

Board Members Present: Vice Chair Andy Kohlhofer, Ex-Officio Member Roger Barham, Members Jack Karcz and Mike Wason, and Alternate Member/Administrative Assistant Leanne Miner

Also present: Jennifer Rowden, Rockingham Planning Commission (RPC)

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

I. MINUTES

The January 22, 2020 and February 5, 2020 meeting minutes were distributed review.

Mr. Karcz made a motion to approve meeting minutes from January 22, 2020. Mr. Barham seconded the motion. The motion passed 5-0-0.

Mr. Karcz made a motion to approve meeting minutes from February 5, 2020. Mr. Wason seconded the motion. The motion passed 5-0-0.

II. NEW BUSINESS – No new updates.

III. CONTINUED BUSINESS

Town Regulation Updates – Ms. Miner distributed a list of Site Plan Review items for the Board to consider updating and summarized them for the Board. Some discussion included the following:

- Mr. Kohlhofer mentioned some corrections regarding Article names from 2019 Zoning Ordinance changes. Mr. Kohlhofer asked if anyone had items to add at this time. Application procedure – Submitting applications by certified mail is no longer required. Either change to submitted and receipt provided, or similar such that the Town confirms receipt.
- Ms. Rowden brought up municipalities and MS-4 permit waivers – The Town of Fremont is on the list of municipalities that has had MS-4 permit requirements waived. The permits are for stormwater runoff from Town property which includes roadways. The waiver is good for 5 years (started July 1 2014). The Town is required to have updated stormwater regulations with criteria and thresholds. Ms. Rowden recommended that we work some stormwater regulations into our Site Plan Review Regulations and offered to provide some examples. The waiver depends on amount of urbanized area which will be updated during the 2020 census.
- Ms. Miner went over some compliance monitoring suggestions that she, Mr. Wason and Mr. Powers listed in April of last year during a subcommittee review including submittal requirements.
- The Board also discussed surety requirements. In general, the Town Engineer provides earth reclamation surety estimates for each project. Other items to be ensured will depend on the project and should be of reasonable cost, provide for town health and safety, and be consistent with other projects. Ms. Miner has seen some town office guidance and will craft some language here to help with consistency.
- Take all application forms out of the Regulation text so that they may be modified without formal process (i.e., administrative items such as number of copies and updated fees will not require legal notice and vote etc).
- In the Site Plan Review Requirements add an item for defining boundaries for multiple operation areas if more than one.

IV. ADMINISTRATION

- 1. Circuit Rider Business** – Ms. Rowden gave an update on the Town’s Master Plan Survey. There have been 234 responses so far. There was discussion on how to get reminders out to more people to take the survey before the end of the month.
- 2. Master Plan Updates -**
- 3. Incoming Correspondence -** No incoming correspondence.
- 4. Project Updates**
 - a. Map 001/Lot 012 Cell Tower – No updates
 - b. Map 002/Lot 020 South Road – Site cleared and septic design submitted.
 - c. Map 002/Lot 151-2 ROI – No updates
- 5. Administration/Budget -** No updates.

VI. ADJOURNMENT

Mr. Miner made a motion to adjourn the meeting at 8:00 PM. Mr. Karcz seconded the motion. The motion passed 5-0-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'L. Miner', is written in dark ink.

Leanne Miner, Land Use Administrative Assistant