

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held in auditorium at Town Hall**

**Wednesday - September 11, 2019**

The meeting was called to order at 6:30 PM by Vice Chairman Andy Nadeau followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Vice Chairman Andy Nadeau, Selectmen's Representative Leo Enos, Mark M. St. Pierre, Justin Carter and Penny Noyes.

**Absent:** Chairman Mark M. E. Frank and Rusty Scott.

Alternate Members:

**Present:** Don Doolan

**Absent:** Greg Westcott, Garret Savard, Shane Beattie and Maggie Jones.

Others attending:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

To review and approve the minutes of the August 14, 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.

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

**Other Business:**

**Preliminary Conceptual Consultation:** None.

**Commercial Building Permit(s):** None.

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

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

**Training Topic(s)/Material(s):**

- Developments of Regional Impact-Benjamin Gaetjens-Oleson brought attention to the information concerning Developments of Regional Impact (DRI) included in the Board's packet. He stated that due to some current regional issues it might be important for the Board to become familiar with the DRI requirements. He explained that prior to holding a public hearing on a proposal to a Land Use Board a determination needs to be made as to whether that proposal should be considered a DRI. If this happens there are other noticing requirements to neighboring communities and the Regional Planning Commission (RPC). North Country Council (NCC) did come out with a guiding

document to assist in determining DRI's. It was asked if any proposal along a town line would be considered a DRI. Mr. Gaetjens-Oleson stated not necessarily. It would have to be of a size as to create a severe impact in the region. A small proposal, such as a subdivision, that abuts a property line would require notice to the abutting community but not to the RPC or other communities in the area.

Mr. Gaetjens-Oleson continued by stating that the Board does not take a vote at each proposal to determine DRI and there is nothing in the stature that says it has to happen, only it must be decided prior to the public hearing. He asked the Board if they would like to add that formal process to their proceedings or keep it as it is and if there is a concern there might be a DRI it is brought up and voted on. The Board felt the current process is working and they would keep this issue in mind during each proposal review. Mr. Gaetjens-Oleson advised he Board to keep the information with their other regulations and guiding documents to be used as reference.

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

- Master Plan Update-Mr. Gaetjens-Oleson explained the committee's second meeting was the next day and they would be going over survey creation and the current plan's Vision/Preamble. The first meeting, he explained was just to inform the committee on their responsibilities and also for them all to be introduced to each other. He explained that the Planning Board would get an update of each meeting so they could follow along with the progress and not be overwhelmed by reviewing a brand new document for the first time at the public hearing to adopt.

An explanation of cluster developments was requested. Mr. Gaetjens-Oleson and Vice Chairman Andy Nadeau explained it is a subdivision strategy that allows for less than the minimum lot sizes for building lots when other lands are included and used for the public good or open space. The average land area of all lots must meet the minim lot size. It is used to help preserve prime agricultural lands or protect delicate wetlands or other natural features.

Mr. Gaetjens-Oleson reminded the Board the Master Plan is not a regulatory document but a guiding manual for the Board to use to create regulatory updates.

Don Doolan regretfully resigned from the Master Plan Committee due to other commitments. Mr. Gaetjens-Oleson stated he would email the full Board to see if anyone would like to fill the second Planning Board seat on the committee.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

**A motion was made by Mark St. Pierre and seconded by Don Doolan to adjourn. A vote was taken and the meeting adjourned at 7:15 P.M.**

Respectfully,

*Sandra E. Doolan*

Sandra E. Doolan – Clerk

Approved: *10-9-19*  
*Andy Nadeau*  
Andy Nadeau – Vice Chairman