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**TOWN OF SUNAPEE
PLANNING BOARD MEETING MINUTES
NOVEMBER 20, 2025, 6:30 p.m.
TOWN MEETING ROOM, 23 EDGEMONT ROAD**

Planning Board members present: Peter White, Joe Butler, Aaron Whipple, Randy Clark, Lynn Arnold, Gunnar Blix

Planning Board members absent: Greg Swick, Richard Osborne, Doug Carey

Also present: 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.

REVIEW OF DRAFT ZONING AMENDMENTS

Amendment #1

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

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

Mr. Andrews recused himself from voting and discussion on this issue as a Planning Board member.

Mr. Andrews, as a member of the Forward Sunapee Planning & Zoning Committee, explained that the committee researched restaurants in surrounding towns and decided to increase the recommended capacity to 3,600 square feet inside, 700 square feet outside, for a total square footage of 4,300 square feet.

The Board discussed how this would impact parking and seating capacity. They expressed concern over restricting capacity, suggesting that businesses will self-regulate according to lot size and available parking. Mr. Andrews said the intent was to protect the village character of the district. They discussed Lower Main not being able to handle increased traffic from a large restaurant.

Chair White opened public comment.

Patty Schwarzkopf, a Committee member, pointed out the Route 11/Route 103B corridor is included in this district. She asked for comments on a big restaurant opening on Route 11, noting the desire for traffic calming in this corridor was expressed at the charrette.

Anthony Dolan advised not over-regulating seat count, and said restaurateurs look at demographics of an area when considering opening a restaurant, not traffic counts. He suggested extending the district and inviting larger Class A operators to open restaurants on Route 11, as this could contribute to improving the Town's infrastructure. He spoke to the need for balance and not being too restrictive.

48 **Ann Bordeianu** (online), a Committee member, said large restaurants would not fit the character of this
49 district, and noted this proposal reflects feedback from the community. The Committee felt the intensity
50 of use of a restaurant would be greater than that of a retail site.
51

52 **Annie Montgomery**, a Committee member, said the Committee has worked to balance growth,
53 development, and the “smallness” of the community. She kept her business small to lessen disruption on
54 Lower Main Street.
55

56 **Chris Whitehouse** spoke to setting these limitations as being convenient.
57

58 The Board discussed why retail and restaurant spaces do not have similar size limitations. The Committee
59 recommended a 10,000-square foot limit on commercial buildings. Mr. Andrews clarified the intent was
60 to limit the size of the establishment, not the type of business, in a commercial building.
61

62 **Lisa Hoekstra** suggested this amendment creates a lot of growth and asked why it is being presented, if
63 the intent is to limit growth. She spoke against regulation.
64

65 **Paul Larocque**, a Committee member, said these recommendations make this district less restrictive, not
66 more so.
67

68 **Katrina Hill**, a Committee member, said they were envisioning an attractive barn-type structure instead
69 of a strip mall when suggesting a 10,000-square foot limit.
70

71 **Ann Bordeianu** (online) said the Committee felt the intensity of use of a restaurant would be greater than
72 that of a retail site. She noted there is interest in mixed-use buildings.
73

74 The Board discussed concerns over placing restrictions on business.
75

76 **Jim Williams**, Water and Sewer Commission member, said the Town sewer system is almost at capacity.
77

78 Mr. Marquise reported the Water and Sewer Department said there is 90,000 gallons/day additional
79 capacity. No one entity can take more than 10% of the remaining capacity.
80

81 The Board agreed to set a 5,000-square foot limit on restaurants and 3,200-square foot limit on retail,
82 with anything larger requiring a special exception from the ZBA.
83

84 The Board discussed limiting building height, noting the community has expressed the desire to reduce
85 the allowable height. After discussion, the Board agreed to limit building height to no more than 38 feet.
86

87 **Ann Bordeianu** (online) said the average height of buildings in communities with a harbor/waterfront
88 district was 35 feet.
89

90 Mr. Andrews noted that hotel/motel is now allowed by a special exception.
91

92 **Chris Whitehouse** questioned changes in dimensional controls and permitted uses.
93

94 **Lisa Hoekstra** asked about the cost of the amendments to the Town. She spoke to the intention of the
95 charrette. She asked for separate amendments for Upper Main Street and the harbor, and for Lower Main
96 Street. She suggested short-term rentals owner-not-in-residence should be allowed by special exception.
97

98 The Board thanked the Committee for their hard work.
99

100 The Board agreed to move this amendment to public hearing, with the changes made at this meeting.
101

102 Mr. Andrews returned to the Board.
103

104 **Amendment #2**
105 Section 3.40(e) – Additional Requirements
106 *Reduce parking requirements to meet new state mandate of one space per unit. This is required by SB 284*
107 *state mandate.*
108

109 Mr. Marquise noted there were no changes since the last meeting.
110

111 Chair White asked for public comment; there was none.
112

113 **Amendment #3**
114 Section 3.50(l) - Special Exceptions
115 *Consider all setbacks as an allowable reduction parameter*
116

117 Mr. Marquise noted there were no changes since the last meeting.
118

119 Chair White asked for public comment; there was none.
120

121 **Amendment #4**
122 Amend Section 4.33(B)(8)(b)(viii) – Shoreline Overlay District – Specific Provisions & Article XI - Definitions
123 *Review the requirements for a pervious path. Determine if DES allowances for certain surfaces is consistent*
124 *with Sunapee’s goals. Create definition as needed.*
125

126 Mr. Marquise noted there were no changes since the last meeting.
127

128 Chair White asked for public comment; there was none.
129

130 **Amendment #5**
131 Add Section 4.75 – Solar Energy Systems
132 *Create a new section outlining the definition of various size solar farms/arrays. Add requirements for siting,*
133 *buffering, and allowable locations.*
134

135 Mr. Marquise reviewed the changes made as a result of discussion at the last meeting regarding the
136 accessory nature of commercial solar energy systems.
137

138 Chair White asked for public comment.
139

140 **Lisa Hoekstra** asked about minimum lot sizes for ground-mounted solar arrays. She asked for clarification
141 of dual system design requirements.

142
143 A resident spoke to the need to ensure the wording on the ballot clearly represents the intent of the
144 amendment.

145
146 **Amendment #6**
147 Amend Section 4.90 – Accessory Dwelling Units
148 *Eliminate the special exception requirement for adding an ADU and allow for a potential second ADU by*
149 *special exception.*

150
151 Mr. Marquise reviewed the change made as a result of discussion at the last meeting, that only one ADU
152 may be detached from the main dwelling.

153
154 Chair White asked for public comment.

155
156 As the result of a question from **Chris Whitehouse**, the Board clarified that an ADU may be used as a short-
157 term rental if allowed in the district.

158
159 The Board discussed limitations on ADUs, including size and number of bedrooms.

160
161 **Lisa Hoekstra** asked about an existing structure being classified as an ADU.

162
163 **Amendment #7**
164 Amend Section 10.20 – Appeals to Zoning Board of Adjustment
165 *Change “reasonable time” to 30 days for an appeal to be filed for any action of an administrative officer.*
166 *Required by HB296 state mandate*

167
168 Mr. Marquise noted there were no changes since the last meeting.

169
170 **Amendment #8**
171 Amend Section 4.10 - Uses & Article XI - Definitions
172 *Add food trucks to the following districts:*

173
174 Mr. Marquise reviewed the change made as a result of discussion at the last meeting, adding Mixed-Use
175 1 and Georges Mills Village to the districts where food trucks are allowed. The last sentence in the
176 definition of food trucks should be replaced with, “A food truck may be used without site plan review at
177 any location in Town if it is a special event or on Town property, if it has an operating permit from the
178 Selectboard.”

179
180 Chair White asked for public comment.

181
182 **Lisa Hoekstra** asked for clarification of a private event and an operating permit.

183
184 Mr. Marquise agreed to obtain input from counsel about the wording of this amendment.

185
186 **Amendment #9**
187 Article XI – Definitions – Maximum Structure Height
188 *How do we deal with railings/fences around rooftop decks.*

189

190 Mr. Marquise noted there were no changes since the last meeting.

191

192 Chair White asked for public comment.

193

194 Lisa Hoekstra spoke to this amendment limiting living space.

195

196 Chair White clarified that all amendments will be moved to the public hearing on December 18,2025. The
197 Board reviewed the process of approving amendments.

198

199 **ADJOURNMENT**

200

201 Ms. Arnold made a motion to adjourn. Mr. Butler seconded the motion. The motion carried
202 unanimously.

203

204 The meeting was adjourned at 10:00 p.m.

205

206 Respectfully submitted,

207 Beth Haggeli

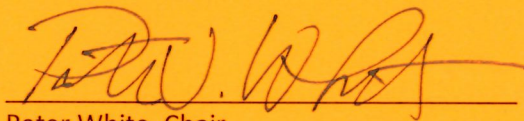
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Peter White, Chair

Peter White, Chair

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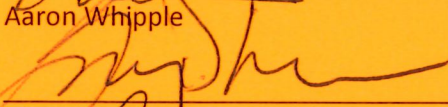
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Aaron Whipple

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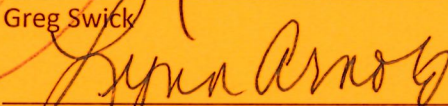
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Greg Swick

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Lynn Arnold


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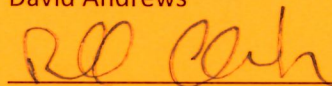
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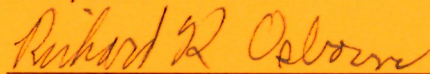
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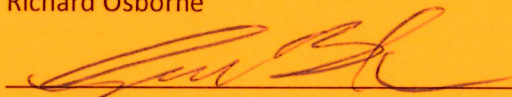

Doug Carey


Joseph Butler


David Andrews


Randy Clark


Richard Osborne


Gunnar Blix

SUNAPEE PLANNING BOARD

SIGN-IN SHEET

Date: 11/20/25

<u>NAME</u>	<u>SUNAPEE ADDRESS</u>
<u>Nick Boisvert</u>	<u>52 Lower Main St</u>
<u>Barbara Sullivan</u>	<u>71 Bullock Hill Rd</u>
<u>Heather Horan</u>	<u>231 Lake Ave</u>
<u>Steve Horan</u>	<u> " "</u>
<u>Phil Hannell</u>	<u>101 Lake Ave</u>
<u>Taymarino</u>	<u>257 Blue Hill</u>
<u>Phil & Patty Schwarskept</u>	<u>41 Garnet St.</u>
<u>BRIAN COER</u>	<u>116 LOWER MAIN STREET</u>
<u>Laura Puzza Herd</u>	<u>503 North Rd</u>
<u>Alison Walsh</u>	<u>3 School St</u>
<u>Kela Emery</u>	<u>18 School St</u>
<u>Sharon Parsons</u>	<u>511 North Rd.</u>
<u>Anthony Pidem</u>	<u>18 Sunapee Heights Ct.</u>
<u>GREG YOUNG</u>	<u>37 LOWER MAIN ST</u>