

Approved: \_\_\_\_\_  
Approved with changes: \_\_\_\_\_  
Unapproved: \_\_\_\_\_

## **Effingham Planning Board**

### **July 6, 2017**

**Members Present:** Theresa Swanick, Mike Cahalane, Elaine Chick (A), Gary Jewell, Joanna Bull, George Bull, Paul Potter

**Members Absent:** Henry Spencer

**Others Present:** Cheryle Feirick, Dianne Park, Rebecca Boyden

Meeting called to order at 6:30pm.

#### **Minutes**

A motion was made by Mike, seconded by Paul, to approve the minutes from June 1, 2017 as written. All were in favor.

#### **Work Sessions**

The board had a discussion on planning for future meetings and planning for the establishment of a town CIP. Work Sessions will be scheduled for the third Thursday of every month. These dates will be evaluated at each regular monthly meeting. The next work session is scheduled for July 20, 2017 at 6:30pm. The topic will be the Capital Improvement Plan (CIP).

#### **Correspondence**

A letter of consent was received from the Bank of New Hampshire for the merger of tax map 411 lots 57 and 58.

#### **Application/Check List Update**

The board listed the applications they would be looking at this year. Those were:

- Open Space
- Steep Slopes
- Voluntary Merger
- Lot Line Adjustment
- Special Use-Wetlands
- Site Plan Review-Major and Minor
- Subdivision
- Home Occupation
- Excavation

The board made changes to the Voluntary Merger Checklist and Application. Theresa drafted a "Notice of Merger" form. The board decided to change the town Checklist and Application to make it the applicant's application. Changes were:

- Heading of 'Checklist and Application' was changed to 'Application'
- 'Applicant:' was changed to 'Property Owner'
- Add: 'Property Owner Mailing Address'

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- Add: the heading 'Properties being Merged'
- Under 'Properties being Merged' add three lines for:  
    'Map/Lot \_\_\_\_\_ Street Address: \_\_\_\_\_ Mortgage Holder: \_\_\_\_\_'
- Add: 'Copy of Tax Cards for each Lot being Merged'
- Add: 'Completed notice of Merger Form'
- Add: 'Application Fee'
- Add the heading of 'Condition of Final Approval'
- Under 'Condition of Final Approval' add a line for:  
    'Written consent from all mortgage holders'
- Add: 'If there is a mortgage on any of these properties conditional approval may be granted upon receipt of a completed application. Final approval may be granted upon receipt of written consent of all mortgage holders.'
- Add: 'If there is a structure on each lot then an ADU checklist is required'
- From the 'Voluntary Merger Application' move everything starting with 'Under NH RSA 674:39-a, I/we...' forward onto the new application.

Joanna will draft a copy of the new Voluntary Merger Application and bring it to the next meeting. The next application to review will be Lot Line Adjustment. Joanna left the meeting at 7:45pm.

### **Other Business**

The Chairman of the Planning Board and the Chairman of the Zoning Board of Adjustment met with an applicant for the open clerk/secretarial position on their boards. These two positions will be combined thereby having 1 person act as the clerk and recording secretary for each board. They will know next week if this person is available for all Planning Board and Zoning Board of Adjustment meetings.

The Zoning Officer asked for clarification on campers that would like to expand the structural use on their camp sites without expanding the lot size. (ex. Roof over deck, roof over refrigerator). The question being as long as they have the original 843 square feet can they add anything they want or if the site is already non-conforming they cannot add anything more. The result was the Zoning Officer is responsible for answering that question.

The board refined the meeting time tables as follows stating the times will work providing there is nothing extensive on the monthly agenda:

- 6:30pm-6:45pm – Board Business
- 6:45pm-7:30pm – Zoning Ordinance Review
- 7:30pm-8:15pm – Planning Board Document Review

### **Driveway Ordinance**

A motion was made by Paul, seconded by Mike, to change the Driveway Ordinance, Under Section I Authority, change 'RSA 236:13.V' to 'RSA 236:13'. All were in favor and George abstained.

A motion was made by Paul, seconded by Gary, to adjourn the meeting.  
Meeting adjourned at 9:10pm.