

**TOWN OF TUFTONBORO  
PLANNING BOARD  
November 21, 2019  
MINUTES**

**Members Present:** Matt Young, Chairman, Tony Triolo, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Gary Qua, Laureen Hadley, Kate Nesbit, Members.

**Member Absent:** John Cameron, Member.

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

Chairman Young opened the meeting at 7:00 PM at the Town Offices, 240 Middle Road.

**I. Public Comment**

None.

**II. Consideration of Minutes**

**November 7, 2019**

**Corrections:** Page 1, Consideration of Minutes, Corrections; change "prevue" to "purview"

**It was moved by Tony Triolo and seconded by Kate Nesbit to approve the November 7, 2019 Tuftonboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

**III. Scheduled Appointments/Public Hearings**

N/A

**IV. Action Item**

N/A

**V. Discussion Items**

**Zoning Amendment; Section 3.6.F.13**

Matt Young stated he spoke with Jack Parsons regarding the proposed zoning amendment; noting Mr. Parsons clarified the amendment would include outside storage. He stated Mr. Parsons feels there is a need to address outdoor storage such as boats (commercial). He reviewed the criteria for a Special Exception; noting such would be included as a permitted use by Special Exception.

Gary Qua asked if there was something that precipitated the amendment request.

Matt Young stated he doesn't believe so other than that it exists in the Town and the Codes Officer cannot address the issue because it is not listed in the table of uses. He stated that because it is not listed in the table of uses it is prohibited.

Bill Marcussen stated permitting the use by Special Exception allows for control of the issue.

Gary Qua questioned the limitations.

Bill Marcussen recommended seeking advice from counsel with regard to the language of the proposed amendment.

**Short Term Rentals**

Matt Young stated Gary Qua will schedule a workshop with Justin Pasay, DTC, on short term rentals; noting the Board would invite the BOS, ZBA and Jack Parsons.

Bill Marcussen stated he participated in the NHMA webinar on short term rentals; noting some towns have a procedure in place and that short term rentals are classified as commercial. He stated life safety requirements are more onerous and is a factor in the process; noting that currently there is no organized approach to confirm existing rentals. He asked if the existing zoning addresses the issue.

Matt Young read the following excerpt from the November 7, 2019 minutes; “the Zoning Ordinance includes Bed & Breakfast Inns, Lodging Houses and Tourist Homes not exceeding eight guest rooms; noting the Town has a definition under temporary residential uses. He stated such is permitted in the NHB, MDR and LDR Districts and permitted by Special Exception in the LKR District and is not permitted in the OSF or ISC Districts.”

Kate Nesbit questioned covenants that prohibit commercial use.

Bill Marcussen stated such is not in the Board’s purview and questioned a licensing process through the Town.

Tony Triolo reviewed the State’s Rooms and Meals tax.

Matt Young agreed with implementing a Town licensing process.

Laureen Hadley asked if sprinklers are required for Bed and Breakfasts.

Bill Marcussen replied no, however hard wired smoke detectors are required. He reviewed the NHMA data.

Gary Qua asked if Chief Thompson tracks emergencies during the summer months and the ration to rentals v. non-rentals.

Bill Marcussen stated Chief Thompson keeps records of all calls and could probably extract the data.

**Planning Board Membership**

Staff informed the Board the BOS will be addressing the Planning Board request for the appointments of George Maidhof and Carol Bush on 11/25/19.

Matt Young noted Gerry Maughn has expressed an interest in joining the Planning Board as an alternate and referred Mr. Maughn to Gary Qua to engage in the orientation process.

**Steve Hunter Site Plan Review Compliance**

Matt Young stated he spoke with Jack Parsons regarding such; noting Mr. Hunter is not in compliance with either the ZBA or Planning Board conditions of approval.

**Planning Board Fee Schedule**

The Board reviewed the fee scheduled from the Towns of Wolfeboro, Ossipee, Center Harbor, Gilford, Moultonborough and Laconia and agreed to the following changes to the Planning Board fee schedule;

**SUBDIVISION, BOUNDARY LINE ADJUSTMENT & CONDOMINIUM CONVERSION**

**Payable to Town of Tuftonboro:**

Application Fee	\$150.00
Minor Subdivision (3 lots or less)	\$200.00 (flat fee)
Major Subdivision (4+ lots)	\$100.00/lot or condominium unit
Public Notice Fee	\$100.00
Abutter Notice Fee	\$5.00/abutter

**Payable to the Carroll County Registry of Deeds:**

Notice of Decision Recording Fee	\$12.55 for the 1 <sup>st</sup> page, \$4.00/page thereafter
Plan Recording Fee	\$28.00 (24”x36” plan) <b>OR</b> \$26.00 (22”x34” plan)
L-CHIP Surcharge Fee	\$25.00/plan (separate check required)

**VOLUNTARY LOT MERGER****Payable to Town of Tuftonboro:**

Application Fee \$150.00

**Payable to the Carroll County Registry of Deeds:**

Notice of Merger Recording Fee \$12.00

Notice of Decision Recording Fee \$12.55 for the 1<sup>st</sup> page, \$4.00/page thereafter

**SITE PLAN REVIEW****Payable to Town of Tuftonboro:**

Application Fee \$150.00

Site Plan Review without Site Modification or a  
Change of Use \$100.00

Site Plan Review including Site Modification or  
Amendment \$250.00

Public Notice Fee \$100.00

Abutter Notice Fee \$5.00/abutter

**EARTH EXCAVATION RECLAMATION****Payable to Town of Tuftonboro:**

Application Fee \$150.00

Earth Excavation Reclamation \$300.00

Public Notice Fee \$100.00

Abutter Notice Fee \$5.00/abutter

**It was moved by Kate Nesbit and seconded by Laureen Hadley to move the Planning Board Fee Schedule to public hearing to December 19, 2019 at the Town Offices. All members voted in favor. The motion passed.**

**Mountain Shadows Final Inspection**

Staff informed the Board the final inspection for the Mountain Shadows subdivision is scheduled for next week; noting HE Bergeron will be performing the final inspection.

**VI. Informational Items**

N/A

**VII. Other Business****Cancellation of the Planning Board December 5, 2019 Meeting**

The Board agreed to cancel the December 5, 2019 meeting due to a lack of agenda items and potential lack of quorum.

**CIP Presentation**

CIP Presentation is scheduled for December 3, 2019 at 6:30 pm at the Town House.

**VIII. Public Comment**

None.

**It was moved by Gary Qua and seconded by Kate Nesbit to adjourn the November 21, 2019 Tuftonboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business before the Board, the meeting adjourned at 8:14 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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