

Town of Gilsum Planning Board

Meeting Minutes

August 10, 2023

Members Present: Vicki Ayer, Brian Bazarnicki, Heidi Bukoski (secretary), Tom Julius, Carol Ogilvie (alternate)

Member resigned and not present: Sally Struble

Also Present: Clem Louder (Gilsum's Building Inspector) was an invited Select Board member.

The meeting came to order at 7:01.

New Business: The Gilsum Planning Board needs a new chair, since the last meeting was in July, Sally Struble has resigned. Brian was invited and has joined the Gilsum Select Board. In addition, he therefore became our liaison to the Select Board. The planning board also wants to add another member. Clem offered to speak with Bill Wyte.

Vicki nominated herself as the new chair. Tom seconded. All were in favor, even though it was mentioned, if she wins the town election as a select board member, she will have to step down as our planning board chair.

The discussion began with Clem going over both the Building Permit application and the Site Plan Review Process. Clem acknowledged he is an active inspector who will visit the building two or three times while it is being built. We also went over the Building Permit Requirements which are listed on the town website. It was pointed out by both Tom and Vicki that certain parts needed amending. These included the confusion of the use of "site plan" wording. A site plan is only required if a commercial building or multi-family building is being built. Carol is willing to work on these revisions, which will also be submitted as a memo to the Select Board. Clem will also want to include the requirement in the application, that a rudimentary sketch of the building with accurate measurement dimensions and the septic location be included. It was also suggested by Vicki that the applicant submit the building permit application to the town office so that Olivia would receive this and be appropriately filed for tax purposes. Clem will then be notified, and only if he has a problem or concern, will the planning board be notified.

The next discussion was to determine if the planning board must respond to the email we received from Michael Klauss. Clem has already put a call into this person, who has not responded. We then began a discussion of owner occupancy and accessory dwelling units. Carol investigated the updated laws and offered to also reword our Zoning Ordinances; on Page 18, a revision will be made. These changes will require a town vote to approve the revision of our town's Zoning Ordinances.

Concluding our discussion of Building Permit applications and processing, at this point, 8pm, Clem has exited the meeting.

Old Business: We read over last month's meeting minutes, submitted by Carol Ogilve. Vicki motioned to approve, Brian seconded, and all were in favor of approval. A discussion of the official location for these signed minutes had Vicki explain, a drawer in the Select Board's office was currently being used.

The Gordan Permit has been approved by NH DES for AoT 2418, on July 12, 2023. Since Brian was the chair at the time we voted to approve the town permit as a condition that the state approve the AoT permit, Brian signed the form using the three-year expiration date.

Carol brought up a calendar concern about our next agenda items, the Steep Slope and Solar Ordinances, since we only have five meetings until February 6th, which is the deadline for submission to make changes to take to the ballot for a town vote. We also will be working on zoning ordinance re-wording as well. Vicki discussed that the Solar Panel tax exception, grace period has passed and that anyone who has added solar panels to their property must submit the paperwork found on the town website, to receive those tax benefits. Again, Olivia, as our tax assessing clerk, can help the applicant. Last, Vicki mentioned she learned that Avatar has scheduled to meet with the Gordon brothers to discuss the amount of excavation of products, since the tax assessor company thought the estimate which the Gordon's listed were too low.

Tom brought up the idea that he thought we might be ambitious enough to think we might could combine both adding two new ordinances while we did a revision to the Gilsum Master Plan. He suggested we become familiar with what is already in place, and Vicki offered to make the Master Plan digital copy accessible to the board members. The last revision was in 1995. She also plans to upload the Master Plan to both the old and new website for the town.

A discussion for the agenda for the next meeting in September caused us to reschedule our Steep Slope meeting until October, since two members will be absent next month. Vicki will notify Chip Chapman of the postponement.

September 14 Agenda Items:

The revised Building Permit Form

A draft for the change in the Accessory Dwelling Units

Discussion of the current Master Plan

Action Items:

Carol will work on the revised Building Permit Application and make the revisions to the Zoning Ordinance, on page 18, to reflect the current law changes.

Clem offered to ask Bill Wyte to rejoin the planning board.

Vicki will file the signed minutes in the Planning Board filing drawer located in the Select Board office and she will add the Gilsum Master Plan link to both the old and new Town of Gilsum website. She will also notify Chip Chapman our meeting to discuss the Steep Slope ordinance will be postponed until October 12th.

Vicki motioned we adjourn the meeting, Brian seconded, at 8:45 the Planning Board Meeting was adjourned.

Respectfully submitted,

Heidi Bukoski

Vicki Ayers

Brian Bazernicki

Tom Julius

Carol Ogilve
