

**December 1, 2020
Planning Board
VIA Zoom**

Present were: Regular Members: Tom McCue, Lori Langlois, Christina Lefebvre, Brian Valerino; **Ex-Officio members:** Lucie Remillard and Lise Barrette; **Alternate Members:** Richard Cassidy and Anthony Valliere.

Excused were Regular Members: Naomi Levesque, Lane Strahan and Suzanne Wasileski.

Others Present: Pamela Laflamme, Community Development Director; Bruce Luksza, owner of Map 402 Lot 27, Proposed Jericho Family Campground; Jon Rokeh of Rokeh Consulting LLC; Steve Whitman and Liz Kelly of Resilience Planning and Design LLC; Peter Donovan, Assistant Fire Chief; Roland Berthiaume; Paul Grenier, Mayor; Jim Wheeler, City Manager; and Barbara Tetreault, Berlin 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 843 7560 5887, Passcode #831198, 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 Tom McCue – Present and alone

Reg. Member Lori Langlois—Present and alone

Reg. Member Christina Lefebvre – Present and alone

Reg. Member Brian Valerino – Present and alone

Ex-Officio Member Lucie Remillard – Present and alone

Ex-Officio Member Lise Barrette – Present and alone

Alternate Member Richard Cassidy – Present and alone

Alternate Member Anthony Valliere – Present and alone

Chair McCue appointed alternate members Mr. Cassidy and Mr. Valliere to take the places of the Regular Members who are absent for this meeting.

Public Comments

None

Approval of November 2020 minutes

Chair McCue noted an error on page 2, the title should state Approval of November 2020 Minutes. Ms. Lefebvre made a motion to approve the minutes of the November 2020 meeting as amended. Ms. Remillard seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Lefebvre – aye, Valerino – aye, Remillard – aye, Barrette – aye, Cassidy – aye and Valliere - aye.

Site Plan Review-Conceptual Consultation – Bruce Luksza, Tax Map 402, Lots 24 and 27 Proposed Campground

Mr. Luksza shared his proposal for a campground/ATV park on Route 110. As presented by Mr. Luksza, he relayed that the site currently has some dry camping sites and roads that were developed by the previous owner which will be utilized. The plan is divided in six phases. He is currently making plans to move forward with Phase 1, which is shown on the proposed draft plan. The current existing main entrance will be eliminated and changed to an emergency access entrance. Since there is an existing entrance road at the southern end of the property where there is an old ‘yellow house’, the main entrance will be moved there. There will be an office and a comfort station built at that entrance. There are 41 acres which he plans to remove from current use. Once all the existing roads and existing campground sites are memorialized and approved by the Planning Board, and he obtains the necessary permits through the State DES and DOT, he will move forward with getting a

septic system put in, a well and doing site hookups for different sections of roads. Test pits have already been done.

Assistant Fire Chief Donovan asked about the width of the access road and the existing trails and whether they can accompany the fire engines. Mr. Luksza explained that most of the main roads will have access for forest fire apparatus since they already can accommodate large RV's. Chair McCue encouraged Mr. Luksza to speak to the Fire Department about emergency access as soon as possible.

Ms. Langlois asked about it being four seasons and whether he can accommodate campers with winter conditions. Mr. Luksza says he currently owns four plow trucks and has experience with winter weather and he's up for the challenge of Berlin roads in the winter. Ms. Remillard asked about his experience with campgrounds. Mr. Luksza has worked on a similar project in Concord which fell through due to the owner being deceased.

Chair McCue encouraged him to continue to work with DES and DOT for any upcoming work. He also will need to file something with the Planning Board which states permission for him to move forward to do work on the second parcel which is owned by his son.

Work Session with Resilience Planning & Design LLC -Consultants for the Master Plan Revision Project

Liz Kelly reviewed the Master Plan in NH document pointing out what a master plan is, how it is applied to town codes and land use designations, and how it will structure community goals and objectives around them. NH communities are required to have a master plan per RSA 674:2 I in order to exercise several basic land use controls, to adopt a zoning ordinance or historic district. There are two mandatory sections which is a Vision chapter and a Land Use Chapter. Ms. Kelly discussed these in further detail. There was some discussion centered on how they will get public input during a pandemic. Ms. Kelly said they will be using lots of digital platforms and engagement tools and are continuously working on expanding upon different methods of reaching the public.

Ms. Kelly reviewed the four Phases of the Master Plan process. We are currently in Phase 1 where the existing conditions, emerging trends, and existing studies and reports are reviewed and analyzed. Ms. Kelly and Mr. Whitman will be touring the city and GIS mapping will be generated.

Ms. Remillard shared some concerns over the implementing of the plan after it's completed. The 2010 Master Plan does have an implementation chapter which used to be reviewed and many of those goals and action items have been implemented. Reviewing the implementation chapter should be done on a regular basis going forward. Mr. Whitman encouraged everyone on the board to review the 2010 Master Plan and make notes on what we like or don't like and any ideas on what type of format we would like.

There is a format based on themes which has been used in other communities that will be considered. Some links to other documents which they have been done will be provided.

Ms. Kelly reviewed the existing resources and studies which they are looking at and is asking everyone to consider if there are any other studies or documents they may know of which they could include in their review. Outreach strategies were discussed. Some possibilities include: a project webpage, project feedback form, digital presentations, a story map, focus groups or meetings, and different forms of communications. Chair McCue pointed out that we could also take a look at Broadband and Fiber communications and also at the real estate trends.

Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from November 4, 2020 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 January 5, 2021 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Project Updates

In January we will have a conceptual commercial solar project to look at. Ms. Laflamme asks that everyone has familiarized themselves with the chapter changes to the Zoning Ordinance. This will involve a Special Use Permit alongside with a Site Plan.

Soon we will also be seeing a project for battery storage by Brookfield Power which will also involve the new Special Use Permit language.

Ms. Laflamme pointed out the procedure for application review handout for everyone to review.

Next month we will be having a separate meeting for the Master Plan and we will start thinking about inviting others like the City Council, BIDPA, and members of the public.

Other

Naomi Levesque has given her notice of resignation due to her moving to Gorham. Anthony Valliere has shown his interest in becoming a regular member and it will be brought to the Council next Monday. We will be looking for more alternate members, we are allowed to have five and we will currently have only one.

This coming April, Chair McCue will have served his third term as a board member, so he will be stepping down to become an alternate Board Member according to the bylaws of the Planning Board. We will be looking at a new Chair and Vice Chair in April.

Public Comments

Mayor Grenier thanked Tom McCue for his work and acknowledged everyone's dedication.

Member Comments

Mr. Valerino sends his apologies to the members of the board for not being present at the last two meetings.

Planner Comments

Happy Holidays! See you in January 2021, Happy New Year!

Adjournment

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

The meeting ended at 8:30pm.

The next Planning Board meeting will be held on Tuesday January 5, 2021.

Respectfully submitted,

Lise Barrette

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