

**April 6, 2021**  
**Planning Board**  
**VIA Zoom**

**Present were:** Regular Members: Tom McCue, Lori Langlois, Anthony Valliere, Lane Strahan, Brian Valerino (6:55pm); Suzanne Wasileski; Ex-Officio members: Lucie Remillard and Lise Barrette; Alternate Members: Theodore Bosen and Richard Cassidy (6:50pm)

**Excused were** Regular Member: Christina Lefebvre. Alternate Member: Jennifer Lazzaro.

**Others Present:** Pamela Laflamme, Community Development Director and Barbara Tetreault, Berlin Daily Sun.

**Call to Order**

The meeting was called to order at 6:30 PM.

Chair McCue read the following statement:

As Chair of the Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

**Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 646-558-8656, meeting ID 841 7691 0377, Passcode #643209, or by clicking on the Planning Board agenda on the City's website, [www.berlinnh.gov](http://www.berlinnh.gov).**

Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board at [www.berlinnh.gov](http://www.berlinnh.gov).

Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 752-8587 or email at [plaflamme@berlinnh.gov](mailto:plaflamme@berlinnh.gov).

Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

A Roll Call was taken:

Reg. Member Tom McCue – Present and alone

Reg. Member Lori Langlois—Present and alone

Reg. Member Anthony Valliere – Present and alone

Reg. Member Lane Strahan – Present and alone

Reg. Member Suzanne Wasileski – Present and alone

Ex-Officio Member Lucie Remillard – Present and alone

Ex-Officio Member Lise Barrette – Present and alone

### **Public Comments**

None

### **Approval of March 2021 minutes**

Ms. Wasileski made a motion to approve the minutes of the March 2021 meeting. Mr. Valliere seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

### **Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from March 2, 2021 meeting)**

Ms. Laflamme has spoken with the developer and they wish to keep the Site Plan Review on the agenda. The Site Plan Review is not ready at this time and is being tabled. This is the official Public Notice for a continuance until the April 6, 2021 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

### **Lot Line Adjustment – City of Berlin/Berlin Water Works and State of NH/White Mountains Community College. Tax Maps 403 Lot 1 and 139 lot 2**

It was explained by Ms. Laflamme that when the State of NH, White Mountains Community College did a recent survey of their property they found that the Berlin Water Works tank was actually on their property. The proposed lot line adjustment will increase the City of Berlin, Berlin Water Works lot from .80 acres to 1.75 acres.

Ms. Remillard made a motion to accept the application as complete. Ms. Langlois seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

Chair McCue recessed the Planning Board meeting and open the Public Hearing at 6:45 pm. There were no public comments. Chair McCue closed the Public Hearing and resumed the Planning Board Meeting.

Ms. Remillard made a motion to approve the lot line adjustment. Ms. Langlois seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

Ms. Langlois made a motion to authorize Chair McCue to sign the plan on behalf of the Planning Board. Ms. Strahan seconded it. So moved, the motion passed by roll call vote: Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

### **Lot Merger – Tax Map 114 Lots 56 and 57**

This lot merger has come before the Planning Board in prior months but was never registered because there was a building that Mr. Law-As had still not demolished. Since then, the building has been demolished and a new application was signed and submitted. The frontage will remain on Wentworth Avenue. Ms. Remillard made a motion to accept the Lot Merger for Map 114 Lots 56 and 57. Mr. Valliere seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

### **Master Plan recap from March meeting**

The Master Plan web page has been created. It contains an Existing Studies Analysis, the Master Plan Title contest, a timeline and the ability to submit a comment. The first Public Meeting has been set for Wednesday, June 23<sup>rd</sup> in the evening.

### **Continued discussion regarding Short Term Rentals and Regulations**

Ms. Laflamme is continuing to work on developing regulation for short term rentals. It is clear that any staffing for an enforcement process is limited. The current City Ordinance 10.5 – 36, Public Nuisance Activity, was looked at to see if it could help with developing short term rental regulations but it does not mention anything about different types of property owners. Also looked at was City Ordinance 17-29 Accessory Dwelling Units.

It was suggested that we need to first look at what the issues are that we need to regulate, such as noise, trash, and parking. It will need to be decided how to deal with repeat offenders, whether through a fine or closure of the short term rental.

Chair McCue spoke about doing a Conditional Use Permit vs a Special Exception. Since a conditional use permit is granted to an individual and has no ties to the property, it's a better way to go. The different zones should also be looked at as to whether a short term rental would be allowed in certain zones or all. A committee consisting of Ms. Remillard, Ms. Langlois, and Mr. Bosen will be working on issues surrounding Short Term Rentals.

### **Planning Board Rules of Procedure discussion**

The original Rules of Procedure for the Planning Board was amended and distributed to members for review before the meeting. Some of the changes were discussed such as the removal of Associate Members, the removal of term limits, the Chairs duty relating to voting, when members need to recuse themselves and the addition of Public Comment Rules of Conduct. Ms. Wasileski inquired as to whether the documents means and

Alternate member would be appointed if there is a need for a quorum or if they are appointed in order to make seven full voting members. This will be clarified in the next draft to be submitted at next month's meeting.

Ms. Langlois made a motion to accept the first revision of the Planning Board Rules of Procedure. Ms. Remillard seconded it. So moved, the motion passed by roll call vote: Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

### **Board Membership and Board Officers**

Ms. Laflamme acknowledged and thanked both Christina Lefebvre and Tom McCue for serving on the Planning Board. Ms. Laflamme will be moving out of the area and Mr. McCue has served three term limits as Chair. As new Rules of Procedure were adopted, there are now no term limits. Mc McCue can write a letter to the Mayor requesting to be a Regular member for another term.

Ms. Remillard made a motion to nominate Ms. Langlois as Chair. Ms. Wasileski seconded it. So moved, the motion passed by roll call vote: Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

### **Project Updates**

The Planning Board will be looking at a Site Plan from Coos County Family Health for expansion at the Pleasant Street location. HEB Engineers will be presenting.

The Brookfield land sale on upper Main Street for the proposed Battery Storage site is moving along and they will return to the Planning Board either in May or June.

The Riverwalk project is moving along and Ms. Laflamme is currently waiting to hear from the Department of Transportation.

Ms. Laflamme has resubmitted the application for the sidewalk development along Hutchins Street from the Dummer Yard to Columbia Avenue.

An application was submitted to USDA for Broadband planning funds to collect more data.

Ms. Laflamme is working on a grant application to Northern Borders for the work on Route 110.

### **Other**

None

### **Public Comments**

Ms. Tetreault, Berlin Daily Sun, asked about the status of the two greenhouse projects. Ms. Laflamme said that she does not have an update for the Burgess Biopower greenhouse project but that North Country Growers is in the process of securing all needed permits and is moving along with their plans.

### **Member Comments**

Chair McCue expressed his gratitude for BIDPA who hired a consultant to conduct a feasibility study for a Hotel/Lodging facility.

Chair McCue spoke about the North Country Regional Planning Commission which he is a member of. It serves North Country communities who need assistance with planning activities. Councilman Peter Higbee and Chair McCue currently serve on the Commission. The City of Berlin is allowed to have three members and he is asking if anyone would be interested in serving on the Commission to please notify him.

### **Planner Comments**

Ms. Laflamme reminded everyone of her recent email sent to members for registration to the Office of Strategic Initiative Spring Conference.

The next Planning Board meeting will be May 4, 2021.

The next Master Plan meeting will be April 27, 2021.

### **Adjournment**

There being no further business to come before the board, Ms. Barrette made a motion to adjourn, seconded by Ms. Strahan. So moved, the motion passed by roll call vote: Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

The meeting ended at 8:15pm.

Respectfully submitted,

Lise Barrette

\* Note: These minutes are unofficial until they have been accepted by the Planning Board by motion.