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**TOWN OF SUNAPEE
PLANNING BOARD MEETING MINUTES
NOVEMBER 13, 2025, 6:30 p.m.
TOWN MEETING ROOM, 23 EDGEMONT ROAD**

Planning Board members present: Peter White, Joe Butler, Aaron Whipple, Randy Clark, Greg Swick, Richard Osborne, Lynn Arnold, Gunnar Blix, Doug Carey

Planning Board members absent: David Andrews

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.

NEW CASES

Mr. White recused himself from this discussion.

Mr. Butler appointed Lynn Arnold to sit in for Dave Andrews and Doug Carey to sit in for Peter White for this case.

Case #TC 25-66, Parcel ID 0127-0015-0000 on behalf of Scott Scanlon & Christopher Hunt, 169 Lake Avenue, a Residential District, a public hearing for a tree-cutting request that requires Planning Board approval for 6 non-exempt trees to be removed in addition to 20 trees previously approved.

DECISION: The request was approved.

DISCUSSION:

Mr. Butler read the case into the record.

Christopher Kessler of Gradient Landscape Architects presented a proposal for tree removal. He requested a variance to construct a shed within the 50-foot waterfront buffer in an attempt to reduce the number of trees that need to be removed, which was denied. He described the trees they propose to remove and the reasoning for this. He also reviewed the replanting plan.

The Board expressed concern over the impact of removing trees in terms of runoff and the hillside sluffing into the lake. They questioned where stumps would be removed. They asked about the pervious and impervious metrics of the project.

Mr. Butler asked for public comment; there was none.

Mr. Butler closed public comment and the Board began deliberation.

Ms. Arnold made a motion in Case #TC 25-66, Parcel ID 0127-0015-0000, to approve the tree-cutting request as proposed. Mr. Osborne seconded the motion.

49 **Discussion:** Ms. Arnold expressed concern over the steepness of the property and no terracing being
50 utilized. Mr. Kessler explained silt fences will be in place until the soil is knitted back together. Open soil
51 will be woodchipped and mulched, and he proposes adding sod.

52
53 **The motion carried, with Ms. Arnold voting in opposition.**

54
55 Mr. White returned to the Board.

56

57 **OTHER BUSINESS - REVIEW OF UPCOMING ZONING AMENDMENTS**

58

59 **Amendment #1**

60 Amend Sections 2.10/2.20/2.30/3.10/4.10/5.30

61 *Create new Riverfront Zoning District from existing Village-Commercial (VC) District in Sunapee Village.*
62 *Adjust district lines between existing VC and Village Residential (VR) Districts. Revise dimensional controls*
63 *and uses.*

64

65 Mr. Marquise noted the Forward Sunapee Committee is discussing calling this the Waterfront Village
66 Commercial District. He clarified the boundaries of the district. He reviewed changes made since the last
67 Board meeting, including allowing three to six multi-family units per building and up to four single-family
68 dwellings per lot.

69

70 The Committee proposed limiting restaurants to 3,200 square feet and 800 square feet of seasonal
71 deck/patio, and members of the Committee explained this proposal. The Board discussed ways to achieve
72 the goal of restricting restaurant size, noting residents' desire to protect the small-town nature of the
73 community. They also discussed the desire not to restrict business. The Board asked the Committee to
74 discuss this further, and the Board will address it at the next meeting.

75

76 Chair White asked for public comment and residents spoke in support of keeping in mind what the
77 community has requested. They also asked for clarification of parking requirements.

78

79 **Stu Greer**, co-chair of the LSPA Watershed Committee, asked for clarification of the Town's request for an
80 exemption from the Shoreland Protection Act for specific lots along the lake. Ms. Traeger explained if the
81 exemption is granted, the Town's zoning ordinance would stand until the Board has time to discuss the
82 exemption and amend any applicable ordinances. Mr. Marquise provided background for this request.

83

84 Mr. Marquise reviewed the requested changes to the sign allowance.

85

86 **Amendment #2**

87 Section 3.40(e) – Additional Requirements

88 *Reduce parking requirements to meet new state mandate of one space per unit. This is required by SB 284*
89 *state mandate.*

90

91 Mr. Marquise reviewed the proposed changes.

92

93 Chair White asked for public comment; there was none.

94

95 **Amendment #3**

96 Section 3.50(l) - Special Exceptions

97 *Consider all setbacks as an allowable reduction parameter*

98

99 Mr. Marquise reviewed the proposed changes.

100

101 Chair White asked for public comment.

102

103 **Stu Greer** asked a clarifying question.

104

105 **Amendment #4**

106 Amend Section 4.33(B)(8)(b)(viii) – Shoreline Overlay District – Specific Provisions & Article XI - Definitions

107 *Review the requirements for a pervious path. Determine if DES allowances for certain surfaces is consistent*

108

109 *with Sunapee’s goals. Create definition as needed.*

110

111 Mr. Marquise reviewed the proposed changes.

112

113 The Board discussed the need to define "pervious," and the role of variances and special exceptions in

114

115 relation to this ordinance. They agreed that this amendment was a good first step in addressing the issue.

116

117 **Amendment #5**

118 Add Section 4.75 – Solar Energy Systems

119 *Create a new section outlining the definition of various size solar farms/arrays. Add requirements for siting,*

120

121 *buffering, and allowable locations.*

122

123 Ms. Traeger reviewed the proposed changes, which allow solar as an accessory use.

124

125 The Board discussed the restrictions of accessory use, including whether selling solar power constitutes a

126

127 separate business for a commercial entity.

128

129 Chair White asked for public comment.

130

131 A resident asked for clarification of limiting the system to less than 0.5 acre of facility area. The Board

132

133 agreed that standalone solar uses require more discussion; the intent at this point is to create a definition

134

135 so that solar energy can be included in the ordinances. Any requests for over 0.5 acre would come to the

136

137 Board for site plan review.

138

139 A resident asked how solar at municipal buildings would be addressed and the Board explained.

140

141 Residents urged the Board to discuss solar farms in the future. They also suggested changes in wording to

142

143 clarify the intent of the ordinance.

144

145 **Amendment #6**

146 Amend Section 4.90 – Accessory Dwelling Units

147 *Eliminate the special exception requirement for adding an ADU and allow for a potential second ADU by*

148

149 *special exception.*

150

151 Mr. Marquise reviewed the proposed changes.

152

153

144 The Board discussed the possibility of offering financial incentives to construct ADUs. They clarified that
145 of the two ADUs, only one detached is allowed.

146
147 Chair White asked for public comment; there was none.

148
149 **Amendment #7**

150 Amend Section 10.20 – Appeals to Zoning Board of Adjustment
151 *Change “reasonable time” to 30 days for an appeal to be filed for any action of an administrative officer.*
152 *Required by HB296 state mandate*

153
154 Mr. Marquise reviewed the proposed changes.

155
156 **Amendment #8**

157 Amend Section 4.10 - Uses & Article XI - Definitions
158 *Add food trucks to the following districts:*

159
160 Mr. Marquise reviewed the proposed changes.

161
162 The Board discussed how the ordinance should be applied and how it would be enforced. They discussed
163 where food trucks should be allowed. They also discussed what use triggers the need for site review. They
164 discussed requiring that food trucks be licensed and whether permits should be required.

165
166 Chair White asked for public comment.

167
168 A resident suggested clarifying "preparing" and "cooking" food in a food truck. Residents discussed the
169 impact of food trucks on local restaurants and questioned why they should be allowed. They offered
170 definitions of food truck.

171
172 The Board discussed allowing food trucks on municipal property subject to Selectboard approval. Ms.
173 Traeger asked Mr. Whipple to address this with the Selectboard and he agreed.

174
175 **Amendment #9**

176 Article XI – Definitions – Maximum Structure Height
177 *How do we deal with railings/fences around rooftop decks.*

178
179 Mr. Marquise reviewed the proposed changes.

180
181 Chair White asked for public comment; there was none.

182
183 Mr. Marquise and Ms. Traeger reviewed the timeline for approving the zoning amendments.

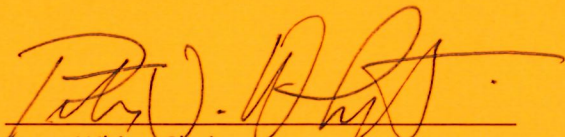
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185 **ADJOURNMENT**


186
187 **Ms. Arnold made a motion to adjourn. Mr. Butler seconded the motion. The motion carried**
188 **unanimously.**


189
190 The meeting was adjourned at 9:36 p.m.

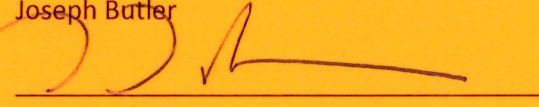
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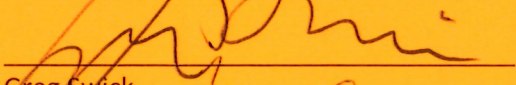
192 Respectfully submitted,
193 Beth Haggeli
194 Recording Secretary

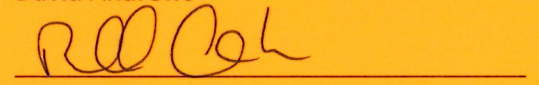
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199 Peter White, Chair

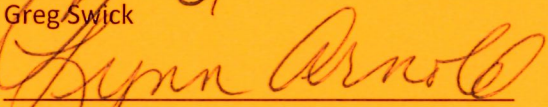

Joseph Butler

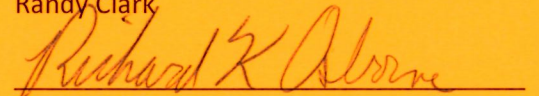
200 
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202 Aaron Whipple


David Andrews

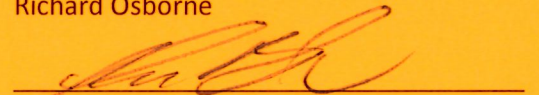
203 
204
205 Greg Swick


Randy Clark

206 
207
208 Lynn Arnold


Richard Osborne

209
210
211 Doug Carey


Gunnar Blix

SUNAPEE PLANNING BOARD

SIGN-IN SHEET

Date: 11/13/2025

NAME

SUNAPEE ADDRESS

CHRIS KESSLER

GRADIENT FILL

Bette Nowack

60 Ridgewood Rd

Jim Williams

22 Ridgewood Rd

Tim Fenton

68 Dowd

Stu Greer

84 Oak Ridge Rd.

Deb Pascaleo

323 Lake Ave