

**Effingham Planning Board
Meeting Minutes
January 18, 2024**

Members Present: George Bull, (Chair); Paul Potter; Gary Jewell; Elaine Chick; Linda Edwards (Seated for Nate Williams)

Members Absent: Grace Fuller; Chris Seamans (Selectman's Representative); Nate Williams; Bridget Perry (Alternate); Michael Cahalane (Alternate)

Others Present: Lawrence Edwards

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

Chair Bull advised those present of the agenda for this meeting:

1. Review Meena NOD on Conditions Precedent

- a. Mr. Bull handed out copies of the NOD for the board to review and confirm content.

Members noted a few Scrivner errors, some date variances, and the need to add a signature section. No other discrepancies were identified. Mr. Bull will make the minor corrections noted, sign the NOD, provide a copy to Attorney Boldt for his review and then a copy will be posted on the Town's Website as well as provide a copy to the applicant.

- b. As an FYI, Mr. Bull received a complete set of the signed approved plans from Horizons Engineering. No Further action is needed at this time.

2. 91-A requests

- a. Mr. Bull reported the Planning Board received several 91-A requests. They cover requests from multiple boards, not just the Planning Board. Mr. Bull provided the information related to the Planning Board and the non PB requests to the Town's Attorney, Matt Serge, must deal with these requests when they involve multiple boards. Currently pending with the Town's Attorney

- b. Planning Board's Attorney, Chris Boldt, recommended that we, the planning Board, do not respond/provide any information directly to any individual but rather notify the requester that all information related to the case is available for viewing in the Town Office.

3. **Minutes of the Board**

- a. Planning Board minutes have been posted in the Book at the Town Office. They are not required to be posted on the Town’s Website. Posting on the Website is an added convenience. Linda Edwards shared that the ZBA only posts their minutes in the book in the Town Office.

4. **Proposed Zoning Amendments for Article 22**

Grace Fuller sent the track changes for Zoning amendments to Article 22. Mr. Bull distributed copies to the board members.

- a. Section 2208 A 1. The Board discussed removing the requirements for the Fire chief to approve the Spill Prevention Control and Countermeasures (SPCC). SPCC plans are developed by a qualified Engineer. This expectation is beyond the scope and jurisdiction of a Fire Chief. Therefore the proposal by the Board is to strike that sentence.
- b. Section 2208 G, Section 2211 and 2212 C. Each of these sections had reference to the Fire Chief approving Engineered plans. The recommendation: remove the reference to the Fire Chief approval from all 3 areas and in Section 2211 replace that reference with; review by a qualified third party may be required.
- c. The Board agreed these changes are appropriate and proposes these Zoning amendment changes.
- d. **Public Hearing on these proposed amendments:** To be held on Friday February 2, 2024, at the Municipal offices to begin no earlier than 6:30 PM

5. **Contiguous Land Definition and use in Subdivision Regulations**

- a. The Board discussed the intent of the 2-acre safe usable buildable land with the Contiguous land reference and minimum lot size.
- b. After further discussion it was decided, since this does not require warrant article approval, to table this discussion until more members of the Board are able to attend.

6. **Review of Minutes**

- a. Minutes January 4, 2024, and November 2, 2023, need to be reviewed.
- b. Postponed until the next regular meeting.

7. **Motion to Adjourn** Motion made by Paul Potter, Seconded by Elaine Chick. All members in Favor.

Meeting adjourned at 8:15 PM

Minutes submitted by Elaine Chick

.....
The following is for Planning Board Use Only.

- *Discussion around Minute taker and funding*
- *Update Subdivision Regulations*
- *Add Dates to applications and forms.*

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.

- *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*

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.