

Approved: _____ Approved with changes: 09/30/21 Unapproved: _____

**Effingham Planning Board
Meeting Minutes
September 7, 2021**

Members Present: Theresa Swanick (chair), Grace Fuller (scribe), Elaine Chick, Paul Potter, George Bull, Gary Jewell, Dave Garceau (alternate, not seated), Lenny Espie (Selectmen's representative)

Members Absent: none

Others Present: Nate Fogg (Land Use Clerk), Rebecca Boyden (ZEO), Tammy McPherson (abutter), Rachel Ciarmella, William Bartoswicz (abutter), Richard Thompson, Randy Burbank (FD Chief), Erik Jones, Tim Otterbach, Prince Garg (applicant), Mark McConkey (applicant's representative), Vicki Garceau, Neha Garg (applicant), Ponkaj Garg (applicant)

Via Zoomcall: Lori Dunn, Bob Newton, Nelson Riley, Corey Lane, Mark Hempton

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

1. MEENA SITE PLAN APPLICATION REVIEW – copy of application, regulations and correspondence provided
 - a. Ms. Theresa Swanick provided overview of process: review of material for completeness.
 - i. Nate Fogg advised that application was complete, notice was provided, fees paid, abutters notified. Same application as reviewed previously.
 - b. Ms. Swanick advised that one address was incorrect: Michael and Deb Lavoie's address was incorrectly listed as 4909 East Paradise Lane, Phoenix AZ; should be 4709 East Paradise Lane, Phoenix AZ. No card returned from abutter; mailed 8/26/2021.
 - i. Discussion held regarding whether to proceed without one abutter being represented. Decision made that this needed to be continued to ensure all abutters have been notified. Mr. Bull suggested that the Board review the application to ensure rest of application is correct. Mr. McConkey agreed, and advised the applicant would accept the responsibility for the error, even if info was provided incorrectly by Ossipee Town Office
 - c. Ms. Chick advised she was unfamiliar with the waiver request for the apartment (noted on Application, page 2, section 5 Building Data). Is a copy of this request available?
 - i. Mr. McConkey advised that the waiver was for the construction of an apartment within the confines of the current structure. He will provide a copy of the proposed layout.
 - d. Driveway: the state was unable to locate the original driveway permit, so new one submitted and approved by state following current design.
 - e. Mr. Bull: are there any other permits pending? Response: none, all approved
 - f. Ms. Chick asked for copy of permit for the food permit. Mr. Garg advised was approved and will provide copy.
 - g. Ms. Boyden clarified that Section 3 of the application is technically incorrect. The

ZEO has not issued a Certificate of Zoning Compliance. Discussion held that this is part of the form, but could be defined by the Board for this application as a Conditional Approval.

- h. Mr. Bull asked for confirmation that no new parking spaces will be added; Mr. McConkey confirmed that no new spaces have been added.
 - i. Mr. Bull asked for confirmation that no other issues have been noted for the abutters. Ms. Swanick advised there were no issues noted.
 - j. Ms. Chick asked for clarification where the dumpsters will be located. Mr. McConkey will provide.
 - k. Ms. Chick queried whether signs will be internally light. Mr. McConkey advised will be as previously used, and will note on application.
 1. Mr. Bull inquired whether FD Chief had any concerns:
 - i. Chief Burbank: Adding another apartment (3 apartments total) will move this to being an apartment building, which is a new use, and therefore will need to meet current code, which includes sprinkler system.
 - ii. Chief Burbank: Previously there had been a diesel tank in one of the buildings; Mr. Garg advised this had been removed.
 - m. Ms. Chick inquired re: septic system. Mr. Garg advised that the previous owner did not have an approved septic system for the laundromat. The applicant will install a new state-approved system to handle the existing business.
 - n. Ms. Chick advised that the dimensions of the diagrammed apartments do not match what is currently on the tax maps. Mr. McConkey advised that they will review and provide correct information.
 - o. Discussion held regarding storm water flow; has been noted on plat. The applicant advised that the State confirmed that all requirements have been met; will provide a written copy of State's position. Ms. Boyden advised she needs documentation for her required enforcement duties. Applicant agreed.
 - p. Ms. Boyden advised that any requirements made by ZBA or PB must be provided to her in order to provide required enforcement duties.
 - q. Abutter expressed concern that she was unable to provide comments. Ms. Swanick advised that this is not the appropriate time to provide comments since this is not a Hearing. Hearings were held previously. Abutter also advised that she had submitted a letter which Dave Smith had not received; Ms. Swanick advised she also had not received it.
 - r. Next meeting for application review: Thursday, 30 September at 6:30, with potential to move into Public Meeting after application review. Notice will need to be made prior to 10 days before meeting. September work session will be moved to October 7 and subsequent scheduled meetings will occur as scheduled.
 - s. Application review ended at 7:43.
 - t. Discussion re review of waiver. Ms. Boyden advised that each waiver request should be addressed in Public Hearing, after all public input received.
 - u. Ms. Swanick advised Board to review DES Fact Sheet on Water Contamination at Gas Stations (provided), before next meeting. Mr. Jewell asked about previous site sampling results; Ms. Swanick advised she would provide a copy.
 - v. Ms. Boyden expressed concern that the applicant did not apply for driveway permit. It was clarified that the State provided a new permit since it was unable to locate the previous approval.
2. No review of meeting minutes; deferred to next meeting.

3. Ms. Boyden: provided overview of shed next to Tracker's Store; owner advised this is a temporary structure. Zoning Officer did not require a building permit for the shed. The owners have applied for a building permit to build a connection to the storage shed. Discussion whether should come to PB for site plan review. Decision: should come to PB for site plan review; Ms. Boyden will deliver the message.
4. Next work session will cover the proposed changes to Zoning regs; see documents sent out by Ms. Swanick after last meeting.

5. MOTION: Mr. Potter made a motion at 8:15 to adjourn; seconded by Ms. Fuller.
PASSED.

Minutes prepared by Grace Fuller