

Present: Chair Paul Powers, Vice Chair Andy Kohlhofer, Jack Karcz, Jack Downing, Roger Barham, alternate member Mike Wason, alternate member Leanne Miner, Senior Planner Jenn Rowden, and Land Use Administrative Assistant Casey Wolfe

Also Present: Jeremy Danley, Don Russell, Renee King, Cindy Grasso, Katie Russell, and Justin S. Belair

Mr. Powers opened the meeting at 7:00 pm. He appointed Ms. Miner to vote on behalf of Mr. Hunter and Mr. Wason to vote on behalf of Mr. Lavelle.

I. MINUTES

Mr. Karcz made a motion to approve the minutes of April 3, 2019. Mr. Downing seconded the motion. The motion passed 7-0-0.

II. NEW BUSINESS

Applicant Katie Russell seeks to adjust the lot line between 25 and 35 Main Street (Map 3 Lots 165 & 166)

Ms. Russell passed around copies of the plans to the Board members. She explained that she would like to establish a clear lot line between her property and Mr. Danley's property. When she recently got her property surveyed, the surveyor found more than one possible lot line between the two properties. The line proposed has been agreed upon by both property owners. Ms. Rowden explained that because this is a lot line adjustment and no new lots are being created, a public hearing is not required. She felt that the plan meets the Town's regulations other than the waivers that have been requested by the applicant. She felt that all of the waiver requests seemed reasonable. She also noted that the proposed lot line brings the garage on Mr. Danley's property into compliance with the Town's setback requirements. She recommended that the Board require a Mylar so that the plans can be recorded at the registry. **Mr. Karcz made a motion to grant all of the waivers as requested. Mr. Kohlhofer seconded the motion. The motion passed 7-0-0. Mr. Kohlhofer made a motion to accept jurisdiction of the application. Mr. Karcz seconded the motion. The motion passed 7-0-0. After some discussion, Mr. Kohlhofer made a motion to approve the lot line adjustment as presented. Mr. Karcz seconded the motion. The motion passed 7-0-0.** The Board will sign the plans after the meeting. The Board took a brief recess.

III. OTHER BUSINESS

Planning Board Rules of Procedure proposed amendments

Ms. Wolfe passed around copies of the proposed amendments to the Rules of Procedure. She walked the Board members through the proposed changes. She added in a sentence that the Board will not take any new business after 9:00 pm unless the Board votes otherwise. Ms. Miner had a question about the section that states that alternate members shall not participate during deliberations by the Board. Ms. Rowden explained that alternate members may ask questions and

make comments about an application, but once a motion is made about the application, alternate members should not participate in the discussion. Only voting members should be a part of the deliberation. Ms. Miner also had a question about calling special meetings. Ms. Wolfe made changes to the “order of business” section in the document to better reflect how the Board usually writes their agenda. Ms. Rowden stated that in the Rules of Procedure “Circuit Rider Business” can just be included as part of “Other Business.” Ms. Wolfe will take out term “public comment” out of the order of business.

There was some discussion about the meaning of a quorum. Ms. Wolfe can directly reference the RSA about a quorum in the Rules of Procedure. Ms. Wolfe also made some changes to the conduct of public hearings. Ms. Wolfe can add in a time limit for each abutter to speak during public hearings that a Board can use at its discretion. Ms. Miner would like this right in the procedure. Ms. Wolfe will take a closer look at the OSI Planning Board Handbook. She can use pg. v-1.1 & v-1.2 as a reference for the Board’s procedure. Ms. Wolfe also needs to update the statutory reference for application submittal deadlines. There was some discussion about the deadline calendar. Ms. Wolfe will bring back the document with the suggested amendments at the next meeting.

IV. CIRCUIT RIDER BUSINESS

Proposed Asphalt Plant in Epping

Ms. Rowden informed the Board members that an asphalt plant has been proposed on Shirkin Road in Epping near the Fremont-Epping town border. The Epping Planning Board has declared the project a development of regional impact which grants any affected communities abutter status. It also grants the Rockingham Planning Commission the ability to hold a development of regional impact meeting where a subcommittee of the Commissioners (along with RPC staff) will compile a list of issues and ways to mitigate those issues. A public meeting will be noticed so that the public can provide comment. While the RPC does not have any regulatory ability over the project, they can still provide comments to the Epping Planning Board. She believes the meeting will be on May 2nd but she will notify the Town as soon as she knows for sure. The Fremont Planning Board can write a letter, but it may make more sense for the letter to come from the Board of Selectmen.

Potentially 20 20-ton trucks could go down the residential side of Fremont’s Shirkin Road if this goes through. Mr. Kohlhofer wanted to know if the Town of Fremont had any leverage with this project since the trucks would be using Fremont roads. They can request for the Town of Epping to require a traffic study. Mr. Barham stated that the Board of Selectmen is looking into limiting traffic through Shirkin Road. There was some discussion about the potential damage to Town roads. There was also some discussion about making the roads “no thru trucking.” It seems that the asphalt plant is an allowed use in this area of Epping. The development of regional impact meeting will likely not be at the RPC offices. Ms. Wolfe will wait to hear word about this meeting.

Letter from Lewis Builders concerning Black Rocks Village

The Town recently got a letter from Lewis Builders requesting that a different engineering firm other than Stantec review the construction of the road in Black Rocks Village. Mr. Barham stated that he will make sure this letter gets discussed at the Board of Selectmen meeting the following meeting.

LRAC Grant Letter

Mr. Kohlhofer mentioned that the Town received a letter from the Lamprey River Advisory Committee to notify the Board about their Community Grant Program. Ms. Rowden stated that if they applied for the grant, the Board could update some regulations or the Zoning Ordinance with this grant money. She suggested that the Board could add in a wetland vegetated buffer requirement in their ordinance.

Subcommittee meeting

Ms. Miner mentioned that she, Mr. Powers, and Mr. Wason will get together on April 25th to discuss the site plan, subdivision, and excavation regulations. Ms. Wolfe will notice this meeting as a public meeting. She asked for feedback from other Board members. Mr. Karcz expressed that he does not like that stockpile areas in gravel pits are not included as part of the area that requires reclamation surety according to our excavation regulations (which appears to contradict RSA 155.E.5). Ms. Rowden suggested that the Board works on the excavation regulations before the other regulations because of the pending earth removal permit renewals.

Mr. Kohlhofer made a motion to adjourn at 8:14 pm. Mr. Karcz seconded the motion. The motion passed 7-0-0.

Respectfully submitted,

Casey Wolfe
Land Use Administrative Assistant