

**January 4, 2022  
Planning Board**

**Present were: Regular Members:** Chair Lori Langlois, Suzanne Wasileski, Anthony Valliere, Dan Whittet and Theodore Bosen; **Ex-Officio members:** Lucie Remillard, Lise Barrette; **Alternate Members:** Jennifer Lazzaro, Henry Noel, Karen Collins, Jeffrey Quackenbush.

**Excused were: Regular members:** Tom McCue, Brian Valerino and Theodore Bosen; **Alternate Member:** Amy George.

**Others Present:** Pamela Laflamme, Community Development Director; William Carroll, Berlin Daily Sun and Burke York, York Land Services, LLC.

Chair Langlois called the meeting to order and appointed Alternate Members Jennifer Lazzaro and Karen Collins as voting members.

**Public Comments**

None

**Approval of December 2021 minutes**

Ms. Remillard made a motion to approve the minutes of the November 2021 meeting. Mr. Valliere seconded the motion. All in favor, the motion carried.

**Minor Subdivision – Elaine Larrivee, Tax Map 130 Lot 156, 194 & 196 Grafton Street**

Mr. York shared the plans for a proposed subdivision on a parcel located at the intersection of Grafton and Sullivan Streets, also known as 194 and 196 Grafton Street. The lot is approximately 100 feet x 100 feet and they are looking at subdividing it into two 50 feet x 100 feet lots approximately. Mr. York shared some of the history behind this lot that was previously discussed at the November 2021 meeting. Since then, they have gone to the Zoning Board to obtain variances for lot size, frontage, rear yard setback, side yard setback and lot coverage. There are also easements for Lot A for general access, basement access, wall and fence maintenance, elevated deck and patio maintenance, propane tank refill, and building maintenance. There are easements for Lot B for the carport maintenance and use which can be re-built but not upgraded to a garage or living space without approval by the owner of Lot A.

Ms. Langlois recessed the Planning Board Meeting and opened the Public Hearing at 6:39pm. As there were no Public Comments, she closed the Public Hearing and resumed the Planning Board meeting.

Ms. Remillard made a motion to approve the subdivision for Tax Map 130 Lot 156. Mr. Valliere seconded the motion. All in favor, the motion carried.

Mr. Valliere made a motion to accept the application as complete. Ms. Lazzaro seconded the motion. All in favor, the motion carried.

### **Lot Merger – Tax Map 120 Lots 384 and 385, Foss**

Ms. Laflamme shared the map which showed that Lot 384 fronts on Portland Street. Lot 385 is a small parcel behind lot 384. The parcel address is 399 Portland Street.

Ms. Remillard made a motion to accept the Lot Merger for Map 120 Lots 384 and 385. Ms. Collins seconded it. All in favor, the motion carried.

### **Lot Merger – Tax Map 130 Lots 335 and 336, Roy**

Ms. Laflamme explained that Lot 336 fronts on Champlain Street. Lot 335 is a small lot that sits behind it.

Ms. Barrette made a motion to accept the Lot Merger for Map 130 Lots 335 and 336. Ms. Lazzaro seconded it. All in favor, the motion carried.

### **Capital Improvement Program – Presentation and Vote**

Ms. Laflamme explained that she did not yet have a completed presentation of the Capital Improvement Plan.

### **Discussion – Proposed Zoning Changes – setbacks/minimum lot size/manufactured housing; signage/Rural Residential permitted uses**

Ms. Laflamme shared the Council has approved the ordinance changes that was brought to them. The lot size minimum is now 50 feet x 100 feet. Group Child Care Class A or B is allowed in the Rural Residential Zone. Billboards allowances have changed in relation to the amount of frontage.

Ms. Remillard shared that she was asked about signage on convenience stores and if there were any restrictions. There was some discussion around the types of signs convenience stores use which is mainly advertisements for products they are selling. Ms. Laflamme said that at this time there isn't any restrictions.

The discussion concerning manufactured housing will continue as soon as Ms. Laflamme is able put together a draft ordinance relevant to our City using some samples she has received. She will also have more ordinance changes to suggest in the future.

### **Other**

None

### **Project Updates/Planner Comments**

Ms. Laflamme explained that the City has hired a consultant to act as a Public Works Director. He is taking on the Riverwalk project and plans to work closely with HEB Engineers to put a BID out soon.

The Public Works consultant will also be overseeing the design for the Water and Sewer Project on Route 110.

Resilience Planning and Design will have a Draft Master Plan for the Planning Board in February.

### **Public Comments**

None

### **Member Comments**

Mr. Quackenbush, Mr. Noel and Mr. Whittet shared information about their organizing of an informal Energy Committee. It consists of some other members from Randolph, Shelburne, the Biomass Facility and Brookfield Energy. Two ideas they are discussing is to get the Coos Loop upgraded and to take advantage of the law that allows cities and towns to provide competitive energy to its residents. There is infrastructure funding being distributed to communities and they are looking to see if the North Country can access some of those funds. Ms. Laflamme offered that if they ever want to advertise meetings or their efforts to let her know so she can add it to the City's website or facebook page.

Since we have had some new members to the Planning Board, introductions were made by all.

### **Adjournment**

There being no further business to come before the board, Ms. Remillard made a motion to adjourn, seconded by Ms. Collins. All in favor, the motion carried.

The meeting ended at 7:05pm.

Respectfully submitted,

Lise Barrette

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