

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board
August 18, 2016

5 **Members Present:** Paul Potter, Mike Cahalane, Len Espie, George Bull, Gary Jewell, Theresa Swanick, Tom Thompson (alternate)
 Members Absent: Joanna Bull
 Others Present: Rebecca Boyden, Zoning Enforcement Officer
 Minutes recorded by Barbara Thompson

10 Meeting called to order at 6:30pm.

Minutes

15 A motion was made by Mike, seconded by Gary, to approve the minutes from August 4th, 2016 as written. All were in favor.

Theresa had to leave the work session at 6:45 but was able to return at 7:30pm

Old Business

20 Review of the Home Occupation checklist. Changes:
 • Change 'No employees except for family living in the house' to 'No more than 2 non-family employees'
 • Change 'Restricted public access' to 'Where no on-street parking exists off-street parking must be provided in the amount of one (1) space for every 3 expected patrons or
25 customers.'

New Business

Accessory Dwelling Units (ADU) – items of discussion:

30 1. Number of units: The units allowed can be interior, attached or detached. There was lengthy discussion on just how many units to allow with a leaning to one interior/attached and one detached. Discussion on where they will be allowed resulted in the following:

 1 attached/interior allowed in all districts as long as septic, setbacks and lot density are met
 1 detached allowed everywhere as long as 1.25 extra acres are available plus complies with setbacks and septic

35 If the lot is non-conforming, then the case must go to the Zoning Board of Adjustment. There was also discussion concerning the difference between a 2 family structure and an ADU and the limiting factors of each. Also the possibility of eliminating the 2 family category all together.

40 2. Owner occupancy required: George brought up the case where there might be someone other than family living in a house and the owner may want to put up an ADU. Should this be allowed? The consensus was that there should be either the owner or a member of the immediate family living there. Rebecca pointed out that the owner occupancy is the controlling factor in the ADU.

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45 As it was determined the question of ADUs would not be resolved during this work session,
Mike ran through his list of items that will need to be determined for the final document.

Other discussion points:

Subdividing
Condo-izing
50 Which board should have jurisdiction
Checklist for ADUs
Amnesty program for illegal units already in existence

55 Everyone agreed it would be a good idea to get feedback from the public before the January
hearings. The plan is to have a public hearing in October. Mike and Tom will put together a
draft for the board to work on at the next meeting.

60 Rebecca was comfortable with the Home Occupation checklist and thought checklists for special
exception, ADUs, campgrounds and change of use might also be helpful.

Highwatch

An on-site meeting with Highwatch has been scheduled for September 22nd at 5:30 pm. A
quorum needs to be present and minutes taken. The meeting will need to be posted. George said
he and Joanna would be there as will Paul, Tom and Mike.

65 September meeting agenda:

- Review final changes to Home Occupation checklist
- Review changes to Special Exception and Steep Slopes checklists and applications.
- Continue with ADUs

70 A motion was made by Paul, seconded by George, to adjourn the meeting. The motion passed
and the meeting adjourned at 9:25pm.