

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **APRIL 8, 2021**

4 Chairman White called the meeting to order at 7:00 pm.

5 Chairman White read the Governor's Emergency Order #12 that authorizes the Planning Board to meet  
6 electronically: "As Chair of the Planning Board, I find that due to the State of Emergency declared by the  
7 Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency  
8 Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.  
9 Please note that there is a physical location at 23 Edgemont Rd in the Meeting Room to observe and  
10 listen contemporaneously to this meeting, which was authorized pursuant to the Governors Emergency  
11 Order. Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's  
12 start the meeting by taking a roll call attendance. When each member states their presence, please also  
13 state whether there is anyone in the room with you during this meeting, which is required under the  
14 Right-to-Know law."

15 A roll call was taken:

16 **MEMBERS PRESENT BY VIDEO:** Peter White, Chair; Michael Jewczyn, Vice Chair (signed in after roll call  
17 was taken); Jeffrey Claus; Randy Clark; Joe Butler; Richard Osborne (joined late)

18 **MEMBERS PRESENT IN THE MEETING ROOM:** Michael Marquise, Planner

19 **ALSO PRESENT BY VIDEO:** Peter Hoekstra; Michael Fadden; Deb Pasculano

20 **ALSO PRESENT IN THE MEETING ROOM:** Jolyon Johnson; Susan Johnson; Gregory Swick

21 **CONTINUATION: PARCEL ID: 0133-0087-0001: SITE PLAN REVIEW: FOR SEASONAL HOT DOG STAND; 68**  
22 **MAIN ST; SUNAPEE HARBOR RIVERWAY**

23 Mr. Marquise said that since the last meeting he spoke with the Town Manager and tried to determine if  
24 there was any rationale that a hot dog cart does not meet Zoning but a hot dog stand in a building does  
25 and he could not find any. As acting Planning and Zoning Director he has made the decision that a hot  
26 dog cart and / or hot dog stand can fit under either retail or restaurant use, which is allowed in the  
27 Village Commercial District, and on that basis, he believes Mr. Hoekstra has revised what he is going to  
28 do.

29 Peter Hoekstra explained that several months ago his intent was to have a hot dog cart on Riverway  
30 property but he was told that was not allowed. He switched his plans to have a stand on Riverway  
31 property which he has discussed with the Board. After the last meeting he received an email from Mr.  
32 Marquise with his interpretation that a hot dog cart is retail or a restaurant and he went back to his  
33 original idea. He understands he has to go through the Site Plan process again and has applied for a new  
34 Site Plan and paid the fees. However, he would like to get some feedback from the Board regarding his  
35 new plans as he would like to open for Memorial Day and the next meeting is not until May so he has  
36 been delayed.

37 Chairman White asked and Mr. Marquise said that the Board needs to accept the withdrawal of the  
38 current Site Plan application and then there can be a conceptual conversation regarding the new  
39 application.

40 Mr. Hoekstra said that he would like to have a hot dog stand that will be a wheeled cart that will be  
41 brought to the property and taken home every night. All the trash will be removed, the water will be  
42 completely self-contained and no power is required, just propane for the burners. He will bring it to the  
43 parking lot next to the Historical Society and will be there in the morning until when he is done.

44 Mr. Claus asked and Mr. Hoekstra said that he will probably move the cart from Maple St where he lives  
45 with his garden tractor.

46 Chairman White said that he does not want to get too deep into the conversation as the Board will have  
47 the opportunity to do this when they hear the actual Site Plan. At some point, Mr. Hoekstra needs to  
48 formally withdraw his previous application and then the Board can discuss any broad concerns the  
49 Board may have with the new proposal.

50 Mr. Hoekstra asked to officially withdraw his previous application.

51 Mr. Marquise shared the online GIS map showing where Mr. Hoekstra is proposing to have his  
52 hot dog cart.

53 Mr. Hoekstra said that he would like to have his hot dog stand in the corner of the parking lot owned by  
54 the Sunapee Harbor Riverway. He will be using a space that is roughly 10 ft by 20 ft long. Mr. Marquise  
55 asked if this will impact any of the parking spaces. Mr. Hoekstra said that the Riverway does not have  
56 any issues with it and he does not know what the Town's position would be. Chairman White said that it  
57 is kind of public parking but it is private property. Mr. Hoekstra said that the only abutter besides the  
58 Town and the Riverway is the owner of the Stacy's Smoothies building and he is in support of the  
59 proposal.

60 Mr. Hoekstra said that the application is coming before the Board next month and he would like to get a  
61 sense of the Board's thoughts as last month's meeting threw a curve in his timing.

62 Mr. Butler asked if the hot dog cart falls under the retail part of the Zoning Regulations. Mr. Marquise  
63 said that he feels as though it falls under the retail / restaurant part as it is a food service business. He  
64 cannot see the difference between something mobile and a structure in terms of use. He has had  
65 discussions with several people and no one could see why this could not be a retail or restaurant use.

66 Vice Chair Jewczyn asked if other vendors want to come in if there is a permitting process as the Board  
67 talked about their concerns about being overrun by food carts and there was a discussion about issuing  
68 vendor permits. Mr. Marquise said that there are no vendor permits as the rule in Town is that on  
69 public property this type of use is not allowed and on private property the use is under the purview of  
70 the Planning Board. Vice Chair Jewczyn asked if not issuing a permit means that in the future the Board  
71 cannot decide that permits are needed. Mr. Marquise said that they could, however, the Town has  
72 been against having vendors on Town property. Mr. Hoekstra said that he will be applying for a permit  
73 from the State Department of Health who has jurisdiction. Vice Chair Jewczyn said that having vendor  
74 permits would be one way for the Town to manage vendor carts. Chairman White said that there

75 currently is not a process but this is something that the Board can look at, however, this is on private  
76 property.

77 Deb Pasculano, owner of Stacy's Smoothies, said that her concern is that the businesses in the Harbor  
78 pay a lot of money in rent and she is not sure how businesses are supposed to compete with a cart that  
79 does not have any overhead.

80 Vice Chair Jewczyn said that the Board works within the framework of the rules that the Town has made  
81 and enforces the rules.

82 Tanner Royce, 5 Garnet St, said that he thinks the hot dog cart fits into the regulations and was  
83 surprised that Mr. Hoekstra was told that it was not allowed. It seems like having this on private  
84 property is the way to go and that the Planning Board's mechanism to control this is through the Site  
85 Plan process and there could be more questions if more than one person wants a food service cart. One  
86 of the things that they have added to their own business is to allow vendors to show their products  
87 outside their building during store hours. He is not an abutter; however, he is in support of this  
88 proposal.

89 Mr. Marquise said that Jolyon Johnson asked to speak about the proposal. Chairman White reminded  
90 everyone that this is not the actual hearing which will be held on May 13<sup>th</sup>. He does not want to have a  
91 discussion regarding specific details; however, general questions and concerns are welcome.

92 Mr. Johnson said that the original proposal was for the Flanders lot and asked why this has been  
93 changed to the parking lot. Mr. Hoekstra said that the original plan was to have a cart where it is now  
94 being proposed. The plan changed when he was told he could not do the cart and that is why he was  
95 proposing having a shed on the other property. Mr. Johnson asked and Mr. Hoekstra said that he would  
96 prefer to be in the parking lot as he is proposing.

97 Chairman White asked and there were no additional questions or comments regarding the proposal.

98 **PARCEL ID: 0128-0073-0000: TREE CUTTING / VEGETATION CLEARING; DEMO EXISTING HOUSE &**  
99 **REBUILD NEW HOUSE; 108 LAKE AVE; MICHAEL HADDEN**

100 Michael Hadden presented the merits of his case.

101 Mr. Hadden said that this hearing is the next step for him to build his house. He went through a  
102 Variance approval a few months ago as he is moving the home about 25 ft to the east on the property.  
103 The existing home is non-conforming and hangs over the property line by about 1 ft. As he has to move  
104 the house there are eight trees that have been identified that need to be removed. He also included a  
105 replanting plan as part of the application.

106 Vice Chair Jewczyn asked and Mr. Hadden explained that on the plan he submitted the yellow is the  
107 clearing within 150 ft of the shoreline; behind this reference line there are different regulations.  
108 Chairman White asked and Mr. Marquise said that there are 8 trees being removed in the 150 ft  
109 setback; 5 trees are allowed by Zoning and anything more than that requires Planning Board approval.

110 Chairman White said that all the trees seem to be in good condition and pretty big. Chairman White  
111 asked and Mr. Hadden said that the majority are pine and a few spruce trees. Mr. Hadden said that

112 looking at the basal area, more than 50% of what exists will be remaining and exceeds what the  
113 requirements ask for.

114 Mr. Clark asked if there are any stabilization issues by taking the trees out and if any are on the slope.  
115 Mr. Hadden said that they are all on the slope but they fall within the excavation limits of the property.  
116 Mr. Clark asked and Mr. Hadden said that there will not be any erosion to the Lake by removing the  
117 trees as part of the permitting included an erosion control plan.

118 Chairman White asked and Mr. Hadden confirmed that he had to get a Shoreline Permit and it was part  
119 of the Variance approval.

120 Vice Chair Jewczyn asked and Mr. Hadden confirmed that the trees that are being replanted are part of  
121 a revegetation plan. Vice Chair Jewczyn said that the pines and hardwood trees on the property are  
122 hardy and the replacement trees are maple trees, lilac trees, etc. He asked if the trees that will be  
123 planted are indigenous species that will be expected to survive the winters. Mr. Hadden said that he has  
124 hired a landscape architect and everything he proposed is indigenous to the area. Vice Chair Jewczyn  
125 said that his goal is the stabilization of the soil. Mr. Hadden said that there is some ground covering that  
126 has been recommended to him specifically for the stabilization of the soil.

127 Chairman White said that the existing house can barely been seen by the road and the tree removal will  
128 open the lot up. Mr. Hadden said that right now he has to park almost at the street and the driveway  
129 will provide safer access onto and off Lake Ave.

130 Vice Chair Jewczyn asked and Mr. Hadden said that the house will be a year-round residence; the  
131 existing house is only three-season.

132 Chairman White asked what trees will remain or if they will be removing the majority of large pines on  
133 the lot. Mr. Hadden said that there are trees that will be remaining and there will be more than 50%  
134 remaining. He tried to minimize what had to come down for an environmental perspective and a  
135 privacy perspective.

136 Mr. Claus said that he appreciates how much Mr. Hadden has put into the plan. Mr. Hadden said that  
137 he has been working on the plan for the house for more than a year.

138 Mr. Clark asked if Lake Ave will be tied up for any period of time for the removal of the trees. Mr.  
139 Hadden said that he does not anticipate the need for this; his plan is to start in the off-season and one of  
140 the initial parts of the project is to create an access road to the site to prevent anything like that from  
141 happening. He has also spoken to the contractor to ensure that there is no employee parking up or  
142 down Lake Ave as it is a very sensitive topic.

143 Vice Chair Jewczyn asked and Mr. Hadden said that he does not know if the trees will be craned; he has  
144 spoken to a few tree removal companies and sometimes they section the trees. His expectation would  
145 be that however they come down it will be safe for the employees as well as the general public.

146 Mr. Clark asked and Mr. Hadden confirmed that there are powerlines that are in front of the house.

147 Vice Chair Jewczyn asked if there will be water management in front of the house due to the grade. Mr.  
148 Hadden said that he had to provide a stormwater management plan with the Shoreline Permit and it  
149 also has to accompany the CZC permit application.

150 Chairman White asked and Mr. Hadden said that he did receive some letters of support from abutters  
151 for the Variance application.

152 Vice Chair Jewczyn asked if there is a presumption that erosion control measures will be in effect or if it  
153 is something the Board should include in their approval. Chairman White said that he thought when Mr.  
154 Hadden went to the Zoning Board for the Variance approval, he needed to include the erosion control  
155 plan. Vice Chair Jewczyn asked and Chairman White said that the erosion control plan is not part of this  
156 presentation because Mr. Hadden is just asking for the trees that need to be removed. Mr. Hadden  
157 confirmed that the erosion control plan was part of the Variance application and part of the Shoreland  
158 application. Chairman White said that Lake Ave is one of the busiest roads and if something is not being  
159 done correctly the Town will hear about it quickly.

160 Mr. Osborne joined the meeting.

161 **Mr. Claus made a motion for Parcel ID: 0128-0073-0000 to approve the tree cutting and vegetation**  
162 **clearing in efforts for a new house. Mr. Osborne seconded the motion. A roll call vote was taken: Mr.**  
163 **Butler voted yes; Mr. Osborne voted yes; Mr. Claus voted yes; Vice Chair Jewczyn voted yes; Mr. Clark**  
164 **voted yes; and Chairman White voted yes. The motion passed unanimously.**

165 **PARCEL ID: 0232-0010-0000: SITE PLAN REVIEW: AMEND PREVIOUS SITE PLAN TO INCLUDE SEASONAL**  
166 **FOOD TRAILER WITH COMMERCIAL KITCHEN; 209 ROUTE 103; JOLYON & SUSAN JOHNSON**

167 Mr. Marquise said that the application was filed in advance, fees were paid, notices were posted, and  
168 abutters were notified. The application is an amendment to a previously approved Site Plan and he feels  
169 that all the prior documentation can go with it and with that he thinks the application is complete.

170 **Mr. Clark made a motion to accept the application as complete. Mr. Osborne seconded the motion. A**  
171 **roll call vote was taken: Mr. Butler voted yes; Mr. Osborne voted yes; Mr. Claus voted yes; Vice Chair**  
172 **Jewczyn voted yes; Mr. Clark voted yes; and Chairman White voted yes. The motion passed**  
173 **unanimously.**

174 Jolyon Johnson and Susan Johnson presented the merits of their case.

175 Mrs. Johnson said that they currently have two commercial kitchens on site and already do hamburgers  
176 and such. The intent of the food trailer is to get the grease out of the ice cream shop and away from the  
177 ice cream production. Instead of building a new commercial kitchen, this is a more economical way. Mrs.  
178 Johnson said that they have not purchased a truck yet but included a picture so the Board has a better  
179 understanding of what they want to do.

180 Mr. Claus asked where the truck will be located. Mrs. Johnson said that on one of the submitted plans  
181 there is a red "X" that indicates where they would like to put it which is right in the area of the existing  
182 horseshoe pit as they already have electricity there.

183 Mr. Marquise asked about parking as it came up as a question in peer review. Mrs. Johnson said that  
184 since they first opened the ice cream shop, they have pulled back the fencing 15 ft in both directions.  
185 They have also added 30 parking spaces on the back of the property off Angel Brook Rd. She does not  
186 think that the food cart will change the volume of what they do now as they already serve the same food,  
187 it is just to get the mess out of the ice cream shop.

188 Chairman White asked and Mrs. Johnson confirmed that the food truck will be self-contained with water  
189 reservoirs and propane tanks. Mrs. Johnson continued that if the unit is at the location for more than  
190 two weeks then it is required to go through the State licensing requirements.

191 Mr. Marquise asked and Mrs. Johnson confirmed that the food truck will be seasonal and run during the  
192 same time as the ice cream shop. They have talked about the possibility of opening it up in the winter for  
193 snowmobiles but that is something they will address at a later date. Chairman White asked and Mrs.  
194 Johnson confirmed the food truck will have the same hours of operation as the ice cream shop.

195 Chairman White asked and none of the Board members had additional questions. Chairman White asked  
196 and no one in the audience had additional questions.

197 **Mr. Clark made a motion to approve the Site Plan Review Amendment for Parcel ID: 0232-0010-0000.**

198 **Mr. Claus seconded the motion.** Mr. Marquise asked if there can be a condition that there be absolutely  
199 no parking along Route 103 as that was a concern of the Department Heads. Mr. Clark asked if that is  
200 how it is now. Mr. Marquise said that there is not supposed to be parking along Route 103. Mrs. Johnson  
201 said that people do park along Route 103. They have signs about the overflow parking on Angel Brook  
202 and have put up no parking signs on the opposite side of the road, however, they have had difficulty  
203 controlling this. Mr. Clark said that he is hesitant to amend the motion to include this condition as it is a  
204 high standard. Mr. Marquise said that it is a fairly serious issue because it is a high-speed area that is  
205 open and is a safety concern. Mrs. Johnson said that Chief Cahill has been there when they have had  
206 events and felt parking on the one side of the highway was perfectly fine though not on both sides. He  
207 and his officers have permitted parking on the one side if people do not cross the highway. Mr. Claus said  
208 that he agrees with the concern but asked how a business owner is supposed to control parking on a  
209 State road as they are not allowed to put signage along the road. Mr. Marquise said that he understands  
210 the issue with events but there may need to be some type of control to direct people to park on the  
211 property. Mrs. Johnson said that they do have a sign on Angel Brook Rd and encourage people to park  
212 there, however, people still park along the highway. This is something that also concerns them but they  
213 have had the State out two different times looking at the lines on the road and the traffic and the cars  
214 and they did not have any issues. Vice Chair Jewczyn said that he does not know if this is something that  
215 the Board can control. Mr. Johnson said that there have been police patrols during events with expected  
216 parking issues but during these events the police officers did not do anything as they had their own staff  
217 direct traffic and handle traffic control. Mrs. Johnson said that she does not see this bringing any more  
218 business than what they already have because most of it is food item they already offer. Mr. Marquise  
219 asked if the parking on Route 103 is something that happens during the day-to-day operations or mostly  
220 events. Mrs. Johnson said that during the summer when they are busy people do park on Route 103. Mr.  
221 Butler asked if they intend more food volume with the trailer than what they currently have. Mrs.  
222 Johnson said that she thinks that the ice cream shop has grown every year so to expect no growth would  
223 be an unrealistic expectation but she does not think that the food trailer will bring in a lot more people

224 though it could. Their slowest times are early lunch times between 10:30 am and 12:00 pm and between  
225 5:00 pm and 7:00 pm at night so those might be busier for food rather than the later afternoon and after  
226 dinner for ice cream. Vice Chair Claus said that he is reluctant to add the condition as it would be hard for  
227 the Board to police parking on a State highway. He looks at this as a State right of way and it should fall  
228 on the State's responsibility. Mr. Clark said that he has been to the ice cream shop when it was busy and  
229 probably parked on Route 103 and did not think that it was a big deal. Chairman White said that short of  
230 having a no parking pylon he does not know what can be done and going to that extent might not be  
231 appropriate. If they have planned events that is one thing but in a general day of them doing business it  
232 means that they are successful. One of the challenges is people finding the alternate parking which is  
233 around the back. Mrs. Johnson said that people do not utilize the alternate parking the way that they  
234 should and they have done advertisements encouraging people to park in that parking area and not  
235 utilize the highway. Mr. Clark said that he thinks the applicants knows how the Board feels about it and is  
236 satisfied. Mr. Claus said that it sounds as though they are trying to do what they can other than having  
237 employees stand on Route 103 telling people not to park there. Mr. Johnson said that Route 103 is open  
238 in both directions with wide shoulders and excellent visibility. Mr. Claus asked if there is a way to  
239 connect the Angel Brook parking to the main entrance. Mrs. Johnson said that there is not with the  
240 pastures and septic systems between them. **A roll call vote was taken: Mr. Butler voted yes; Mr.**  
241 **Osborne voted yes; Mr. Claus voted yes; Vice Chair Jewczyn voted yes; Mr. Clark voted yes; and**  
242 **Chairman White voted yes. The motion passed unanimously.**

243 **PARCEL ID: 0133-0093-0000: SITE PLAN REVIEW: AMEND PREVIOUS SITE PLAN TO CONSTRUCT**  
244 **MICRO/MINI GOLF COURSE HOLES IN BACKYARD; 36 RIVER RD; SOONPI REALTY TRUST**

245 Mr. Marquise said that the application was filed in advance, fees were paid, notices were posted, and  
246 abutters were notified. The application falls under the Site Plan Review Regulations and believes with the  
247 amendment and comments that the application is complete.

248 **Mr. Osborne made a motion to accept the application as complete for Parcel ID: 0133-0093-0000. Mr.**  
249 **Claus seconded the motion. A roll call vote was taken: Mr. Butler voted yes; Mr. Osborne voted yes;**  
250 **Mr. Claus voted yes; Vice Chair Jewczyn voted yes; Mr. Clark voted yes; and Chairman White voted yes.**  
251 **The motion passed unanimously.**

252 Deb Pasculano, owner of Stacy's Smoothies, presented the merits of the case.

253 Ms. Pasculano said that micro golf has tiny 3 ft by 10 ft holes and she plans on building the course herself  
254 to have something else for kids to do in the Harbor. She spoke to the neighbor in the back and there will  
255 not be any loud music, lights, etc. and he was in support of it.

256 Chairman White asked and Ms. Pasculano said that this will be run during the time that Stacy's Smoothies  
257 operates. It will probably be run on the honor system to not create more work for the employees inside.  
258 Chairman White asked and Ms. Pasculano said that they will bring the clubs and balls into the shop at  
259 night. Ms. Pasculano continued that in the winter the course will be picked up and moved.

260 Mr. Clark asked and Ms. Pasculano said that there will not be any use of the course in the evenings as it  
261 will not be lit. They may also cover the course with tarps at night, especially if it is going to rain.

262 Mr. Marquise said that this Site Plan goes back about 10 years and there was a parking plan that came  
263 with it. There have been many changes since then so the parking may have changed, however, on the  
264 lawn area where the golf course will be set up there was some overflow parking spaces shown for a total  
265 of 12 spaces on the property. These spaces may never have been used and there may not be the  
266 intensity of use that the original proposal had to require all the spaces in terms of employees and traffic.  
267 Ms. Pasculano said that the front of the building's parking has the lines all faded and she wanted to  
268 repaint them and called the Town to ask about the parking and the spaces and she was told the spaces  
269 are not to code for the width of what it is now so she was told to leave it alone. She does not know what  
270 is on the Site Plan but there are not 12 spaces, there are 6 or 7. Mr. Marquise said that the Site Plan did  
271 show 7 spaces out front, it is the other 5 which were shown where the golf spaces are proposed. Ms.  
272 Pasculano said that she does not know where those spaces would be, the only parking generally that  
273 happens are in front and to the side of the building where employees park in tandem. Mr. Claus asked  
274 and Mr. Marquise said that the old Site Plan does not show any parking on the right side of the building  
275 but he thinks that it is reasonable based on the width that is there. Mr. Marquise continued that where  
276 the golf is shown to be going is where 5 spaces were indicated as overflow spaces. It could be that the  
277 type of business that is there now does not need the spaces that the use previously needed.

278 Mr. Butler asked and Ms. Pasculano said that the deliveries to the building are from the left as that is  
279 where the ramp is located. They do not have a lot of deliveries as they bring in frozen fruit to fill the  
280 freezer; they share the freezer with the Quack Shack and only get deliveries once per week.

281 There was a brief discussion regarding the course and that the Board likes it because it creates more  
282 activity in the Harbor.

283 **Mr. Osborne made a motion to approve the Site Plan Review for Parcel ID: 0133-0093-0000 to add a**  
284 **micro mini golf in the back grassy area. Mr. Claus seconded the motion. A roll call vote was taken: Mr.**  
285 **Butler voted yes; Mr. Osborne voted yes; Mr. Claus voted yes; Vice Chair Jewczyn voted yes; Mr. Clark**  
286 **voted yes; and Chairman White voted yes. The motion passed unanimously.**

287 **ALTERNATE MEMBER**

288 Mr. Marquise said that Gregory Swick would like to become an alternate member of the Planning Board.

289 Mr. Swick said that he and his wife now live in Sunapee full time after being part time residents for about  
290 10 years. He is trying to find a way to become more involved with the Town. His background is in  
291 program management and he would like to be involved in projects in Town. Mr. Swick continued  
292 introducing himself to the Board.

293 The Board members said that they would appreciate Mr. Swick joining the Board and that the Board is  
294 working on the Master Plan and it would be good to have Mr. Swick's experience.

295 **Mr. Clark made a motion to accept Mr. Swick's application as an Alternate on the Sunapee Planning**  
296 **Board. Mr. Osborne seconded the motion. A roll call vote was taken: Mr. Butler voted yes; Mr.**  
297 **Osborne voted yes; Mr. Claus voted yes; Vice Chair Jewczyn voted yes; Mr. Clark voted yes; and**  
298 **Chairman White voted yes. The motion passed unanimously.**

299 Mr. Marquise said that the Board will need to go into the Town Office to sign Mr. Swick's Certificate of  
300 Appointment and then Mr. Swick will need to be sworn in by the Town Clerk.

301 **MISCELLANEOUS**

302 Mr. Marquise said that the new Zoning Ordinance books are ready to be picked up in the Town Office.

303 Mr. Marquise said that there has been a change in the Planning and Zoning Office which has now become  
304 a Department. He has taken the position as Planning and Zoning Director and Melissa Pollari will serve as  
305 Land Use and Assessing Coordinator and then an Administrative Assistant will be hired to handle things  
306 like minutes and other notification items. The concept is that there will not be a Zoning Administrator,  
307 per se; Mr. Marquise will be available to answer the big questions but one of the nice parts is that Ms.  
308 Pollari will be available full time. Mr. Marquise continued to explain the change to the Board and how  
309 having Land Use and Assessing together will be helpful. Chairman White asked and Mr. Marquise said  
310 that the change does not affect his role with the Planning Board, the only thing he may be doing less of is  
311 some of the minor administrative items. There was further discussion regarding this matter and that the  
312 hope is to get everything digital.

313 There was a brief discussion regarding the online GIS system and the colors used and the information  
314 available on the site.

315 **MINUTES**

316 Changes to the Planning Board minutes from January 9, 2020: There were no changes made to the  
317 minutes.

318 **Mr. Clark made a motion to approve the January 2020 minutes. Mr. Claus seconded the motion. The**  
319 **motion passed unanimously.**

320 Changes to the Planning Board minutes from February 13, 2020: Change Line 99 to read "...they had a  
321 police officer park" Change Line Change Line 352 to read "...asked the applicant who had said..."  
322 Change Line 721 to read "They did say that..." Change Line 792 to read "there was a question about cars  
323 being parked..." Change Line 806 to read "...both signed up to run for the Planning Board..."

324 **Mr. Claus made a motion to approve the February 2020 minutes. Mr. Osborne seconded the motion.**  
325 **The motion passed unanimously.**

326 Changes to the Planning Board minutes from March 12, 2020: There were not changes made to the  
327 minutes.

328 **Mr. Clark made a motion to approve the March 2020 minutes. Mr. Osborne seconded the motion.**  
329 **The motion passed unanimously.**

330 Changes to the Planning Board minutes from June 11, 2020: Change Line 154 to read "...the new  
331 location of the smoker is not shown on any..." Change Line 157 to read "...to accommodate for the slope  
332 of the driveway..."

333 **Mr. Osborne made a motion to approve the June 11, 2020 minutes. Mr. Claus seconded the motion.**  
334 **The motion passed unanimously.**

335 Changes to the Planning Board minutes from June 25, 2020: Change Line 59 to read "...do currently use  
336 the driveway to access the barn..." Change Line 138 to read "... talked a lot about the aesthetics of the  
337 building..." Change Line 139 to read "...help their property's aesthetics." Change Line 160 to read  
338 "...that it gets is to 200 degrees." Change Line 349 to read "...the smoker and trash cans. They..."  
339 Change 426 to read "Mrs. Larrow said if the approval is..." Change Line 450 to read "...when the  
340 Smokehouse originally came..." Change Line 451 to read "...about aesthetics as it was about..."

341 **Mr. Claus made a motion to accept the June 25, 2020 minutes. Vice Chair Jewczyn seconded the**  
342 **motion. The motion passed unanimously.**

343 Changes to the Planning Board minutes from July 9, 2020: There were no changes made to the minutes.

344 **Mr. Clark made a motion to accept the July 2020 minutes. Mr. Osborne seconded the motion. The**  
345 **motion passed unanimously.**

346 Changes to the Planning Board minutes from August 13, 2020: There were no changes made to the  
347 minutes.

348 **Mr. Osborne made a motion to approve the August 2020 minutes. Mr. Claus seconded the motion.**  
349 **The motion passed unanimously.**

350 Changes to the Planning Board minutes from September 10, 2020: There were no changes made to the  
351 minutes.

352 **Mr. Clark made a motion to approve the September minutes. Mr. Osborne seconded the motion. The**  
353 **motion passed unanimously.**

354 Changes to the Planning Board minutes from October 8, 2020: Change Line 146 to read "...being sold,  
355 etc." Change Line 321 to read "...how much needs to be done in the background..."

356 **Mr. Osborne made a motion to accept the minutes for October 2020. Mr. Claus seconded the motion.**  
357 **The motion passed unanimously.**

358 Changes to the Planning Board minutes from November 12, 2020: Change Line 318 to read "...he looks  
359 as if the Planning Board..."

360 **Mr. Osborne made a motion to accept the November 2020 minutes as corrected. Mr. Claus seconded**  
361 **the motion. The motion passed unanimously.**

362 Changes to the Planning Board minutes from December 11, 2020: Change Line 29 to read "...when the  
363 District was formed."

364 **Mr. Osborne made a motion to approve the minutes of December 2020 as corrected. Vice Chair**  
365 **Jewczyn seconded the motion. The motion passed unanimously.**

366 Changes to the Planning Board minutes from January 14, 2021: There were no changes made to the  
367 minutes.

368 **Mr. Osborne made a motion to approve the January 2021 minutes. Mr. Claus seconded the motion.**  
369 **The motion passed unanimously.**

370 Changes to the Planning Board minutes from February 11, 2021: Change Line 488 to read "...sure that  
371 the size depends on the..."

372 **Mr. Clark made a motion to accept the minutes of February 2021. Mr. Osborne seconded the motion.**  
373 **The motion passed unanimously.**

374 Changes to the Planning Board minutes from March 11, 2021: Change Line 86 to read "...she said that  
375 the discussion..." Change Line 217 to read "...temporary structure and could be removed..." Change  
376 Line 279 to read "...being put on the existing gravel..."

377 **Mr. Osborne made a motion to accept the March 2021 minutes as amended. Mr. Claus seconded the**  
378 **motion. The motion passed unanimously.**

379 Mr. Marquise asked the Board to go to the Town Office to sign the minutes and the appointment sheet.

380 **ELECTION OF CHAIR AND VICE CHAIR**

381 **Mr. Clark made a motion to approve Peter White as Chairman. Mr. Butler seconded the motion. A**  
382 **roll call vote was taken: Mr. Butler voted yes; Mr. Osborne voted yes; Mr. Claus voted yes; Vice Chair**  
383 **Jewczyn voted yes; Mr. Clark voted yes; and Chairman White abstained.**

384 **Mr. Osborne made a motion to nominate Michael Jewczyn as Vice Chair. Mr. Claus seconded the**  
385 **motion. A roll call vote was taken: Mr. Butler voted yes; Mr. Osborne voted yes; Mr. Claus voted yes;**  
386 **Vice Chair Jewczyn abstained; Mr. Clark voted yes; and Chairman White voted yes.**

387 **Mr. Clark made a motion to adjourn at 9:14 pm. Mr. Butler seconded the motion. The motion passed**  
388 **unanimously.**

389 Respectfully submitted, Melissa Pollari

390 Planning Board

391 \_\_\_\_\_

392 Peter White, Chairman Michael Jewczyn

393 \_\_\_\_\_

394 Joseph Butler Randy Clark

395 \_\_\_\_\_

396 Jeffrey Claus Richard Osborne

397 \_\_\_\_\_

398 Suzanne Gottling, ex-officio member