

Planning Board Meeting Minutes

January 9, 2024

6:30 PM

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Chairman Scott C. Burns called the meeting to order at 6:33 PM.

Members Present: Scott Burns – Chairman, Frank Lombardi, Alan Theodhor and Joyce McGee – Secretary.

Members Absent: Tim O’Neil, Shawn White – Selectmen’s Rep. and Steve LaRoza – Alternate.

Public Present: Robert & Lois Stiles, Mark Vander-Heyden, Scott Sanborn, Mark Sanborn (via phone), and Fredrick Ikels.

Minutes: A motion was made by Frank Lombardi to approve the minutes of January 2, 2024 as written, seconded by Alan Theodhor. All in favor, motion carries. APPROVED

Chairman Burns read the following:

Public Hearing(s):

Change of Use/Site Plan Review:

#671- Ikels, Frederick & Katharina – 642 Jefferson Road, Tax Map 216 Lot 029: who is/are requesting a Change of Use/Site Plan Review to convert a Single Family Home into a Short-term Rental, Article XIV Section 7: Commercial Activity.

Mr. Ikels was present, he stated they purchased the home as a vacation home looking to have it a short-term rental to help pay for it. They have no other short-term rentals this is their first, looking at having Bretton Woods Vacations manage it. They have full time employees and bring quality, good house rules, and answer the phone until midnight and then an answering service will pick up. The home has 3-bedrooms, 8- maximum for occupancy. Already have snowplowing, lawn maintenance in place so property can function properly. Our goal is to maintain the property as is and give back to the local economy. Mr. Ikels has met with Fire Chief Ross as he has signed off on the application.

Alan Theodhor asked how often would it be rented out? Mr. Ikels stated that was a good question! Him and his wife both have shift work jobs the kids are busy so they only will be up maybe a dozen or so times a year, the rest of time would hopefully be for renters.

A motion was made by Frank Lombardi to approve the Change of Use/Site Plan application as complete, seconded by Alan Theodhor. Chairman Burns stated this is for the completion of the application only. All in favor, motion carries. APPROVED

Secretary McGee provided the Board with two e-mails from abutters (Doherty & Moran) expressing their concerns (see case file).

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At this point, the Board went through the Absolute Criteria & Commercial Activity List (see case file).

Items noted: maximum occupancy is 8 people (3-bedrooms), management/house rules through Bretton Woods Vacations, to make sure abutters have contact information, downward lighting (follow dark skies), no events or parties per owner and property management, neighbors are not close, 4 parking spaces. Character of the area is mixed use. Conflicts – concerns from abutters on the character of the neighborhood as “Commercial Activity”, as it’s a residential area. It could generate more noise, traffic and be a nuisance.

Mr. Ikels, stated that the goal is to be good neighbors and not have someone come in and wreck the house.

Mr. Lombardi stated that within the Absolute Criteria all items need to be met with the Commercial Activity getting at least 50%.

A motion was made by Frank Lombardi to approve the Short-term rental with the following conditions: maximum of 8 people, house rules with contact information given to abutters, downward lighting, no parties or events per house rules. Alan Theodhor agreed with all the conditions but had concerns with the conflict from abutters, they voiced strong issues maybe you should contact them. Chairman Burns agreed. Mr. Ikels wondered how that works. Alan Theodhor stated that the Board would table the hearing so it would give him time to reach out to the abutters. Chairman Burns advised to share the house rules, management company information and try to answer any of their concerns. Mr. Ikels felt that was fair and will provide them with information. Secretary McGee will reach out to the two abutters and see if contact information can be obtained. **A motion was made by Alan Theodhor to continue the hearing until February 6th at 6:30 PM until Mr. Ikels can talk with the abutters, seconded by Frank Lombardi. All in favor, motion to continue approved.**

Frank Lombardi asked Mr. Ikels to let the Board know if the issues were resolved.

Consultation: Subdivision/ Change of Use/Site Plan Review – Robert & Lois Stiles – Tax Map 101 Lot 017 and a proposal for a 6,000 sq. ft. commercial building – Scott Sanborn & Mark Vander-Heyden, surveyor: Present were Robert & Lois Stiles (owner of parcels), Scott Sanborn & Mark Sanborn (via phone) interested parties and Mark Vander-Heyden, surveyor. Mr. Vander-Heyden stated that he was representing everyone on a technical aspect only. For the Change of Use/Site Plan Review, Mr. Vander-Heyden advised that the Sanborn’s are interested in a stand-alone lot with 2.5 acres located on Tax Map 219 Lot 59 off of Tower Drive. The Sanborn’s have spoken with Public Works Director, Robert Larson about hooking onto Town Water/Sewer, they have also reached out to Fire Chief John Ross Jr. regarding fire codes for NH. The plan provided showed that all setbacks will be met and where the building will be located along with parking areas. Mr. Vander-Heyden stated that the Sanborn’s are looking at a 60’x100’ butler building. They will look for a tenant that needs a location for light industrial, no retail. Drainage will be on the back side of the building, propane heat, power will be determined by

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Eversource, no lights on the backside of building only on the front/sides. Areas for parking and storage were indicated on each side of the building.

Frank Lombardi, asked what type of tenant they might be looking for? The Sanborn's have a company interested in leasing the proposed building that is a telecommunication business. So something like Spectrum where an office will be available and space for business vehicles. Normal business operating hours except when an emergency call-out is needed. Mr. Lombardi wondered what the building height would be, it was stated by the Sanborn's roughly 26'.

The Board didn't see any issues but advised that a Change of Use/Site Plan Review needed to be filled out which would require a public hearing. Secretary McGee will provide Mr. Vander-Heyden with all the appropriate applications including, water/sewer, 911, Change of Use/Site Plan Review, and give them the Commercial & Absolute Criteria list that the Board will go through during the public hearing.

Next was the subdivision, Mr. Vander-Heyden advised that the Stiles would like to create a 2-Lot subdivision with the remaining 9.18 acres of their lot located off of Tower Drive/Freds Way (Map 101 Lot 017). The Sanborn's are looking at purchasing Lot 2 of the proposed subdivision (5.58 acres), this lot is accessed by Tower Drive. Lot 1 of the proposed subdivision (3.60 acres), will include an existing storage/shop garage off of Freds Way.

The Board asked about the road that seems to loop around from the cul-de-sac of Freds Way connecting through to Tower Drive. Mr. Vander-Heyden stated with this new subdivision it will eliminate any current road system that is looping around. Based on the plan that was presented, Secretary McGee asked about the frontage off of Tower Drive. Mr. Vander-Heyden stated that approximately 60', he was advised the frontage requirement is 75'. Chairman Burns thought maybe a cul-de-sac would solve the issue, everyone agreed. No further concerns, the Board thanked them for coming in.

Other Business:

Driveway Permit(s): Scola, Bruce & Jane – Otis Street, Tax Map 103 Lot 138: To construct a 22' driveway entrance to a new duplex home, 10' setbacks are met. Public Works Director, Robert Larson signed off on the permit. **A motion was made by Alan Theodhor to approve the Driveway Application as submitted, seconded by Frank Lombardi. All in favor, motion carries. APPROVED**

Development Permit(s): Scola, Bruce & Jane – Otis Street, Tax Map 103 Lot 138: To construct a 34'x34' duplex home with a 2-bay garage underneath, height of 33' (3 stories). Each unit will have 2 bedrooms and 2 ½ baths. The Residential and Absolute Criteria were filled out, items noted: downward lighting; residential use only no short-term rental; provide screened area for abutters. Lot has Town water/sewer available. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition owner will have downward lighting (exterior); lot is for**

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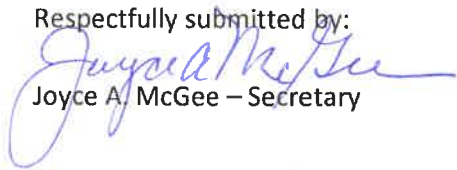
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residential use only, any change of use will require additional Planning Board approval such as converting dwelling to a short-term rental; screened area will be provided for abutters, seconded by Alan Theodhor. All in favor, motion carries. APPROVED WITH CONDITIONS

Owner: Burns, Scott & Catherine Applicant: Alfred Roy – 4 Ellies Lane, Tax Map 241 Lot 034: To replace existing cabin with a 24'x48' one story cabin on a slab. Since the cabin will be located at a different angle the owner/applicant is in the process of applying for a Shoreland Permit. The cabin will not be any closer to the lake than it is right now. Scott Burns recused himself. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition that a Shoreland Permit is received, seconded by Alan Theodhor. All in favor, motion carries. APPROVED WITH CONDITION.**

A motion was made by Alan Theodhor to adjourn the meeting at 8:16 PM, seconded by Frank Lombardi. All in favor, meeting adjourned.

Respectfully submitted by:


Joyce A. McGee – Secretary


Scott C. Burns - Chairman