

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

**Minutes**

March 27, 2018

**Members present:** Chairman Donna Laurent; Jason Call, alternate; Michael Meehan, Gil Finch, Jeff Young, Gordon Rebello, Kevin Meehan, Selectmen's representative

**Absent:**

**Others present:** Charlene Wheeler, Board secretary; Tara Munnelly

**Minutes**

Jeff Young made the motion to approve as read the minutes of the February 27, 2018 meeting, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

**Financial Report**

Jeff Young made the motion to accept the financial report, seconded by Jason Call. The vote to accept the motion was unanimous.

**Consultation – Munnelly**

As directed by the Board, the Board secretary had contacted Burr Phillips of Civil Solutions seeking more information about regulations of campgrounds, in particular those containing camping cabins. North Country Council was also contacted. Mr. Phillips said he was involved in the design of several campgrounds and referred the Board to certain state regulations from the NH Department of Environmental Services. The Board secretary has also located regulations in zoning ordinances from other NH towns. Copies of those regulations and ordinances were circulated to the Board members. Kathleen Frenette from North Country Council said there were two campgrounds, one in Berlin and one in Milan, which had come before their boards. But she could not supply any particulars. She would try to find more information pertaining to siting of campgrounds. Tara Munnelly, who was attending the meeting asked again to speak with the Board. Her business, operating as Josselyn's Getaway Cabins is located on Lot 1 (about 15 acres) and Lot 33 (about 2 acres), Map 5 on North Road with one structure on Lot 33 and 9 structures on Lot 1. They are operated as short-term rentals only. Unfortunately, Ms. Munnelly never contacted the Planning Board, the Board of Adjustment, or the Board of Selectmen about the town's Land Use Ordinance or Subdivision Procedures and Regulations before purchasing the property. Maps of the property taken from the files of a previous boundary line adjustment approved on Lot 1 and a subdivision application never approved on Lot 1 were used as a visual reference for Board members. At the Board's last meeting Ms. Munnelly was advised she should investigate hiring an engineering firm or a planning consultant to help her with her development ideas. Several names were suggested. When asked if she had done so she said she was seeking some clarification of what may be possible before she spends more money. A discussion followed about grandfathered properties, non-conforming properties, residential zoning, special exceptions and definitions. Some Board members felt it was only going around in circles until Ms. Munnelly came to the Board with some specific plans for them to

consider in further consultations. In the meantime, the Board is trying to seek clarification on much of what has been discussed. The Board directed the Board secretary to contact the town's attorney for advice on this particular issue. Ms. Munnelly thanked the Board and left the meeting.

### **Communications**

The 2017-2018 NH Planning and Land Use Regulations Handbooks are now in the town office.

The Planning Board membership roster has been updated. No members need to be reappointed for new terms at this time.

The annual NH Office of Energy and Planning spring planning and zoning conference is scheduled for Saturday, April 28 in Concord. The Board secretary circulated copies of the agenda and application form for any Board member who wants to attend. Jeff Young and Gordon Rebello have already registered for the conference.

Copies of building permits were circulated.

Copies of Selectmen's minutes were circulated. There was a discussion of a list of plans developed in a study done by college students to solve issues involving patrons crossing Route 2 from a parking area to enter Santa's Village.

The March/April issue of *Town and City* was circulated.

### **Election of Officers**

Jeff Young made the motion Donna Laurent serve as chairman and Gordon Rebello serve as vice chairman of the Planning Board for the coming year. Gil Finch seconded the motion. The vote to accept the motion was unanimous.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 8:45 p.m.

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Charlene Wheeler  
Secretary to the Board