

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

**Effingham Planning Board**  
**September 21, 2017**  
**Work Session**

**Members Present:** Mike Cahalane, Elaine Chick (a), Theresa Swanick, Henry Spencer, Paul Potter, Gary Jewell, George Bull

**Members Absent:** Joanna Bull

**Others Present:** Dianne Park, Gina Detorio, Randy Burbank, Effingham Fire Chief

Work Session started at 6:30pm

Elaine Chick is a full voting member in place of Joanna Bull.

The Work Session started with Randy Burbank, Effingham Fire Chief who was at the meeting asking why he received information on an Accessory Dwelling Unit (ADU) Rental. The board explained the information came from the Code Enforcement Officer (CEO) because the State of New Hampshire requires rental units be inspected. Randy told the board he developed a check list for these inspections. Once units are inspected he will forward a copy of the check list to the CEO. Randy was also present for the boards discussion on a Capital Improvement Plan (CIP). The board told him that because of the calendar time restriction they had to put their work on the CIP on the back burner and focus on changes to the Zoning Ordinance. Mike, Henry and George volunteered to still gather CIP information. Theresa authorized them to be the CIP Sub-Committee and continue gathering pertinent information. Randy gave them Fire Department CIP information.

**Minor Site Plan Review**

The board reviewed the application, from SKL Mechanics, making sure it was complete.

1. Names, addresses & phone numbers of applicant and owner on all application documents-**Yes**
2. Location of Site-**Yes**
3. Brief Description of Proposed Use
  - A. Existing Use-**n/a**
  - B. Proposed Use-**Yes**
  - C. Changes to existing use-**Yes**
4. Detailed description of services/products for non-residential use-**Yes**
5. Abutters List-**Yes**
6. Property assessment card, all pages-**Yes**
7. Parking requirements with written statement of how requirements are met-**n/a**
8. Four (4) copies of site sketch showing: Zoning District & Lot under consideration-**Yes**
9. Rights-of-way/easement-**n/a**
10. Permits and Approvals-**n/a**
11. Waivers requested in writing, explaining why requested-**n/a**
12. Additional requirements-**n/a**
13. Required application fees-**Yes**

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A motion was made by Mike, seconded by George, to accept the application as complete provided the abutter list is update by adding the Town of Effingham and the applicant, by the hearing date. All were in favor.

The board proceeded to list housekeeping changes to the Minor Site Plan Review Checklist.

- The title 'Abutter List' will be changed to 'Notification List'
- The Notification List will be pre-typed with the first line being the Town of Effingham and the second line being 'applicant' and the third line being 'Surveyor/Engineer/Professions whose seal appears on the plat'.

### **Future Projects**

The board listed possible future projects and put them in order. They decided to wait on the campground issues until their meeting with the town attorney. First on the list is making sure all copies of Planning Board Forms are updated for the public use. Also, first on the list is a discussion on changes to the definition of:

- Dwelling, Two-Family
- Dwelling, Multi Family
- Dwelling, Single Family

Along with changes to:

- Section 1013 Dwelling, Multi Family
- Section 1014 Dwelling, Single Family
- Section 1015 Dwelling, Two-Family

Section 1014 was changed from: 'Only one dwelling is allowed on a lot.' To 'Only one dwelling is allowed on a lot unless all the requirements are met for an Accessory Dwelling Unit per Article 23.'

The Definition of Dwelling Unit was changed from: 'A residential unit intended for use by one household or family.' To 'A residential Living Unit for use by one household or family that provides independent living facilities including provisions for sleeping, eating, cooking and sanitation.' A discussion followed on changes to the definition of 'Dwelling, Two Family'. This will be on a future agenda because Mike has information that he did not bring with him tonight.

The Board discussed apartments, multi family, two family, and ADU definitions and differences along with the size of Tiny Houses keeping in mind enforcement issues related to any Zoning Ordinance Change.

Article 7 Section 706 Expansion of a Non-Conforming Structure

This issue will be on a future agenda because Mike has information that he did not bring with him tonight.

Gary read an article dated March 14, 1929 about Zoning in Saugus, Massachusetts.

A motion was made by Elaine, seconded by George, to adjourn the meeting.

Meeting adjourned at 9:00pm.