

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

Also Present: Jennifer Rowden, Rockingham Planning Commission (RPC; via Microsoft Teams); Susan Penny and Allyn Hutton, SAU Ellis School

Mr. Powers opened the meeting at 7:00 PM and announced that in accordance with Emergency Order #12 Pursuant to State Executive Orders, the Planning Board is permitted to utilize emergency meeting provisions of RSA 91-A to conduct this meeting through electronic means while preserving, to the extent feasible, the public's right to observe and listen contemporaneously.

Ms. Miner noted that the meeting is being televised on FCTV Channel 22 and will be posted after the meeting on Vimeo. The following E-meeting procedures will be followed in accordance with the Governor's Emergency Order:

1. If anyone has problems with accessing the meeting they can call the Town Hall at 603 895-3200, extension 306 or email landuse@fremont.nh.gov for assistance during the meeting.
2. If for some reason the public is unable to access the meeting, the meeting will be adjourned.

I. ROLL CALL and WELCOME

No roll call voting is required with all members present in basement meeting room. Mr. Barham joined the meeting at 7:05PM.

II. MINUTES

Mr. Karcz motioned to approve the meeting minutes from August 5, 2020. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

Mr. Karcz motioned to approve the meeting minutes from August 19, 2020. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

Mr. Karcz motioned to approve the meeting minutes from September 2, 2020. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

III. NEW BUSINESS

1. **Kakouris – Preliminary Consultation for building expansion**-Nick Kakouris was present for a preliminary consultation for an expansion of his existing commercial building, Fremont Pizzeria, located at 431 Main Street. Mr. Kakouris seeks to expand the restaurant building to include additional storage space which is proposed to be approximately 8 feet by 14 feet.

There was some discussion about the permanent nature of the storage area. The area is currently paved so there are no concerns about increasing stormwater runoff. The Board discussed the minor nature of this expansion and whether or not an amended site plan is required or if it would instead require a Building Permit. Since the Site Plan Review regulations do not specify limits of

expansion requiring review and there is no process to review and waive the requirement, the Board determined that Mr. Kakouris will be required to submit a minor site plan amendment for the expansion (Section 1.8). The Board informed Mr. Kakouris that he should consider adding any additional work contemplated at the site so the Board can review all changes during the process. Mr. Kakouris noted that he may put in a stairway to the second floor which is otherwise difficult to access.

Mr. Kakouris left at 7:15PM

2. **Impact Fees** – Review and Comment on 2020 Basis of Assessment and Fee Schedules and Options Table (dated July 2020). The Board discussed the assessment/report prepared by BCM Planning LC and the associated School Impact Fee Assessment Options. There were 4 Options whereas the Town could assess fees by type of structure, number of units, or per square foot of living area. Mr. Barham informed the Board that the Board of Selectmen reviewed the assessment and recommend Option 1 where fees would be assessed based on four structure categories. Fremont currently assesses School Impact Fees based on four structure categories. The Board agreed that Option 1 (four structure category assessment) was the most appropriate assessment option.

There was discussion about whether or not the Town should continue to collect fees noting that the report states that the data show the Town is still justified to collect the fees. The school has been using the fees for capital projects. The school provided a long-term capital plan that is part of the report and methodology. Ms. Penny noted that there is approximately \$683,000 of long-term capital project cost currently forecasted for the Ellis School. Ms. Penny also noted that approximately \$103,000 recently went to pay for a portion of the school roof replacement which otherwise would have come from the school budget. In general the Board concurred that the report showed that fees could still be collected and that the projects funded should be solid long-term capital projects.

The Board discussed applying School Impact Fees to ADUs which are typically used as in law apartments with no kids, but there was no data for that. There was also discussion about the decreasing student population now, current student capacity and ensuring funding for any future potential increase in student population. There was also discussion about potential for tax income from ADUs (400 to 800 square feet) and potentially waiving a fee for ADUs since there is no way to monitor population using the ADU and the existing properties have already been taxed. In general, the Board feels that impact fees should be applied to new home construction only.

The Board had some questions with regard to the wording “Attached” and Townhouse as follows: Does “Attached” refer to Accessory Dwelling Unit (ADU)? If not, what does “Attached” refer to? Further, if “Attached” is ADU, are they included in the calculations and if so, the Board would like to revise the fee amounts. Ms. Miner will follow up with BCM Planning to clarify “Attachment” and to have the Options Table updated without ADUs if included.

The Board also discussed and agreed to work on update to associated zoning ordinance, specifically to Section 1506 (Waiver) where senior citizens age of sixty-two (62) or over should be revised to be fifty-five (55) and over to reflect the age of Elderly Residents detailed in the Elderly Open Space Section 1301.

Ms. Penny and Hutton were asked if they had any questions and they did not. They left the meeting at 7:50PM

Mr. Lavelle motioned to move the update to the Method of School Impact Fee Assessment Methodology and associated fee schedule based on Option No. 1 to Public Hearing. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

IV. CONTINUED BUSINESS

Excavation Permits: Ms. Miner reported that she received reclamation surety Galloway Trucking. As such the application was complete and ready for Board approval.

Mr. Karcz made a motion to have Ms. Miner approve the excavation permit renewal for Galloway Trucking on behalf of the Board. Mr. Barham seconded the motion. The motion passed 6-0-0.

Mr. Karcz made a motion to renew excavation permits for Galloway Trucking to July 1, 2021. Mr. Kohlhofer seconded the motion. The motion passed 6-0-0.

V. ADMINISTRATION

Administration/Budget – Ms. Miner summarized feedback from the Budget Committee on the Land Use Department budget. The Committee has requested supplemental information for their next meeting January 30, 2020.

Circuit Rider Business – None discussed.

Incoming Correspondence – There is a Kingston Planning Board meeting that has regional impact at the end of September. Meeting information will be distributed.

Project Updates

- Map 001/Lot 012 Cell Tower – Ms. Miner reported that this project is wrapping up next week. They completed on site work with exception of some minor touching up. They have started the roadway drainage and are finishing paving next week. Ms. Miner is planning to meet with Stantec, Applicant and Road Agent to complete the project. It is anticipated that a 2-year maintenance escrow will be required for roadway only. The Board does not see any need for maintenance bond/escrow for access road/driveway. Since the last meeting Stantec submitted a Change Order for \$4200. This came as a surprise as Stantec does not provide regular construction updates and Ms. Miner was tasked with obtaining the fund from the Applicant to which there was push back, but ultimately the Applicant agreed to pay. As a side discussion the Board stated that if there are any disputes in the future then the applicant needs to come directly to the Planning Board. The Board also feels that construction reports should be provided on a regular basis so the Board is up to date. This is a requirement that will be made clear to the project team at the construction kick off meeting. For this project the Board is not looking for any construction reports at this point, but the Board does want an As Built to

be reviewed by the Town Engineer. There was further discussion about the role of the Board to approve field site plan changes.

Other Department News

- Natural Resource Inventory Text – The Conservation Commission has completed their review and the text is being formatted before it is submitted to the Board for their review and approval.
- ZBA Application – The Pollinger Variance request is back on the agenda for the ZBA September 22. Some of the Board members have commented and Board members may comment individually. The Board as a whole does recommend a site visit.

Next Meeting October 7 – 3 Public Hearings – No material to distribute.

VI. ADJOURNMENT

Mr. Lavelle made a motion to adjourn the meeting at 8:23 PM. Mr. Karcz seconded the motion. The motion passed 6-0-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Leanne', written in dark ink.

Leanne Miner, Land Use Administrative Assistant