

**Effingham Planning Board
Work Session Meeting Minutes
October 19, 2023**

Members Present: George Bull (chair), Elaine Chick (vice-chair), Grace Fuller, Chris Seamans (Selectmen’s Representative), Bridget Perry (alternate Seated for Gary Jewell).

Members Absent: Paul Potter, Gary Jewell, Nate Williams, Michael Cahalane (alternate), Linda Edwards (alternate),

Others Present: Nate Fogg (land use clerk).

Meeting called to order at 6:30 pm. Quorum present.

Open Work Session Discussion

1. Library Grant recommends Conceptual Design presentation to Planning Board (PB)

- a. Grace Fuller brought forward a question regarding the grant the Library is applying for with the Community Development Financial Association to continue working towards a Community Center at the Library. The CDFA recommended the applicant should provide a Conceptual Design to the PB. The Grant would include ADA stairs and a lift to the second floor, new doors, and handicap accessible bathrooms. The question from Ms. Fuller, should the Library bring this before the PB.
 - i. Comments from the Board determined this discussion meets the Conceptual Design recommendation.
 - ii. Ms. Fuller will note this discussion in her Grant write-up.

2. Meena Update

- a. Mr. Bull reported he has not heard anything further from the applicant regarding moving forward.
 - i. Final North Point report
 - ii. Fire Chief sign-off.
 - iii. Two court cases are pending on Meena, LLC. One at the court and one with the ZBA.

3. Notice of Decision for Galloway

- a. Elaine Chick brought timeline notes for the NOD for Galloway.
 - i. ZEO notice of possible violation starting in 2020.
 - ii. ZBA approved for Special Exception on 10/29/2021 Contractors Storage Yard.
 - iii. 11/4/2021 Public Hearing for a Minor site plan which was rejected.
 - iv. New Application for Major Site Plan was received at and of June schedule on 8/3/2023.
 - v. Continued to 9/7/23 Applicant asked for a continuance to 10/5/23.
 - vi. To include Vegetative buffer details and Unpaved surface.
 - vii. Ms. Chick will incorporate all of the information reviewed into a NOD for approval at next meeting on 11/2/23.

These minutes are considered draft until approved by the board at the next regularly scheduled meeting. Corrections will be incorporated into the finalized version of the minutes posted on the Town’s website.

50 **4. Fire chief Sign off on SPCC plan for Meena Application.**

- a. The Fire Chief has stated he is not Qualified to sign off on the SPCC plan.
 - b. Attorney Boldt stated this requirement needs to be removed from our regulations (Ground Water Protection) as this is an expectation that cannot be met.
 - c. North Point recommended this sign off only since this was in the Special Use Permit section of our Ordinance. Mr. Bull stated that this is not something that he (Mr. Lewis) normally sees.
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5. Discussion regarding Zoning Ordinances for the Ballot

a. **Article 22 Ground Water Protection**

- i. Section 2208 (g) Special Use Permit
 - 1. Recommendation to change verbiage to remove, approval by the Fire Chief and Conservation Commission.
 - ii. Section 2211 Spill Prevention, Control and Countermeasure Plan
 - 1. Strike; Fire Chief who shall... regulated substances.
 - 2. Insert, Planning Board
 - iii. Section 2212 Maintenance and Inspection
 - 1. Strike; Fire Chief from this section of this ordinance
 - iv. Recommendation for this Article to modify strike the Fire Chief and replace qualified 3rd party.
 - v. Grace will add Track changes to this Ordinance.
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b. **Major and Minor Site Plan Review**

- i. Applications and check lists are being combined.
 - ii. Draft from April 2023 was reviewed and discussed.
 - iii. The minor has less requirements, but overall, the two application requirements are very similar.
 - iv. Minor corrections were needed.
 - v. Send changes to Nate Fogg to distribute to Board members to review prior to the next meeting.
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c. **Article 23 Accessory Dwelling Unit permits**

- i. Zoning Enforcement Officer has stated this does not require PB approval.
 - ii. Planning Board concern is not with how the ordinance is written but with inconsistent enforcement.
 - iii. Planning Board does not manage zoning enforcement that falls to the Board of Selectmen
 - iv. No recommended changes for this Article
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d. **Clarification of contiguous land**

- i. Revision and clarification of definition is needed in the regulations.
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Motion by Elaine Chick to adjourn the meeting. Seconded by Grace Fuller. All in favor, passed.

Meeting adjourned at 8:00 PM

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The following is for Planning Board Use Only.

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- *Discussion around Minute taker and funding*
- *Update Subdivision Regulations*
- *Add Dates to applications and forms.*
- *Home Occupation/Cottage Industry Checklist Application*
- *Major/Minor Site plan review*
- *Accessory Dwelling Unit Conditional use permit*
- *Clarify Contiguous land.*
- *Document submission at minimum 5 days prior to meeting/hearing*
- *Template for NOD*

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