

TOWN OF CENTER HARBOR
PLANNING BOARD

Tuesday, September 7, 2021
Meeting @ 6 p.m.

Vice Chair Peter Loudon presiding as Chair in the absence of Chair Hanson, Selectmen's Rep Bill Ricciardi, Members Mark Hildebrand, Rachel Xavier and Clerk Aimee Manfredi-Sanschagrin. Chair Charles Hanson and Members David Nelson absent with notice also absent Kelli Kemery and Steven Brown. Bill Doucette Code Enforcement Officer in attendance no public in attendance.

Voting Members: Peter Loudon, Bill Ricciardi, Mark Hildebrand and Rachel Xavier.

I. MINUTES:

Chair asks for a motion on the August 17, 2021 "site walk" minutes. Mark Hildebrand motions to accept the August 17, 2021 site walk minutes as written. Bill Ricciardi seconds the motion. All were in favor.

Chair asks for a motion on the August 17, 2021 hearing minutes. Bill Ricciardi motions to accept the August 17, 2021 hearing minutes as written. Mark Hildebrand seconds the motion. All were in favor.

II. PERMIT:

Board reviewed the permits. Mark Hildebrand asks about the pending permit for Brown. Clerk states it's in the bin for processing and they will have it for the October meeting.

III. OTHER

NH Office of Strategic Initiatives (OSI) – Planning Board Handbook – Clerk distributed to Board members a hard copy of the OSI PB Handbook. Clerk states the handbook is very useful in regards to procedure and policy specifically for processes on how hearings are conducted. If the Clerk were to be absent or recused from a hearing, the Board would have procedural information available to them as it pertains to Application submission requirements, preliminary hearings, notices etc. and what to review to ensure an application is complete before a hearing is scheduled.

Bill Doucette regarding Building Permits – Bill states he had a conversation with the Selectmen at their last meeting. In regards to permitting, replacing windows, roofing, general maintenance items generally are approved under a Permit by Notification (PBN). PBN is usually done through a phone call to the CEO, it's very non-descriptive using the pending Brown permit as an example. The property owner called both myself and Aimee and stated he was just replacing the roof shingles and a

few rotten boards. That would qualify under PBN. I was over that way and noticed and dormers were ripped off the roof was ripped off and that was not replacing anything in my view, that was a complete remodel of the roof system. In speaking with the property owner, he stated that is what he told me he was going to do but I don't have anything in writing. If I had it as a written document then I have proof. It also gives us a way to track jobs, I hate to impose another fee but in today's world \$25.00 is not that much to create record keeping. That would be the fee for replacing your shingles, replacing windows etc. I don't think that's a detrimental cost to the tax payer that is doing the work. If we issue a permit with no permit fee then we are burdening every tax payer with the administrative cost of tracking this stuff and without it in writing, we can't track it. If it's done by a written permit and on file, it's now part of the property record.

Vice Chair Peter Loden asks in that context, do you have any guidelines drawn up. Bill Doucette, that's something we need to review. I've looked at what other towns have and I think we need to be a little more descriptive. I think a little more layman friendly but more defined.

Mark Hildebrand, there is a dollar limit though, right? Peter Loudon, well during one of our other discussions that's what we are trying to get rid of to a point but I agree we need better guidelines. If you go a little over the dollar amount or all of sudden it becomes a much bigger project now they come get a permit.

Bill Doucette, if we can get everyone in the habit this is what you do it will make it easier. Example, I didn't realize the mobile home down on rte. 3 that they just pulled out, I didn't realize until Aimee pointed it out to me, that they needed a building permit to remove the mobile home for the site. The Clerk states that is actually a specific item on the Building Permit because that is tracked by the State. Every year I receive a survey that I need to fill out and submit back to NH OSI how many new construction homes, how many DEMOS, how many mobile homes removed, how many brought in. I don't know how these surveys impact our town; I don't get into what they use these surveys for I just fill them out when they are sent to us.

Bill Ricciardi, so Bill came to our Selectmen's meeting the other night and we talked about this. We are not going to make any decisions now but we need to think about it. Things change and I watched Aimee and what goes into adding these permits into the system and it's worth \$25.00. Clerk states, yes like Bill Doucette stated, it's worth \$25.00 to the person that is doing the work because if we don't charge them then in the end, we are all paying for it so the burden should be on the person doing the work. Peter Loudon and it's not really a burden for \$25.00 because if you can't afford that then you probably shouldn't be doing the work. Clerk states she's been working with other towns on what they do as a matter of process and that in regards to other town responses on our permitting process specifically in regards to the dollar amount

(\$1,5000 fair market value) all the towns that responded in this email group agreed to get rid of that criterion. Peter Loudon adds, there may be people that trade services and so how do you place a value on that so I agree, removing the dollar value would be the way to go. Bill Ricciardi asks for any information the Clerk has from other towns be forwarded to the Board for review. Clerk states some of the changes would require zoning changes vote at town meeting but other changes may not. Bill Doucette, just to add another layer, you rip the roof off you mean to tell me you don't have to do any electrical work which that would then need to be inspected. Mark Hildebrand or any chimney work etc. Bill Doucette, right and you could run into health issues that would need additional attention. Peter Loudon, if you were to provide us with some guide lines that would be extremely helpful.

Bill Ricciardi, a guide from you (referring to Bill Doucette) would be great and I will speak with the Selectmen about the other items. We are going to have to change some ordinances and we have how much time do that? Clerk, zoning ordinance changes we need to start working on now to hold a hearing notification sometime in December and then there are specific dates to have your first hearing and second hearing (if needed) by and final. I will look up those dates and send them to the Board. Clerk states we started making adjustments to Section 5 already. Peter Loudon, one thing I don't want to do is rush this to make it to town meeting I would rather take another year to make sure we do it right. Clerk, I think when I did the draft changes for Section 5:1 we had a good handle and agreement on the proposed changes and those were pertaining to renewal of permits during the 1-year time frame. In regards to the fees, I'm not sure where that is reviewed and approved but that is not through the PB for town meeting. Peter Loudon, I'm not concerned with the fees I think but I'm not entirely sure, that can be changed at any time by the town. Bill Doucette, I don't think we have that written anywhere. Bill Ricciardi, the other thing we can do if someone calls and we are not ready we just say file a permit for that. Bill Doucette, right and maybe for now we just say fill out the permit and not charge a fee so at least we get a written request so we have a record and get people in the habit of filing. Bill Ricciardi, that seems like that would be priority on the list over a fee is just getting people in the habit of filing the application.

Bill Doucette, perhaps we just need a separate document for PBN just to start the record keeping part. Bill Ricciardi, what is the percentage of permits that would be filed under PBN? Bill Doucette, I would say 30 permits per year.

Update Fenton – Bill Doucette states the State of NH DOT gave Fenton a permit for him to use that access as an Agricultural Road ONLY. Bill Ricciardi, is it a road or driveway? Bill Doucette, it's a driveway permit to access his back lots.

IV. ADJOURNMENT:

Chair adjourns the meeting at 6:26 Next meeting scheduled for October 5, 2021 p.m.

