



FREMONT PLANNING BOARD

August 10, 2011

Meeting Minutes

Approved August 31, 2011

Present: Chairman Roger Barham, Vice-Chair John (Jack) Karcz, Member John (Jack) Downing, Selectman Ann Marie Scribner, Alt. Andrew Kohlhofer, Building Inspector/Code Enforcement Officer Marcus Everngam, RPC Circuit Rider Brian Groth, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham opened the meeting at 7:05 pm.

At the June 15, 2011 meeting Chairman Roger Barham designated Alternate Andrew Kohlhofer to fill the vacancy on the Fremont Board Planning until such time as the Selectmen have appointed someone to serve as a full Board Member to fill that vacancy. It is noted that the appointment remains in effect.

MARK WOODMAN
BEST MACHINE, INC.
79 Beede Hill Road
Map 3 Lot 062

Mrs. Bolduc reported that Mr. Woodman had contacted her about his concern that the condition #1 on his approved Site Plan Review "*The approval is for the current owner only and for the current business only and will not convey to a future party*" would prevent him from turning his business over to his son which is his plan for the near future. Mr. Woodman said he would request that the Planning Board consider either modifying or removing the condition.

This prompted a general conversation relative to business ownership and expansion. Mr. Barham stated, and it was generally agreed that a change in ownership should not trigger an additional Site Plan Review. Mr. Barham stated that when a business changes ownership, the new owner should not be required to seek further permits (Site Plan Review) unless there is expansion or change.

Monitoring was also discussed and Mr. Karcz said there is no way to know if and/or when a business expands or changes and he suggested that the Board could create a rule that the Code Enforcement Officer inspects the businesses that have gone through Site Plan Review for compliance with their original permit and the Site Plan Review Regulations. This inspection could be done in a regular basis such as every 5 years or so. The Code Enforcement Officer should report any business that is operating outside of the purview of the Site Plan Review

Regulations.

Town Council was contacted for procedure and he advised that the Planning Board has the authority to modify the conditions of an already approved decision as long as the applicant agrees with the change and no abutter expressed dissension when the original decision was reached. This does not need to be done in the context of a public hearing.

There was a discussion relative to condition #1 as it pertains to Mr. Woodman and the Members agreed that it would be appropriate to not require that the approval be restricted to the current owner only, for the current business only and not convey to a future party. It was noted that there had been no dissenting abutters at any portion of the public hearing and removal of the condition was verbally requested by the applicant. The decision and plan have not yet been recorded.

With no further discussion, Mr. Karcz made the motion that the Planning Board remove the condition #1 on the July 27, 2011 approval for Site Plan Review for Mark & Cheryl Woodman, 79 Beede Hill Road Map 3 Lot 062 that states *“The approval is for the current owner only and for the current business only and will not convey to a future party.”*

Motion seconded by Mr. Downing with unanimous favorable vote.

The mylar, which Mr. Woodman had pre-approved by the Rockingham Registry of Deeds, and the final plans submitted by Mr. Woodman were reviewed and signed by the Chairman and Secretary and will be recorded at the Rockingham Registry of Deeds within 3 business days. The notice of decision will also be recorded.

Mr. Woodman came in at 7:30 pm and was advised of the Board’s decision to remove condition #1 as he had requested. Mr. Barham asked Mr. Woodman if he had any further issues for the Board and Mr. Woodman said that he did not. He thanked the Board and left the meeting.

GOALS

Planning Board Goals for 2012 were reviewed:

- Deal with any new applications that come before the Board.
- Renew existing Gravel Operations.
- Capital Improvements Program – assistance: funded through a Targeted Block Grant through RPC. (1,000)
- Master Plan
 1. Amendment to the Vision Chapter (using 2012 TBG)
 2. Add New: Energy Chapter
- Regulation amendments:
 1. Excavation
 2. Site Plan Review
 3. Subdivision
- Zoning Ordinances (prepare 2012)
 1. New
 2. Amendments to existing

Groth said funding may become available for an Energy Chapter to the Master Plan. He will ask RPC Senior Planner Julie LaBranche and report back to the Board.

MINUTES

Mr. Karcz made the motion to approve the minutes of the July 27, 2011 meeting as written. Motion seconded by Mr. Barham with favorable vote except for Mrs. Scribner and Mr. Downing who abstained as they were not present at that meeting.

SEACOAST FARMS

(Shirkin Road, Map 5 Lot 035)

The July 6, 2011 site visit was cancelled pending further information. The signed plan and status of Seacoast Farms will be reviewed at the next meeting.

CIP

Mr. Barham and Greenwood will discuss resuming the CIP process and Mr. Barham will report back to the Board.

BUDGET

An appointment has been made with the Selectmen for 6:15 pm on August 18, 2011 for Mr. Barham and Mrs. Bolduc to present the P/Z budget recommendation.

RPC = TARGETED BLOCK GRANT (TGB)

Mr. Barham stated that the Board is in receipt of the TBG notice from RPC. The notice explains that "Each year the RPC receives a grant from the NH Office of Energy and Planning (OEP) to use for regional planning projects, support of our Geographic Information System (GIS) and training for local land use boards. Entitled the Targeted Block Grant (TGB), these funds have been very useful for our agency. Each year we dedicate a portion of our TBG allocation for local planning assistance for the 14 member communities that are not in the Coastal Program."

The details of the 2012 TBG are as follows:

- The grant program is a 50/50 matching program. The local match must be in the form of budgeted funds and be available as of July 1, 2011.
- A total of \$7,500 in matching funds is available.
- Grant awards will be between \$1,000 and \$2,500 per community and can be used only for planning assistance provided by RPC.
- The project must be able to be completed by June 30, 2012.
- Must submit a cover letter and completed application form to the RPC that adequately describes the project details, work tasks, work products, total project costs (including amount of local share), source of local funds and the local contact person.
- All applications must be received in the RPC office by 5:00 pm, Friday August 26, 2011.

There was a conversation relative to the Vision Chapter of the Master Plan being 5 years out at this time and in need of updating. Mr. Groth said that this update would fit the criteria required for the TBG.

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Karcz motioned to apply to the TBG for the purpose of updating the Vision of the Master Plan. Motion seconded by Mr. Downing with unanimous favorable vote.

INCOMING CORRESPONDENCES

Received:

- Invitation from the Raymond Planning Board to a September 22, 2011 multi-town Planning Board forum to discuss issues of mutual concern.

Mr. Karcz made the motion to adjourn at 8:00 pm.
Motion seconded by Mr. Kohlhofer with unanimous favorable vote.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

Next regular meeting: August 31, 2011.

ACTION ITEMS

From the August 10, 2011 meeting.

Groth: Speak with RPC Senior Planner Julie LaBranche relative to available funding for an Energy Chapter to the Master Plan.

Bolduc: Apply for the TBG.

Barham: Discuss resuming the CIP process with RPC Assistant Director Glen Greenwood.

From the March 16, 2011 Meeting.

Groth:

- Work with Mrs. Bolduc on restructuring the regulations and present a draft to the Members at a future meeting.
- Take a look at the new NHDES Alteration of Terrain Program's criteria and report back to the Board.

PROJECTS PENDING/COMPLETED WITH RPC

- Master Plan Audit - Funded with CTAP Phase II funds = **\$3,500**; completion date of August 1, 2010. Completed February 16, 2011.
- CIP Annual Process - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of October 27, 2010.
- Provide one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of October 27,

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2010.

Updated project timeline table below.

RPC

Projects Non-CTAP	Status	2009 30 June	2010 30 June	2010 22 Sept	2010 27 Oct
CIP Process Submittal Materials (2010 TBG)	Pending		Contracted Completion Date		
1 final copy of updated MP, CIP elements (2010 TBG)	Pending		Contracted Completion Date		