

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