

**TOWN OF SUNAPEE  
PLANNING BOARD MINUTES  
JANUARY 11, 2024, 7:00 p.m.  
TOWN MEETING ROOM, 23 EDMONT ROAD**

**Members present in the meeting room:** Peter White, Joe Butler, Jeff Claus, Richard Osborne, Randy Clark, Greg Swick, Ann Bordeianu, Suzanne Gottling

**Also present in the meeting room:** Craig Heino, Code Compliance; Michael Marquise, Town Planner; Allyson Traeger, Land Use and Assessing Coordinator

**CALL TO ORDER / ROLL CALL**

Chair White called the meeting to order and conducted a roll call at 7:05 p.m.

**APPOINTMENTS**

**7:00 p.m. - Public Hearing - Zoning Amendments**

Chair White explained there were changes made to two of the proposed zoning amendments at the last Planning Board meeting, so a public hearing is needed to review them.

**Amendment #1**

**Amend Section 2.10 – Zoning Map & Description of Districts, Section 2.30 – District Purpose and Description, Section 3.10 – Table of Dimensional Controls, Section 3.20 – Table of Dimensional Controls Overlayed, Section 4.10 – Permitted Uses – All Districts, Section 4.60 – Planned Unit Development, Section 4.80 – Workforce Housing Development, Section 5.30 – Signs – General Requirements – to create a new Georges Mills Village Commercial District (GMVC) within the same boundaries as the existing Village Commercial district but with different dimensional controls and uses.**

Chair White read the amendment and noted that under permitted by right, professional offices and clinics have been added.

Chair White asked for Board comment; there was none.

Chair White asked for public comment.

**Public Comment:**

- **Stu Greer, Oak Ridge Road**, asked if restricting commercial buildings to 2,000 square feet would be a minor change. Chair White said this would be a substantial change and it is too late in this cycle to propose this.

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Chair White closed public comment.

**Mr. Osborne moved to approve Amendment 1 to be moved to the ballot as written. Mr. Claus seconded the motion. A vote was taken. All were in favor. The motion carried unanimously.**

### **Amendment #7**

**Amend Article IV, Section 4.33 – Shorelines – Specific Provisions – Erosion Control – to limit what is allowable within the 50' shoreline buffer.**

Chair White read the amendment.

Mr. Marquise reviewed the recommended change regarding allowing the use of mechanical equipment to remove a structure.

Chair White asked for Board comment; there was none.

Chair White asked for public comment.

### **Public Comment:**

- **Doug, a resident**, asked if a retaining wall needs to be limited to 42 inches in height, if it is outside of the setback. He asked where the retaining wall would start and end, if it needed to be tiered, and if the bottom tier needed to start at 10 feet. Mr. Marquise said retaining walls are not limited to 10 feet around a building. Doug also said a patio is not considered a structure in the definition. Mr. Marquise noted patios are spelled out specifically. Doug said a 6-foot path is allowed in the shoreline regulations and asked why the Town is restricting it to 4 feet, which could be a hardship to handicapped individuals. The Board noted that if a special condition exists where an individual would need a wider walkway to accommodate a motorized cart, they could apply for a variance. They discussed the existence of a special exception that could enable such access. Doug said it seems the Town is tightening up the existing state and shoreline regulations, which could cause dissatisfaction. Mr. Claus agreed, noting many properties around the lake already have these structures. Doug noted there is no defined hardship to qualify for a variance.
- **Elizabeth Harper, LSPA**, said while the LSPA supports this change, as it protects vegetation and water quality, it is up to the Town to decide how it is achieved through regulations. Mr. Claus noted removing the pervious pavement requirement could be another means of addressing the environmental impact, as it is not always maintained properly and thus negates the benefit. Mr. Butler and Mr. Clark said the Board voted on the 4-foot walkway at the last meeting and the 10-foot disturbance is what they should be considering at this meeting.
- **Suzanne, a resident**, asked how many properties this would impact. The Board said it will primarily affect new construction, although it would also impact changes to existing lots. Mr. Butler noted this issue could be readdressed, if it becomes a problem.

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- **A resident** said she understands, from Master Plan discussions, that residents want to keep the rural nature of the Town. She asked if, with this in mind, redevelopment and new construction goes against the Master Plan. The Board said while this is the intent, there are anomalies that need to be worked through.

Chair White closed public comment.

The Board agreed on what they should be focusing on at this meeting. If the width of the walkway becomes an issue, it can be addressed next year. Ms. Gottling noted Sunapee has other regulations that are stricter than those of the state, as do other towns.

**Mr. Osborne moved to approve Amendment 7 to be moved to the ballot as written. Mr. Clark seconded the motion. A vote was taken. All were in favor except Mr. Claus, who opposed. The motion carried 6-1-0.**

### CONTINUED CASES

**Case #SPR 23-05, Parcel ID 0232-0023-0000**, on behalf of Jared and Laura Raymond, 60 Route 103, a Mixed-Use District, to change the current use of the property from residential to commercial use, utilizing the existing house as office space for up to 20 employees and establishing parking areas.

**DECISION:** Ms. Traeger said this application has been withdrawn and a new application will be submitted.

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**Case #TC 23-33, Parcel ID 0113-0035-0000**, on behalf of Richard and Joan Stanchfield, 6 Ridgewood Point Road, a Rural Residential District, a tree cutting application to remove an additional 10 trees where approximately 25 trees have previously been removed.

**DECISION:** The application was denied.

### DISCUSSION:

Mr. Heino reminded the Board this was also a violation. Ms. Traeger noted a site plan with the trees marked has been provided, per the Board's request.

Richard Stanchfield appeared before the Board. The Board reviewed which trees have been removed and the ones that are proposed for removal. The proposed structures on the property have been identified on the site plan as requested, although this is not a confirmed plan. The Board expressed concern that since there is not a confirmed plan, if the plan changes, the offsets could change. Mr. Stanchfield said he is preparing the property for when he is ready to build on it. Mr. Claus explained the required unaltered area threshold and warned that cutting trees will impact this area. Mr. Stanchfield stressed he submitted this application because the Town said



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he had to. Ms. Traeger noted he was asked to appear before the Board due to his intent to remove another ten trees.

Chair White asked for public comment.

### **Public Comment:**

- **A resident** recommended if Mr. Stanchfield speak with the state regarding a shoreland permit, he might obtain more information about the requirements before approaching the Town again.

Chair White closed public comment.

**Mr. Claus moved to deny Case #TC 23-33, Parcel ID 0113-0035-0000, a tree cutting application for 6 Ridgewood Point Road to remove an additional 10 trees where approximately 25 trees have previously been removed. Ms. Gottling seconded the motion. A vote was taken. All were in favor. The motion carried unanimously.**

Chair White urged Mr. Stanchfield to consult a professional to ensure he meets local and state regulations.

## **OTHER BUSINESS**

### **Board Membership**

Ms. Traeger said Randy Clark and Richard Osborne will be up for election in March 2024. She reminded them of the filing dates and explained the process. Chair White asked them to let the Board know if they do not plan to run.

### **Fees**

Mr. Marquise said the Select Board has increased fees for zoning permits and suggested the Planning Board look at their site plan and subdivision fees, which have not been increased since 2018. He recommended the Board examine the site plan and subdivision regulations as well and notify him regarding any changes needed. Ms. Traeger said this is less about addressing the flat rate fee of the permit and more about addressing the newspaper and abutter notification costs. The Board discussed e-recording and Ms. Traeger will research this.

### **Board Policies and Procedures**

Ms. Traeger noted the Board policies and procedures were last updated in 1995. She sent them to the members and asked that they review them.

### **Plan New Hampshire Charrette**

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Mr. Marquise reported on April 12-13, 2024, Plan New Hampshire will be conducting a charrette in Sunapee, focusing on the harbor area and Route 11.

### Recreation Survey

Ms. Traeger reported the Recreation Department recently conducted a survey and is planning a forum to discuss the results, possibly in February 2024.

### MISCELLANEOUS

Ms. Traeger thanked the Board members for the time and effort they put into participating in the Planning Board.

Meeting minutes will be distributed to be reviewed at the next meeting.

Mr. Claus said he will be resigning from the Planning Board as of March 2024.

### ADJOURNMENT

Mr. Osborne made a motion, seconded by Mr. Butler, to adjourn. The motion carried unanimously.

Meeting adjourned at 8:26 p.m.

Respectfully submitted,

Beth Haggeli  
Recording Secretary

*Beth Haggeli* - CHAIR  
*Suzanne Götting*  
*Randall Clark*

