

TOWN OF TUFTONBORO PLANNING BOARD

September 15, 2022

**7:00 PM
Town Hall, 240 Middle Road**

MINUTES

Members Present: Gary Qua, Chair; Carol Bush, Vice Chair; Tony Triolo, Member, Kate Nesbit, Member, Bob Murray, Selectmen's Representative

Members Absent: George Maidhof, Member; Laureen Hadley, Member

Staff: Susan Burnside

Members of the Public: Al Greymont, Farm Pond Subdivision; Helga Felleisen, Farm Pond Subdivision; Jim Rines, Horizons Engineering; Frank McMahon, Horizons Engineering

7:00 PM Call to order

I. Public Comment - none

Approval of Minutes – August 18, 2022 Planning Board Meeting

The draft minutes from the August 18, 2022 Planning Board Meeting were accepted with the minor addition of Bob Stockman as a public attendee.

Tony motioned to accept the minutes and Carol seconded. All were in favor and the motion passed.

II. Public Hearings

a. Hicks-O'Keefe Boundary Line Adjustment

Jim Rines from Horizons Engineering presented the plans for the Hicks- O'Keefe Boundary Line Adjustment (Tax Maps 25-2-182 and 184) on Cow Island. The purpose of the BLA is to adjust the common boundary line to expand the lake frontage to lot 25-2-184 to allow improvements to the docking system. The adjustment adds approximately 20' more frontage. Lot 25-2-184 gains approximately 49 square feet at the shoreline and lot 25-2-182 gains 49 square feet at the rear of the lot to compensate for the area given to 25-2-184. The result is no net change in area to each lot. The changes are within the town's required frontage. Mr. Rines distributed a new plan that corrects the placement of a pipe that was incorrectly placed on the original plan. Mr. Rines requested a waiver of Subdivision regulation 3.3.1.g (wetlands delineation) as the expense of conducting a new wetland study on an island is not commensurate with any benefit to the Town as the area being exchanged is minimal and does not affect the Town.

Gary asked the Board members if there were any questions or objections regarding the waiver request. There Carol motioned to approve the request for waiver of regulation 3.3.1.g, Kate seconded and the motion passed.

Gary asked for a motion to accept jurisdiction of the application. Bob so motioned and Carol seconded. All were in favor. The motion passed.

Gary asked for a motion to open the public session. Tony so motioned and Kate seconded, all were in favor and the motion passed.

There were no questions from the public.

Gary asked for a motion to close the public session. Tony so motioned, Kate seconded and all agreed. The motion passed.

Gary asked for a motion to approve the application with the following conditions:

1. The applicant will submit a Certification of Monumentation to the Planning Board.
2. The applicant will submit a Mylar for recording the Boundary Line Adjustment with the Carroll County Registry of Deeds.
3. An exchange of deeds is required.

Tony so motioned, Kate seconded and all agreed. The motion passed.

Jim Rines also raised some questions a new Boundary Line Adjustment that he will be submitting for Al Greymont in the Farm Pond Subdivision. Specific details are not available as it has not been surveyed yet. Gary provided answers to his questions. This discussion is a pre-application discussion, no formal documentation was reviewed and the discussion is non-binding.

b. Camp Sentinel Site Plan Review – Construction of a Community Activities Building

Gary explained that review of the application was tabled at the July 21, 2022 Planning Board meeting, as it was missing required pieces of data. Gary had notified the applicant of the deficiencies and the deficiencies were discussed at the July 21, 2022 meeting prompting the decision to table the review. The review was re-scheduled for the August 18, 2022 Planning Board meeting. Representatives from Camp Sentinel attended the August 18, 2022 meeting and described the proposed site plans. However, they notified the board that the engineer hired to design the plans was not able to complete the plans in time for the August 18, 2022 meeting due to staffing issues. At the August 18, 2022 meeting, the Planning Board voted to continue the review of the application until the September 15, 2022 Planning Board meeting.

Gary explained that the engineer for Camp Sentinel still had not completed the plans for review at this meeting (September 15, 2022) and the review would be continued to the October 20 meeting. However, Camp Sentinel must submit completed plans and supporting documentation by September 28, 2022 in order to continue the review at the October 20, 2022 meeting. If these plans are not received by September 28, 2022. The applicant will need to submit the new plans according to the time frame specified in the regulations and new abutters notices and public notices will be required per regulations.

Carol asked for a motion to continue the review until the September 15, 2022 meeting. Tony so motioned and Kate seconded and all were in favor. The motion passed.

c. Short Term Rentals – Working Draft

Gary explained that the draft document is a starting point for developing a plan for the Town to have some oversight of short-term rentals such as Air BnB. The overall goal of the plan is to ensure preservation of the town's rural and quiet character by requiring standards for these rentals and requiring paid permits from the Code Officer.

Bob noted that the draft document refers to a noise ordinance, which the Town does not have. The Town has a nuisance ordinance. Gary suggested that since the Planning Board attorney wrote this document, any revisions should be made by the attorney and this discrepancy would be noted. The Board discussed the rationale for having set standards for short-term rentals relating to septic, noise, number of allowable renters (based on 2 people per bedroom), and fire safety. Both Tony and Carol have been involved with short term rentals for many years and are aware of the types of problems that arise – over-crowding, septic failure, excessive noise that disturbs neighbors, parking problems, etc.

Bob suggested that the Planning Board arrange to hold a public hearing to explain the rationale for a short-term rental policy and obtain feedback from the Town before it goes before town vote in March. The Board agreed that this

should be done. Gary noted that the monies raised by requiring permits would be sufficient to hire someone to monitor the permitting process to alleviate Jack from any additional burden of enforcing. Gary requested that Jack receive a copy of the draft plan for his comments. Gary also noted that other towns in the area have adopted short term rental plans to protect the town and homeowners from any liability that may arise should problems occur with short-term rentals. The Board discussed incidents that occurred in Laconia and Conway that precipitated these towns to adopt policies.

d. Master Plan Implementation

The Board discussed the items listed in Chapter 8 (page 39) of the Master Plan that do not require a town wide vote, such as wetlands setbacks and storm run-off to protect the lakes in the area. Gary noted that Tuftonboro is the only town in the Lakes Region that does not have a shoreland protection plan and relies on the State plan that is rarely enforced. Gary suggested that the Board write a letter to Jack to get his input regarding the implementation items in the Master Plan. Tony suggested that expert advice would be needed for these action items. Gary also mentioned that having the services of a professional planner would help with developing plans for the action items. The Board agreed that more discussion about the Master Plan action items is needed.

e. Budget for 2023.

The Board reviewed the budget for 2022 and made suggestions for the 2023 budget. Susan will revise the 2022 budget with the board's suggestions and work with Cathy Pounder to draft the 2023 budget. The proposed Planning Board budget for 2023 will be presented at the September 26, 2022 Board of Selectmen's meeting.

Adjournment – Tony motioned to adjourn the meeting, Kate seconded and all were in favor. The meeting was adjourned at 8:35 PM.

Respectfully submitted by Susan Burnside