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**TOWN OF SUNAPEE
PLANNING BOARD MEETING MINUTES
SEPTEMBER 11, 2025, 6:30 p.m.
TOWN MEETING ROOM, 23 EDGEMONT ROAD**

Planning Board members present: Peter White, Joe Butler, David Andrews, Randy Clark, Greg Swick, Aaron Whipple, Richard Osborne (arrived at 7:10 p.m.), Lynn Arnold

Planning Board members absent: Doug Carey, Gunnar Blix

Also present: Allyson Traeger, Land Use Administrator; Michael Marquise, Town Planner

CALL TO ORDER / ROLL CALL

Chair White called the meeting to order at 6:33 p.m. and conducted roll call. He appointed Lynn Arnold to vote for Richard Osborne.

NEW CASES

Case #SPR 25-06, Parcel ID 0104-0022-0000 on behalf of 27 Prospect Hill LLC, Rebert Parpinelli, 27 Prospect Hill Road, a Residential District, a Site Plan review to establish 3 multi-family units with a total of 14 dwellings.

DECISION: The application was approved.

DISCUSSION:

Chair White read the case into the record.

Mr. Clark made a motion to accept the application as complete. Ms. Arnold seconded the motion. The motion passed 7-0-0.

Rich Whitehouse and Ben Zoller of VHB, and Gil Aleixo of ALX Construction, appeared before the Board to discuss construction of three buildings consisting of 14 three-bedroom townhouse units. Mr. Whitehouse reviewed the project, highlighting changes that were made as a result of discussions with the Town and drainage concerns from an abutter.

They responded to questions from the Board about issues including utilities, landscaping, lighting, signage, building height, limiting use of salt, and the stormwater management plan. They confirmed that the HOA will be responsible for snow removal and maintaining the drainage system.

Chair White asked for public comment.

Doug Windsor, 6 Prospect Hill Road, expressed concern that the basement of the burned structure was filled with concrete, insulation, and piping, and the possible impact on groundwater. Mr. Aleixo said these materials will be removed during construction. Mr. Windsor recommended hiring an independent building inspector, as this is a commercial-style property. Mr. Marquise noted there will be third-party review of the site work and that the Town does not have a building inspector to provide inspection

49 services. The Board agreed that while it is a good idea, they would not require this of a developer in the
50 middle of a project. The builder would be responsible for ensuring compliance with all building codes.

51
52 Ms. Traeger reiterated that they met with abutter Michelle Oldman, who is in agreement with the
53 proposed arrangements to address her concerns about drainage.

54
55 Chair White closed public comment and the Board began deliberation.

56
57 Mr. Marquise and Ms. Traeger reviewed the conditions of approval.

58
59 **Ms. Arnold made a motion to approve the proposed site plan in Case #SPR 25-06, Parcel ID 0104-0022-
60 0000, with the following conditions: the Town receive all condominium documents and by-laws,
61 including stormwater maintenance and snow removal documentation, prior to the first sale; third-
62 party oversight of the site work hired by the Town, paid for by the applicant; 110% bond, including a
63 hearing covering the site improvements; timing limit of 90 days for the bond hearing and construction
64 completed in two years; include a drip edge with 3/4 to 1" washed stone; include 2-3 additional trees;
65 include a salt minimization plan. Mr. Swick seconded the motion. The motion passed 7-0-0.**

66
67

68 Ms. Arnold was relieved from voting for Mr. Osborne.

69
70 **Case #SUB 25-02, Parcel ID 0120-0009-0000** on behalf of Peter D. & Lauri-Ann Smerald, 300 Jobs Creek
71 Road, a Rural Residential District, two-lot minor subdivision, Lot 1 to be 1.51 acres and Lot 2 to be 21.64
72 acres.

73
74 **DECISION:** The application was approved.

75
76 **DISCUSSION:**
77 Chair White read the case into the record.

78
79 **Mr. Clark made a motion to accept the application as complete, with the noted waivers. Mr. Butler
80 seconded the motion. The motion passed 7-0-0.**

81
82 Keith Smerald, 300 Jobs Creek Road, and Patrick Dombroski, surveyor, appeared before the Board to
83 present a proposed two-lot minor subdivision. Mr. Smerald explained they would like to separate a 1.51-
84 acre parcel from their land for their son and family to build a home. Mr. Marquise noted the need for a
85 sewer easement, if the home on the new lot does not connect to Town sewer. After discussion, it was
86 determined the house would be within 300 feet of the sewer line, so it would have to be connected to
87 the Town sewer.

88
89 Chair White asked for public comment; there was none.

90 Chair White closed public comment and the Board began deliberation.

91
92 **Mr. Clark made a motion to approve the two-lot minor subdivision in Case #SUB 25-02, Parcel ID 0120-
93 0009-0000, subject to the condition that connection into the Town of Sunapee sewer system is
94 required. Mr. Butler seconded the motion. The motion passed 7-0-0.**

95

96 **CONSULTATION**

97
98 **Parcel ID 0237-0001-0000** on behalf of Jesse Yates and Oliver Wobbe, 489 Route 103, a Mixed Use
99 District, consultation on seasonal restaurant operations.

100
101 This consultation was tabled until October 9th, as the participants were not able to attend the meeting.

102
103 **OTHER BUSINESS**

104
105 Review of Master Plan Draft

106 Ms. Traeger reviewed changes made to the Master Plan in response to Board and public comments. The
107 public hearing will be held on September 18th at 6:30 p.m. at The Livery.

108
109 The Board discussed possible edits regarding tuition and non-tuition students in the Sunapee School
110 District, and attempts to renovate the elementary school. Ms. Traeger said the Plan has been created with
111 facts and figures that have been verified. The Board also discussed adding a recommendation to continue
112 to assess and update the Town infrastructure as needed and to prioritize interdepartmental collaboration.

113
114 The Board commented on the high quality of the Master Plan as presented.

115
116 Review of Upcoming Zoning Amendments

117 The Board reviewed the first draft of a list of potential zoning amendments. They discussed creating
118 ordinances on solar farms/arrays and food trucks. They noted the need to integrate the work being done
119 by Forward Sunapee into the ordinances. They reviewed the requirements for pervious paths in the first
120 50' from the water.

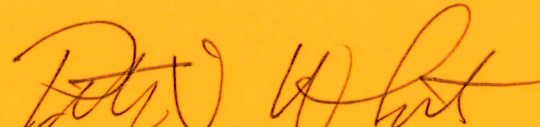
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122 **ADJOURNMENT**


123
124 **Mr. Clark made a motion to adjourn. Mr. Butler seconded the motion. The motion carried unanimously.**

125
126 The meeting was adjourned at 9:27 p.m.


127
128 Respectfully submitted,


129
130 Beth Haggeli
131 Recording Secretary

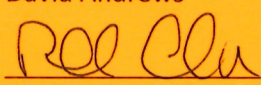
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136 Peter White, Chair

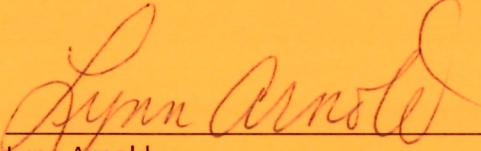
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139 Joseph Butler

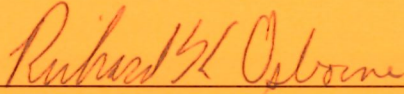
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142 Aaron Whipple

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145 David Andrews

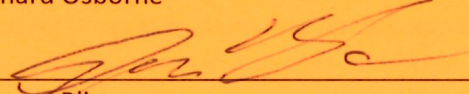
146 
147 _____
148 Greg Swick

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150 _____
151 Randy Clark

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145 Lynn Arnold


Richard Osborne

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148 _____
Doug Carey


Gunnar Blix

SUNAPEE PLANNING BOARD

SIGN-IN SHEET

Date: 09/11/25

NAME

SUNAPEE ADDRESS

Britney Smerald

300 Jobs Creek Rd

Peter Smerald

300 Jobs Creek Rd

PATRICK CHESTNUT

Londonberry, NH

Carlos Eduardo Delfino

Orlando-FL

