

COÖS COUNTY PLANNING BOARD
Lancaster, NH
January 29, 2015

Present from the Board: John Scarinza – Chair; Fred King – Vice Chair; Jennifer Fish – Clerk; Ed Mellett, Scott Rineer, Rep. Leon Rideout; alternate Mark Frank, and Board Secretary Suzanne Collins.

John Scarinza, Chair, called the meeting to order at 6 PM.

MINUTES OF JANUARY 14, 2015:

Fred King made a motion to approve the minutes of January 14, 2015 as distributed. Scott Rineer seconded the motion. There was no discussion. All members voted in favor of approval.

LETTERS/CORRESPONDENCE TO THE BOARD:

Jennifer Fish reported that no correspondence had been received.

NEW BUSINESS:

John Scarinza reported that he was in the process of reviewing a building permit application received from Alan Pinkham for the reconstruction of a camp on Millsfield Pond. Mr. Pinkham has obtained DES Shoreland approval; however, the application does not include a septic permit which John will investigate further. Fred King inquired if the Board could issue a building permit with the condition that an approved septic plan is received prior to commencing construction. John replied that the applicant will not begin construction anytime soon and the applicant may need a new design; therefore, he recommended that this item be placed on the next agenda. Fred King made a motion to table the Alan Pinkham application for a building permit in Millsfield. Mark Frank seconded the motion and all voted in favor.

OLD BUSINESS:

- 1. Site Plan: Review to ensure consistency and adequacy with goals established in the Master Plan and consistent with the Zoning Ordinances and Subdivision Regulations.**

John Scarinza stated that Tara Bamford, North Country Council, was unable to attend this meeting due to illness. However, she had e-mailed the language revisions agreed to at the last meeting:

- a. Page 1. Purpose and Scope revisions incorporated the definition of development from Page 11. Several members noted that the last phrase in the Purpose and Scope section was not a complete sentence. It was agreed that Jennifer would contact Tara with any final recommended changes.
- b. Page 8. John noted that Tara had revised the parking table to reflect the changes agreed to relative to the golf course/clubhouse category.
- c. Page 9. Regarding Section f. Mark Frank asked for clarification about who will monitor for parking needs exceeding projections. The County does not have a building inspector and the Planning Board is the enforcing agency; therefore, will the Planning Board be expected to serve as compliance monitors? John assured Mark that the Board will be notified if people start parking on streets or roads and then the Board will contact the applicant/developer.
- d. Page 10. The outdoor lighting changes as suggested by the Board at the last meeting have been incorporated into this draft. Mark Frank stated that 2 c. is fine with him as long as the developer informs the Board what the appropriate times are or should be. (*Outdoor recreation facility lighting, however appropriate conditions will be required to minimize glare and unwanted light shining outside the property perimeter, and to restrict the lighting to appropriate times.*) Rep. Rideout noted that appropriate times in summer may be very different from appropriate times during winter.
- e. Page 11. John noted that Tara had added Section 3 as requested by the Board, "*Lighting for signs must also comply with the requirements of the Zoning Ordinance.*"
- f. Page 12. Mark Frank inquired about penalty amounts and fee schedules. Sue Collins replied that fee schedules are adopted administratively and specific amounts were intentionally removed from the planning documents. John stated that penalties are assessed in accordance with RSA 676:16, et seq. as stated on Page 12. He also quoted from RSA 676:17 and stated that the Board should ask Tara if that reference should be included or if the "et seq." includes other RSA's dealing with penalties.

John Scarinza stated that after these final revisions are made, the next step is a Public Hearing on both the Subdivision Regulations and Site Plan Review. At the public hearing the Board gathers comments from the public for consideration and based on that input, the Board may incorporate further changes prior to a formal vote for adoption.

Mark Frank asked how the public will be given the opportunity to obtain the revised documents prior to the public hearing. It was agreed that the public hearing will be advertised in accordance with state statutes, that the documents will be available on the County's website, and that perhaps hard copies could be available at libraries in Colebrook, Lancaster, Gorham and Berlin; as well as the County offices in West Stewartstown. John suggested that Jennifer contact Tara for guidance on the presentation format for the revised documents so that the public will be able to clearly know what revisions were made.

TIME AND DATE OF NEXT MEETING:

It was decided to tentatively hold the Public Hearing on Thursday, February 26, 2015 at 6 PM if Tara Bamford is available and if a place for the meeting is available.

OTHER BUSINESS:

Rep. Rideout stated that 2 legislative bills have been introduced this year pertaining to The Balsams redevelopment with state guarantees of \$23M and \$28M.

HEARING OF THE PUBLIC:

There were no members of the public present.

Ed Mellett inquired when the Board will tackle updates to the Zoning Ordinance. John replied that the Commissioners will need to contact North Country Council and enter into an agreement for the work. He suggested that the County move on it soon so that work on the Zoning Ordinance can begin in March or April.

ADJOURNMENT:

Fred King made a motion to adjourn. Ed Mellett seconded the motion and all voted yes. The Board thanked Rep. Rideout for the use of the Lancaster Town Hall for the meeting.

Respectfully submitted,

Suzanne L. Collins
Secretary to the Planning Board