

**Effingham Planning Board
Work Session Meeting Minutes
February 17, 2022**

Members Present: Theresa Swanick (chair), Elaine Chick, George Bull, Lenny Espie (Selectmen's rep), Dave Garceau (alternate, seated for Grace Fuller)

Members Absent: Grace Fuller, Paul Potter, Gary Jewell

Work Session called to order at 6:30 pm. Quorum present.

1. Review of Site Plan Regulations – how to handle very minor site changes.
 - a. Review of Section 4.3 – suggestion to move 4.3, A,3 → 4.2,C – this adds a category for requesting exemption for “site improvement alterations without new development, re-development, expansion or change of use.
 - b. Also add “/Cottage Industry” after Home Occupation in 4.3, A, 4.
 - c. Add under Section 6 at the top: “Digitized scan in PDF format on entire application must be submitted in addition to the following:”
 - d. Change four copies of site sketch/plan to 10 copies for minor and major.
 - e. Section 6.5B: delete “cost of recording the site plan at the Registry of Deeds
 - f. Motion to approve these changes – George Bull motioned, Elaine Chick seconded, to approve the edits as agreed. All in favor – motion passed.
 - g. A Public Hearing is required for changes to take effect. Board decided to hold the public hearing at the next regular meeting March 3, 2022.
2. Review all checklists/applications for similar change of number of copies, 4 to 10.
3. Suggestion to locate the ADU checklist version the board had begun revising.
4. Forms changes take effect immediately and will be posted online on website.
5. Minutes of December 2, 2021 – detail added from recording. Motion by George to accept the minutes as amended, Elaine Chick seconded, all in favor, motion passed.
6. MOTION: Chick motion to adjourn at 8:28pm; seconded by Bull. All in favor, motion passed.

Minutes prepared by T Swanick