

**TOWN OF TUFTONBORO
PLANNING BOARD
September 2, 2021
APPROVED MINUTES**

Members Present: Matt Young, Chairman, Gary Qua, Vice-Chairman, Carol Bush, Tony Triolo, Kate Nesbit, Laureen Hadley, Member, George Maidhof, Alternate.

Member Absent: Bill Marcussen, Selectmen's Representative.

Staff Present: Lee Ann Hendrickson, Administrative Secretary.

Chairman Young opened the meeting at 7:00 PM at the Tuftonboro Town House, 247 Middle Road.

I. Public Comment

None.

II. Approval of Minutes

July 8, 2021

It was moved by Tony Triolo and seconded by Carol Bush to approve the July 8, 2021 Tuftonboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

August 19, 2021

Corrections: Page 3, 12th paragraph; strike "feet building, and that will be fenced." Replace with "fenced in area that will house equipment and antennae."

Page 4, 3rd paragraph; add at the end of the sentence "(speaking to the house that is directly located opposite the highway garage)."

It was moved by Tony Triolo and seconded by Kate Nesbit to approve the August 19, 2021 Tuftonboro Planning Board minutes as amended. All members voted in favor. The motion passed.

III. Public Hearing

Donald and Elaine Littlefield

Tax Map #56-4-4

Site Plan Review; Home Occupation

Public Hearing continued from August 19, 2021

Matt Young stated the Board conducted a site visit at the Littlefield residence located at 760 Northline Road. He read the definition of a home occupation and noted the proposal is permitted per zoning. He noted the public hearing was continued from August 19, 2021.

The Board discussed hours of operation with the applicant and mutually agreed to 9 am – 4 pm.

Gary Qua questioned the width of the driveway.

Elaine Littlefield replied 8.5 wide x 13 deep.

The Board discussed parking requirements and agreed there will not be more than five vehicles at one time.

Matt Young requested Elaine Littlefield sign the waiver request; noting she has requested the following waivers from the Site Plan Review Regulations; Sections 4.3.2, 4.3.2 (B), (C), (D), (F), (G), (H), (J), 4.3.3, 4.3.3 (A), (B), (C), (D), (E), (F), (G), (H), (I), (J), (K), (L).

It was moved by Tony Triolo and seconded by Carol Bush to grant the following waivers; Sections 4.3.2, 4.3.2 (B), (C), (D), (F), (G), (H), (J), 4.3.3, 4.3.3 (A), (B), (C), (D), (E), (F), (G), (H), (I), (J), (K), (L). All members voted in favor. The motion passed.

It was moved by Tony Triolo and seconded by Carol Bush to close the public hearing. All members voted in favor. The motion passed.

Matt Young reviewed the following conditions of approval;

1. Hours of operation shall be 9 AM to 4 PM.
2. There shall be no outdoor display of product visible from the road.
3. A maximum of five customer vehicles are permitted at one time.

It was moved Kate Nesbit and seconded by Gary Qua to approve the Donald and Elaine Littlefield Site Plan Review application, Tax Map #56-4-4, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

**Richard E. and Mary P. Rowsell
Tax Map #15-3-38 & 14-2-34
Boundary Line Adjustment
Formal Submission/Public Hearing**

Rick Rowsell stated he is proposing to take two acres from lot 15-3-38 and add the two acres to lot 14-2-34.

Matt Young stated lot 15-3-38 exceeds the required minimum road frontage of 100' and the 4K area for the proposed well radius is depicted on the plan.

Gary Qua reviewed the setbacks for the zoning district that the lots are located within.

Matt Young stated the application is complete.

It was moved by Tony Triolo and seconded by Kate Nesbit to accept jurisdiction of the application. All members voted in favor. The motion passed.

It was moved by Tony Triolo and seconded by Gary Qua to open the public hearing. All members voted in favor. The motion passed.

Clay Gallagher requested to view boundary line adjustment plan.

It was moved by Tony Triolo and seconded by Kate Nesbit to close the public hearing. All members voted in favor. The motion passed.

Matt Young asked if there are any mortgages on the property.

Rick Rowsell replied no.

Matt Young reviewed the following conditions of approval;

1. The applicant shall set the boundary monuments and submit a Certificate of Monumentation relative to such.
2. This approval is subject to all Federal, State and local permits and any conditions attached thereto.
3. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds.

It was moved Gary Qua and seconded by Carol Bush to approve the Richard E. and Mary P. Rowsell Boundary Line Adjustment application, Tax Map #15-3-38 and 14-2-34, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

IV. Discussion Items

a. LRPC Annual Membership

The Planning Board reviewed the information provided by Staff (LRPC's FY21 Commissioner Handbook, 2019 LRPC Annual Report, 2019 Annual Town Report, 2020 LRPC Annual Report, 2020 Annual Town Report, 2021 Draft Annual Report and a LRPC publication) and determined that minimal services have been provided directly to the Planning Board. The Board agreed the annual membership fees for LRPC should not come out of the Planning Board budget and agreed to forward the information received from LRPC to the BOS for their review and determination of which Town budget the fees should be appropriated out of.

b. 2022 Planning Board Budget

The Board reviewed the current budget and agreed to the following changes for the 2022 budget;

- Decrease 01-4191-01-560 Lakes Region Planning Commission from \$4,555 to \$0
- Increase 01-4191-01-625 Postage from \$800 to \$2000

It was moved by Gary Qua and seconded by Carol Bush to decrease 01-4191-01-560 from \$4,555 to \$0. All members voted in favor. The motion passed.

It was moved by Tony Triolo and seconded by Gary Qua to increase 01-4191-01-625 from \$800 to \$2,000. All members voted in favor. The motion passed.

c. Master Plan Steering Committee Update

Gary Qua stated reviewed the draft plan that was distributed to the Board; noting the font will be larger in the final draft. He stated they are awaiting data from the State and the final document will be 50-60 pages. He stated a second survey will be distributed in October and a public forum is scheduled for 10/23 at the Town House from 11am-1pm. He stated the next meeting is scheduled for 9/29 at 3 pm at the Town Offices.

Laureen Hadley stated there needs to be real/hard numbers cited in the Master Plan rather than statements similar to "a little over 2,000 residents."

V. Other Business

Horizons Engineering Invoice – Farm Island

Matt Young stated Cody Owen has paid the outstanding Horizons Engineering invoice relative to the third party engineer review for the Farm Island subdivision.

VI. Public Comment

No public present.

It was moved by Laureen Hadley and seconded by Tony Triolo to adjourn the September 2, 2021 Tuftonboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business before the Board, the meeting adjourned at 7:39 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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