

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

**Effingham Planning Board**  
**September 7, 2017**

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

**Members Absent:** Henry Spencer

**Others Present:** Dianne Park, Gina Detorio, Cheryl Feirick, Rebecca Boyden, Karen Anthony, Scott Anthony, Randy Burbank-Effingham Fire Chief

Meeting called to order at 6:30pm.

**Minutes**

A motion was made by Mike, seconded by Paul, to approve the minutes from August 3, 2017 as written. All were in favor.

A motion was made by Paul, seconded by George, to approve the minutes from August 9, 2017 as amended. All were in favor.

Page 1, third paragraph, change 'Matt started the meeting with an introduction as to the Planning Board's role in building permits.' To: 'Matt started the meeting with an introduction as to the Planning Board's role in building permits stating the Planning Board does not have a role in building permits; rather that is the role of the Zoning Enforcement Officer. What could help these issues is more communication between Matt and the Zoning Enforcement Officer. Matt further explained the current 8 hours for zoning enforcement are not sufficient to adequately perform the duties expected.'

The minutes from August 16, 2017 did not need to be approved because of the lack of a quorum.

**Public Comment**

Karen & Scott Anthony of Highwatch Rd, Effingham, were present asking for guidance on how to add on to their 30'x30' garage. Scott has his made the garage into his own business SKL Mechanics and would like to add a 24' addition off the back keeping the same roof line. They were at last night's Zoning Board of Adjustment (ZBA) Meeting. Mike explained why the ZBA said the applicant met the conditions of Cottage Industry not Home Occupation. Cottage Industry requires more upfront work in order to get a permit but once the permit is issued the applicant has more flexibility for future expansion where Home Occupation requires less upfront work but future expansion is more difficult. The board went through Cottage Industry Section 1012 of the Zoning Ordinance. The fire chief must sign off on the safety of equipment used in the business. The board decided an application for a Minor Site Plan Review was needed for this project.

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### **Correspondence**

FYI from the State of New Hampshire for approval of construction of a new septic system for Province Lake Golf Course

FYI from the State of New Hampshire for a Dredge & Fill Permit for 168 Remick Rd. for river bank stabilization

The board decided these two projects required a letter from the Planning Board making the applicant aware that the regulations from the Town of Effingham must also be met. Gina and Theresa will draft the form letter with Gina sending the letter to the applicant and cc copy to NHDES, Planning Board, Zoning Enforcement Officer and the Project Engineer.

FYI from New Hampshire Department of Transportation soliciting transportation projects for 2019.

### **Other Business**

The Zoning Enforcement Office had a question on an Accessory Dwelling Unit (ADU) Check List from an applicant using the ADU as a rental unit. The question was what she does when an applicant answers no to the question asking if the applicant has applied to the Planning Board for a Site Plan Review. The board decided the Zoning Enforcement Officer should treat this question as informational only until further changes are made to the ADU Check List.

Joanna left the meeting at 7:50pm.

Mike suggested the Planning Board pick questionable items to work on instead of the Zoning Ordinance Review due to the calendar crunch. Projects suggested:

- Separate definitions for Use and Structure
- Clarify Non-residential and Residential as well as Commercial and Non-commercial as they relate to camp sites
- Clarify Two-family vs. Multi-family
- Clarify Expansion of non-conforming use
- Clarify the definition of a Campground vs. Campsite
- Subdivision (Mike has a quick fix)
- Apartments
- Two-Family Dwelling Unit
- Article 7, Section 706 Expansion of a Non-conforming Structure
- Storage Units
- Fences
- Solar Energy Platforms being used as fences
- Residential Dwelling Unit size
- Manufactured Housing
- ADU in relation to condominiums
- Campground Ordinance

George left the meeting at 8:10pm. and Elaine became a full voting member in place of George.

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The Zoning Enforcement Officer presented changes to Section 1809 Final Plat Review. A motion was made by Mike, seconded by Paul, to accept the changes to Section 1809 Final Plat Review. All were in favor.

Elaine presented changes to Lot Line Adjustment. The check list was made separate from the application. Changes to the draft presented were:

Checklist

- Remove the column entitled 'Property 3' at the top of the page
- Delete bullet #5
- Renumber the remaining bullets
- Under 'Lot Line Adjustment' fees; delete 'and \$50.00 for each additional'
- Cheryl will check to make sure the \$28.00 fee for recording of a plat is correct

Application

- Remove 'Lot Line adjustment is intended for creating not more than 3 buildable lots or for proposals that do not involve creation of lots for building development purposes.'
- Remove 'Parcel #3' from the second page

Elaine will make these changes and present an updated draft copy at a future meeting.

Rebecca presented the board with 'Adoption Dates for Effingham Zoning Ordinance'. Gina will be given any changes/additions to this document.

Mike suggested adding to the Site Plan Review Check List the 14 vs. 21 day requirement and Rebecca wants to discuss unregistered motor vehicles at a future meeting.

A work session is scheduled for Thursday, September 21, 2017. One agenda item is to prioritize the projects list.

A motion was made by Elaine, seconded by Paul, to adjourn the meeting.  
Meeting adjourned at 8:50pm.

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