

Board Members Present: Chair Paul Powers, Vice Chair Andy Kohlhofer, Ex Officio Roger Barham, Members Jack Karcz, and Administrative Assistant Leanne Miner.

Also Present: Madeleine DiIunno, Rockingham Planning Commission

I. WELCOME

Mr. Powers opened the meeting at 7:04 PM.

II. MINUTES

Mr. Karcz made a motion to approve the meeting minutes from May 18, 2022. Mr. Kohlhofer seconded the motion and the motion passed 4-0.

III. NEW BUSINESS

1. Public Hearing to Adopt the following chapters to the Town's Master Plan

- **Natural Resources Chapter, as new**
- **Recreation Chapter, as amended.**

Ms. Miner proposed to add language to Recommendation Number 2 of the Implementation Plan to seek opportunities to expand existing conservation areas.

Mr. Kohlhofer made a motion to open the hearing for public comment on the Natural Resources Chapter. Mr. Karcz seconded the motion and the motion passed 4-0.

No public comments were made.

Mr. Kohlhofer made a motion to close the hearing for public comment on the Natural Resources Chapter. Mr. Karcz seconded the motion and the motion passed 4-0.

Mr. Karcz made a motion to adopt the Natural Resources Chapter as amended by Ms. Miner to modify Recommendation Number 2 of the Implementation Plan. Mr. Kohlhofer seconded the motion and the motion passed 4-0.

Mr. Kohlhofer made a motion to open the hearing for public comment on the Recreation Chapter. Mr. Karcz seconded the motion and the motion passed 4-0.

No public comments were made.

Mr. Kohlhofer made a motion to close the hearing for public comment on the Recreation Chapter. Mr. Karcz seconded the motion and the motion passed 4-0.

Mr. Powers corrected the Recreation Chapter to reflect the Mast Tree Riot, not Tree Riot, under the section on Fremont Historical Museum.

Mr. Kohlhofer made a motion to adopt the Recreation Chapter as amended by Mr. Powers to correct text to reflect Mast Tree Riot. Mr. Karcz seconded the motion and the motion passed 4-0.

2. **Site Plan Review Amendment Discussion** – Ms. Miner distributed via email some suggested amendments to the Site Plan Review Regulations for discussion. Ms. DiIunno or the RPC drafted some text to exempt certain activities from Site Plan Review application requirements provided the Code Enforcement Officer reviews and acknowledges the proposed activity as one not requiring Planning Board approval. This could be limited to temporary or special events such as a Farmer's Market, changes to architectural appearances, or building modifications that do not increase the total footprint of the existing structure such as a roof extension.

The Board discussed these draft amendments. Mr. Barham will follow up with the Select Board to see if there is or could be a process for permitting Special Events. The Board also felt that the Home Occupation standards in the Zoning Ordinance were pretty clear and should not require Code Enforcement interpretation or review.

IV. ADMINISTRATION, OTHER

1. Circuit Rider Business

- a. Contract – The 2022-2023 Circuit Rider contract was distributed and reviewed by the Board. The new contract will allow for billing work as performed with a not to exceed amount equal to the amount budgeted, \$11,060. The number of hours for the year and the rate are also the same as proposed for 2021 to 2022.
- b. Next Master Plan updates Transportation and Housing. These chapters have already been budgeted for the Town's fiscal year 2022. Ms. DiIunno will prepare a detailed scope of work to kick off this work. Results from the recent Housing Needs Assessment will be used for the Housing Chapter.

2. Incoming Correspondence and Project Updates

- a. Liberty Lantern Estates – No updates since last meeting.
- b. Scribner Road – No updates since last meeting.
- c. Galloway Recycling and Shirkin Road Widening – No updates since last meeting.
- d. South Road – Construction report distributed. There are still some outstanding items.

3. Administration – No administrative items were discussed.

4. Other Department News

- a. There are 2 ZBA cases before the Board including the Woodman Project which recently came the Planning Board for a Subdivision/LLA review.
- b. Reminder that there is a Community Cookout scheduled for June 25 from 11AM to 1PM.

V. ADJOURNMENT

Mr. Karcz made a motion to adjourn the meeting at 7:41 PM. Mr. Kohlhofer seconded the motion. The motion passed 4-0.

Respectfully Submitted,



Leanne Miner
Land Use Administrative Assistant