

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board July 14, 2016 work session

Members Present: Joanna Bull, George Bull, Mike Cahalane, Paul Potter, Len Espie,

5 Gary Jewell, Tom Thompson (alternate),

Members Absent: Theresa Swanick

Minutes recorded by Barbara Thompson

Meeting called to order at 6:40pm.

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There have recently been issues concerning the right of way on Plantation Road. David Strauss emailed the board a copy of Right of Way regulations for the town of Windham for the board to consider as an example for future work as there are no right of way regulations for Effingham.

15 Mike emailed the board some bullet points for discussion as well. Joanna asked that these items be added to the September agenda.

A Home Occupation Checklist is being developed to facilitate the process of determining whether a proposed occupation is a home occupation and therefore exempt from site plan review. Discussion points:

- 20
- If the occupation is not in the house but in an outbuilding on the property is it still a home occupation? Mike feels it has become a cottage industry. Joanna read from a site on Google that the occupation can be in an accessory building.
 - Mike suggested either using the form as a notice of decision.
 - George suggested the form be an application and not a checklist.

25 The final decision is that the home occupation may take place in an accessory building and to have a checklist and a notice of decision. Mike moved and Paul seconded to accept the form as drafted. The form will be sent to the zoning enforcement officer for review and comment before final approval.

30 Special Use Permit checklist

Change the title to read: Special Use Permit-Wetlands Application Checklist

First Paragraph

- 35
- Delete: Please read all instructions carefully.
 - The last sentence is on a separate line
 - Add a new line: Please be advised that one or more licensed professionals, e.g., soil scientist, surveyor, etc., will be required in order to complete the application

1. Make the 'a' on application lower case

2. Make Abutter, Names, Yourself, Mailing Addresses lower case; Change (See attached abutter sheet.) to (See abutter sheet in the application packet)

40 4. Change 24" x 35" to 24" by 36"

5. Delete this line and renumber the rest of the items

Delete Carroll County Registry of Deeds line

Delete LCHIP fee line

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45 Upcoming meetings:

- August 4th, regular monthly meeting will continue work on checklists
- August 18th, Thursday work session for either CIP, ADUs or campgrounds, whichever is ready for presentation
- September 1st regular meeting: Right of Way, Mike's bullet points and definition of footprint

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A motion was made by Paul, seconded by Gary, to adjourn the meeting. The motion passed and the meeting adjourned at 7:55pm.