

June 1, 2021
Planning Board
VIA Zoom

Present were: Regular Members: Chair Lori Langlois, Vice Chair Tom McCue, Anthony Valliere, Ex-Officio Member Lise Barrette; Alternate Members: Dan Whittet, Jennifer Lazzaro, and Theodore Bosen (6:38pm)

Excused were: Regular Members: Lane Strahan, Brian Valerino; and Suzanne Wasileski; Ex-Officio member: Lucie Remillard; Alternate Member: Richard Cassidy.

Others Present: Pamela Laflamme, Community Development Director, Michel Salek, Building Inspection; Peter Donovan, Assistant Fire Chief, Barbara Tetreault, Berlin Daily Sun; Bruce Luksza and Jon Rokeh, Jericho Gateway Family Campground; Jonathan & Carolyn Sapienza, Jericho Adventures; Bill Davidson, Engineer for Jericho Adventures; Burke York, York Land Services; and Ronald and Rose Plaisance of 108 West Milan Road.

Call to Order

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

Chair Langlois 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 861 8229 0277 Passcode #645500, or by clicking on the Planning Board agenda on the City's website, 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.

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.

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 Lori Langlois—Present at City Hall with Ms. Laflamme and Mr. & Mrs. Plaisance.

Reg. Member Tom McCue – Present and alone

Reg. Member Anthony Valliere – Present and alone

Alt. Member Jennifer Lazzaro – Present and alone

Alt. Member Dan Whittet – Present and alone

Alt. Member Theodore Bosen – Present and alone

Ex-Officio Member Lise Barrette – Present and alone

Chair Langlois appointed Alternate Members Dan Whittet, Jennifer Lazzaro, and Theodore Bosen as voting members for this meeting.

Public Comments

None

Approval of May 2021 minutes

Mr. McCue made a motion to approve the minutes of the May 2021 meeting with the corrections on page 1 to change 'Chair McCue read the following statement' to 'Chair Langlois'; and also on page 3 to remove Mr. McCue's vote for the CCFHS Site plan. Mr. Valliere seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Whittet – aye, Barrette – aye.

Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from May 4, 2021 meeting)

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 July 7, 2021 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Site Plan Review - Phase II (festivals and special events) – Jericho Gateway Family Campground - Craig Luksza & Chassidy Roy and Bruce Luksza, Tax Map 402, Lots 27 and 24 off of West Milan Road

Mr. Jon Rokeh shared the Phase II plan with a focus on the entrance and exit area, the festival area and the emergency circulation paths. The entrance/exit area will have express check-in lanes and is large enough to allow a large capacity of vehicles coming and going through this area. The circulation of traffic for emergency evacuations throughout the campground was shown.

Chair Langlois recessed the Planning Board meeting and opened the Public meeting at 6:45pm.

Mr. Ronald Plaisance spoke about his concerns of the main entrance and the speeding traffic on Route 110. After experiencing the dangers of traffic entering and exiting onto Route 110 from the local AVRDD recycling station, he feels there would be issues of traffic coming from the campground entrance area. He says the speed limit is 50mph on Rte 110 and it is also a busy truck route. He asked if there could be a change in speed limit. Mr. Luksza explained this would be something the Department of Transportation would have to look into since it's outside the compact area. Mr. Plaisance also asked if a 'Blind Person' sign could be put up. Ms. Laflamme will inquire as to who would take care of signage on that stretch of road.

Ms. Laflamme read correspondence she received from Mr. Robert Chapman Sr. into record:

May 28, 2021

Dear Pam,

I am pleased to submit written comments in support of Mr. Luksza's application for the second phase of their project in order to host special events and add seasonal camping. The investment Mr. Luksza is making into the project is good for the Route 110 corridor and will help to support the increase in recreational activity in our community, and I am appreciative and supportive of their efforts to date.

I respectfully ask as part of the review process that the rights of adjacent landowners are considered in that an effort will be made by the applicant to promote responsible use of the existing and authorized trail network by its visitors, and to discourage the use of unauthorized access of private lands.

The ever-increasing popularity of the ATV/OHV industry in Berlin has been a good thing for our local economy, and remains a critical component to fostering continued growth and investment in the area. Promoting the importance of abiding by the rules in place and use of authorized trails is needed to ensure that this industry can continue to exist in harmony with all landowners, so that we can continue to reap the benefits this industry brings to our area.

In closing, I compliment Mr. Luksza's plan and the work he has accomplished thus far and feel that his proposed second phase will be a positive addition to the area.

Respectfully submitted,
Robert A. Chapman Sr.

Mr. Luksza shared his views on safety and respectable riding. He has and will continue to promote safe riding and to discourage visitors from riding on private lands and to use the designated trails.

Chair Langlois closed the Public meeting and reopened the Planning Board meeting.

Mr. McCue made a motion to accept the application complete as submitted. Mr. Valliere seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Mr. McCue confirmed with Ms. Laflamme and Mr. Luksza that this plan has been reviewed with the City Emergency Management group. Mr. Luksza explained that although each event host will be responsible for putting together a safety checklist that the master emergency plan being proposed will never change.

Mr. Valliere made a motion to accept the Site Plan for Phase II. Mr. McCue seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Site Plan Review – Design Review - Jericho Adventures – Jonathan & Carolyn Sapienza, Tax Map 106, Lot 8, 111 Jericho Road

Mr. McCue made a motion to accept the site plan as complete. Ms. Barrette seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Mr. Bill Davidson shared the plan pointing out some key areas such as the existing building which is to remain, the access to Rte 110, the parking areas, ATV display area, and the location of the sign.

Chair Langlois recessed the Planning Board meeting and opened the Public Meeting at 7:12pm. There were no public comments, and the Planning Board meeting was re-opened.

Mr. Bosen asked about where people will get training and where they can practice. Ms. Sapienza explained that there will be a 15 minute video that all riders will need to watch and then staff will walk through the machine with the renters. Also all renters will be at least 18 years of age and have a valid driver's license. They will be sure that the renters are comfortable with riding the machines. They feel having an area for practice is something they will look into in the future.

Mr. McCue asked about turning traffic to the left, as this would hinder the traffic pattern on Rte. 110. They will look into possibly getting a 'Left Turning Traffic' sign.

Chair Langlois asked about lighting in the parking area. Ms. Sapienza said there isn't any lighting planned for the parking area, but there will be lights on the building. As rentals will be required to be returned by 6:30 the latest, they are not sure they would need lighting in the parking area. In the Fall they will be able to determine what they will need for lights.

Ms. Laflamme explained there was an abutter who spoke to her about their concerns of when they will start building beyond the current area. She explained to the Sapienza's that

when they double their inventory and will need to expand, they will need to come back to the Planning Board with a second phase.

Mr. Valliere made a motion to approve the site plan as proposed with the condition of approval of a driveway permit from the Department of Transportation and any other permits which may be needed. Mr. McCue seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Boundary Line Adjustments – Karen Bradley with Gary Lamontagne and with Matthew & Samantha Henry – Map 119 Lots 289, 391, 400, and 401

Mr. McCue made a motion to accept the application as complete. Mr. Whittet seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Mr. York shared the plan which involves three parties. Karen Bradley owns two parcels Lot 400 and 401. Lot 401 has an existing lot line that runs through a garage. Matthew and Samantha Henry, who owns abutting Lot 389, will convey 690 sq. ft to Ms. Bradley. Lot 400 which has a house and garage is owned by Ms. Bradley. Gary Lamontagne, who owns abutting Lot 391, will convey 1,600 sq. ft to Ms. Bradley. The ROW access for Lot 400 runs between Lots 391 and 398.

Chair Langlois recessed the Planning Board meeting and opened the Public meeting at 7:28pm. There were no public comments and the Planning Board meeting was re-opened.

Mr. McCue asked whether the access to the properties were deeded. Mr. York responded they were but are not part of this plan. This plan is to increase the lot sizes for Ms. Bradley and also to correct the issues of the boundary line running through the garage.

Mr. Whittet asked what the setback would be between Henry's lot line to the two story wood frame noted on the plan. Mr. York said at this time there is no setback, this would create a 3.5 foot setback.

Mr. Whittet made a motion to accept the Boundary Line Adjustments for Map 119 Lots 289, 391, 400, and 401. Mr. Valliere seconded it. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

Master Plan recap from May meeting

Ms. Laflamme shared the update on the Emergency Order for meeting virtually. If this order is not renewed after June 11th, then we will start meeting in person. This will affect the Public Master Plan meeting that has been scheduled for June 23rd. Resilience Planning is wary of shifting gears to an in person or hybrid event on short notice. They are asking that we postpone the meeting to a later date. Resilience said they can possibly provide some virtual availability as well as in person.

Mr. McCue feels going into breakout rooms in a virtual and in person format would be difficult.

Mr. Bosen feels it would be better to hold it in person and that we would probably get a better public response.

Ms. Laflamme shared a recap of the last Master Plan Meeting. They talked mostly about the Recreation opportunities in the area. She also brought up that Resilience is looking for feedback on the survey which she has forwarded to everyone.

Project Updates

None

Other

None

Public Comments

A question was brought to Ms. Barbara Tetreault and her successor. Ms. Tetreault shared that she is retiring soon and William Carroll will be her successor.

Ms. Tetreault asked if there were any changes for the North Country Growers project. There is not.

Member Comments

Mr. McCue brought up that he'd like to see the Rules of Procedure back on the agenda at some point.

Adjournment

There being no further business to come before the board, Mr. McCue made a motion to adjourn, seconded by Mr. Valliere. So moved, the motion passed by roll call vote: McCue – aye, Valliere – aye, Lazzaro – aye, Whittet – aye, Bosen – aye, and Barrette – aye.

The meeting ended at 7:50pm.

Respectfully submitted,

Lise Barrette

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