

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held upstairs in Town Hall**

**Wednesday November 13, 2019**

The meeting was called to order at 6:30 PM by Chairman Mark M. E. Frank followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Chairman Mark M. E. Frank, Justin Carter and Selectmen's Representative Leo Enos.

**Absent:** Vice Chairman Andy Nadeau, Penny Noyes, Mark M. St. Pierre and Rusty Scott.

Alternate Members:

**Present:** Don Doolan and Maggie Jones.

**Absent:** Greg Westcott, Shane Beattie and Garrett Savard.

Others present:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

**At this time Chairman Mark M. E. Frank appointed Alternate Members Maggie Jones and Donnie Doolan to full voting members for the night's meeting in the absence of Regular Members Penny Noyes and Rusty Scott.**

To review and approve the minutes of the October 9, 2019 meeting.

**A motion was made by Donnie Doolan and seconded by Maggie Jones to accept the minutes as written. A vote was taken and the motion carried.**

**Appointment(s):** None.

**Public Hearing(s):** None.

**Other Business:**

**Preliminary Conceptual Consultation(s):**

**Donnie Doolan recused himself at 6:33 PM to present a Preliminary Plan.**

- Donnie Doolan presented a preliminary sketch for a lot line adjustment off Garland Road between Margaret "Peg" Hoey and Wayne "Butch" and Wava Baker. The proposal would see the Baker's eastern property line shift approximately 60' to the east. This would amount to 0.43 acres added to the Baker property from the Hoey property. Chairman Mark M. E. Frank asked if the house on the Baker parcel was closer to the eastern property line than it should be. Mr. Doolan replied it most likely was. Chairman Frank stated this lot line adjustment would then make the property more compliant with setbacks as the eastern line would move further away from the home. Chairman Frank also asked if there were any easements, right of ways or other features of note on the land. Mr. Doolan stated there was not anything on the Hoey lot but there was a ROW on the west side of the Baker lot. Mr. Doolan stated he would have a full proposal for the Planning Board's review at the December meeting.

**Donnie Doolan returned to the Board at 6:37 PM.**

**Commercial Building Permit(s):**

- State of NH (Owner)/Garland Mill Timberframes (Applicant) - Construct a timberframe warming hut on slab within existing footprint of yurt.

**Voluntary Merger(s):** None.

**Recent Zoning Decision(s):** None.

**Training Topic(s)/Material(s):** None.

Benjamin Gaetjens-Oleson stated he could not come up with a topic to discuss. Mr. Doolan stated he learned a lot at a recent Municipal Association training opportunity. He stated one topic of discussion was a move to reduce the amount of time a Planning Board had to make a decision on a case. Mr. Gaetjens-Oleson affirmed the current law required a Planning Board to render a decision on a case within 65 days of accepting the application as complete. He explained he has gotten the impression the state is encouraging more development and seeking ways for proposals to be approved faster. He feels this is completely different to when he first started and Land Use Boards were encouraged to take time with proposals.

Mr. Gaetjens-Oleson explained it is important for the Board to be sure they have all the information they need before accepting an application as complete. He stated the preliminary and now the Pre Planning Board Consultations will be very important to identify other necessary information before a full proposal is presented. Maggie Jones asked how this process would work if a proposal was not necessarily to the Planning Board's standards or related in the Master Plan. Mr. Gaetjens-Oleson explained the Planning Board has "Minimum Standards and Requirements" in their regulations. He stated that these are the minimum that need to be met but the Board can certainly require greater ones in an approval. If this was the case the Board has the option to approve a proposal with conditions that require greater standards. It would then be up to the applicant to accept that approval or not. He also said the Board could outright deny the proposal. He reminded them that no matter what decision they make there would be an opposing party and therefore a potential appeal. Mr. Gaetjens-Oleson also explained that developers come to Lancaster because they see value in being here so if they want to have a presence they need to comply with the Town's wishes. Much like a stranger entering your home, they must respect your rules and requests if they want to stay. He advised the Board to be sure to make the best decision they can based on the regulations and proposal and be sure they have firm and valid reasons backing it up. Any appeal will be his responsibility to deal with not theirs.

**Announcement(s)/Correspondence(s):**

- Master Plan Update-Mr. Gaetjens-Oleson stated at the last meeting the Committee scaled down the last survey, which was about 13 pages, to about 5. They will do more work on that at the next meeting which was scheduled for the next day, 11/14. He also announced that Greg Westcott expressed interest in filling the second Planning Board seat on the Committee. Justin Carter also mentioned he would be willing to serve after the first of the year due to work obligations. The Board had no issue with either serving and felt Mr. Carter would be a good backup if Mr. Westcott was not able to make the meetings consistently. Mr. Gaetjens-Oleson stated he would inform Mr. Westcott that he could fill the vacant seat and if he found he was unable to fulfill the commitment Mr. Carter would be able to replace him
- Amendments to the Town of Lancaster's Building Code Ordinance for construction in flood prone areas-Mr. Gaetjens-Oleson stated the Town's building code for developments in a flood zone needed to be updated to stay in compliance with the requirements. He explained he received an edited version of their current regulation from the State's Office of Strategic Initiatives (OSI) but he may decide to present the model ordinance created by OSI as the edited version. Because this regulation is considered part of the Zoning Ordinance it would need to be approved at a Planning Board meeting for placement on the warrant at Town Meeting for the public's vote. He

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would schedule the hearing for December. Chairman Frank asked if the Zoning Board was aware of this. Mr. Gaetjens-Oleson stated they were not yet but would be informed at their next meeting.

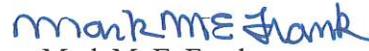
Noting that there was nothing further to come before the meeting a motion was called for adjourn. **A motion was made by Leo Enos and seconded by Justin Carter to adjourn. A vote was taken and the meeting adjourned at 7:00 P.M.**

Respectfully,



Benjamin S. Gaetjens-Oleson  
Clerk Pro Tem

Approved: 12/11/19



Mark M. E. Frank  
Chairman