



TOWN OF SPRINGFIELD

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PLANNING BOARD MEETING MINUTES Thursday, April 16, 2026, 7:00 p.m. Springfield Memorial Building

NOTE: The following minutes are in draft form. They are subject to review and approval by the Planning Board at a future meeting. Changes may be made prior to final approval.

PRESENT:

Tanner Jacques - Chair
Mike Howard - member
Tim Bray - Zoning Coordinator
Ken Jacques - member
Tim Josephson - Upper Valley LSRPC
John Trachy - member
Darrin Patten - member
Jen Roberts - Ex Officio

ABSENT :

Steve Dzubak - Vice Chair

ALSO PRESENT:

Shannah Stone, John Anderson

AGENDA:

2026 Zoning Ordinance Final Signatures

Appointments:

- 7:00 p.m. Shannah Stone - STR Application Hearing
- 7:15 p.m. John Anderson Consultation - Lot Line Adjustment

Review of March 19, 2026, Meeting Minutes

New Business

- The meeting was called to order at 7:00 p.m. by Chairman Jacques. The Board introduced themselves to audience members.
- The Board opened the hearing to review the STR application submitted by Shannah Stone. The Board requested Shannah Stone update the narrative in her application to indicate an outhouse instead of porta-potty, to include a maximum number of additional tents allowed on the property, to designate a tent exclusion area around the fire pit, and to update the site plan drawing to reflect the updated location of the outhouse. The Board also discussed water access at the site and noted that it might be best for the Stones to offer non-potable water and request that their guests provide their own drinking water. Shannah Stone was given a life-safety packet and will be schedule her life-safety inspection. Mike Howard moved to continue the hearing to the next Planning Board meeting on Thursday, May 21, 2026, at 7:05 p.m. Darrin Patten seconded the motion. The motion passed unanimously.
- John Anderson consulted the Board regarding what surveying would be required for a proposed subdivision to sell 33 acres of property abutting Town Farm Road. Mr. Anderson provided a previous survey map prepared in 2012. The Board suggested that Mr. Anderson start by contacting the engineer who prepared the previous survey, contacting his mortgage company about the subdivision, reviewing the subdivision regulations, and completing a subdivision application.

- John Trachy moved to accept the March 19, 2026, meeting minutes as submitted. Jen Roberts seconded the motion. Darrin Patten abstained, and all other members voted to accept the meeting minutes as submitted.
- At 7:52 p.m. Chairman Jacques moved to enter non-public session per RSA 91-A:3, II(b). Ken Jacques seconded the motion. By roll call vote Chairman Jacques voted aye, Mike Howard voted aye, Ken Jacques voted aye, Darrin Patten voted aye, John Trachy voted aye, Jen Roberts voted aye. At this time there was no audience in the Protectworth Room. Tim Josephson was asked to attend the non-public session.
- At 8:02 p.m. John Trachy moved to exit non-public session and seal the minutes. Jen Roberts seconded the motion. By roll call vote Chairman Jacques voted aye, Mike Howard voted aye, Ken Jacques voted aye, Darrin Patten voted aye, John Trachy voted aye, Jen Roberts voted aye.
- Tim Josephson advised the Board that they might want to consider submitting an RFP to hire a Town Engineer. Tim will advise the Board on the RSA posting requirements regarding RFPs.
- The Board discussed the draft proposals submitted by John Trachy for Driveway Plan Certification and Driveway Review Checklist. The consensus was that because current Town of Springfield Driveway Regulations refer to State regulations there is no further need to utilize a Driveway Plan Certification or Review Checklist. Mike Howard outlined the process for when the Town Engineer would be involved in Driveway Application Approval, and that the Planning Board's need to utilize Town Engineer services should be determined on a case-by-case basis.
- At 8:27 p.m. Chairman Jacques moved to enter non-public session per RSA 91-A:3 II(1). Jen Roberts seconded the motion. By roll call vote Chairman Jacques voted aye, Mike Howard voted aye, Ken Jacques voted aye, Darrin Patten voted aye, John Trachy voted aye, Jen Roberts voted aye.
- At 8:40 p.m. Chairman Jacques moved to exit non-public session and seal the minutes. John Trachy seconded the motion. By roll call vote Chairman Jacques voted aye, Mike Howard voted aye, Ken Jacques voted aye, Darrin Patten voted aye, John Trachy voted aye, Jen Roberts voted aye.
- John Trachy stated that updates to the definitions were not made in the 2026 Zoning Ordinance and therefore the ordinance could not be signed. Emily will update the document and send it by email for all Board members to review. After all Board members approve it, a final copy will be submitted to the Board for signatures.
- Chairman Jacques adjourned the meeting at 8:47 p.m.

Submitted by: Emily Rogers, Administrative Assistant