

Approved: \_\_\_\_\_

*Minutes are Draft until Approved.*

Approved with changes: 12/01/2022

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

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**Members Present:** Theresa Swanick (Chair), David Garceau, Grace Fuller, Leonard Espie (Selectmen’s Rep), and Elaine Chick

**Members Absent:** George Bull, Paul Potter

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**Others Present:** Rebecca Boyden (Effingham ZEO)

Meeting called to order at 6:34pm. Quorum established

**Minutes**

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No minutes to review at this meeting.

**1. Planning Board Administrative Report Staff**

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Theresa Swanick mentioned concerns about our minute taker. Minutes are not being generated in a timely fashion and there have been reliability issues. Discussion was held regarding what action should be taken. Ms. Swanick will meet with Ms. Maltese on 11/22/22 to address these concerns.

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Ms. Swanick shared a resume with the members of the PB. This individual may be willing to work some hours doing the filing of Planning Board records. It is not known if this candidate would consider transcribing the minutes of the PB meetings, in addition to the duties for filing. This candidate is currently providing clerical services to the Town Office a couple of days per week. Ms. Swanick will inquire about her interest and availability and provide an update at the

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next meeting.

**2. Zoning Amendments**

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Ms. Swanick started a discussion about reviewing possible changes to the Zoning Amendments. Elaine Chick stated the board discussed and voted at the last meeting to postpone any Zoning Amendment changes until next year. Ms. Boyden asked the board to consider creating a definition for Short Term Rentals (STR). Ms. Swanick commented, considering the controversy around STR right now, it the board had decided to wait to assume this topic.

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With no further discussion on Zoning Amendments Ms. Boyden left the meeting.

### **3. Changes to Planning and Zoning Laws 2022**

50 Ms. Chick brought up the latest requirement regarding Publication of Fees. Which is imposed on an applicant shall be published in a location accessible to the public during normal business hours or the fee shall be waived. A separate document labeled: NOTICE of LAND USE BOARD FEES per RSA 673:16, III for each Land Use Board is required to post a listing of all land use fees. This change went into effect on August 23, 2022.

55 Ms. Chick shared with the PB, the example that she created. Ms. Swanick asked this be shared electronically to be posted on the town website. Ms. Chick will forward the document as requested.

Ms. Chick also mentioned the Town Website has the ADU listed incorrectly under the ZEO instead of the Planning Board.

60 Grace Fuller shared another formatting option from another town as a possible consideration for future changes.

Mr. Garceau offered to collect information from other towns regarding their fee schedules. Further discussion about the fees and whether there should be consideration for increasing fees was raised. Will considered adjustments during the Application review process.

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### **4. Other Business**

David Garceau asked about outstanding applications that the Planning Board has not received. Mr. Garceau wanted to know what the Planning Board could do to require applicants to come forward. Ms. Swanick stated the Planning Board is not an Enforcement Board. The Board of Selectmen would be the ones who can require enforcement. If talking to the Selectmen does not work, the only other avenue is, as a private citizen, raise the issue at a public meeting or submit a public letter.

75 Green Mountain Treatment Center changed hands. Mr. Garceau asked if the new owners need to come before the Planning Board. Since the use has not changed, there is no reason to come before the PB at this time.

80 **7:50 PM Motion to Adjourn** made by Elaine Chick, Seconded by Grace Fuller. All in favor.

Minutes Respectfully Submitted by Elaine Chick

85 **To Do list:**

- Update Subdivision Regulations: Number of Play Copies
- Add dates to applications and forms
- Home Occupation/ Cottage Industry