

Board Members Present: Chairman Paul Powers, Vice Chairman Andy Kohlhofer, Ex Officio Roger Barham, and Members Tim Lavelle, Jack Karcz, Mike Wason and Alternate Member/Administrative Assistant Leanne Miner present in the basement meeting room.

Also Present: Jennifer Rowden, Rockingham Planning Commission (RPC; via Microsoft Teams). Joseph and Doris Nichols (Applicant in person)

I. WELCOME

Mr. Powers opened the meeting at 7:00 PM.

II. MINUTES

Meeting minutes were distributed for December 2 and 16, 2020. Meeting notes were distributed for December 6, 2020

Mr. Kohlhofer made a motion to approve meeting minutes for December 2, 2020 as written. Mr. Karcz seconded the motion. The motion passed 5-0-0.

Mr. Karcz made a motion to approve meeting minutes for December 16, 2020 as written. Mr. Kohlhofer seconded the motion. The motion passed 5-0-0.

Tim Lavelle joined the meeting at 7:04PM

III. NEW BUSINESS

Map 001-025 – 102 Chester Road – Public Hearing for Condition Use Permit Application. The Applicant, Joseph and Doris Nichols are seeking a CUP to operate professional services in an existing outbuilding located at the applicant's home residence.

Mr. Nichols provided the Board with an overview of his application.

Mr. Lavelle made a motion to take jurisdiction for the Conditional Use Permit for Map 1 Lot 125 for applicants Joseph and Doris Nichols. Mr. Karcz seconded the motion and the Board accepted jurisdiction. The motion passed 6-0-0.

Mr. Lavelle motioned to open the meeting up for public comment for the Conditional Use Permit application for Map 1 Lot 125 for applicants Joseph and Doris Nichols. Mr. Karcz seconded, and the motion passed 6-0-0.

Ms. Miner noted that she received brief comments in favor of the overall application from Town Historian and Fire Chief Butler. No comments were received from the public.

Mr. Kohlhofer motioned to close the meeting for public comment for the Conditional Use Permit application for Map 1 Lot 125 for applicants Joseph and Doris Nichols. Mr. Karcz seconded, and the motion passed 6-0-0.

Mr. Barham commented that a Conditional Use Permit (CUP) may not be required as this use seems to fall under Home Occupation and wouldn't require a CUP. Ms. Rowden noted that since this building was used previously for a farmstand in the Flexible Use Residential and as it's a new use the CUP

makes sense here. Mr. Nichols concurred with this interpretation. The permit also allows the applicant to 'hold' onto a professional use in the (flexible use) residential district.

Conditions of approval were reviewed. The following conditions shall be applied to the notice of decision.

1. All required building department permits shall be obtained.
2. This Notice of Decision shall be recorded at the Rockingham Registry of Deeds.
3. All conditions of approval are met within 365 days of this approval date. The Planning Board may grant an extension of its original approval with good cause.
4. Any significant change to the approved site plan needed to meet state fire code, building code or state or federal permit requirements must be reviewed by the Planning Board.
5. All fees incurred by the Planning Board, including but not limited to recording fees, have been paid by the applicant.

Mr. Lavelle motioned to approve the Conditional Use Permit application for Map 1 Lot 125 for applicants Joseph and Doris Nichols with the conditions as discussed. Mr. Karcz seconded the motion. The motion passed 6-0-0.

The Nichols left the meeting at 7:12PM

IV. CONTINUED BUSINESS - None

V. ADMINISTRATION

Administration/Budget – None

- Circuit Rider Business – Ms. Rowden mentioned the upcoming Land Use Masterplan Chapter sub-committee goals for the upcoming meeting is to review the chapter, goals, and action items. The meeting will be held on Thursday January 21 from 2:30 – 3:30PM. Mr. Lavelle
- Stormwater Regulations - Ms. Miner and Mr. Kohlhofer are interested in this subcommittee. Plans were made to meet sometime in February.
- Capital Improvement Plan (CIP) discussion presentation will be scheduled for sometime in April.

Incoming Correspondence and Project Updates – The following projects were discussed briefly.

- Kingston Regional Impact Meeting
- 001-082 Scribner Road – Town Engineer Letter and ZBA Application
- 001-012 Cell Tower Site
- Ms. Miner noted that a notice of violation was sent to a resident on 55 Danville Road due to commercial operations that have been taking place on a residential property including parking of 18-wheel trucks, and excavator and clearing of land potentially adjacent to prime wetland. The matter is also being taken up by the Selectmen.
- 001-082 – Ms. Miner distributed the final Town Engineer review letter. The applicant is coming before the ZBA for a Special Exception for the access road and driveways.

VI. ADJOURNMENT

Mr. Karcz made a motion to adjourn the meeting at 7:31PM. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

Respectfully Submitted



Leanne Miner