

# **Town of Gorham Planning Board Minutes June 17, 2021**

**Members Present:** Paul Robitaille (Chairman), Abby Evankow, Michael Waddell (Ex-Officio), Reuben Rajala, Peter Gagnon, Earl McGillicuddy

**Members Excused:** Brian Ruel, George Valliere and Dan Buteau

**Members Absent:** Wayne Flynn

**Members of the Public:** Edith Tucker, Nicholas Rudowski (remote), Michelle Lutz (Board Secretary), Victoria Hill (Incoming Board Secretary), Tara Bamford, (Remote) and John Scarinza (CEO)(Remote).

Emergency Order #12, issued by Governor Sununu on March 23, 2020 in response to the COVID 19 Pandemic previously allowed boards to hold remote meetings. The Governor chose not to extend the order which expired at midnight June 11, 2021. Therefore, per RSA 91-A:2, III, all members listed as present were present at the physical location. Other members of the board were allowed to attend remotely if they chose with both video and audio capability. The public was also able to attend in the same manner. All votes were taken by roll call.

**Call to order:** The meeting was called to order at 6:35 by Chairman Robitaille

**Review & Accept Minutes of April 22, 2021:** On a motion from Michael Waddell seconded by Reuben Rajala, the board voted to approve minutes as presented.

**Review and Accept Minutes of May 20, 2021:** Abby requested correction of name of driveway applicant from Mai Rauschenburg to Maia Rauschenburg. On a motion from Michael Waddell with a second from Reuben Rajala, the board voted to approve minutes with that correction.

## **New Business:**

### **Driveway Permit**

The board reviewed a driveway permit application from Nicholas Rudowski for property at 61 Promenade Street. The applicant (remote) is proposing moving the existing driveway 2.5 feet toward house, lengthen driveway 13 feet and pave driveway. Finished driveway will be 33' by 18' approximately 702 square feet. Current driveway is located over the property line.

Michelle informed board that the Public Works Director has concerns about the curb cuts and explained those concerns to both the board and applicant. Peter asked owner if he plans to plant grass where the ledge pack is to be removed. The owner stated he plans to plant grass on the old site.

On a motion from Michael Waddell to approve the proposed driveway permit with the condition that the curbs cuts be altered by the applicant to match the proposed driveway according to the specifications by the Public Works Director, Seconded by Peter Gagnon. Chairman Robitaille called for a roll call vote:

Abby -Yes    Peter-Yes    Mike- Yes    Reuben- Yes    Earl - Yes

Applicants will meet with the Public Works Director to discuss curb cuts.

**Work Session** with Tara Bamford on site plan review regulations.

The Gorham Site Plan Review Regulations currently require Planning Board approval for ANY change or expansion of use of a site or ANY change from a previously approved site plan. Tara provided the board a table to help guide discussion to determine what would require site plan review and what constituted a minor site plan review or what would not require a site plan review at all. Adding language to the site plan review regulations would make it very clear to the board and to the applicants just what reaches that threshold. The board reviewed and discussed the table of common types of changes/impacts that may come before the board. There was discussion regarding what the threshold might be that would rise to the level of requiring site plan at all. The board went through this table to determine what would be exempt, considered minor site plan review and what would require full site plan review. Tara will take the board's discussion and prepare a first draft of new language for the board to review at its July meeting.

See table below:

Approved July 15 2021

<b>CHANGE OR IMPACT</b>	<b>1. No need to come before the Planning Board at all (exempt)?</b> <b>2. Come in for Planning Board review but with just a sketch and brief description (minor site plan review)?</b> <b>3. Come in for Planning Board review with a survey/ engineering drawing of at least some part of the plan (full site plan review)?</b> <b>4. Depends on the number, amount, size, percentage...</b>
Incidental installations such as bike racks, bus shelters, fences, benches	Exempt
Seasonal roadside farmstands	Exempt or minor- depending on size
Adding or moving signs	Building Department
Adding, moving or changing outdoor lighting	Exempt
Addition of small wind energy system to serve the business	Exempt
Addition of free standing solar panels to serve the business	Exempt
Addition of satellite dish to serve the business	Most are building mounted
Changes to the landscaping	Don't do for residential
Reducing the amount of landscaping after site plan approval	Minor-amendment
Reducing the amount of screening after site plan approval	Minor
Changes from one kind of business to another that involve an increase in delivery or service vehicles or heavy equipment	Site plan
Changes to the site that increase impervious surface or change grade	Minor- unless significant
Changes in loading/unloading areas or outdoor waste storage areas	Minor – unless significant
Increases in the number or dwelling units	Regular-by how many
Increase in noise or odor	Minor unless significant
Significant change or increase in hours of operation	Exempt unless significant
Additional or increased outdoor use areas such as for dining or recreation, decks or patios	Exempt or minor depending on size
Addition of accessory structures	Minor or regular-depending on scale
Increases or changes in required parking	Regular
Additions or reconfigured building footprint, height or mass	Regular
Increases or changes in access	Regular
Increases in the number of seats	Minor or regular
Increase in pedestrian traffic	Minor or regular
Increase in vehicular traffic	Minor or regular
Increase or change parking	Minor or regular

**New Business:** Michelle Lutz introduced Victoria Hill as her new assistant clerk. She will be working alongside Michelle on Planning Board and Zoning Board of Adjustment.

**Code Enforcement Update –**

John updated the board on the following:

Brew pub at 20 Glen Road: John is meeting with Jason Hunter and the state inspector on Monday at the brew pub. Tara voiced concern over work proceeding with only a conditional approval. She would like them to be invited to the next meeting to review progress.

**Old Business –** None

**Public Comment:** Edith Tucker asked about The Butcher's Daughter, John said the site received state approval.

**Next Meeting –** The board scheduled its next meetings for July 15, 2021 and July 22, 2021.

**Adjournment –** On a motion from Abby with a second from Reuben, the board voted unanimously to adjourn at 8:33 pm by roll call vote.

Respectfully submitted,

Victoria Hill