



**Town of Plaistow, NH  
Office of the Planning Board  
145 Main Street, Plaistow, NH 03865**

**PLANNING BOARD MINUTES  
September 19, 2018**

**Call to Order:** The meeting was called to order at 6:31 PM

**ROLL CALL:** Tim Moore, *Chair*  
Lisa Lambert, *Vice Chair*  
Laurie Milette  
James Peck  
Steve Ranlett, *Selectman's Rep, excused*  
Geoffrey Adams  
Francine Hart, *Alternate Selectman's Rep*

Also present: Dee Voss, *Planning Coordinator* and P. Michael Dorman, *Chief Building Official*

T. Moore noted that F. Hart would be the voting member for the Board of Selectmen.

**Agenda Item 2: Review of Minutes of September 5, 2018 Planning Board Meeting:**

- ***L. Lambert moved, second by J. Peck, to approve the minutes of the September 5, 2018 meeting. There was no discussion on the motion. The vote was 4-0-1 (F. Hart abstaining).***

**Agenda Item 3: Public Hearing:**

**PB 18-20:** An application from Exeter Med Real, Inc. for a Lot Consolidation and Site Plan Review. The Lot Consolidation proposes to combine 127 Plaistow Road, Tax Map 29, Lot 58 and 129 Plaistow Rd, Tax Map 29, Lot 59. The Site Plan proposes two (2), two-story medical office buildings with associated parking, landscaping, utilities and storm water management infrastructure. The applicant is the property owner of record for both parcels.

T. Moore noted that a request for a continuance had been received from Exeter Med Real, Inc. and announced that PB 18-20 will be continued to the October 17<sup>th</sup>, 2018 meeting.

**PB 18-16:** A request from Heidi Mongeau for a one-time special event permit. The event is an obstacle course challenge fundraiser known as the "Rock, Run, Raiser." The properties involved are located at 90 Newton Rd, Tax Map 68-8-A, St. Matthews United Methodist Church, property owner of record and 82 Newton Rd, Tax Map 68-8, Sweet Hill Farm, LLC, property owner of record. Both properties are located in the ICR District.

Heidi Mongeau, representative for “Rock, Run, Raiser”, and Dan Kane, property owner of Sweet Hill Farm, LLC, were present for the application.

D. Voss offered that she has written confirmation of authorization from both property owners for the application.

There was a brief discussion regarding this one-time special event:

- The event is to take place October 13, 2018.
- The permit for Food Services has been received.
- The event has taken place previous years; Nothing regarding the application is changing from previous years.
- It is an annual event stretched out over two (2) properties, neither property belongs to H. Mongeau.
- Since H. Mongeau is not the owner of the two (2) properties, the Board has requested that she re-apply each year as it cannot be done as a site plan amendment.
- H. Mongeau has consulted with both Police and Fire, and it was stated that both departments are satisfied that the event will be conducted safely and appropriate personnel will be available. D. Voss has verified this information.
- There is one (1) waiver requesting that H. Mongeau, the applicant, not be required to submit an engineered site plan for this one-time event.

T. Moore asked if there were any questions. He asked if there was anyone present with questions or comments. There was no one.

- ***L. Millette moved, second by J. Peck, to accept the application for a special event at 82 and 90 Newton Rd. as complete. There was no discussion on the motion. The vote was 5-0-0 (U/A).***
- ***L. Lambert moved, second by J. Peck, to grant the waiver request that the applicant not be required to submit an engineered site plan for this one-time event. There was no discussion on the motion. The vote was 5-0-0 (U/A).***
- ***J. Peck moved, second by L. Lambert, to approve the application for the special event with the condition that the applicant will reapply each year. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

***Continued from July 18, 2019 and August 15, 2018***

**PB 18-10: An application from Hoyt Realty Trust, David M. Hoyt Trustee and Henry Torromeo for a Lot Line Adjustment that proposes to transfer 1.88AC from Tax Map 33, Lot 1, owned by KNP Land Associates, LLC to Tax Map 32, Lot 29, owned by the applicants. The application also proposes a 1,510foot extension of Carli’s Way and a 14-lot residential subdivision of Tax Map 32, Lot 29 under the Town’s PRD (Planned Residential Development) Zoning Ordinance. Both properties are located in the Residential Conservation 2 district.**

Charlie Zilch, SEC and Associates, was present for the application.

C. Zilch offered the following information regarding Carli's Way Subdivision and Lot Adjustment for discussion for the Board:

- The site plan was presented to the Board, accepted as complete, on July 18, 2018 and continued to August 15, 2018.
- At the time of presentation to the Board, not all of the review from Keach-Nordstrom Associates, Inc had been received.
- Pending State applications: Alteration of Terrain and State Subdivision
- The plan was revised this week with no major changes.
- There will be some minor drainage adjustments and an addition of a second pond on the opposite side of the road.
- Currently pending Open Space and Easement documents. Once these are received C. Zilch will resubmit them to the State and Plaistow.

C. Zilch requested a continuation until October 17, 2018 meeting and will submit a written request for a ninety (90) day extension on the sixty-five (65) day review period.

- ***L. Lambert moved, second by J. Peck, to grant a ninety (90) day extension to the sixty-five (65) day review period. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

T. Moore asked if there were any additional questions.

J. Peck asked about the right-of-way for a future road shown on the plan at the end of the cul-de-sac.

C. Zilch offered that it will be paved. No surveying has been done beyond that point. He noted the access was there for the potential of future development of the adjacent property.

There was a brief discussion regarding offsite improvements of the existing portion of Carli's Way and what was meant by the word "reclaiming". It was stated that "reclaiming" refers to tearing up the pavement completely and repaving it.

M. Dorman offered that the Highway Supervisor has reviewed Carli's Way and that it does not need to be completely reclaimed, but rather just some repairs.

J. Peck asked what was going to be done for street lighting.

C. Zilch offered that street lighting will be added. There will be an additional 4 lights added.

T. Moore asked about the advertising for Conditional Use Permit. It was noted to be the next item on the agenda.

T. Moore offered that PB 18-10 will be continued at the October 17, 2018 meeting.

**PB 18-15: An application from Hoyt Realty Trust, David M. Hoyt Trustee and Henry Torromeo for a Conditional Use Permit to allow an access road for a proposed 14-lot PRD subdivision to pass through a wetlands buffer. The property**

**is located off Old County Road (aka Carli's Way), Tax Map 32, Lot 29. The applicants are the property owners of record.**

Charlie Zilch, SEC and Associates, was present for the application.

T. Moore offered that the road is already through the wetlands. Therefore, any disturbance through the wetlands has already been completed and stabilized.

C. Zilch offered that he met with the Conservation Commission (ConCom) last week and explained that there will be some additional changes to the drainage made to the area and once the plan changes are completed he will present updates to ConCom.

C. Zilch offered a brief review of the wetland area on the plan. The road is to be built along the wetland buffer. However, there is a small area where going through the wetland buffer is unavoidable.

T. Moore asked if there was anyone present who had questions or comments on the Conditional Use Permit. There was no one.

- ***J. Peck moved, second by L. Lambert, to approve the Conditional Use Permit to allow an access road for a proposed 14-lot PRD subdivision to pass through a wetlands buffer. There was no discussion on the motion. The vote was 4-0-1 (L. Milette abstaining).***

***Continued from August 15, 2018***

**PB 18-14: An application from S&L Garage Realty, LLC for an amendment to the Site Plan to for an 400SF addition to the southwest corner of an existing building; a new 4800SF building; conversion of one existing building to a storage use; razing of a structure and new associated paving. The property is located at 157 Plaistow Road, tax Map 30, Lot 67 in the C1 District. The applicants are the property owners of record.**

Charlie Zilch, SEC and Associates, and Lisa Gardella, property owner, were present for the application.

C. Zilch offered the following information about the application:

- The property sits on 1.9 acres and has 439 FT of frontage located on Route 125.
- There are three (3) established commercial buildings on the property:
  1. North Building A: 3,542SF, Skip's Custom Exhaust
  2. Building B: 1, 292SF, 2-story unoccupied area
  3. South Building C: 1,176SF, 1-story, Skip's Detailing
  4. Semi-permanent structure behind
- There is one (1) shared well and septic system
- Access to the property consists of two (2) curb cuts off Route 125

C. Zilch offered that one (1) year ago approval was granted by the Board for an amended site plan for additions to the three (3) buildings. ZBA approval was given. The

additions were never constructed. Therefore, the goal of this application is to supersede the last amended site plan.

C. Zilch offered the following intentions of the application:

1. Raze Building B and build a new building behind it. The building is to be a 1-1/2 story, 4,800SF, metal building used for auto detailing and an auto graphics shop. There will be a new well tied to the existing leach field. There will be a loading and parking area on the South and East sides of the building which will provide one-way access all around the building.
2. Utilize a variance to add a 400SF, 1-story addition to Building A which is to be used for additional office space.
3. Convert the use of Building C, detail shop, into a storage area.

C. Zilch offered that Jim Hanley, Civil Design Consultants, has been working on the drainage design to address the following:

- Enhance depression
- Infiltration basin
- Below lot coverage requirements
- New well and septic system

C. Zilch offered that septic design approval from the State is needed.

C. Zilch offered that a Groundwater Rejection Permit is needed. However, there has been some back and forth about this because there is a need to provide that there are no chemicals, other than Dawn dish detergent, that will be washed down the drains. There is a waste company that is hired to remove any wastes.

C. Zilch asked if there were any questions.

D. Voss asked C. Zilch to comment on Keach-Nordstrom Associates, Inc. comments.

C. Zilch offered the following details to be addressed per Keach-Nordstrom Associates, Inc. comments.

General Comments:

- Septic system design approval required.

Planning/Design Matters:

- Update plan if waivers are granted
- Water well and cover details
- Height of chain link fence around dumpster pad
- Landscaping wall and retaining wall details
- Landscaping waivers
- Additional buffer details

There was discussion regarding one-way signage and access ways.

M. Dorman offered that he would call and send pictures to NHDOT District 6 to get clarification on the one-way sign on Route 125.

L. Lambert reviewed last year's meeting minutes and offered that last year the Board granted the waivers and approved the lot consolidation and amended site plan. She asked what tonight's meeting goal was. It was noted that this Plan would supersede that Plan so everything was under consideration once again.

C. Zilch offered that the goal of tonight's meeting is to re-purpose/change the three (3) buildings. The waiver requests will need to be resubmitted with the application.

G. Adams asked if a well was going to be added.

L. Gardella stated that a well will be added due to currently there only being a hand-dug well.

J. Peck asked about water runoff and detailing chemicals.

C. Zilch offered that there will be an infiltration basin which will allow the storm water runoff to contained, treated, and remain for use onsite. The floor drains have already been registered with the State. All drains will be within the buildings. There will be no chemical usage to cause concern. The water will drain into two (2) tanks. One is an oil/water separator tank and the other is just a capture tank. A company will be hired to service the tanks. There will be an alarm in the tanks so that when they reach capacity the alarms will go off to allow them to be serviced on a routine basis.

T. Moore asked if there were any additional questions from the Board or members of the audience.

C. Zilch asked if conditional approval of the amended site plan could be considered based upon there only being some modest comments to be addressed and a few waivers to be considered.

- ***L. Lambert moved, second by L. Milette, to accept the S&L Garage Realty LLC. Site plan for 157 Plaistow Road, Tax Map 30, Lot 67 in the C1 District as complete. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

C. Zilch did a review and offered comments regarding the following waivers:

- Article I, 230-14.1.YY: Requirement for Architectural Renderings/Drawings
- Article I, 230-14.1.CC: Location of all abutting septic systems and wells be shown.
- Article I, 230-14.1.HH: Separate Landscaping Plan Sheet
- Article III, 230-23: Landscaping Buffers
- ***L. Lambert moved, second by J. Peck, to grant the waiver for Article I, 230-14.1.YY: Requirement for Architectural Renderings/Drawings. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

- There is no vote needed for Article I, 230-14.1.CC: Location of all abutting septic systems and wells be shown because there is nothing within 100FT of the septic system.
- There is no vote needed for Article I, 230-14.1.HH: Separate Landscaping Plan Sheet due to revisions of the site plan regulations.
- ***L. Lambert moved, second by J. Peck, to grant the waiver for Article III, 230-23: Landscaping Buffers with the provision that landscaping is done as shown on the plan. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

C. Zilch offered a review of existing and proposed landscaping. All is to be low growth.

L. Lambert asked to postpone conditional approval until the October 17, 2018 meeting.

L. Gardella expressed concern that waiting until the October 17, 2018 meeting would delay the project and building wouldn't be able to be started during the Winter.

D. Voss offered that she would make sure that all comments from the Keach-Nordstrom review were satisfactorily addressed and that all State permits were received. She added that requiring the applicant to come back again, would be costly to the applicant in both time and money when the check could be done administratively.

- ***L. Lambert moved, second by L. Milette, approve the Amended Site Plan for S&L Garage Realty LLC. Site at 157 Plaistow Road, Tax Map 30, Lot 67 in the C1 District with the following conditions:***
  - ***Receipt of NHDES septic design approval***
  - ***All approved waivers noted on the final plan.***
  - ***Addressing Keach-Nordstrom's final comments and getting a clean final letter from Keach-Nordstrom.***

***There was no discussion on the motion. The vote was 5-0-0 (U/A).***

L. Milette asked about Impact Fees.

D. Voss offered that the Public Safety Impact Fee of \$3,939 will need to be paid before a building permit can be finalized or occupancy permit issued. It was also noted that a pre-construction meeting will need to be held, and a bond set, prior to the start of construction.

**PB 18-17: An application from FAOCOM Realty, LLC for an Amended Site Plan Review. The amendment proposes to modify access via the southernmost driveway. The property is located at 87 Plaistow Rd, Tax Map 27, Lot 29 in the C1 district. The applicant is the property owner of record.**

Charlie Zilch, SEC and Associates, was present for the application.

C. Zilch offered the following information regarding this application:

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- The Board approved the Site Plan in May 2018 with the decision of cutting off access to the southern driveway and buffering.
- In July 2018, Brian Orlando, property owner came back to the Board to ask for Board reconsideration to be able to keep access to the southern driveway and put up a gate.
- The application tonight is to get approval for the gate being added to the previously approved site plan.

F. Hart asked if the gate will in any way affect plowing of Route 125.

C. Zilch offered that it would in no way affect plowing of Route 125.

T. Moore asked if there were any additional questions from the Board or audience.

- ***L. Lambert moved, second by J. Peck, to accept the Amended Site Plan for FAOCOM Realty, LLC at 87 Plaistow Rd, Tax Map 27, Lot 29 in the C1 District as complete. There was no discussion on the motion. The vote was 5-0-0 (U/A).***
- ***L. Lambert moved, second by J. Peck, to approve the Amended Site Plan for FAOCOM Realty, LLC 87 Plaistow Rd, Tax Map 27, Lot 29 in the C1 District. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

D. Voss offered that B. Orlando will have a Public Safety Impact Fee of \$1,818 and will need to post a \$5,000 bond before a building permit will be issued.

**PB 18-18: An application from DJ. Durling Enterprises, LLC for a Lot Consolidation and Amendment to the Site Plan. The Lot Consolidation proposes to join 17 Danville Rd, Tax Map 30, Lot 80 and 19 Danville Rd, Tax Map 30, Lot 79, in the C1/Danville Road Overlay District. The Site Plan Amendment proposes a 1,656SF personal-use storage building in place of the previously approved 1,200SF structure. The applicant is the property owner of record.**

Charlie Zilch, SEC and Associates, and David Durling, property owner, were present for the application.

D. Voss offered that this application had a previously approved site plan with a lot consolidation but was not effectuated because voluntary lot merger forms were never signed to merge the lots onto one (1) deed. The Board combined the lots for the sake of the site plan, but the paperwork to merge the lots into one (1) deed was never finalized. Mr. Dave Durling was asked to come back to the Board and include the appropriate paperwork to include the lot consolidation with his application to increase the size of his garage.

C. Zilch offered the following information regarding the application:

- D. Durling from Approved Auto Service presented to the Board and had his site plan to expand his parking lot and build a 1,200SF storage building approved in July 2017.

- D. Durling installed additional parking per the approved site plan, but then came to the conclusion that the approved 1,200SF building would be too small to meet his needs. Therefore, the building was never built.
- D. Durling is now seeking approval for a 1,656SF personal-use storage building in the place of the previously approved 1,200SF building. The building will have no bathrooms or office space. It will be used purely for storage purposes. It will have a dry well for roof run off.

T. Moore asked if there were any questions from the audience.

D. Voss offered that waivers for an escrow account, separate lighting plan, and separate landscaping plan are not needed due to revised site plan regulations.

D. Voss offered that possible conditions of approval would be to show commercial utility lines and water supply lines on the plan.

D. Durling offered that the well is in the middle of the building.

D. Voss stated that siltation controls are missing where the garage will be constructed.

C. Zilch offered that a silt sock will be added.

J. Peck asked if there is any fire suppression system.

D. Voss offered that the application does not meet the minimum requirements needed to require a sprinkler system.

There was a discussion about building set back lines.

C. Zilch offered that all building setback lines have been taken care of and are noted on the Plan.

T. Moore asked if the Board or audience had any additional questions.

- ***L. Lambert moved, second by L. Milette, to approve the voluntary lot merger of 17 Danville Rd, Tax Map 30, Lot 80 and 19 Danville Rd, Tax Map 30, Lot 79. There was no discussion on the motion. The vote was 5-0-0 (U/A).***
- ***L. Lambert moved, second by L. Milette, to accept the Amended Site Plan for DJ Durling Enterprises, LLC as complete. There was no discussion on the motion. The vote was 5-0-0 (U/A).***
- ***L. Lambert moved, second by L. Milette, approve the Amended Site Plan for DJ Durling Enterprises, LLC located at 17 Danville Rd, Tax Map 30, Lot 80 and 19 Danville Rd, Tax Map 30, Lot 79 with the following conditions:***
  - **Show all utility lines (electric and gas) on the plan**
  - **Add siltation controls for the garage construction to the plan**
  - **Remove the waiver blocks from the plan**

***There was no discussion on the motion. The vote was 5-0-0 (U/A).***

D. Voss offered that a \$1,672.56 Impact Fee will need to be paid before any building permit can be finalized or an occupancy permit issued and a \$5,000 bond will be returned upon certification that the work was completed in accordance with the approved site plan.

**PB 18-19: An application from Daniel L. Johnson, on behalf of Cottage Plaza Condominium, for an Amended Site Plan Review. The amendment proposes to add 6 units of extended-stay motel to the existing apartment and retail uses at 93A Plaistow Rd, Tax Map 27, Lot 26 in the CI District. The property owner of record is Gerald R. Carbone.**

Daniel Johnson, Plaistow Consultants; Gerald Carbone, property owner; and Attorney Andy Sullivan, were present for the application.

D. Johnson offered the following information for discussion:

- The Amended Site Plan proposes to keep the second-floor apartments, the hair salon, and some of the retail space and add six (6) units of “extended stay motel” use in Unit 1
- Review of entryways and signage
- NH DOT approval for signs has been received. Two (2) additional signs will be added to include one way
- Review of septic plan. Recently updated. Approval was received today. D. Johnson will scan and e-mail approval letter to D. Voss
- Review of Unit # 1 and Unit # 2 parking areas. There are thirty-seven (37) parking spaces required. There are currently fifty-three (53) parking spaces on site
- Review of landscaping and curbing to include proposed fencing
- Review of lighting
- Review of Unit # 1 floor plan

There was a discussion on the current layout of Unit # 1 and Unit # 2 on the Amended Site Plan.

L. Lambert asked about the checklist review asking if there would be any applicable Impact Fees.

D. Voss offered that since the application is just to add motel units, and not change the footprint of the building in any way, that there will be no Impact Fees.

F. Hart asked about zoning ordinances for an “extended stay”.

J. Peck offered that a C1 property can have a motel. However, the zoning ordinance specifically states that motel units can’t have kitchens. There is no specific language for an “extended stay” motel. The zoning ordinance only says “motel”.

There was a brief discussion about apartments not being allowed in a C1. However, they were allowed when the building was originally built.

F. Hart expressed her concern with the size of the motel units being only one bedroom for adults with children. There is concern about the number of occupants staying in a one-bedroom motel unit.

A. Sullivan offered the following for discussion:

- Review of RSA 353:4 for Motels
- Review of Tenant/Landlord Law in regard to under 90 days, an occupant is still considered a transient guest and can be asked to leave. However, anything over 90 days, an occupant becomes considered a tenant subject to court proceedings for eviction.

F. Hart offered that there is not an ordinance for “90 day stay”.

D. Voss offered that the Town can be more restrictive than the RSA and in this case, they were. She added that the inclusion of kitchenettes in the motel units may require a variance.

F. Hart asked if G. Carbone had available any written documentation on any marketing studies to justify the need for an “extended stay” motel? What would necessitate a short-term need?

G. Carbone offered that there are no “extended stay” motels anywhere between Plaistow and Epping and that he feels that there is a need in the Plaistow area, even though he does not have any documentation.

F. Hart asked if A. Sullivan could address any regulations or restrictions regarding the number of children staying in a one-bedroom unit.

A. Sullivan offered that he is not aware of any such State statutes. However, habitability issues in regard to the number of occupants per square foot are typically regulated by the management of the motel or by a town ordinance.

J. Peck asked if G. Carbone could give examples of other New Hampshire communities that have offered “extended stay” motels.

A. Sullivan offered that they are common in resort towns or areas around airports, like near Manchester Airport.

G. Adams offered that “extended stay” motels seem to be located more in destination areas like Hampton Beach, ski resorts, or airports.

M. Dorman offered that he has seen a need for “extended stay” motels for out-of-staters brought in as a crew for the building of a Walmart, Home Depot, etc. who need a place to stay for longer than a typical hotel.

J. Peck asked what would be the maximum number of days that an occupant could stay.

A. Sullivan and D. Voss responded by stating that the maximum stay would be under ninety (90) days. After ninety (90) days they become “tenants” under tenant/landlord laws where removal of an occupant would require a formal eviction from the court. The front desk ledger would keep an audit of the number of days that an occupant stays.

F. Hart asked about the provisions for management on site. Is there need for a real estate agent?

G. Carbone offered that management office hours would be available and after hours he would be available on call. He does not feel that there would be a need for a real estate agent.

L. Lambert asked about cleaning.

G. Carbone offered that he could hire a cleaning crew to come in weekly or as needed.

D. Voss offered that the Board needs to start with the review of the definition of “motel” in the zoning ordinance and offer the opportunity for a variance.

J. Peck asked if it is the intent for all six (6) units to have kitchens.

G. Carbone offered that all six (6) extended stay units would have kitchens.

D. Johnson asked if the plans themselves could be addressed.

T. Moore asked the Board if there are any problems seen with the plans.

D. Voss offered that there were no problems with the staff review.

D. Johnson offered a review of the unit floor plans and will provide a copy of the floor plans to the Board as well as pictures of the unit layout.

There was discussion that the Board will need to deny the plan because it does not meet the Zoning Ordinance definition for “motels” based upon the facts that the units will have kitchens and that the ordinance does not make the distinction between “motel” and “extended stay motel”. It will need to go to the ZBA for a variance.

J. Peck offered another review of the definition of “motel” as stated in the zoning ordinance.

D. Voss offered that if the kitchens were removed, the Board could approve the Amended Site Plan without having to go to the ZBA.

- ***J. Peck moved, second by L. Milette, to deny the Amended Site Plan based upon the fact that it does not meet the Zoning Ordinance for the definition of “motel”. There was no discussion on the motion. The vote was 5-0-0 (U/A).***

D. Voss will write up a letter of denial so that the site plan can be brought to the ZBA for review.

#### **Agenda Item 4: Old Business**

D. Voss offered that the last change order "Notice to Proceed" was received for "Safe Roads to School". There are twenty-one (21) days to mobilize the subcontractors. However, the work is only expected to take ten (10) working days.

D. Voss offered that the Open House forum took place on Monday, October 17, 2018. There was low attendance, but the conversation and feedback was good. Steve Whitman will come back to present results to the Board shortly after the survey window closes.

J. Peck asked about 71 Plaistow Rd (corner of Joanne Dr.).

D. Voss offered that the auction that was supposed to take place on September 12, 2018 has been postponed until October 17, 2018.

J. Peck asked about the car dealership across from Dunkin' Donuts?

M. Dorman offered that the property has been purchased by Pest End and cleanup is in progress.

#### **Agenda Item 5: New Business**

There was no new business discussed.

#### **Agenda Item 6: Communications, Updates, & Other Business**

The October 3, 2018 meeting agenda will include:

- A Public Hearing for the Calvary Chapel special event.
- Rules of Procedure draft review
- CIP review

T. Moore will not be in attendance for the October 17, 2018 meeting. The Board discussed holding the Public Hearings for Fee Schedule Change, Rules of Procedure, and CIP on November 7 so that T. Moore can be in attendance.

There was no additional business before the Board and the meeting was adjourned at 8:59p.m.

Respectfully Submitted,  
Samantha D. Cote  
Recording Secretary