

**TOWN OF TUFTONBORO  
PLANNING BOARD  
September 17, 2020  
APPROVED MINUTES**

**Members Present:** Matt Young, Chairman, Gary Qua, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Tony Triolo, Carol Bush, Members, George Maidhof, Alternate.

**Members Absent:** Laureen Hadley, Kate Nesbit, Members.

**Staff Present:** Lee Ann Hendrickson, Administrative Secretary.

Chairman Young opened the meeting at 7:00 PM at the Tuftonboro Town House.

**I. Public Comment**

None.

**II. Consideration of Minutes**

**September 3, 2020**

**It was moved by Tony Triolo and seconded by Gary Qua to approve the September 3, 2020 Tuftonboro Planning Board minutes as submitted. All members voted in favor. The motion passed.**

**III. Action Items**

**Mary C. Williams Revocable Trust  
Tax Map #52-3-34 & 52-3-82  
Lot Merger**

Staff stated that she and Jack Parsons reviewed the request and noted that the request to merge the lots would not create any nonconformities and does not violate zoning.

**It was moved by Tony Triolo and seconded by Gary Qua to approve the Mary C. Williams Revocable Trust Lot Merger. All members voted in favor. The motion passed.**

**Charles M. Singer  
Tax Map #14-4-19 & 14-4-10D  
Lot Merger**

Staff stated that she and Jack Parsons reviewed the request and noted that the request to merge the lots would not create any nonconformities and does not violate zoning.

**It was moved by Tony Triolo and seconded by Bill Marcussen to approve the Charles M. Singer Lot Merger. All members voted in favor. The motion passed.**

**IV. Discussion Items**

**a. Zoning Amendments**

**Section 16.2.5**

Bill Marcussen stated that currently a driveway permit is required by the Codes Officer to access a parcel however, there is nothing in zoning that speaks to such. He stated the BOS have recommended the following amendment to Section 16.2.5 of the Zoning Ordinance to address both new and repaving of existing driveways to address stormwater runoff;

**16.2.5 Driveway Permits:** Any person before commencing construction, alteration, paving or repaving of a driveway must first obtain a permit duly granted for such work by the Code Enforcement Officer.

**A. New Driveway:** Permit application should be accompanied by a design or sketch showing location, culvert size and pitch.

**B. Existing Driveway:** Permit application should be accompanied by a design or sketch showing existing culvert size and pitch and any alterations necessary to bring the driveway into compliance with specifications.

Matt Young questioned the cost for a driveway permit.

Jack Parsons replied \$0.

Matt Young questioned why the Town does not charge for the permit.

Bill Marcussen stated such is a separate issue; noting it makes sense to charge for a permit. He noted proposed amendment is not meant to penalize people but rather, protect people from driving on unsafe roads caused by stormwater runoff from driveways. He noted the amendment applies only to Town roads and not State roads.

Gary Qua asked where the specifications are noted.

Jack Parsons replied the Driveway Permit.

Carol Bush asked if other towns have such a regulation.

Jack Parsons replied yes.

**It was moved by Matt Young and seconded by Carol Bush to endorse and move to public hearing the proposed amendment to the Zoning Ordinance; Section 16.2.5 Driveway Permits and, to request the review and implementation of a fee associated with Driveway Permits. All members voted in favor. The motion passed.**

### **Section 3.6.F.13**

Referencing Page 1, #1, Jack Parsons asked if anything over 200 SF is considered commercial and asked if a 500 SF garage is considered storage.

Gary Qua stated the proposed amended speaks to commercial and wouldn't consider a garage commercial.

Bill Marcussen stated the more complex the amendment the harder it will be to have endorsed by the voters.

Referencing page 1, #'s 4, 5 & 6, Matt Young stated such should be addressed by the ZBA and Planning Board. He stated all storage buildings constructed in the Town should include landscaping, screening, be aesthetically pleasing and not be visual from the road/public.

Jack Parsons stated a phasing schedule will be required if the construction is proposed to be phased.

The Board discussed the complexity of the issue and how to legally protect the Town and reviewed examples of commercial and residential storage and home occupations. The Board agreed to accept the proposed language relative to outdoor storage.

Matt Young recommended the Town's Site Plan Review Regulations be reviewed.

Gary Qua and Jack Parsons will further review the proposed language of the zoning amendment for further review by the Board.

**b. Master Plan Land Use Chapter**

Gary Qua stated he reviewed the existing 2006 Master Plan Land Use Chapter and the draft chapter submitted by LRPC; noting minimal changes were made to the chapter in total. He reviewed the changes made page by page with the Board.

Gary Qua questioned the number of building permits for 2020.

Jack Parsons replied 12 permits for new homes, 70 permits in total.

Matt Young stated he had discussed the following with LRPC;

- New Medium Density Residential District along Route 171 at Tuftonboro Corner (now Low Density Residential) – from Phineas Graves Road to Canaan Road (rear boundaries on either side of Route 171 to coincide with parcel boundaries)
- Extend Neighborhood Business District (Center Tuftonboro) along Route 109A from current eastern boundary at Curtis Road west past Federal Corner Road, Ledge Hill Road, the school, library and town offices, and Spider Web to Dame Road, to extend a maximum depth of 500 feet on either side of Route 109A. Would change a portion of that area from Medium Density Residential District to Neighborhood Business District. Either stopping at the western boundary of the current Medium Density District or continue to Dame Road, which would mean changing a portion of Low Density Residential to Neighborhood Business.
- Extend the Neighborhood Business District (Melvin Village) from its current High Street west to Harvest Lane and north to River Heights Road to a maximum depth of 500 feet, changing some of the Medium Density Residential District to Neighborhood Business District.

Jack Parsons agreed that commercial zoning could be enlarged and recommended including the rationale for the proposed changes to the zoning districts.

Bill Marcussen stated it would be helpful to have a visual presentation for the expansion of the zoning districts.

Staff stated Susan Slack informed she would provide such at the public hearing.

Following further discussion, the Board requested the following;

- Include recommendations for cluster development
- Include more recent demographics
- Request the Conservation Commission to review Table 5.3
- Update Table 5.4 Development Activity for 2019 & 2020
- Forward draft Land Use Chapter to Jack Parsons for review
- Further review by Staff

**V. Other Business**

**Steve Hunter Site Plan Review Compliance**

The Board and Jack Parsons discussed such relative to the storage facility on Middle Road and noted the following; paving is not complete, all four storage buildings and drainage swales have been constructed, gate has been installed however, the gate is always open and never locked.

**VI. Public Comment**

None.

**It was moved by Tony Triolo and seconded by Gary Qua to adjourn the September 17, 2020 Tuftonboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business before the Board, the meeting adjourned at 8:40 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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