

1 **TOWN OF SUNNAPEE**

2 **PLANNING BOARD**

3 **SEPTEMBER 15, 2022**

4 **Chairman Peter White called the meeting to order and Roll Call at 7:05 PM.**

5 **MEMBERS PRESENT BY VIDEO:** None

6 **MEMBERS PRESENT IN THE MEETING ROOM:** Suzanne Gottling, Richard Osborne, Chairman Peter
7 White, Joseph Butler, Randy Clark, Gregory Swick, Jeff Claus.

8 **MEMBERS ABSENT:** None

9 **ALSO PRESENT IN THE MEETING ROOM:** Michael Marquise - Town Planner, Ann Bourdinaeu, and Lisa
10 Hoekstra.

11 **ALSO PRESENT BY VIDEO:** Scott Hazelton, Highway Director, Shannon Martinez, Town Manager.

12 Chairman White announced the first order of business.

13 **Master Plan Discussion w/Vickie Davis (see attached detailed agenda)**

14 Ms. Davis said that Sunapee had contracted with them for the Phase 1 of the Master Plan. That means
15 she will help them to do a survey and some community events and this is all to gather information on
16 what people really want. She said that she does not know how much is the Board invested in the survey
17 that she had seen but thinks that they could do a little bit better. She handed a survey as an example
18 and emphasized the need for them to spend some time on the survey and think about what is the
19 information they need, what will help them to write the Master Plan and respect what the town wants
20 and they can't get that if they do not ask the right questions. So, if there are specific topics that they
21 think that needs to be addressed, they would include them in their survey. They need to include overall
22 survey questions of what people like and don't like about Sunapee, what things they think needs to be
23 changed and include open-ended questions where they can provide information that they might not
24 have thought of. The Master Plan is the basis of their regulations and ordinances and also policies of the
25 town for different departments but their zoning ordinance is to be flat in the Master Plan. She said that
26 they need for the Master Plan to be livelier and as the trend goes lately, really short, with pictures and
27 graphics. They want the people to read it and they want it to represent what people want in this town.

28 Mr. Butler asked about the format of the survey and who will compile the information after it is done.

29 Ms. Davis said that if they do it online, it could be done automatically, and then open-ended questions
30 would be done manually. She also gave the possibility of mailing the survey to each household and land
31 owner, so the lists need to be cross referenced.

32 Mr. Marquise went back to the question of how much were they invested in the survey and emphasized
33 that a lot of the questions of what were they seeking in the last year have been discussed with different
34 departments, different boards in town, Conservation Commission and they have provided them with a
35 lot of answers. So, hopefully they can integrate them in their survey.

36 Mr. Butler recommended to number the questions based on their importance.

Ann Bordineau from the audience ask if they have a mechanism so they can only have one vote per person and how would they control that. The answer was that it would be complicated to login from multiple locations but that it would recognize the login from the house. This is the kind of survey that you would hope people would not try and cheat on because it would make a lot of difference.

Lisa Hoekstra asked how would they assure that these are actual town residents or owners that answer the survey. Would they put their names and addresses so it would be authentic. The answer was that the survey is tied to a very complex web address, so it is going to be a unique code for the survey and people are going to get it through the town and will take a lot for someone to seek it out. They would not have to put their information on the survey. They are not as much concerned of a fraud when is about conducting a town survey because there is no money involved in it.

The Board further discussed about the format of the online survey and concluded that the mobile application would be practical and convenient for the people to respond. Ms. Davis suggested the Board to revise the survey and send it back to her through Mr. Marquise before the next meeting. They would need to suggest the format of the questions, way of distributing the survey (electronically, via mail, postcard, QR code, etc.). The short-term rental topic was mentioned as important and they could include more questions about this topic. The timeframe of conducting the survey would be between now and January 2023.

Ms. Davis continued with the other part that they need to do and that was community events. According to the contract the events were to be held from September to December and since they had a late start, she was hoping they can change them from November to February. The idea is to have more than one community event and the purpose of that is to garner more participation from people who normally do not attend any meetings. The events should be organized on various locations and she also recommended a virtual community event for the people who are out of town. Ms. Davis revealed that the town has also asked her to review the zoning ordinance, so they are doing that as a separate project.

Mr. Butler asked Ms. Davis was she hired just to review the zoning ordinance or to make recommendations as well. She answered that she would probably make recommendations.

Zoning Amendment Discussion

Chairman White said that Mr. Marquise had sent them some proposed zoning amendments for 2023 as part of their agenda and that this is the first draft for voting.

Mr. Marquise said that the amendments are integrated from the discussions in June about the different items for the zoning amendments and this is by no means a final round. They have time until November-January for the public hearing, so it is meant specifically for discussion purposes. They will go through the proposed amendments and talk about what are they looking to accomplish. The first one deals with travel trailers and how they are used. They proposed to remove the part that unless the certificate of zoning compliance is issued to the section that A travel trailer may be used for temporary sleeping quarters for not more than 90 days per 12-month period.

Mr. Osborne suggested that they not remove the certificate. He also wanted to clarify the difference between motor home and recreational vehicle, because his interpretation of a recreational vehicle may be his snowmobile trailer with snowmobiles in it and then that creates a problem because he cannot

76 have more than 3 trailers in his property. So, he suggested to leave recreational vehicles out of this
77 definition of vehicles.

78 The next item was Article VI, amend Section 6.12 of the Ordinance to clarify that any reconstruction of a
79 building envelope must be in the same horizontal footprint as the previous structure.

80 The Board discussed about the envelope and does it mean that once you bring down the structure you
81 have a whole new set of rules to go by. They will consult a lawyer on how to define the part about
82 building within the same footprint and the envelope. Further discussion showed the need of defining
83 the type of foundation of the structure as well and it was brought up by Mr. Osborne.

84 The Board discussed about retail sales and home businesses and Mr. Marquise said that he added the
85 phrase or associated with a service offered in the home business to the definition of home business.

86 The short-term rental amendments were presented by Mr. Marquise as suggested mostly by the Short-
87 Term Group and the intent is to try and get them into the ordinance as they are not defined at all. The
88 information taken from the Group's thoughts and ideas was used to get definitions, to have series of
89 requirements for short-term rentals and then try to blend all that into the ordinance. The structure of
90 the short-term rentals is presented in three levels: basic single-family dwelling, duplex unit with one of
91 them owner occupied, and in those cases, they would not only go through a zoning permit process to
92 meet these requirements, but also through a registration process with the Board of Selectmen. Anything
93 else would have to hit higher level and go through a site plan review. That site plan review would be
94 under the home business requirements which covers a lot of things like the layout, the parking, how the
95 business is run, without a major survey. As they get beyond the single and two family uses, it would kick
96 into a Bed & Breakfast or an Inn and that would need a full site review and would also need to meet the
97 zoning district. Whereas the one and two-family would mimic being allowed in all zoning districts, the
98 three or more would have to fit into the zoning district. They are erasing the term tourist home.

99 Mr. Marquise together with Mr. Hazelton raised the question of defining the bedrooms and the Board
100 had a discussion on which method would be used to define it, through the number of occupants,
101 closets, the septic/sewer system or sq. ft. The other dilemma was how do you enforce it or police it.

102 Ann Bordeianu from the audience mentioned that on the tax card of the property there are the numbers
103 of bedrooms listed so that could be a way of knowing how many bedrooms are in the house.

104 Members of the Short-Term Rental Task Force argued about allowing short-term rentals in all zoning
105 districts, especially not allowing them in rural and rural residential districts, and recommended keeping
106 the zoning as it is currently. They also mentioned the high percentage of short-term rentals which is
107 above 30% and most of the owners don't even live in the town.

108 The next section of amendments was about the definition of Bed & Breakfast and Inn and Mr. Osborne
109 proposed that there could be a hired residing manager to run the facilities instead of just the place to be
110 owner occupied only.

111 The argument from the STR TF was that those definitions are regulated from the state and the standards
112 are already set by the state.

113 Mr. Marquise said that they will refine the Plan next meeting in October.

114 Revisions to Agenda:

115 Other Business:

116 Review of Minutes: No Minutes were reviewed.

117 **Mr. Swick made a motion to adjourn at 10:30 PM. Seconded by Mr. Claus. The motion passed**

118 **unanimously.**

119 Respectfully submitted: Rajmonda Selimi

120 Panning Board

121 _____

122 Chairman Peter White Suzanne Gottling

123 _____

124 Joseph Butler Jeff Claus

125 _____

126 Gregory Swick Randy Clark

127 _____

128 Richard Osborne