

**Town of Jefferson**  
Office of the Planning Board

**Minutes**  
November 24, 2020

**Members present:** Chairman Gil Finch, Jason Call, Michael Meehan, Donna Laurent  
**Absent:** Gordon Rebello, Kevin Meehan, Selectmen's representative; Wayne Kellner, alternate; Bob Roy, alternate  
**Others present:** Charlene Wheeler, Board secretary; June Garneau

The meeting was held virtually. Thanks again to Donna Laurent for setting up the meeting for the Board.

**Minutes**

Donna Laurent made the motion to approve as read the November 10, 2020 meeting minutes, seconded by Michael Meehan. The vote to accept the motion was unanimous.

**Consultations**

June Garneau from Mapping and Planning Solutions again joined the Board to continue work on the Master Plan revisions. A paragraph on page 49 of Chapter 5 dealing with cluster housing was revised since cluster housing is already addressed in the Land Use Ordinance. The Board then worked on edits to the goals stated for housing and population on page 52. A copy of the now edited pages are attached to these minutes. There were discussions about minimum lot size requirements in cluster housing, the possibility of allowing condominiums, and establishment of zones within the town establishing different minimum lot size requirements. The Board's next meeting with June was set for December 22. The Board thanked June for her work and June left the meeting.

**Financial Report**

Jason made the motion to accept the financial report, seconded by Michael Meehan. The vote to accept the motion was unanimous.

The Board secretary reported to the Board she had given the Select Board a budget request for 2021 but it was an estimate only as the Planning Board had not met by the deadline that was set. The amount submitted was \$8000., \$1000. of which was for the Zoning Board of Adjustment. This was the same amount as was allocated for the current year. Expenditures are down for this year but Board members said there is more anticipated work needed to be done which to date has been impacted by the COVID pandemic. The Board agreed to keep to the estimate already submitted and request a sum of \$8000.

Chairman Finch asked if there was a report the Board could see on accounts received, although the dollar amount was probably not significant for the current year. The Board secretary said she thought Kathi Marshall had been trying to accomplish that but was not sure it is available yet. She will check with Kathi.

**Communications**

Copies of Selectmen's minutes can be read on the town's website and any questions brought to the next Planning Board meeting.

The Board secretary reported that directions on how to join a Planning Board meeting virtually is on the town's website and is posted at the town office on the bulletin board.

### **Unfinished Business**

The Planning Board returned to its discussion of recreational vehicles and camping. The Board secretary had composed a draft of possible wording to be used in adding language to the Land Use Ordinance. But Board members thought some of the terms used were vague and the language not what they wanted. Jason Call said a copy of Whitefield's ordinance on RVs had been given to Board members at one of their previous meetings and he thought this could be useful with editing to conform to what Jefferson needed. The Board secretary said she would e-mail copies of Whitefield's ordinance to members again in case they didn't have a copy. Plus she would attempt a draft edit using Whitefield's language as a templet and also e-mail it to the Board before it's next meeting. It was thought any language agreed upon might be put in Article 3 of the Land Use Ordinance. Further discussion was tabled until the Board's next meeting.

The Planning Board returned to its discussion of short-term rental units such as AirB&Bs. The Select Board said the state has made it very difficult to deal with them with no guidance other than requiring they pay the state's rooms and meals tax. Planning Board members have always agreed they should be considered tourist accommodations or lodging units operating as businesses with a granted Special Exception. The Board secretary contacted one of the town's attorney about language. The attorney advised the Board the best way to address it is to add a definition that defines a short-term rental as being one type of tourist accommodations and lodging. She also said she is comfortable arguing any such units already existing are not grandfathered, they have always been considered tourist accommodation or lodging units and therefore have always required a Special Exception, and therefore any currently existing without a Special Exception are not legal. Jason Call said the towns of Conway and Jackson have adopted language about short-term rentals but he said some of it gets pretty involved. The Board secretary will try and draft a working definition for the Board to examine. Further discussion was tabled until the Board's next meeting.

The Planning Board returned to its discussion of fire, health, and safety inspections and new language requested from the Fire Department to be inserted in the Land Use Ordinance. This was also given to the Select Board for their ideas but the Planning Board has not received any written comments from them as to language, etc. The Board secretary will send a memo to the Select Board asking them to respond to this Fire Department document. Further discussion was tabled until the Board's next meeting.

The Planning Board is meeting again virtually on December 8.

Michael Meehan made the motion to adjourn, seconded by Donna Laurent. The meeting was adjourned at 9:05 p.m.

---

Charlene Wheeler  
Secretary to the Board