

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held upstairs in Town Hall**

**Wednesday December 11, 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, Selectmen's Representative Leo Enos, Mark M. St. Pierre, Vice Chairman Andy Nadeau and Penny Noyes.

**Absent:** Rusty Scott.

Alternate Members:

**Present:** Don Doolan, Greg Westcott and Shane Beattie.

**Absent:** Maggie Jones and Garrett Savard.

Others present:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson, Butch Baker and Wava Baker.

**At this time Chairman Mark M. E. Frank appointed Alternate Member Shane Beattie to full voting member for the night's meeting in the absence of Regular Member Rusty Scott.**

To review and approve the minutes of the November 13, 2019 meeting.

**A motion was made by Leo Enos and seconded by Mark M. St. Pierre to accept the minutes as written. A vote was taken and the motion carried.**

**Appointment(s):** None.

**Application Submission(s)/Public Hearing(s):**

**Technical Subdivision/Lot Line Adjustment**

**Case# 813 – Margaret E. Hoey and Wayne R & Wava I. Baker** – Applicants/Owners request a Technical Subdivision/Lot Line Adjustment to adjust various lot lines between two abutting parcels off Garland Road in Lancaster with Tax Map R12-Lot 019 receiving approximately 0.43 acres from Tax Map R12-Lot 017. No new lots to be created. Land Zoned Agricultural. (Tax Map R12-Lot 017 (32.37 acres), Garland Road and Tax Map R12-Lot 019 (1.97 acres), 170 Garland Road).

**Alternate Member Donald Doolan recused himself at 6:37 PM to present Case# 813.**

Don Doolan passed around copies of the subdivision plan to the Board and explained the purpose of the Lot Line Adjustment was for the Bakers to acquire a small strip of land from Peg Hoey. He did explain that the plan set he submitted with the application was missing the setback lines but he had a copy for the file with those added and assured the Board the mylar would also have the lines on it. Chairman Mark M. E. Frank asked Mr. Doolan if any of the land under consideration had any easements, water rights or other similar issues. Mr. Doolan explained they did not.

Chairman Frank asked Benjamin Gaetjens-Oleson if he had reviewed the application and felt it was complete. Mr. Gaetjens-Oleson stated that other than the setback lines, which have been added, he felt the application was complete.

**A motion was made by Mark M. St. Pierre and seconded by Leo Enos to accept the application as complete. A vote was taken and the motion carried.**

Chairman Frank opened the Public Hearing at 6:41 PM. Noting Mr. Doolan had nothing else to add the hearing was opened to the abutters. Noting there were no abutters present who wished to speak to the case the hearing was opened to the public. Noting there was no one from the public wishing to speak to the case the public hearing was closed at 6:43 PM and opened only to the Planning Board.

**A motion was made by Mark M. St.Pierre and seconded by Justin Carter to accept the plan for Final Approval. A vote was taken and the motion carried.**

**Alternate Member Donald Doolan returned to the Board at 6:45 PM.**

**Public Hearing(s):**

**Proposed Zoning Amendments:**

**Floodplain Management Ordinance - Town of Lancaster, NH** - The New Hampshire Office of Strategic Initiatives has recently completed a compliance review of our floodplain regulations. As a participating community in the National Flood Insurance Program, the Town is required to have a Floodplain Management Ordinance which complies with FEMA's requirements. To ensure all requirements are met and all properties located in a designated flood zone can qualify for flood insurance, the Town of Lancaster is proposing to adopt the model Floodplain Management Ordinance created for this purpose. This ordinance would replace the existing Building Code Ordinance.

Mr. Gaetjens-Oleson explained the reason for these amendments was to ensure the Town's Floodplain Management Ordinance complied with FEMA requirements which enables property owners to access flood insurance. He explained the version he is presenting for review and recommendation was based on the template created by NH OSI. This should ensure there are no error with this ordinance and hopefully minimize the need for future amendments. He stated that OSI did review the draft and had some changes due to Mr. Gaetjens-Oleson not choosing the correct template language. He stated the changes to be made are:

- Section 2, Part B: On the third line the word "Lancaster" should be changed to "Coos County".
- Section 11: The first line that is in parentheses should be removed as it was just instruction as to how to edit the template for the individual community.
- Section 14: Mr. Gaetjens-Oleson explained he kept the wrong language of the options given. The correct Part A should read, "Within a floodway, for any development, including fill, new construction, substantial improvements and other development or land disturbing-activity the applicant must, prior to a permit being issued by the Floodplain Administrator, submit certification prepared by a registered professional engineer, along with supporting technical data and analyses, that demonstrates that such development will not cause any increase in the base flood elevation at any location in the community. If the analyses demonstrate that the proposed activities will result in any increase in the base flood elevation, the applicant must obtain a Conditional Letter of Map Revision (CLOMR) from FEMA prior to permit issuance by the Floodplain Administrator. The Floodplain Administrator reserves the right to deny a permit for the project if concerns about the development being reasonably safe from flooding remain following issuance of the CLOMR. If a permit is issued and the project completed, the applicant must also obtain a Letter of Map Revision (LOMR) from FEMA. CLOMR and LOMR submittal requirements and fees shall be the responsibility of the applicant."

With no other explanation from Mr. Gaetjens-Oleson Chairman Frank opened the Public Hearing at 6:52 PM and asked if anyone from the public had any comment. Noting there were none present wishing to speak Chairman Frank closed the public hearing at 6:53 PM and opened it only to the Board.

**A motion was made by Leo Enos and seconded by Mark M. St. Pierre to accept the document as amended by Mr. Gaetjens-Oleson and recommend it be placed on the ballot for Lancaster's voters on Town Meeting day, March 10, 2020. A vote was taken and the motion carried.**

**Other Business:**

**Preliminary Conceptual Consultation(s):**

- Mr. Gaetjens-Oleson informed the Board that on 12/18 the Town's Department Heads will hold their first Pre-Planning Board Consultation. He stated Aubuchon is interested in doing something at their site and want to get the Department's input. He stated these meetings are not open to the public and give the Department Heads an opportunity to express their thoughts and concerns and also gives them ownership of the process.

**Commercial Building Permit(s):** None. Mr. Gaetjens-Oleson did explain that he and Assistant Fire Chief, Ted Joubert, were going to develop more formal protocols for permits for commercial buildings. The intent is to have the process be more transparent and able to involve the necessary people in reviewing the requests. He is hoping there will be something to present by January.

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

**Recent Zoning Decision(s):** None. Mr. Gaetjens-Oleson did explain the Zoning Board will have two cases to consider next week. Mr. Doolan asked Mr. Gaetjens-Oleson if he had any familiarity with neighboring community's Zoning Ordinances. He answered he has some basic knowledge of them but not much.

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

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

- Master Plan Update-Mr. Gaetjens-Oleson stated there will be no meeting in December. They are finalizing the survey and plan to have it ready to distribute in January
- Request for Project Review by the New Hampshire Division of Historic Resources: CBYW Lancaster Properties, LLC-Culvert Replacement. Mr. Gaetjens-Oleson explained this was for work to replace the culvert at the driveway to Country Village. He also informed the Board that the Town received a copy of a Wetlands Permit Application for the project. Mr. Doolan asked Vice Chairman Andy Nadeau if all culvert work needed a wetlands permit. Vice Chairman Nadeau explained it all depended on the water body and size. Mr. Doolan also asked Vice Chairman Nadeau what things could be done within 50 feet of the shoreland based on the Shoreland Protection Act. He answered that basically nothing can occur within 50' then there are lesser degrees of limits from 50' to 150' and then 150' to 250'.
- Request for Project Review by the New Hampshire Division of Historic Resources: Southworth Timberframes, Inc./DBA The Garland Mill. Mr. Gaetjens-Oleson stated he believes this review was triggered by the installation of solar panels on the mills drying sheds.

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 Mark M. St. Pierre to adjourn. A vote was taken and the meeting adjourned at 7:07 P.M.**

Respectfully,



Benjamin S. Gaetjens-Oleson  
Clerk Pro Tem

Approved: 01/08/2020



Mark M. E. Frank  
Chairman