

**TOWN OF EATON
PLANNING BOARD
January 15, 2025**

The Planning Board held their regular meeting on January 15, 2025, at 6:00 pm. Present were Chairman Dennis Sullivan, Judy Wilson, Selectmen's Representative Greg Grinnell, Peter Klose, and John Hedden. The meeting was called to order at 6:00 pm and Chairman Sullivan appointed alternate Peter Klose as a Board Member for the evening.

Meeting Minutes

The Board reviewed the Minutes from November 20, 2024. Dennis Sullivan made two corrections. ***Judy Wilson made a motion to adopt the amended Minutes, seconded by Peter Klose. The motion carried by unanimous roll call vote.***

The Board reviewed the Minutes from December 18, 2024. ***John Hedden made a motion to approve the Minutes as written, seconded by Greg Grinnell. The motion carried by unanimous roll call vote.***

Select Board Report

Selectmen's Representative Greg Grinnell gave the Select Board Report. The Board Members were shown a map of the Chorem property. Potter Road, which is designated as scenic, runs through their land. The Chorem's would like to cut four trees along the road to make room for a pole to be installed so electricity can be run to their home. There is a question if the property owners need to seek Planning Board approval for cutting trees along a scenic road, since they own the land in question. Chairman Sullivan reviewed the information and determined that the RSA does not prevent tree cutting on your own land.

Selectmen's Representative Greg Grinnell also presented an email from a Charter School inquiring about buying a piece of property in Eaton upon which to build an educational farm. The property address is 00 Brownfield Road, Lot #4. The letter stated that while the Charter School was exempt from following Town and State Zoning Ordinances, they would like to work with the Town to make sure the property would work for a farm. Chairman Sullivan stated that while schools are exempt from following Zoning Ordinances, they are still required to follow environmental regulations. On the property in question, the part nearest to the road has wetlands. There is a shared driveway that goes across the wetland and steep slopes. Chairman Sullivan stated that the soil type on the property by the wetlands and steep slope is not good for farmland, but that the rest of the property has relatively good soil for farming. Chairman Sullivan stated that for now, the Planning Board needs to stay aware of the situation, and that it is a positive that the school wants to work with the Town. Chairman Sullivan stated that the Town should try to help the school find a solution that will have the least impact on the wetlands and steep slopes. Other concerns are the driveway permit, increased traffic into Town and space for parking.

John Hedden stated that the Board needs to consider if this would be a "tipping point" for the Town, and stated that if a school is located here, the Town might need to add services, such as fire and police. Peter Klose asked if the Board should contact the school now or wait for the school to approach the Board. Chairman Sullivan stated that the school has not purchased the land yet, and the Board can wait. John Hedden suggested being helpful and opening a line of communication with the school to keep the relationship positive. Chairman Sullivan agreed and stated that he would draft a letter with the Selectmen.

Selectmen's Representative Greg Grinnell also reported that the survey done on Town Hall has been completed by Ron Briggs and it is now official.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission. The Conservation Commission met with Emily Lucy, who will be the new blueberry harvester on Foss Mountain, and are encouraged by her plan and enthusiasm about this year's harvest. Chairman Sullivan also reported that the Conservation Commission has reviewed some concerning water quality reports on Thurston Pond and other local waterways. The testing has revealed concerning levels of phosphorus and other contaminants pointing to possible septic tank contamination. The Select Board has been notified, and they will discuss approaching the community about their septic systems and work with the Town's Highway Department on taking courses about low salt zones. The prescribed burns on Foss Mountain may not take place due to insurance issues with the Town. The Conservation Commission determined the idea to implement "Beaver Deceivers" will not work, because the dams are not high enough. Finally, the Conservation Commission noted that the majority of the responses on the Questionnaire are in favor of more protection of wetlands, and that they support doing so as well.

Madison Cell Phone Tower

Selectman's Representative Greg Grinnell gave a report on the possibility of a cell phone tower being erected on the top of King Pine Ski Area Madison. It will be a 150' "mono pole" style in design and will be located at the top of the ski hill. This is proving to be a heated topic for debate among abutters to King Pine, with many people attending the Madison Planning Board meeting to oppose the project. The Madison Planning Board meeting will be available to stream online, and a recorded version will also be available on their website. Selectmen's Representative Greg Grinnell stated that if this cell phone tower gets approved in Madison, it would make the Town of Eaton's cell phone tower redundant and no longer needed.

Master Plan

The Board worked on Chapter Two of the Master Plan, which is the "Quality of Life" section. Chairman Sullivan stated that Chapter Two should reflect the people's vision for the Town. Selectmen's Representative Greg Grinnell expressed concern over how some of the Questionnaire results had been categorized and stated that the organization

seemed to skew some of the responses in a negative way. Chairman Sullivan clarified that the seemingly negative responses have to do with that specific question, which is "What changes are occurring in Eaton that are most concerning to you?" and therefore the answers will be the concerns of the residents. Chairman Sullivan stated that there are many positive responses under more specific questions, such as the question regarding cell phone coverage. Selectmen's Representative Greg Grinnell addressed the Questionnaire responses regarding the concerns of residents about increased traffic on Route 153 and Brownfield Road. Selectman's Representative Greg Grinnell informed the Board about changes happening to Route 16 in Albany and stated that NHDOT is planning to install a roundabout and rumble strips in the median and expressed concern about people wanting to avoid that stretch of road and choosing to drive through Eaton, therefore increasing traffic even more. The Board discussed the issues with semi-trucks and trailers on Route 153 and the Questionnaire concerns regarding speed. Chairman Sullivan stated that Route 153 is a state road, and the State controls the speed limit, however, the Town can request a speed limit change.

The Board began to discuss the need for cell phone coverage in Town. George Diller commented that he likes the old cell tower document. John Hedden stated that the language in that document is twenty years old, and that he worries that could have a significant impact on the Town's ability to have a cell tower. John Hedden stated that per the last meeting, the language in that document will be updated. John Hedden stated that people are ready for cell phone service, and the Town just needs to figure out how to go about providing it. John Hedden stated that there should be a comment in the Master Plan on the importance of cell phone service in Town, and that the updated cell phone regulations need to address the concerns of preserving natural beauty but at the same time not impacting the ability to put in a tower.

The Board began to work on Chapter Two. John Hedden stated that he is happy with the current draft but suggested adding a section about the key risks to the Town and how to protect against them, such as: losing the Town's rural character, becoming financially unstable and needing to merge another town, water quality decreasing, or losing important local businesses. John Hedden and Peter Klose agreed to work together to write the key risks for the chapter.

Anne Jenkins expressed concerns about housing and population turnover and stated that she feels young people will not want to move here. The Board discussed the need for affordable housing for locals and limiting second homes and short-term rentals. Selectman's Representative Greg Grinnell stated that another issue holding back younger families from moving here is lack of jobs and lack of cell phone coverage, which limits the ability to work from home. Chairman Sullivan stated that affordable housing is a big issue and suggested allowing more apartment and room rentals. Selectman's Representative Greg Grinnell agreed with the Town needing more connectivity to make it possible for residents to have remote jobs, however he made it clear that the Selectmen's main reason for wanting cell phone coverage in Town is for safety.

The Board then discussed the format of the Master Plan. Peter Klose explained the reasoning behind the current formatting, which has an appendix, as being partly because of data storage problems ten years ago when it was written. We do not have those same issues today, so it was suggested by the Board to bring the appendix back into the main body of the Master Plan. Judy Wilson and John Hedden stated their preference for the Master Plan being one document and getting rid of the appendix. Chairman Sullivan stated that since data concerns are no longer relevant, the Town will be able to offer the full version of the new Master Plan online. Chairman Sullivan also noted that all the chapters in the Master Plan currently have a quote associated with them and asked the Board Members if they liked having the quotes or if they should be removed. The Board unanimously agreed to keep quotes for each chapter, but keeping open the possibility of updating or changing the specific quotes.

Greg Grinnell made a motion, seconded by Peter Klose, to adjourn the meeting at 8:01 pm. The motion passed by unanimous roll call vote.

Respectfully submitted,

Bethany Hicks

Bethany Hicks

**TOWN OF EATON
PLANNING BOARD
February 19, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, February 19, 2025. Present were Chairman Dennis Sullivan, Judy Wilson, John Hedden, Kevin Conklin and Cindy Hall. The meeting was called to order at 6:00 pm.

Review of Minutes

The Board reviewed and amended the Minutes of January 15, 2025. ***Cindy Hall made a motion, seconded by Judy Wilson, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

Preliminary Review – Jeffrey & Erin Perry

Andy Fisher of Ammonoosuc Survey met with the Board regarding a proposed Cluster Development. Andy Fisher explained that there will be four houses with 35 percent of the property set aside as open space. Chairman Sullivan explained that land in the setbacks and ridgeline areas can be used in the land calculations, but that the steep slopes cannot be used as those areas are not buildable. Chairman Sullivan noted that the plans should show that the very steep slopes are not being used in land calculations. Andy Fisher noted that NHDOT has approved two driveways. Chairman Sullivan stated that care should be taken to make sure that the driveways do not exceed the permitted 10 percent slope.

Chairman Sullivan explained that a Cluster Development is only permitted within the Rural Residential District (RRD) and noted that this property is split between the Rural Residential and Village Districts (VD). Cindy Hall questioned whether the houses can be located within the RRD. Andy Fisher noted that the lots straddle the District line. John Hedden questioned why Cluster Developments are prohibited within the VD. Chairman Sullivan noted that research can be done to determine why this restriction was adopted.

The Board requested that Counsel be contacted to ask if the Board can consider an application where the proposed lots straddle the District line, if it is acceptable if the structures are within the RRD, can the Planning Board waive the restriction and how to handle the Current Use land for this development.

Andy Fisher noted that this proposal reflects the spirit of the regulation. Cindy Hall stated that the proposal does seem to meet the intent but that legal guidance is needed. Judy Wilson questioned whether this lot can be further developed in the future. Chairman Sullivan stated that there are restrictions on the open space.

Selectmen's Report

It was reported that Greg Grinnell was attending the Madison Zoning Board of Adjustment meeting regarding the proposed cell tower at King Pine.

Chairman Sullivan reported that the Charter School has expressed interest in property on Roberts Road and that he has offered to meet with representatives of the School.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and upcoming projects. Chairman Sullivan gave an update on the Zoom meeting with Bob Craycraft regarding Thurston Pond and noted that Steve Kafka will be meeting with the NH Lakes Association regarding Thurston Pond. Chairman Sullivan stated that Cliff Cabral will be diving in Crystal Lake in July to look for invasive species.

Master Plan

John Hedden gave an overview of Chapter 3 (Roads) and noted that there should be language regarding scenic roads. John Hedden noted that financial information should also be included for long-term planning. Cindy Hall stated that the traffic on Route 153 should also be addressed. John Hedden will work on updates to the Chapter for next meeting.

John Hedden suggested adding Chapters to the Master Plan and suggested that Board members read Master Plans for surrounding Towns.

The Board's projected schedule is as follows: March – Chapter 5 (Recreation), April – Short-Term Rental regulations, May – Chapter 4 (Town Operations) and June – Wetland buffers.

Judy Wilson made a motion, seconded by Cindy Hall, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
March 19, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, March 19, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin John Hedden, Cindy Hall and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm.

Review of Minutes

The Board reviewed the Minutes of February 19, 2025. Cindy Hall requested and the Board concurred, that more detailed information be in the Minutes regarding the section of Regulations/Ordinances that Board members refer to when giving comments to applicants. ***Kevin Conklin made a motion, seconded by Cindy Hall, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Selectmen's Report

John Schmerfeld gave an overview of the report by William Heath and Dan Jones on the salt training they recently attended. John Hedden questioned whether the use of liquid rather than crystals was discussed. John Schmerfeld stated that liquid is less effective and noted that the Town of Madison is moving away from using the liquid salt.

John Schmerfeld stated that the Selectmen are reviewing available training and schedules for new Planning and Zoning Board members. John Schmerfeld explained that there are many bills proposed and reported on in the NHMA Legislative Bulletin that the Selectmen are monitoring and asking representatives to oppose.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and noted that the Commission is reviewing the draft Wetlands Ordinance in order to give the Planning Board feedback. Chairman Sullivan stated that enforcement may be done by NHDES but if properties cannot be viewed, how is compliance determined. Chairman Sullivan noted that the NH Lakes Association is assisting with the creation of education materials.

Chairman Sullivan gave an update on a possible prescribed burn and the zoom session with Bob Craycraft of UNH regarding water test results of Thurston Pond.

Preliminary Review – RJ2 Property Management

Chairman Sullivan and Vice Chair Kevin Conklin stepped down due to a conflict of interest.

Loralie Gerard of Bergeron Technical Services met with the Board as agent for the applicant regarding a concurrent proposed seven-lot subdivision and boundary line adjustment on Youngs Road (R04-024). Loralie Gerard explained that all lots are more than 5 acres and that lot #7 will be combined with the abutting property.

Loralie Gerard noted that a waiver request will be submitted for the Site Specific Soil Map as set forth in Section 4.06 (e) of the Subdivision Regulations. Cindy Hall stated that there are wetlands so it would be valuable to have those areas mapped. Loralie Gerard explained that a soil scientist has already mapped the wetland areas and submitted a soil map. Loralie Gerard noted that test pits will be done and that further soil testing can be done if test pit results show anything different. It was noted that Soil Scientist Greg Howard indicated that the wetlands are isolated with no sign of being connected. John Hedden questioned the slopes and Loralie Gerard stated it was 15 to 25%. John Hedden noted that according to the regulations, Class D slopes may need larger lot sizes. Loralie Gerard gave an overview of the useable land for each lot and that soil classifications will be presented with a topo map showing elevations. Loralie Gerard explained that all lots meet required road frontage and that most of the lots are within the Ridgeline zone.

Cluster Development – Jeffrey & Erin Perry

At 6:30 pm, Chairman Sullivan opened the Public Hearing on an application by Jeffrey & Erin Perry for a four-lot Cluster Development on Brownfield Road (R03-040). Chairman Sullivan explained the process for the Public Hearing.

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. No correspondence was received. ***Kevin Conklin made a motion, seconded by John Hedden, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Andy Fisher of Ammonoosuc Survey gave an overview of the proposed Development and noted that 3 lots are 1 acre each, the 4th lot is approximately 16 acres and that 21-1/2 acres is reserved as open space. Andy Fisher stated that approximately 14 acres is required for open space but steep slopes have been excluded from the calculations of qualified land. Andy Fisher stated that the two driveways have been approved by NHDOT and that building locations have been designated within the Rural Residential (RR) District. Kevin Conklin noted that Lot #3 looks difficult to site a building within the RR District. Chairman Sullivan stated that according to Article 3 of the Zoning Ordinance, it may be possible for a structure to straddle the District lines. Chairman Sullivan explained that this application is regarding the lots and not about location of structures. Chairman Sullivan stated that of the 39.67 acres, 19.13 acres are contained within the 4 lots and 21.56 is open space, thereby making the calculations incorrect.

Chairman Sullivan stated that the driveways must comply with the Steep Slope regulations and that the driveway to Lot #4 may be tight. Andy Fisher noted that there will be some excavation work required and that it was taken into consideration when locating the driveway. John Hedden stated that more information regarding the ability to construct the driveway should be provided. Andy Fisher stated that the driveways will be designed correctly and that the plan only shows the portion of driveway to be shared rather than the exact location.

At 7:01 pm, Chairman Sullivan opened the Hearing for public comment. Dick Fortin questioned what land is exempt from open space calculations based on slope and wetlands. Chairman Sullivan explained that 35% must be open space and that slopes over 25% cannot be used in those calculations. Andy Fisher stated that there are wetlands but they have not been delineated because of the size of the lots and there being no wetlands in the building area. Dick Fortin noted that the plan should show the wetland areas. Chairman Sullivan stated that wetlands within the open space area could deem this plan as not meeting regulations and that a wetlands survey should be completed. Andy Fisher stated that nothing points to there being wetlands and that the survey focused on the areas to be developed and questioned whether the Board would allow only certain areas to be reviewed. Dick Fortin noted that there are wet areas at the back section of the lot. Chairman Sullivan stated that he would like to see where there could be wetlands. John Hedden stated that the Board should be mindful of the requirements of the Cluster Development regulations.

Dick Fortin questioned whether the open space remains in Current Use. Chairman Sullivan stated that Town Counsel reviewed the issue and stated that open space is no longer eligible for Current Use. Andy Fisher stated that the open space could be treated as conservation land or placed under a Payment in Lieu of Taxes agreement. Chairman Sullivan noted that there will be an agreement with the Town or other owners as set forth under Section V.D of the Cluster Development regulations. Andy Fisher stated that there will need to be a homeowner association. Chairman Sullivan noted that a condition of approval would be submission of draft agreements.

Jeff Perry stated that the plan does not depict the driveways as he envisions them to be constructed. Cindy Hall questioned whether the Board would be approving a plan without definite driveway locations. Chairman Sullivan stated that the plan must only show that it is possible for a driveway to be constructed and that in the future to obtain a Building Permit, the driveway will have to be approved by the Planning Board to show adherence to the Steep Slope regulations.

There being no further public comment, Chairman Sullivan closed the Public Hearing at 7:20 pm. John Schmerfeld questioned whether a wetland delineation requirement may be too much if there are no hydric soils. Cindy Hall stated that if the property is walked to assess the ground and a wetlands map is reviewed, it could make the delineation easier. John Schmerfeld noted that it could be a matter of adding more land to the open space to avoid a wetlands survey. John Hedden suggested starting at the lowest area of the property and when nothing is found, stop the wetland survey. Dick Fortin noted that there is running water that goes across this property.

Chairman Sullivan noted that boundary lines between abutters needs to be shown and that the designation of open space type must be specified for approvals. The Board set forth the following items to be addressed:

1. Classification of Open Space as common natural and/or common recreational area as required under Section VII.B.3 of the Cluster Development regulations.
2. Recalculate and correct acreage totals.

3. Insert boundary lines between the Diller and Camp Waukeela abutting properties on the plan.
4. Update abutter information on the plan to show mailing addresses.
5. Wetlands delineation: show NRCS soil types.

Kevin Conklin made a motion, seconded by John Hedden, to recess this Public Hearing until 6:15 pm on April 16, 2025. Motion unanimously carried by roll call vote.

Zoning Board of Adjustment

Lianne Boelzner gave an overview of the recent ZBA hearing regarding a proposed cell tower on property owned by John Edge on Ridge Road. It was noted that the Hearing has been recessed until Monday, April 21, 2025.

Master Plan

Kevin Conklin submitted a draft of the Recreation Chapter for the Board's review and discussion at the next meeting. Kevin Conklin stated that he reviewed the Town of Freedom's Master Plan and that it seemed more personal. John Hedden stated that he reviewed the Town of Jackson's Plan and that they had a stronger focus on conservation, education and finances than other Towns. John Hedden stated that residents cannot calculate tax rates and that the process should be understood by everyone. John Hedden suggested that the process could be addressed in an Appendix. Cindy Hall stated that the Town of Brownfield's Plan has a section on how the budget is determined. The Board discussed adding a Chapter on how budgets are prepared, tax rates, finances and challenges for the next 10 years. John Hedden submitted a diagram showing the tipping point of conservation and development. Cindy Hall stated that the diagram should not be used as most people want to keep the Town rural and not developed. John Hedden stated that the Board's job is envision what the Town will look like and how to get there. Cindy Hall raised the issue of designing culverts to permit fish and turtles to travel through them. John Hedden submitted the Roads Chapter for the Board's review and discussion at the next meeting. John Hedden suggested consideration of building a pickleball facility, roads built to be more walkable with "Watch for Pedestrian" signs and construction of observation towers and elevated platforms to watch wildlife.

John Hedden made a motion, seconded by Kevin Conklin, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
April 16, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, April 16, 2025. Present were Chairman Dennis Sullivan, John Hedden, Cindy Hall, Judy Wilson and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm.

Preliminary Review – Heath-Langdon BLA

Ron Briggs gave an overview of the proposed Boundary Line Adjustment between Adam Langdon/Joanne Heath and Stewart Heath on Stewart Road (R09-004 & 006). Ron Briggs noted that Lot 6 currently does not have any road frontage and that this proposal would grant almost 200 feet of frontage. Chairman Sullivan stated that this application is favorable because it brings the lot more into compliance. Ron Briggs stated that there would be a driveway easement on Lot 6 for the existing house on Lot 4. John Hedden questioned if the road frontage could be expanded to give Lot 6 the required 200 feet. Ron Briggs noted that there is a meter board in that location so it may not be possible. Chairman Sullivan noted that there are steep slopes in the area of land to be added to Lot 6. Ron Briggs noted that he will look at the soil types in that area.

Preliminary Review – McBrien Subdivision

Ron Briggs gave an overview of the proposed subdivision of the McBrien property on Old Carriage Road (R12-006). Ron Briggs noted that an application is being prepared to unmerge 19 acres on the lot, leaving 100 acres. Ron Briggs explained that the new lot would not have enough road frontage, but the existing lot would be conforming. Chairman Sullivan noted that it is his understanding that the Town plows but that it is not a Town road. Ron Briggs explained that the road was laid out as a Town road and has not been officially released. Chairman Sullivan noted that documentation would have to be submitted for the Board's review. Ron Briggs submitted a copy of the abutters boundary line agreement and recorded plan and indicated that the Town's tax maps do not reflect this change in boundaries.

Cluster Development – Jeffrey & Erin Perry (Continued)

At 6:16 pm, Chairman Sullivan re-opened the Public Hearing on an application by Jeffrey & Erin Perry for a four-lot Cluster Development on Brownfield Road (R03-040).

Chairman Sullivan read an email from the applicant's agent withdrawing this application. ***John Hedden made a motion, seconded by Cindy Hall, to accept the withdrawal and to close the application. Motion unanimously carried by roll call vote.***

Subdivision – Jeffrey & Erin Perry

At 6:19 pm, Chairman Sullivan opened the Public Hearing on an application by Jeffrey & Erin Perry for a four-lot Subdivision on Brownfield Road (R03-040). Chairman Sullivan explained the process for the Public Hearing.

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. No correspondence was received. ***Judy Wilson made a motion, seconded by John Hedden, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Andy Fisher of Ammonoosuc Survey gave an overview of the proposed Subdivision of approximately 40 acres into 4 house lots. Andy Fisher explained that the lot size calculations have been updated to exclude wetlands and slopes greater than 25% and submitted a copy of the new legend. Andy Fisher stated that a small area of potential wetlands near the pond has been removed and noted that all lots meet the size requirements. Andy Fisher stated that since all lots are greater than 5 acres, a waiver for the Site Specific Soil Mapping has been submitted.

Chairman Sullivan noted that Note #4 needs to be updated to show the correct Lot numbers. Judy Wilson questioned the status of Current Use on the property. Chairman Sullivan explained that the Current Use designation will remain on the lot until such times as a lot is sold or development occurs. Chairman Sullivan noted that there are potential steep slopes in the area of the proposed driveway locations and stated that before any work on the driveways or issuance of a Building Permit, the applicant should file a Steep Slope application with the Planning Board. John Hedden questioned the lot calculations and whether enough land has been excluded. Andy Fisher stated that they used software to calculate the areas and that it is accurate.

At 6:38 pm, Chairman Sullivan opened the Public Hearing for public comment. There were no comments from the public.

The Board reviewed the Waiver Request for Site Specific Soil Mapping as permitted under Section 4.06-e of the Subdivision Regulations. Chairman Sullivan noted that all lots are more than 5 acres as required for this Waiver. John Hedden noted that he is unsure of Lot 2 when calculating for drainage. Andy Fisher explained the soil types and noted that they are moderately to well-drained soils. John Hedden noted that $\frac{3}{4}$ of Lot 2 soils required 140,000 square feet but the Lot is only approximately 110,000 square feet. Chairman Sullivan explained that weighted average is used and that the Lot does meet the size requirements. ***Cindy Hall made a motion, seconded by John Hedden, to approve the Waiver Request as provided for in Section 4.06-e of the Subdivision Regulations. Motion unanimously carried by roll call vote.***

At 6:56 pm, Chairman Sullivan closed the Public Hearing. Chairman Sullivan listed the following conditions for application approval: 1. Update the Lot Sizing Calculations on the Plan to reflect corrected information submitted to the Planning Board; 2. Update Note #4 on the Plan to correct the Lot #s; 3. Update the Title on the Plan to remove "Cluster"; 4. Update the abutter addresses on the Plan to show mailing addresses rather than physical locations.

John Hedden made a motion, seconded by Judy Wilson, to approve this application conditional upon the above-listed four conditions. Motion unanimously carried by roll call vote.

John Hedden made a motion, seconded by Judy Wilson, to authorize Chairman Sullivan to sign the Plan out of session once all conditions have been met. Motion unanimously carried by roll call vote.

Review of Minutes

The Board reviewed the Minutes of March 19, 2025. ***John Schmerfeld made a motion, seconded by Cindy Hall, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Selectmen's Report

John Schmerfeld gave an update on Building Permits issued and property issues being addressed by the Selectmen.

Election of Officers

John Schmerfeld made a motion to elect Dennis Sullivan as Chair, seconded by Cindy Hall. Motion unanimously carried by roll call vote.

Cindy Hall made a motion to elect Kevin Conklin as Vice Chair, seconded by Wilson. Motion unanimously carried by roll call vote.

Zoning Ordinance – Short-Term Rentals

Thaire Bryant joined the Board to discuss possible changes to the Zoning Ordinance relating to short-term rentals. The Board discussed the intent of "owner occupied" and noted that all proposed changes should be reviewed by Town Counsel. Cindy Hall noted that the language within the Zoning Ordinance and Site Plan Review are different and should be corrected. Chairman Sullivan suggested also adding language regarding the intent of the Ordinance for clarification. Judy Wilson questioned why short-term rentals are grouped together with bed and breakfasts. Cindy Hall noted that the two are split in some sections of the regulations. John Schmerfeld noted that the regulations should be reviewed for updates and suggested having a work session before Town Counsel reviews the proposed amendments.

John Hedden made a motion, seconded by Judy Wilson, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:00 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

TOWN OF EATON PLANNING BOARD

May 8, 2025

The Planning Board met for a work session on May 8, 2025, at 6:00 pm. Present were Chairman Dennis Sullivan, Selectmen's Representative John Schmerfeld, Judy Wilson, Cindy Hall, Kevin Conklin, John Hedden and Alternates Peter Klose and Stan Dudrick. The meeting was called to order at 6:00 pm.

Public Hearing Information and Procedures

The Board reviewed Public Hearing information and Procedures in the *Planning Board in New Hampshire* handbook provided by the State. A document outlining the Town of Eaton Planning Board's procedure for conducting Public Hearings was reviewed with some minor edits made. The Board decided to have this information posted in the Town Hall and have paper copies available to distribute during meetings as needed.

Subdivisions and Steep Slopes

The Board reviewed the information on Subdivision and Site Plan Regulations in RSA 674:35 and worked on familiarizing themselves with soil types, lot sizes, and slope classes. New Subdivision Finding of Fact Worksheets and Steep Slope Finding of Fact Worksheets were drafted and reviewed. These blank worksheets will be included in the Board Member's packets for each new application involving subdivisions or steep slopes. A suggestion was made to have Board Members create a list of questions they have after reviewing each new application. This list of questions could be included in each Board Member's packet so the questions can be addressed during the Public Hearings.

Kevin Conklin made a motion, seconded by Peter Klose, to adjourn the meeting. The motion passed by unanimous roll call vote and the meeting was adjourned at 8:20 pm.

Respectfully submitted,

Bethany Hicks

Bethany Hicks

**TOWN OF EATON
PLANNING BOARD
May 21, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, May 21, 2025. Present were Chairman Dennis Sullivan, Kevin Conklin, Cindy Hall, Judy Wilson, John Hedden, Selectmen's Representative John Schmerfeld and Alternate Stan Dudrick. The meeting was called to order at 6:00 pm. Chairman Sullivan appointed Stan Dudrick to act as a regular member at this meeting.

Review of Minutes

The Board reviewed and amended the Minutes of April 16, 2025. ***Kevin Conklin made a motion, seconded by Cindy Hall, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

The Board reviewed and amended the Minutes of May 8, 2025. Chairman Sullivan read an email from legal counsel regarding submission of questions prior to the Public Hearing. Chairman Sullivan suggested that Board members review the materials and bring the questions to the Hearing rather than submitting them prior to the Hearing. ***Kevin Conklin made a motion, seconded by Judy Wilson, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

Selectmen's Report

John Schmerfeld gave an update on Building Permits issued. John Schmerfeld noted that several residents have requested that the Selectmen consider placing guard rails on Potter Road and explained that the Board has been working with the Road Agent to possibly widen the road. John Schmerfeld noted that because Potter Road is a scenic road, application will be made to the Planning Board.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and this year's projects. Chairman Sullivan noted that five scholarships for the Tin Mountain camp will be given this year and that the remainder of the Henney Funds will be used for other projects. Chairman Sullivan noted that the fund raising for Foss Mountain may be started again to generate revenues.

Chairman Sullivan stated that he has a conflict of interest for the two RJ2 Property Maintenance applications and stepped down for the Public Hearings.

Subdivision – RJ2 Property Maintenance

At 6:15 pm, Vice Chairman Kevin Conklin opened the Public Hearing on an application by RJ2 Property Management for a seven-lot Subdivision on Youngs Road (R04-024). Vice

Chairman Conklin read the Public Notice and explained the process for the Public Hearing.

All notices have been posted, all fees paid and abutters notified. Judy Wilson stated that she is an abutter across Route 153 but stated that she can be impartial. ***Stan Dudrick made a motion, seconded by John Schmerfeld, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Loralie Gerard of Bergeron Technical Services gave an overview of the proposed subdivision and noted that two waivers have been submitted for the Board's review: Site Specific Soil Mapping, overall boundary scale and location of buildings, wells and septic fields within 200 feet of the subject parcel. Loralie Gerard stated that all lots are larger than the required 5 acres for the mapping waiver. Loralie Gerard explained that the second two waivers also apply to the Boundary Line Adjustment and that due to the size of the lot, showing the entire parcel will not fit on a plan at a 100-foot scale and that showing buildings across Route 153 does not make sense. Vice Chairman Conklin noted that there is a map showing details at 100-foot scale. John Schmerfeld stated that the waivers make sense due to the size of the lot abutting Route 153. Loralie Gerard noted that there are no details on Lot #7 as it will be joined with the abutting parcel as part of the Boundary Line Adjustment.

Cindy Hall stated that there are no details on wells and septic for Lot #7. Loralie Gerard explained that Lot #7 is very wet and steep and that it not a buildable lot, which is why it is slated to be joined with an abutting parcel. John Hedden questioned how the Board can approve a lot that is not buildable. Loralie Gerard explained that there is a required note on the plan and that the lot will immediately be merged. Loralie Gerard explained that according to the Subdivision Regulations a lot can be labeled as "Not a lot for building development". Loralie Gerard stated that the lot will not be a lot of record as it will be merged with the abutting parcel of land. Cindy Hall questioned whether the 25 acres is buildable. Loralie Gerard stated that it is not because of the steep slopes and wetlands.

John Hedden made a motion, seconded by Stan Dudrick, to approve the Waiver Request to Section 4.08 a.i for the Overall Boundary scale. Motion unanimously carried by roll call vote.

The Board reviewed the waiver request to Section 4.08 a.ii regarding the requirement to show the location of all buildings, wells and septic fields within 200 feet of the subject parcel. Vice Chair Conklin stated that it makes sense to require this information as a lot is being created. Loralie Gerard requested that this waiver be amended to also apply to the Subdivision application. Cindy Hall stated that this waiver would mean no abutter information on Route 153 would be required. John Schmerfeld noted that if the merged property is to be subdivided in the future, details are missing from this plan. Vice Chairman Conklin noted that the waiver would be specific for this application only and not for future applications. Judy Wilson noted that there is a culvert under Route 153 that is not shown on these plans. ***Stan Dudrick made a motion, seconded by John Schmerfeld, to approve the Waiver Request to Section 4.08 a.ii as amended.*** The Board will take Public Comment before voting on this waiver.

Loralie Gerard gave an overview of each of the 6 lots and noted that Wetland Scientist Greg Howard has delineated all the wetlands and submitted a report. Loralie Gerard also

reviewed the test pit results and road frontage of each lot. Loralie Gerard explained that the soil types shown on the NRCS maps were verified and used for the lot size calculations. Loralie Gerard stated that Lot #7 was deemed non-buildable so no test pit was dug and no well location is shown. Judy Wilson stated that the water courses off Route 153 are not shown on the plan. Loralie Gerard stated that no streams were found during the wetlands survey and noted that no culverts or wetlands are shown if located off site. Loralie Gerard stated that no mapping was done on Lot #7 because it is not buildable and there are obvious wetlands.

At 7:05 pm, Vice Chairman Conklin opened the Public Hearing for public comment. Quddus Snyder, abutter, stated that this was family land and that the concentration of development is large. Quddus Snyder stated that water flowing off the driveways into the water shed and into the wetlands should require further study to determine the impact. Quddus Snyder stated that water quality is important and that the impact on Crystal Lake and the view from the beach should be studied. Quddus Snyder questioned how to preserve the soul of Eaton. Vice Chairman Conklin noted that the Ridgeline Protection Ordinance will be applied to these lots when building. Tom Costello, abutter, questioned whether the proposed lots can be made larger to absorb the 25 acres rather than creating a separate lot. Loralie Gerard stated that larger lots would serve no purpose and that the 25 acre lot will be merged with the abutting lot. Quddus Snyder questioned the impact of driveways, buildings and fertilizers on the water shed and wetlands. Vice Chairman Conklin noted that a study was performed by a Soil Scientist. Quddus Snyder stated that the wetlands were only delineated and that the impact was not studied. There being no further comment, at 7:18 pm Vice Chairman Conklin closed the public comment period.

Cindy Hall stated that due to the soil types, slopes and terrain the lots should be larger. Vice Chairman Conklin reviewed the lot size calculations. Cindy Hall stated that site specific soil mapping is needed. Judy Wilson stated that the Subdivision Regulations require that streams be shown on the plan. Loralie Gerard stated that the wetlands report states where the water runs and it is off-site. Vice Chairman Conklin stated that the water drainage from Lot #7 is not shown and questioned the impact and whether enough information has been provided. John Schmerfeld stated that the wetland reports identifies this water run-off. Loralie Gerard noted that the report limits is the property boundary and stated that the stream shown in Greg Howard's report is not on this property. Cindy Hall stated that she is unsure if the Board has enough detail and stated that there may be more streams now because of the rain. Vice Chairman Conklin noted that the Regulation requirements have been satisfied as Greg Howard is a Soil Scientist.

The Board reviewed the Waiver request to Section 4.08 a.ii as amended and noted that the motion was already put forth. ***The motion carried by roll call vote (5 yes with Judy Wilson abstaining).***

The Board reviewed the Waiver Request for Site Specific Soil Mapping as permitted under Section 4.06-e of the Subdivision Regulations. John Hedden stated that there are a lot of questions regarding drainage and suggested requiring more information. ***Stan Dudrick made a motion, seconded by John Hedden, to approve the Waiver Request as provided for in Section 4.06-e of the Subdivision Regulations. Motion was defeated by roll call vote (5 no with Judy Wilson abstaining).***

Vice Chairman raised the question of whether the Board can create a non-buildable lot. Loralie Gerard stated that the lot is greater than 10 acres and the plan contains a note stating that Lot #7 is "Not a lot for building development". Cindy Hall questioned how it affects the abutting lot once they are merged. John Hedden stated that he wants to make sure that the soil types are understood. Vice Chairman Conklin noted that the lot size calculations all work out based on the soil types. It was noted that the applicant is now required to have soil mapping performed, which will answer the questions.

Stan Dudrick made a motion, seconded by John Hedden, to recess and continue this Public Hearing on June 18, 2025 at 6:15 pm. Motion unanimously carried by roll call vote.

Boundary Line Adjustment – RJ2 Property Maintenance

At 7:46 pm, Vice Chairman Kevin Conklin opened the Public Hearing on an application by RJ2 Property Management for a Boundary Line Adjustment on Youngs Road (R04-024 & 025).

All notices have been posted, all fees paid and abutters notified. John Hedden left the meeting at this time. Judy Wilson stated that she is an abutter across Route 153 but stated that she can be impartial.

Loralie Gerard of Bergeron Technical Services explained that this is now a merging of 25 acres from Lot 24 into Lot 25 and that there is no longer a non-buildable lot being created.

Stan Dudrick made a motion, seconded by Cindy Hall, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.

There being no questions or comments from the Board, Vice Chairman Conklin opened the Public Hearing for public comment. There being none, the Public Hearing was closed. ***Stan Dudrick made a motion, seconded by Cindy Hall, to approve the Boundary Line Adjustment for RJ2 Property Maintenance as presented. Motion unanimously carried by roll call vote.***

Steep Slope Development – Jeff & Erin Perry

At 7:54 pm, Chairman Sullivan opened the Public Hearing on an application by Jeff & Erin Perry for development within the Steep Slope Protection Zone on Brownfield Road (R03-040).

All notices have been posted, all fees paid and abutters notified. No Board members had a conflict of interest. It was noted that not all required plans as required within the Steep Slope application requirements were submitted and that no waivers were submitted. Chairman Sullivan stated that the Board can accept the application for review and request additional materials or waivers be submitted. ***John Schmerfeld made a motion, seconded by Cindy Hall, to accept the application for consideration conditional upon submission of additional information and/or waivers. Motion unanimously carried by roll call vote.***

Andy Fisher of Ammonoosuc Survey stated that he did not think all that information was required as it takes a great deal of work to provide that information. Chairman Sullivan stated that the beginning section of the driveway was a logging road and landing area. Cindy Hall questioned whether this driveway is shared between Lots #1 and #2. Andy Fisher stated that it is a shared driveway and that the first lot to be developed will be Lot #2. Andy Fisher stated that the existing logging road and landing will be used and that the driveway has been designed with contours to be as flat as possible. Andy Fisher stated that the driveway curves with the steepest slope and is no more than 15% grade. Cindy Hall noted that at the 40-foot area, the slope appears to be approximately 20%. Andy Fisher stated that they will level out those areas. Chairman Sullivan stated that the slopes will require cut and fill. Andy Fisher stated that to minimize the cut and fill, the slopes will be utilized as much as possible. Chairman Sullivan noted that the Steep Slope Ordinance requires that the driveway have no more than a 10% slope and noted that there is a conflict with the Town's Driveway Permit application form. Chairman Sullivan explained that when the Board adopted this Ordinance, erosion, drainage and emergency vehicle access information was reviewed.

Chairman Sullivan stated that the Board probably does not need an engineered plan but drainage plans are needed because of the pond and wetlands on abutting properties. Andy Fisher questioned what the Board will want to review for stormwater runoff. Chairman Sullivan stated that review of potential drainage from the driveway should be shown. Judy Wilson stated that NHDES requirements should be met and that the Board needs to be sure that drainage will not be an issue. Andy Fisher questioned whether a swale would be acceptable. Kevin Conklin stated that due to the storms, drainage needs to be addressed. Andy Fisher noted that mitigation will be shown to make sure that runoff is kept on the lot. Jeff Perry suggested modifications to the design of the driveway.

Chairman Sullivan stated that the driveway slope of 10% maximum, cut and fills and drainage controls must be addressed. Cindy Hall stated that stormwater management during and after construction must be addressed. Kevin Conklin stated that water running off the top curve of the driveway will be massive and that a means of dealing with the water needs to be addressed. Cindy Hall stated that information must be submitted showing how water run-off will be addressed as it cannot have any impact on abutters.

At 8:30 pm, Chairman Sullivan opened the Hearing for Public Comment. There being no comment, the Public Hearing was closed.

The Board listed the following items to be addressed:

1. No more than a 10% slope on the driveway.
2. Cut and fill to be no greater than 50%.
3. Plan and description to manage drainage during and after construction.
4. Grading plan (engineer not necessary).
5. Waivers for items listed in application requirements that are not being required by the Board.

Kevin Conklin made a motion, seconded by Judy Wilson, to recess and continue this Public Hearing on June 18, 2025 at 6:15 pm. Motion unanimously carried by roll call vote.

*Kevin Conklin made a motion, seconded by Judy Wilson, to adjourn the meeting.
Motion unanimously carried by roll call vote.* The meeting was adjourned at 8:49 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
June 11, 2025**

The Planning Board met for a work session on June 11, 2025, at 3:00 pm. Present were Chairman Dennis Sullivan, Selectmen's Representative John Schmerfeld, Judy Wilson, Cindy Hall, John Hedden, and Alternate Peter Klose. The meeting was called to order at 3:00 pm.

Guidance for Consideration of Land Use Waivers

Selectmen's Representative John Schmerfeld submitted a letter with recommendations for the Board to consider regarding applications for waivers to Town Ordinances. Selectmen's Representative Schmerfeld stated that he feels information on Land Use Applications is frequently vague or inadequate, and in some instances, the Board gains clarity by having dialogue with the applicant during the Public Hearing. Selectmen's Representative John Schmerfeld stated that because of this, he feels as though the Board is often required to make decisions without enough time to reflect on the new information. Selectmen's Representative Schmerfeld stated that if the consensus of the Board is that more time is required to assess the application, the Board should not hesitate to continue the Public Hearing until a more robust analysis has been completed, rather than feel pressured to make a less-informed snap decision. John Hedden, Cindy Hall, and Judy Wilson agreed with this sentiment. The Board discussed the current application procedure and potential changes that could be made to make sure the applications are detailed enough when they are received by Town Hall. Chairman Dennis Sullivan stated that any changes made to the application process would apply to both the Planning and Zoning Boards and suggested working with the Zoning Board on this topic at the annual joint meeting.

How to Read Plans

The Board reviewed information on how to read plans, such as boundary lines, setbacks, topographic lines, lot size calculations, steep slopes, soil types, and wetlands. The Eaton Natural Resource Inventory on the Town's Website is a good resource to use if the Board is given a specific property to consider.

Site Plan Specifics

The Board reviewed the Site Plan Review finding of fact worksheet and noted that many of the regulations had language pertaining to commercial use and are not relevant to most

private properties. The Board plans to work on the short-term rental regulations at their next Work Session and would like to have these updated short-term rental regulations on the Ballot at the March 2026 Town Election.

The Board unanimously decided to schedule another work session for July 22nd, 2025, at 3:00 PM at the Town Hall.

Cindy Hall made a motion, seconded by Judy Wilson, to adjourn the meeting. The motion passed by unanimous roll call vote and the meeting was adjourned at 5:40 PM.

Respectfully submitted,

Bethany Hicks

Bethany Hicks

**TOWN OF EATON
PLANNING BOARD
June 18, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, June 18, 2025. Present were Chairman Dennis Sullivan, Kevin Conklin, Judy Wilson, John Hedden and Alternates Peter Klose and Stan Dudrick. The meeting was called to order at 6:00 pm. Chairman Sullivan appointed Stan Dudrick and Peter Klose to act as a regular members at this meeting.

Review of Minutes

The Board reviewed and amended the Minutes of May 21, 2025. ***Kevin Conklin made a motion, seconded by Peter Klose, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

The Board reviewed and amended the Minutes of June 11, 2025. ***John Hedden made a motion, seconded by Judy Wilson, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and the blueberry contract status with Emily Lucy. Chairman Sullivan explained that the Commission has reviewed the Wetlands Overlay District draft regulations and have suggested changes regarding the size of the wetlands and how to determine actual buffers. Chairman Sullivan noted that Steve Kafka wants the Planning Board to consider adopting shoreland protection regulations similar to the Town of Conway. Chairman Sullivan gave an overview on the beech tree issues and conducting community gatherings instead of placing an informational kiosk at the Town Beach.

Chairman Sullivan read the Public Notice and explained the procedures for the Public Hearings. Chairman Sullivan stated that he has a conflict of interest for RJ2 Property Maintenance application and will be stepping down for the Public Hearing.

Scenic Road Tree Cut – Town of Eaton/Richard Mayo

At 6:15 pm, Chairman Sullivan opened the Public Hearing on an application by the Town of Eaton regarding tree cutting on Potter Road (R02-015-A).

Chairman Sullivan read a request from the Town of Eaton to recess the Public Hearing until the July 16, 2025 Planning Board meeting. ***Peter Klose made a motion, seconded by John Hedden, to recess this Public Hearing until 6:15 pm on July 16, 2025. Motion unanimously carried by roll call vote.***

Site Plan Review – Jennifer & Stephen Malvesta

At 6:21 pm, Chairman Sullivan opened the Public Hearing on an application by Jennifer & Stephen Malvesta for Site Plan Review regarding a proposed Short-Term Rental at 46 Lary Road (R06-024). Chairman Sullivan noted that the plan submitted is not detailed enough to proceed and no waiver has been submitted. Stephen Malvesta submitted a copy of the septic system approval which shows details of the property.

All notices have been posted and published, all fees paid and abutters notified. ***Stan Dudrick made a motion, seconded by Peter Klose, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Stephen Malvesta explained that he and Jennifer want to keep the house and that renting the property will assist with the maintenance costs. Stephen Malvesta stated that Jennifer is living in the house and that there are three bedrooms available to be rented.

Chairman Sullivan read the Notice of Decision from the Zoning Board of Adjustment. Chairman Sullivan questioned whether the property is owner occupied. Jennifer Malvesta stated that she will be at the property when it is rented out. Chairman Sullivan questioned whether she will be staying in the main house. Jennifer Malvesta stated that she will be in the main house and that there is no plumbing in the garage. Chairman Sullivan questioned the number of bedrooms. Jennifer Malvesta stated that there are four bedrooms. Chairman Sullivan noted that the rental ad lists seven bedrooms for rent. Stephen Malvesta stated that they have instructed that the advertisement be taken down because there was confusion and that they were notified today that the ad was removed. Kevin Conklin stated that it should be advertised as "owner on site." Chairman Sullivan stated that the Town allows for three bedrooms with a maximum of 12 people. Chairman Sullivan noted that the current listing under house rules says that events are allowed and stated that the Town does not permit events and that the use is not allowed. Stephen Malvesta stated that any future listings will note that restriction.

Chairman Sullivan noted that the property has an approved five-bedroom septic system and questioned the parking. Stephen Malvesta stated that parking is available on the driveway in front of the garage and on the lower side of the barn. Kevin Conklin questioned whether Jennifer will be the contact person in case of any complaints. Jennifer Malvesta stated that she is the contact person. Judy Wilson questioned whether Jennifer will be staying on the property every time it is rented and whether they will be sharing the kitchen facilities. Jennifer Malvesta stated that she will probably not eat at the house. Judy Wilson stated that she does not like the fact that the property has already been listed for rent. Stephen Malvesta stated that the property has not been rented.

The Board reviewed an email from Board member Cindy Hall. Peter Klose noted that the septic violation only exists if there are seven bedrooms. Chairman Sullivan questioned where Jennifer would be staying. Jennifer Malvesta explained that she will stay in the bedroom over the attached garage and that the other bedrooms to be rented are in the other section of the house. John Hedden questioned whether the Certificate of Occupancy covers all safety issues. Stephen Malvesta noted that Freedom Fire Chief Rob Cunio does not perform safety inspections in Eaton and that they have contacted Eaton's Building Inspector, David Pandora, to schedule the necessary inspection.

Stan Dudrick questioned how the applicants plan to replace the current listings. Kevin Conklin stated that VRBO lists as "not owner occupied." Stephen Malvesta stated that other listing pages can be pursued.

At 6:46 pm, Chairman Sullivan opened the Public Hearing for public comment. Paul Hennigan noted that the Zoning Board spoke about the Building Inspector and Fire Inspector as they were under the impression it was covered by Center Conway. Dick Fortin noted that David Pandora performs all life safety and fire inspections in Eaton. Robert Blaney, abutter, expressed concerns regarding vetting of the renters and asked who is going to police the property when there are complaints during rentals. Jennifer Malvesta explained that AirBnB does the vetting and interviewing and that renters must have at least 10 positive reviews, after which the property manager will conduct an interview. Jennifer Malvesta stated that she will be at the property. Stephen Malvesta stated that they have hired a professional to handle the rentals. Robert Blaney noted that the Town does not have a Fire or Police Department and noted that an effort should be made to keep the Town peaceful and free of liability. Chairman Sullivan stated that weddings and functions are not permitted, which will protect the Town.

There being no further comment, Chairman Sullivan closed the public comment period. Judy Wilson stated that the applicants state the property will be owner-occupied during rentals but how will that be verified. Stephen Malvesta stated that it is not intended to be rented every week and that this will be Jennifer's primary home and that they will adhere to every condition. Chairman Sullivan questioned whether this will be Jennifer's primary residence and Jennifer Malvesta stated that it will.

Chairman Sullivan questioned the outdoor lighting. Jennifer Malvesta stated that there are sensor lights on the garage. Kevin Conklin stated that contact information for the Fire Department should be posted. Jennifer Malvesta stated that the smoke and CO detectors are monitored by Pope Security. Judy Wilson questioned access to Crystal Lake and Jennifer Malvesta stated that renters will not have access to the beach. Judy Wilson stated that the access to Crystal Lake statement should be removed from the rental listing.

At 7:06 pm, Chairman Sullivan closed the Public Hearing. John Hedden stated that he is concerned about the listing and noted that it is misleading. Judy Wilson questioned whether pets will be permitted. Jennifer Malvesta stated that one dog could be permitted and stated that the renter must be at least 25 years of age. John Hedden questioned how the Town can monitor if the property owner is on site during rentals. Stephen Malvesta stated that they love this place and that they are not trying to create a bad environment.

The Board reviewed the conditions placed on this use by the Zoning Board of Adjustment. ***Kevin Conklin made a motion, seconded by Stan Dudrick, to approve the application for Site Plan Review to permit for short-term rental of the property. Motion unanimously carried by roll call vote.***

Steep Slope Development – Jeff & Erin Perry (Continued)

At 7:17 pm, Chairman Sullivan re-opened the Public Hearing on an application by Jeff & Erin Perry for development within the Steep Slope Protection Zone on Brownfield Road (R03-040 & 057).

Andy Fisher of Ammonoosuc Survey reviewed the slopes of the proposed driveway and indicated that the maximum slope is 10%. Andy Fisher explained that the cut and fills are no more than 2:1 and that there are two culverts with swales on the downhill side to take care of the stormwater runoff. Kevin Conklin questioned whether the silt fence is the only means of keeping run off from the abutting property. Andy Fisher stated that the fences will be removed once the driveway has been constructed. Chairman Sullivan stated that during a big storm, water might run to the pond on the abutting property. Andy Fisher stated that the retention pond should be adequate.

At 7:27 pm, Chairman Sullivan opened the Hearing for public comment; there was no comment. The Board reviewed a letter from abutter Adam Hicks. Peter Klose questioned the issue of "create a condition of hardship." Chairman Sullivan noted that it could be a misunderstanding as the Board makes sure all lots are buildable during a subdivision application.

John Hedden questioned whether the application is for driveways for Lot #1 and Lot #2. Andy Fisher explained that the driveway is for Lot #2 but that it is shared and travels across Lot #1. Stan Dudrick noted that last month, a condition of approval was submission of the required written waivers.

At 7:34 pm, Chairman Sullivan closed the Public Hearing. The Board noted that a condition of approval could be submission of the written waiver and corrections to the plan: show "Lot #1" and correct Lot #3 from Lot #4.

Chairman Sullivan stated that he is concerned about the retention pond and keeping runoff from the abutting property. Kevin Conklin questioned the water runoff down the driveway on the low-grade slope. Chairman Sullivan noted that the disturbed soil has more of a chance of erosion. Andy Fisher stated that the grade is being changed but the driveway will be pitched to the side. Stan Dudrick noted that when application is submitted for the driveway on Lot #1, corrections can be made at that time. Chairman Sullivan stated that he is concerned about water going to the pond on the abutting property. John Hedden questioned the size of the retention pond. Andy Fisher stated that it is an adequate size and stated that if it is found to be inadequate, the pond can be enlarged or replaced.

Kevin Conklin made a motion, seconded by Peter Klose, to approve the Steep Slope Development application with the following conditions: 1. Submission of the required written waivers; 2. Labeling of "Lot #1"; and 3. Correction of Lot #3 label. Motion unanimously carried by roll call vote.

Kevin Conklin made a motion, seconded by Stan Dudrick, to authorize Chairman Sullivan to sign plans once all conditions have been met. Motion unanimously carried by roll call vote.

Subdivision – RJ2 Property Maintenance (Continued)

At 7:43 pm, Vice Chairman Kevin Conklin re-opened the Public Hearing on an application by RJ2 Property Management for a Subdivision on Youngs Road (R04-024). Vice Chairman Conklin noted that the Subdivision has been amended to six lots due to the Boundary Line Adjustment approved last month.

Loralie Gerard of Bergeron Technical Services gave an overview of the Site Specific Soil Mapping completed by Soil Scientist Greg Howard. Loralie Gerard stated the lot size calculations have been revised and that the plan is now the required scale. Loralie Gerard explained the Soil Report, plan notations and the update to the lot calculations, which now reflect the actual soil types found. Loralie Gerard noted that the lot sizes did not change and that the actual soil types created better density results. Judy Wilson questioned whether the original lots were configured using the NRCS mapping. Loralie Gerard explained that she overlaid the NRCS maps originally and that the soil mapping shows it was sufficient for the lot calculations. Peter Klose noted that the north arrow is not correct.

Judy Wilson questioned the wetlands survey that was done during winter months. Loralie Gerard explained that flags were placed in October 2024 and that she collected the flags during December and January. Loralie Gerard gave an overview of the 3 tests to determine wetlands.

Vice Chairman Conklin questioned the intended number of houses. Loralie Gerard stated that each lot will support a four-bedroom house but that the plan only shows setbacks, well and septic systems are possible on each lot. Judy Wilson questioned the Ridgeline and whether houses would be seen from Route 153 or Brownfield Road. Vice Chairman Conklin noted that he does not believe that they can be seen and that it does not affect the Subdivision.

At 8:00 pm, Vice Chairman Conklin opened the Hearing for public comment; there was no comment. Peter Klose questioned the right-of-way on Lot #1. Loralie Gerard explained that it is an old logging road which gives access to John Edge's abutting parcel and that the draft document for the ROW was submitted with the initial application (See Note #9 on plan).

The Board reviewed a letter from abutter John Edge. Vice Chairman Conklin noted that hydrology appears to be the issue which is not addressed in the Town's current regulations. Stan Dudrick questioned how often there would be such a high amount of water running down that the septic system would affect the lake. Vice Chairman Conklin stated that he does not see an issue when reviewing the plan as there are adequate setbacks. John Hedden stated that the building sites are approximately 1000 feet from the lake.

Peter Klose made a motion, seconded by Stan Dudrick, to approve this six-lot Subdivision as presented. Motion unanimously carried by roll call vote.

Stan Dudrick made a motion, seconded by John Hedden, to authorize Vice Chairman Conklin to sign the final plans out of session. Motion unanimously carried by roll call vote.

Kevin Conklin made a motion, seconded by John Hedden, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
July 16, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, July 16, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, John Hedden, Cindy Hall, Judy Wilson, and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm.

Review of Minutes

The Board reviewed the Minutes of June 18, 2025. ***Kevin Conklin made a motion, seconded by John Hedden, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Selectmen's Report

Selectmen's Representative John Schmerfeld gave an overview of Building Permits granted and updated the Board on an ongoing Boundary Line Adjustment.

Conservation Commission Report

Chairman Sullivan stated that the Conservation Commission had just had their meeting two days prior, and that the Minutes from that meeting were not yet finished. Chairman Sullivan stated that he will give a detailed report at the next Planning Board meeting.

Zoning Board of Adjustment Report

There were no applications received and therefore no Zoning Board Meeting in July.

Upcoming Work Session

The Planning Board has a work session scheduled for July 22, 2025, at 3:00 PM at the Town Hall. The Board has decided to focus on Short-Term Rental regulations at this upcoming meeting. Chairman Sullivan stated that he would like the Board to come up with some common goals for Short-Term Rental regulations. Cindy Hall stated that she will be using the results of the Master Plan Questionnaire as her guide for coming up with her proposed regulations and referenced the many questionnaire responses that mentioned Eaton being a special place to live due to "neighbors" and a "sense of community." Selectmen's Representative John Schmerfeld mentioned a recent article on Short-Term Rentals from the "New Hampshire Town and City" publication that he would like to share with the Board during this meeting. John Hedden commented that not all Short-Term Rental situations are negative, and that this is not a cut and dry issue.

Case #202507 Scenic Road Tree Cutting

At 6:15 PM Chairman Sullivan opened the Public Hearing on case #202507, a request by the Town of Eaton/Richard Mayo for Scenic Road Tree Cutting on Potter Road (R02-015-A). All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. No correspondence was received. No representatives for the applicants were present. Selectmen's Representative John Schmerfeld notified the Planning Board that the Select Board is waiting for Mr. Mayo to get back to Eaton and stated that the Select Board wants to make sure he is comfortable with the plan before moving forward. John Hedden questioned the need to cut the marked Birch Tree on the road. Cindy Hall asked if stream restoration would be a good option to help stop the erosion of the bank near the road. Selectmen's Representative John Schmerfeld suggested inviting Road Agent Richard Heath to the meeting so he can help answer specific questions about the application. *Cindy Hall made a motion to continue the Public Hearing for case #202507 until August 20, 2025, at 6:15 PM at the Eaton Town Hall, seconded by John Hedden. The motion unanimously carried by roll call vote.*

Chapter 7 of the Master Plan

Because there were no other applications to consider, the Board took this time to work on Chapter 7 of the Master Plan, which is the Natural Resources chapter. John Hedden started the discussion with a question about flood risks in Eaton and if the Natural Resources Chapter in the Master Plan should include information about this hazard. Selectmen's Representative John Schmerfeld stated that the Town has an Emergency Management Plan which discusses flood risks and plans for such events taking place. Chairman Sullivan stated that it is not the Planning Board's job to make the Emergency Management Plans, but that the Master Plan should reference these documents and support them. Kevin Conklin suggested referencing the Emergency Management Plans in the "Operations" section of the Master Plan.

Selectmen's Representative John Schmerfeld pointed out that the word "watershed" was not mentioned in the chapter and stated that he feels at minimum the Master Plan should mention the preservation of watersheds, since Eaton's watersheds are one of the Town's most precious natural resources. Cindy Hall suggested adding a goal that talks about Eaton's watersheds to the chapter. Selectmen's Representative John Schmerfeld stated that the Master Plan must at least mention preserving watersheds, or else that can not be contemplated elsewhere. John Hedden suggested that Chapter 7 should begin with a broader statement about the most important resources in Town, which he feels are water, forest habitat, and quiet, rural living. Kevin Conklin stated that he thinks the chapter should begin with a more poetic statement and that he feels the current opening paragraph is too dry.

The Board reviewed suggested Chapter 7 changes by both Chairman Sullivan and Cindy Hall. The Board decided to add "surface water" to the list of Eaton's Natural

Resources. The Board decided to remove the goal stating, "Provide better protection for wetlands and streams by limiting development around them" and replace this goal with "Guide development around lakes, ponds, wetlands, and streams to ensure water quality protection." The Board also decided to change the goal stating, "Prepare a local ordinance based on the State Shoreland Protection Act that will provide protection and improve water quality" to "Consider a local ordinance that will provide further Shoreland Protection and better protect water quality." The Board also discussed possibly adding the goal "To continue monitoring the water quality of lakes, ponds, streams, and wetlands and pursue remedies for improving water quality as needed."

Kevin Conklin made a motion, seconded by John Hedden, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:03 PM.

Respectfully submitted,

Bethany Hicks

Bethany Hicks

**TOWN OF EATON
PLANNING BOARD
July 22, 2025**

The Planning Board met for a work session on July 22, 2025, at 3:00 pm. Present were Chairman Dennis Sullivan, Judy Wilson, Cindy Hall, John Hedden, and Kevin Conklin. The meeting was called to order at 3:00 pm.

Updating Short-Term Rental Regulations

The main goal of this work session was to propose new ideas for ordinances governing short-term rental properties in the Town of Eaton. The Board agreed that putting a halt to all short-term rental properties in the Town was not an appropriate course of action, and Kevin Conklin pointed out that some residents may have a financial need to operate their home as a short-term rental. Cindy Hall stated that she is ok with having some short-term rentals in the Town, but that she is concerned with how the Town currently defines them. Chairman Dennis Sullivan suggested that the Town should encourage residents to rent for 31-night minimums, because any rental period over 31 nights does not qualify as a short-term rental. Chairman Sullivan also stated that he does not see an issue with people renting for over one month or longer, and that this would generally discourage renters who were looking for a weekend party house. Kevin Conklin informed the Board that the Eidelweiss neighborhood in Conway limits short-term rental bookings to only 3 times per year, or by the month or longer. John Hedden mentioned that the Town of Hanover only allows seasonal short-term rentals, and suggested the Board read their regulations for ideas on how to compose ordinances for Eaton. Judy Wilson shared that a friend lives next to a short-term rental home in Conway and has had many negative interactions with renters, including being bitten by a loose dog.

The Board reviewed the article "Controlling Short-Term Rentals: What Can Towns Do?" from the NH Office of Planning and Development in 2022. Kevin Conklin stated that the regulations must be fair and clearly defined. Chairman Sullivan stated that in previous court rulings, the State has been clear in indicating that property owners do not have unlimited options for what they can do with their property. Kevin Conklin stated that he likes the wording used in the "Home Occupation" section of the Zoning Ordinances, and that the ordinance should state that the Town wants to allow short-term rentals, but also preserve the quiet, peaceful nature of the Town. John Hedden stated that the Town needs regulations that point to the path of limited short-term rentals and limited problems with them. John Hedden suggested that the Town should compile a list of all the short-term rentals in Eaton and possibly have the property owners submit each renter's name and phone number. Chairman Sullivan stated that this would also be a good way to keep track of how many times a property was being rented. John Hedden stated that the residents

of Eaton want a pleasant community with people who behave themselves. Kevin Conklin stated that the Town has the right to regulate and restrict short-term rentals, and this should be referenced in the new Master Plan that is being written.

Cindy Hall noted that short-term rentals are not pre-approved based on the length of time they have been operating, unless they were in business when it was already legal. Cindy Hall also stated that the Town should stop giving any new permits to residents who are currently breaking the rules. Chairman Sullivan commented that there could be a requirement put in place that residents must be in compliance of the rules for at least 30 days before appearing before the Board.

The Board worked on creating a new Zoning Ordinance for short-term rentals. The Board proposed the following wording for the new ordinance:

"The purpose of this ordinance is to allow short-term rentals on a limited basis while maintaining the peaceful sense of community Eaton residents enjoy."

The Board also worked on a list of conditions to be proposed for the short-term rentals. Some of these suggestions included addressing the time and frequency of rentals, complying with State laws such as the New Hampshire Rooms and Meals Tax, creating a registry of owners for the Selectmen to reference if needed, and making sure the owners complete all safety inspections on their property. Kevin Conklin stated that restricting the frequency of renting will discourage people who only purchase property as an investment to rent out and never intend on living in the Town where the property is located. Kevin Conklin also stated that imposing a 3-night minimum for rental reservations will help to discourage renters who are only looking to have a party. John Hedden stated that limiting the number of times per year a property can be rented will also encourage longer rental periods and may also enable a positive relationship to form with neighbors.

Judy Wilson questioned whether the Board should keep the current rule stating that a property must be owner occupied while it is being rented. Kevin Conklin stated that the current rule is good because it encourages properties to be purchased with the intention of the owner living in the home for at least part of the year. Kevin Conklin also stated that the negative of this rule is that it is unreasonable to expect the owner to live on the property at the same time it is being rented. Kevin Conklin then suggested another requirement should be having a local caretaker or property manager if the owner does not live in town. The Board suggested clarifying this rule, and proposed the following wording:

"The property must be owner occupied for some part of the year."

Judy Wilson suggested adding requiring a rental property to have a 911 Address sign and to make sure that the location of the property can be accessed by fire and ambulance services. Cindy Hall stated that she would like to see sewage disposal made a

requirement under the occupancy permit. Chairman Sullivan stated that the suggestions from the evening will be turned into a draft and submitted for feedback from Town Counsel, and that these results can possibly be discussed at the next meeting.

Keving Conklin made a motion, seconded by Judy Wilson, to adjourn the meeting. The motion passed by unanimous roll call vote and the meeting was adjourned at 5:00 PM.

Respectfully submitted,

Bethany Hicks

Bethany Hicks

**TOWN OF EATON
PLANNING BOARD
August 20, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, August 20, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, John Hedden, Cindy Hall, Judy Wilson, and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm.

Preliminary Discussion

Colton Dow joined the Board to discuss property on Brownfield Road and explained that the lot was sold with a driveway but it was not constructed. Chairman Sullivan stated that the Subdivision approved a driveway location but not construction as the lot contains steep slopes. Colton Dow questioned whether a Building Permit can be approved without driveway approval. Chairman Sullivan stated that is correct and noted that there is a short section of the driveway that would have to be reviewed due to the slopes and that the driveway would need to remain under a 10% grade. Colton Dow questioned whether engineered plans are required, which would take more than a month and, therefore, not permit a foundation to be installed before winter. Colton Dow questioned whether a Building Permit could be issued and that no Certificate of Occupancy would be granted until driveway approvals are obtained. Dick Fortin stated that the Selectmen do not like to issue permits without all necessary approvals. Colton Dow stated that the driveway could be built using a transit to monitor grades. Chairman Sullivan explained that the Subdivision plan only shows a possible location for a driveway but to obtain driveway approvals, a plan will need to show actual slopes, grades and cut & fills. John Hedden stated that the Planning Board reviews the plans so a fully engineered plan showing the details is the best way to proceed. Chairman Sullivan noted that a surveyor can prepare the plan, but sometimes there is not enough information.

Case #202507 Scenic Road Tree Cutting (Continued)

At 6:25 pm, Chairman Sullivan re-opened the Public Hearing on an application by the Town of Eaton/Richard Mayo for Scenic Road Tree Cutting on Potter Road (R02-015-A). John Schmerfeld stated that Mr. Mayo and the Town have not yet settled on a proposal for the road. ***John Schmerfeld made a motion, seconded by Kevin Conklin, to close the application without prejudice. Motion unanimously carried by roll call vote.***

Review of Minutes

The Board reviewed the Minutes of July 16, 2025. ***Kevin Conklin made a motion, seconded by John Hedden, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

The Board reviewed the Minutes of July 22, 2025. ***Kevin Conklin made a motion, seconded by John Hedden, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Selectmen's Report

John Schmerfeld gave an overview of the three Building Permits issued.

Conservation Commission Report

Chairman Sullivan gave an update on the Commission and the recent blueberry harvest. Chairman Sullivan gave an overview of upcoming projects, community outreach for water quality, the Potter Road boat launch and the water bar on Willis Bean Road. Chairman Sullivan stated that the Commission reviewed the proposed amendment to the Wetland regulations.

Chairman Sullivan noted that water testing has continued on Thurston Pond and Crystal Lake. Cindy Hall stated that it would be comforting to beachgoers if the water at the beach was tested a second time each month at the center of the beach. John Schmerfeld noted that the Conservation Commission could make that request to the Selectmen for budgeting next year.

Administration

The Board was given a current Town Fee Schedule for review and further discussion. It was noted that the current cost of certified mailing is higher than the fees charged. The Board will discuss and make a recommendation for the Selectmen to hold a Public Hearing.

Wetlands Overlay Zone & Short-Term Rental Proposed Amendments

Conservation Chair Paul Nuccio joined the Board to discuss the proposed amendment to the Wetlands Overlay Zone and explained that in other Towns the affected wetland size is 10,000 to 20,000 square feet (sf) rather than the 40,000 sf in the proposed regulation. Paul Nuccio also explained that other Towns have a 25-foot vegetative buffer and an additional 50-foot setback, giving a total of 75 feet for a wetland setback. Paul Nuccio noted that other Towns conducted studies and identified different levels of wetlands and set the setbacks accordingly.

John Hedden questioned the recommendation for a vernal pool. Paul Nuccio stated that the size of the target wetland should be reduced to 20,000 square feet with a 25-foot buffer and additional 50-foot setback. Paul Nuccio stated that vernal pools should have a 100-foot buffer. Kevin Conklin questioned the impact to properties on Crystal Lake. Paul Nuccio stated that there are new shoreline regulations at the State level for protections.

Cindy Hall questioned whether there are any studies that support the recommendation to reduce the wetland size to 20,000 sf for buffers. Judy Wilson questioned how many wetlands there are in Town over 20,000 square feet. John Hedden noted that a stream could meet that qualification and that it would have to state clearly that the 20,000 sf could be on one property or contiguous properties.

Paul Nuccio stated that the larger the buffer, the better. Chairman Sullivan stated that the 100-foot proposed buffer is from the State model. Cindy Hall stated that if the Conservation Commission's recommendation is based on science, the documentation should be submitted to the Planning Board.

Kevin Conklin stated that he is not clear on why a property owner cannot manage the wetland. Cindy Hall noted that constructed ponds do not fall under these regulations. Kevin Conklin stated that if a stream runs through a property, the proposed buffers could take away use of the property. Dick Fortin noted that requiring soil testing will help determine wetland size as soils hold water differently. Cindy Hall stated that the Board should hold meetings to explain to residents how this regulation will affect their property.

Chairman Sullivan stated that the Board agrees that water quality needs to be protected but minimize limits to the use of property. Chairman Sullivan noted that there definitely should be protection around large wetlands, a buffer around year-round streams, but that perhaps a smaller buffer for seasonal/intermittent streams. Paul Nuccio stated that the use of buffers and setbacks would give more flexibility. John Schmerfeld stated that buffers handle different protections such as grass, shrubs, etc. John Hedden stated that most rain fall ends in the lakes, which should drive elimination of items such as fertilizers and pesticides.

The Board requested that it be clarified that property owners can mow their lawn. Cindy Hall proposed "meadow management" and requested information on why protection of a smaller wetland is better than the proposed 40,000 square feet.

It was the general consensus of the Board to reduce the affected wetland to 20,000 sf and add language to permit "mowing" in the buffers. Paul Nuccio stated that buffers need to remain in their natural state. John Hedden stated that it needs to be clear as to what can be done in the buffer.

John Hedden stated that he is concerned with a 100-foot buffer as it reduces the use of property. Cindy Hall stated that if the buffer must remain "natural" it means that whatever grows in that area must remain. Kevin Conklin stated that it should not be so restrictive and should permit a property owner to "manage" that area.

John Hedden suggested that a description be prepared of how to navigate through the Zoning Board, Planning Board and Conservation Commission (Section 9) to make sure it is user friendly. John Hedden stated that there are significant marshes that are not on the map, which will need to be updated and that the issue of wetlands crossing property lines needs to be clear. Kevin Conklin stated that he favors the 25-buffer because it resolves some property management issues.

The Board scheduled a work session for Wednesday, September 3rd, at 3 pm to continue working on this amendment and to also review the draft Short-Term Rental amendment.

John Schmerfeld questioned where the language for the proposed STR regulation was obtained. Dick Fortin stated that the Town should not have to keep track of rentals. Chairman Sullivan stated that the Town website could house an on-line database, which does not create extra work for staff unless an issue arises. Kevin Conklin stated that the only way the Town knows if there is an issue is if someone complains. Chairman Sullivan stated that this information is needed for verification if there is a complaint. John Hedden stated that this regulation needs to be manageable and enforceable for the Selectmen or their designee. Cindy Hall stated that this information could bring the Town closer to knowing what is being rented. John Schmerfeld stated that an explanation sheet will be needed as this amendment will be reviewed by Town Counsel.

John Hedden made a motion, seconded by Judy Wilson, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:16 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
September 3, 2025**

The Planning Board held a work session at the Eaton Town Hall on Wednesday, September 3, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, John Hedden, Cindy Hall, Judy Wilson and Alternate Peter Klose. The meeting was called to order at 3:00 pm.

Short-Term Rental Proposed Amendment

The Board reviewed the proposed amendments (7/26/25) and notes to explain the changes. Judy Wilson noted that she thought the Board agreed on a 3-night minimum and Peter Klose questioned how that would be verified. Chairman Sullivan explained that the Selectmen enforce the Ordinance and that the plan was to have an on-line registration program to store information. Greg Grinnell questioned the reason for amending the current regulations. Cindy Hall stated that some property owners are ignoring the regulations and this is an attempt to deal with that issue. Cindy Hall noted that the Town needs contact information for the person overseeing the property while the owners are not present as the Town could be liable if something happens. Greg Grinnell stated that the Town should have cell phone numbers for property owners while they are renting and out of Town.

Greg Grinnell stated that the required 4-acre minimum lot size is good and should remain in the regulations. Chairman Sullivan explained that these changes are based on suggestions from NH Municipal Association and that Town Counsel will review before holding the Public Hearing. Greg Grinnell noted that enforcement is an issue and suggested that the Building Inspector could assist. Chairman Sullivan stated that enforcement would only be necessary if there are complaints and that the Town should be more aggressive with penalties and fines.

John Hedden stated that there are residents who are against these rentals. Chairman Sullivan stated that the Master Plan questionnaire reported strong feelings to regulate the rentals. Cindy Hall stated that the explanation of the changes should reference those statements. John Hedden questioned if the minimum acreage is to make sure not to disturb neighbors. Cindy Hall stated that residents want to preserve the rural character of the Town. Chairman Sullivan stated there is strong support for making the STR regulations tighter. Judy Wilson stated that the 4-acre requirement should remain. Steve Farrell stated that it is discriminatory against smaller lots and that consideration should be given for property owners who do not meet that requirement.

The Board reviewed the proposed amendment:

#1. The Board discussed whether 2 or 3 nights should be the minimum rental. Cindy Hall stated that standard rentals are 2 nights. The Board voted and majority won for a 2-night minimum rental.

#2. Kevin Conklin stated that he is not in favor of this requirement and noted that most renters may not comply. Chairman Sullivan stated that fines could be levied for failure to comply. Greg Grinnell stated that violations may not be reported. Kevin Conklin stated that problems will be reported rather than the number of rental periods.

#3. Cindy Hall suggested combining #2 and #3 and state it is for safety reasons. Judy Wilson agreed that contact information is important for safety reasons.

#4. John Hedden noted that this requirement will protect the Town by limiting properties purchased by investors for the sole purpose of short-term rentals. Kevin Conklin suggested combining #2 and #4. Peter Klose stated that items #2, #3 and #4 should be combined and stated that it is for safety purposes.

#8. Add Zoning Board approval required.

#10. The Board discussed adding how violations will be addressed.

The Board agreed that STR should be separated from the Bed & Breakfast regulations. John Hedden suggested requiring an annual permit for the rentals. Kevin Conklin stated that the issue of owner-occupied should be discussed with Counsel. The Board agreed that requiring owner-occupancy keeps investors from purchasing homes strictly for rentals.

Wetlands Overlay Zone Proposed Amendment

The Board discussed the impact of this regulation on where property owners can build. Chairman Sullivan explained that there are many permitted uses so the limitation will be on where you can place a building. The Board reviewed the listed of prohibited uses.

The Board discussed the 100-foot buffer and whether it should be divided into sections and defined areas for different uses. Paul Nuccio explained the difference between buffers and setbacks and stated that the best way to proceed is with a combination of both as a buffer protects the wetlands. Chairman Sullivan questioned what would be permitted in the setback but not a buffer as the regulations lists what is permitted and not permitted within the restricted area. Paul Nuccio stated that there should be more restrictions close to the wetland. Cindy Hall noted that some uses could be permitted within 25 feet of the wetland, such as agriculture and forestry. Chairman Sullivan stated that Best Management Practices are required, which adds another layer of limitations.

Kevin Conklin stated that the regulation needs to be logical without being overly restrictive. Peter Klose noted that the regulation needs to be reasonable as all wetlands change with time. Judy Wilson submitted the Town of Madison's wetland buffers for review.

Chairman Sullivan stated that the definition of streams is needed as this should apply to perennial streams. The Board discussed whether the regulation should apply to ephemeral and seasonal streams. The Board discussed "Surface waters of the State"

which includes seasonal streams. It was questioned whether all the streams should require a buffer.

Kevin Conklin stated that constructed wetlands are exempt and should be made clearer. John Hedden stated that those fed and drained by perpetual streams should be covered under this regulation. Cindy Hall stated that "Constructed Wetlands" should be defined within the Ordinance. John Hedden stated that this Ordinance is critical to protect the aquifer and that the value of buffers should be stated within the regulation.

John Hedden made a motion, seconded by Kevin Conklin, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 5:14 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
September 17, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, September 17, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, Cindy Hall, Judy Wilson, Alternates Peter Klose and Stan Dudrick, and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm. Chairman Sullivan appointed Alternates Peter Klose and Stan Dudrick to act as regular members for this meeting.

Preliminary Discussion

Porter Bingle joined the Board to discuss his property on Brownfield Road and questioned the road within the Hertel subdivision. Chairman Sullivan explained that the existing road was for logging purposes and that a culvert was installed for the driveway with a wetlands permit. Chairman Sullivan noted that there is one section of the proposed driveway that is steep and that a plan is needed to show topography. Porter Bingle questioned whether retaining walls are possible. Chairman Sullivan explained that the driveway cannot exceed a 10% slope and that cuts & fills can be used. Porter Bingle questioned whether swales and riprap are required for drainage. Chairman Sullivan noted for the small steep section, drainage will need to be addressed.

Case #202508 – Dow (Boundary Line Adjustment & Subdivision)

At 6:15 pm, Chairman Sullivan opened a Public Hearing for an application by Peter & MaryLou Dow for a Boundary Line Adjustment with Sharon & Carl Olsson (R06-005) and a two-lot Subdivision at 2954 Eaton Road (R05-028). Chairman Sullivan explained the process for the Public Hearing.

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. The Board reviewed correspondence from Carl Olsson and abutter Patricia McMurry. ***Kevin Conklin made a motion, seconded by Peter Klose, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Nick Oberti of Strong Tree Engineering gave an overview of the proposed subdivision and noted that the Boundary Line Adjustment is necessary to meet the required 200-foot road frontage.

Chairman Sullivan questioned the boundary line for abutting Lots 30 and 31 (Phipps and McMurry). Nick Oberti stated that the abutter property lines were not researched and that the dashed line between Phipps and Ellis is a dashed line for reference. Chairman Sullivan stated that the corner boundary marker of the McMurry property appears to be on the access road. Nick Oberti stated that there is an easement for that access road. Chairman Sullivan stated that the easement is on the Phipps property

only. Nick Oberti stated that the access road can be shifted off the McMurry property and that he will review the issue with the Dows. Chairman Sullivan requested that the final plan show the boundary line for the McMurry property for reference.

Chairman Sullivan noted that there is a stream and questioned whether the wetlands were excluded from the lot calculations. Nick Oberti stated that the wetlands have not been disturbed.

Kevin Conklin requested an explanation for the waiver request. Nick Oberti stated that efforts were focused on the lot being created and that the waiver is from surveying the entire original parcel. Cindy Hall questioned whether the new lot was surveyed in its entirety and that monuments have not yet been set. Nick Oberti stated that no abutter lines are changing and that monuments will be set where iron pipes were not found. Nick Oberti explained the process for researching deeds and then creating a legal plan based on the deeds and physical survey. Judy Wilson questioned whether temporary markers have been placed. Nick Oberti stated that the markers can be moved with weather so once approved, permanent markers are placed. Peter Klose questioned whether McMurry's corner monument is in the road. Nick Oberti stated that it is close and that the Dows will move the access road.

At 6:41 pm, Chairman Sullivan opened the Hearing for public comment. Patricia McMurry requested that her boundary line be shown on the plan and that the road be moved to avoid issues if the property is sold. Nick Oberti stated that a condition of approval could be moving the road so that the boundary is clear. Cindy Hall questioned the language of the easement for the access road. Chairman Sullivan stated that the easement is on the Phipps property along the common boundary. Chairman Sullivan noted that the Planning Board does not fix boundary disputes but that this issue can be addressed. At 6:45 pm, there being no further comment, Chairman Sullivan closed the Hearing to public comment.

The Board reviewed the waiver request to Subdivision Section 4:11 b, paragraph 3 regarding the requirement to survey the rear portion of the parent property. ***Kevin Conklin made a motion, seconded by Judy Wilson, to approve the waiver request. Motion unanimously carried by roll call vote.***

Kevin Conklin stated that a condition of approval could be the resolution of the access road to make sure it does not cross the McMurry property. Nick Oberti stated that a note could be added to the plan stated that the driveway would be moved onto the Phipps property. Chairman Sullivan stated that a second condition will be to add a dashed line between the McMurry and Phipps property showing the approximate location.

The Board noted that there is a letter from Carl Olsson approving the proposed Boundary Line Adjustment. ***Peter Klose made a motion, seconded by Kevin Conklin, to approve the Boundary Line Adjustment between Olsson and Dow. Motion unanimously carried by roll call vote.***

Kevin Conklin made a motion, seconded by Stan Dudrick, to approve the two-lot Subdivision with Conditions: 1. Note on the plan that the existing access/driveway to be moved off the McMurry property and onto the Phipps property and

2. Dashed boundary line between the McMurry and Phipps property to be shown on the plan. Motion unanimously carried by roll call vote.

Case #202509– Edge/Vertex Towers (Site Plan Review)

At 6:55 pm, Chairman Sullivan opened a Public Hearing for an application by John Edge/Vertex Towers for Site Plan Review of a Wireless Communications Facility on Ridge Road (R03-009).

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest and no correspondence was received. ***Kevin Conklin made a motion, seconded by Cindy Hall, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Fran Parisi of Vertex Towers gave an overview of the proposed facility and noted that they have obtained Variances from the Eaton Zoning Board for the height, underground utilities and type of tower. Fran Parisi explained the coverage area and stated that a lot of research goes into selecting the correct location.

Fran Parisi explained that the property is a large site with an existing car path, which means it will not require a lot of construction. Fran Parisi stated that the facility will be approximately 600 feet from the closest property owner and that there will not be a lot of traffic to the site. Fran Parisi explained that the facility is a 60x60 compound with gravel and minor concrete for the tower and that it will be surrounded by a chain link fence with barbed wire.

Fran Parisi reviewed the findings from the balloon test. Kevin Conklin questioned whether the balloon could be seen from Brownfield Road. Fran Parisi stated that pictures would have been taken and that most likely it was shielded by trees. Chairman Sullivan questioned whether it was visible from Foss Mountain. Fran Parisi stated that he went to that area and could not see the balloon.

Chairman Sullivan noted that he did not see any indication of wetlands on the property. Fran Parisi stated that there is no impact on any wetlands. Cindy Hall questioned the existing road. Fran Parisi stated that the driveway will curve behind the trees so that the facility will not be visible from Ridge Road.

John Schmerfeld questioned security for removal of the facility and indicated that an estimate and bond are required. Fran Parisi noted that it could be a condition of approval and indicated that if the tower is abandoned, the Town would notify Vertex Towers for removal.

Stan Dudrick questioned if generators will be on site. Fran Parisi stated that the carriers might use generators with propane for long-term outages but that there are back-up batteries on site.

At 7:42 pm, Chairman Sullivan opened the Hearing for public comment. Greg Grinnell noted that the balloon could not be seen from the top of Foss Mountain or from the Town beach. Don Gemmecke stated that during the balloon test, there were no leaves on

the trees and the balloon was barely visible from his house. There being no further comment, Chairman Sullivan closed the Public Hearing.

Kevin Conklin made a motion, seconded by John Schmerfeld, to approve the Site Plan/Wireless Communications Facility with the condition: Submission of a removal cost estimate from a licensed professional engineer; submission of the final removal bond to be concurrent with Building Permit application for the proposed Facility. Motion unanimously carried by roll call vote.

Review of Minutes

The Board reviewed the Minutes of August 20, 2025. ***Judy Wilson made a motion, seconded by Kevin Conklin, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

The Board reviewed the Minutes of September 3, 2025. ***Kevin Conklin made a motion, seconded by Peter Klose, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Selectmen's Report

John Schmerfeld gave an overview of Building Permits issued and stated that the Selectmen want to discuss Short-Term Rentals and the Wetland amendment at the upcoming Joint Board meeting. John Schmerfeld stated that the Selectmen would like the Planning Board to list siding as exempt from a Building Permit.

Short-Term Rental Proposed Amendment

The Board reviewed a letter from Counsel regarding the proposed short-term rental amendment. The Board discussed the required four-acre minimum for rentals and the general consensus was to continue that requirement.

Kevin Conklin made a motion, seconded by Peter Klose, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:25 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
October 15, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, October 15, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, Cindy Hall, Judy Wilson, John Hedden and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm. Chairman Sullivan appointed Alternates Peter Klose and Stan Dudrick to act as regular members for this meeting.

Preliminary Discussion

Jeff Hertel joined the Board to discuss his property on Brownfield Road and gave an overview of the Subdivision. Jeff Hertel stated that he thought when the plans were approved, it included approvals for the driveways. Jeff Hertel explained that he has hired an engineer to put together plans for the driveways within the Steep Slope Protection Zone and questioned what else the Board will require for formal application. Chairman Sullivan reviewed the requirements for seeking approval of the driveways.

Review of Minutes

The Board reviewed the Minutes of September 17, 2025. *Kevin Conklin made a motion, seconded by Judy Wilson, to adopt the Minutes as written. Motion unanimously carried by roll call vote.*

Conservation Commission Report

Chairman Sullivan gave an overview of the repairs needed on Willis Bean Road, trail maintenance on Foss Mountain and the need for volunteers to expand the water testing of ponds in Eaton.

Proposed Zoning Amendments

The Board reviewed and amended draft amendments proposed by the Selectmen and required by new State Statutes: excluding siding from requiring a Building Permit, clarifying the road setback for structures and parking requirements. The Board discussed an amendment to required road and shoreline frontage and proposed adding 200 "contiguous" feet for clarification.

The Board reviewed the proposed amendment regarding Accessory Dwelling Units (ADU) which is being affected by changes in State Statutes. The Board discussed the permitted size of an ADU. John Hedden noted that the size should not be limited and Cindy Hall stated that it is accessory to the residence and not another full house.

The Board reviewed and amended the proposed changes for Short-Term Rentals. The Board reviewed information from Town Counsel regarding the number of permitted rental periods. It was the consensus of the Board to seek further guidance from Counsel. The Board discussed how a property owner will report the contact information during rentals and Chairman Sullivan noted that the Board will develop a form. Cindy Hall noted that contact information could be emailed to Town Hall. John Hedden stated that the information should be submitted prior to each rental period.

The Board reviewed and amended the Wetlands Conservation Overlay Zone proposed amendment. Chairman Sullivan noted that the Ordinance will be clear to apply to wetlands over 20,000 square feet and perennial streams. Chairman Sullivan noted that the Ordinance does not apply to intermittent streams as it would be difficult to locate and map. Cindy Hall noted that most of the intermittent streams are in steep slopes, which will help to protect them. John Schmerfeld stated that the residents should be educated and part of the mapping of intermittent streams. John Hedden stated that it is not insurmountable to designate the seasonal streams and that the Board should continue to pursue this issue. Chairman Sullivan reminded the Board that you cannot enter private property, which makes mapping difficult.

The Board scheduled a work session for November 5th at 3 pm.

John Hedden made a motion, seconded by Kevin Conklin, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:19 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
November 5, 2025**

The Planning Board held a work session at the Eaton Town Hall on Wednesday, November 5, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, John Hedden, Judy Wilson and Selectmen's Representative John Schmerfeld. Cindy Hall joined the meeting in progress. The meeting was called to order at 3:02 pm.

Short-Term Rental Proposed Amendment

The Board reviewed the proposed amendments (10/16/25) and guidance from Town Counsel. John Schmerfeld indicated that the Selectmen have reviewed the information and feel that the proposed amendment should be in line with Counsel's recommendations. Kevin Conklin noted that the usual rental period is 2 to 5 days and that permitting rentals up to 90 days, it would allow someone to rent their house for a season when out of Town. Judy Wilson noted that the regulation should discourage someone from purchasing property for the sole purpose of renting. Chairman Sullivan noted that 90 days could be 45 rental periods. John Schmerfeld stated that the basis could be to permit residents the ability to rent for a season and prohibit speculation purchases. It was the consensus of the Board to limit the rentals to 90 days per calendar year. The Board listed the following intents of the Ordinance: 1. Keep properties affordable; 2. Discourage speculation purchases; 3. Permit seasonal residents to rent; 4. Encourage longer rental periods.

The Board discussed creating a form to be submitted with contact information of the person available during rental periods. Judy Willson stated that the property owner must post their State license within the residence and that it must be renewed annually. The Board added a condition that the property owner must complete the required paperwork and submission of the DRA license numbers. The Board stated that when all conditions have been met, a Certificate of Occupancy can be issued by the Board of Selectmen.

Wetlands Overlay Zone Proposed Amendment

The Board reviewed the updated Wetlands amendment. John Hedden noted that a 100-foot buffer on each side of a perennial stream seems large. Chairman Sullivan noted that if the buffer makes the property non-buildable, property owners can seek a Variance from the Zoning Board. John Hedden suggested making the buffer 50-feet on each side for a total of 100 feet. John Schmerfeld noted that buffers around streams are more important than around lakes. John Hedden stated that the definition of "perennial stream" should be added.

John Hedden questioned how the Conservation Commission will be notified and Chairman Sullivan noted that they would receive the same notification as abutters. John Schmerfeld explained that the Selectmen would like some of the references to the

Conservation Commission removed as approval of these projects is strictly a Planning Board function. John Schmerfeld stated that the Conservation Commission can review projects but not be permitted to place conditions. Chairman Sullivan stated that the Conservation Commission could review and give input with no authority.

The Board amended the amendment for clarification and added a definition of buffer, clarified that the buffer is adjacent and that all references to "District" be corrected to "Zone".

John Hedden stated that this Amendment is complicated to read within the ballot box. Chairman Sullivan noted that an education session should be scheduled to explain the Ordinance.

Kevin Conklin made a motion, seconded by Judy Wilson, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 4:50 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
November 19, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, November 19, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, Cindy Hall, Judy Wilson and Selectmen's Representative John Schmerfeld. The meeting was called to order at 6:00 pm.

Review of Minutes

The Board reviewed the Minutes of October 15 and November 5, 2025. ***Kevin Conklin made a motion, seconded by Judy Wilson, to adopt the Minutes as written. Motion unanimously carried by roll call vote.***

Board of Selectmen Report

John Schmerfeld gave an update on the Building Permits and Certificate of Occupancy issued.

Zoning Board of Adjustment Report

Chairman Sullivan read the Notice of Decision issued by the Zoning Board for the Bee Lakeside Short-Term Rental on Potter Road.

Chairman Sullivan read the Public Notice and explained the process for the Public Hearings

Case #202510 – Bee Lakeside LLC (Site Plan Review)

At 6:15 pm, Chairman Sullivan opened a Public Hearing for an application by Bee Lakeside LLC/Emily VanGemerden for Site Plan Review to operate a Short-Term Rental at 1128 Potter Road (R02-017).

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. ***Kevin Conklin made a motion, seconded by Cindy Hall, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Emily VanGemerden gave an overview of the property and proposal for short-term rental. John Schmerfeld questioned the acres and number of bedrooms. Emily VanGemerden stated the property is 12.3 acres and that three bedrooms will be rented with the other two slated to be locked during rentals. Chairman Sullivan noted that the property is owned by an LLC and questioned whether the family spends time at the house. Emily VanGemerden stated that the family spends time at the property throughout the year and

that there is a full-time resident in the guest cottage. Cindy Hall questioned whether the septic and well are shared between the two houses. Emily Van Gemeren stated that the well is shared but that there are two septic systems. Judy Wilson questioned whether the deck has been updated. Emily VanGemeren stated that the house was inspected and updated recently.

Cindy Hall questioned what the plan is to keep people from using the extra bedrooms. Emily VanGemeren explained that there are locks on the bedrooms and basement. Emily VanGemeren stated that they will be requiring a four-night minimum stay and that access to the boathouse will be blocked. Kevin Conklin questioned whether the property meets all codes. Emily VanGemeren stated that the Building Inspector will inspect the property for the Certificate of Occupancy but the updates to the house have been to code.

At 6:29 pm, Chairman Sullivan opened the Hearing for Public Comment. There were none. Kevin Conklin questioned the status of the leach field. Emily VanGemeren stated that Henry Shaw will be inspecting the field tomorrow and that a report will be submitted to the Zoning Board. Chairman Sullivan noted that a requirement is that the property be owner occupied. It was the consensus of the Board that the family of the LLC member occupies the property, which meets the intent of the Ordinance.

At 6:32 pm, Chairman Sullivan closed the Public Hearing. Judy Willson questioned whether the dock will be used by the renters. Emily VanGemeren stated that the dock will be out if renters want to bring their own canoes and indicated that the water is shallow in that area. Cindy Hall questioned if there is a 9-1-1 sign and Emily VanGemeren stated that there is one, but it will be updated.

Kevin Conklin questioned whether they have registered for NH Rooms & Meals Tax and Emily VanGemeren stated that they wanted to obtain approvals before moving forward with licenses. Chairman Sullivan questioned the parking. Emily Van Gemeren explained that there are two spaces for the cottage and at least four spaces for the house with extra room for snow.

Kevin Conklin made a motion, seconded by John Schmerfeld, to approve the application for a Short-Term Rental. Motion unanimously carried by roll call vote.

Case #202511 – Hertel (Steep Slope Development)

At 6:40 pm, Chairman Sullivan opened a Public Hearing for an application by Jeffrey Hertel for development within the Steep Slope Protection Zone to construct driveways on Brownfield Road (R10-031, Lots 1-4).

All notices have been posted, all fees paid and abutters notified. There are no members with a conflict of interest. ***John Schmerfeld made a motion, seconded by Judy Wilson, to accept the application as complete for consideration. Motion unanimously carried by roll call vote.***

Jeff Hertel gave an overview of the recently subdivided lots and noted that the State required shared driveway entrances. Jeff Hertel explained that culverts were installed at

the entrances under a State Wetlands Permit and that this application is to continue the driveways onto the existing four lots. Jeff Hertel noted that he has requested a waiver for the full site plan as he has submitted plans from the recent subdivision.

Jeff Hertel gave an overview of the two driveways regarding swales, infiltration systems, stormwater storage and construction of a driveway under 10% grade. Jeff Hertel noted that he has submitted a Stormwater Management System report generated by Changing Seasons Engineering. Jeff Hertel noted that the greatest slope was 16%, so the driveway was designed using cuts and fills and switchbacks to meet the Town slope requirements. Chairman Sullivan noted that the change to driveways only occurs on one lot and that the approved shared driveways have not changed.

John Schmerfeld questioned whether the infiltration basins will be vegetation. Jeff Hertel noted that he is unsure and that whatever the Town requires will be what is done. Cindy Hall noted that for these driveways, vegetative basins would work. Judy Wilson questioned who will be responsible for maintaining the basins. Jeff Hertel noted that the property owners will be responsible.

Chairman Sullivan questioned the erosion control silt fence. Jeff Hertel noted that his intention is to leave the fences in place. John Schmerfeld stated that the plastic fence will break down and that it might be better to use a sock with organic matter. Cindy Hall noted that the fence could be removed after construction of the driveway. Jeff Hertel noted that there are large culverts and flat areas, so the runoff will not affect Brownfield Road.

At 6:58 pm, Chairman Sullivan opened the Hearing for Public Comment. There were none; Chairman Sullivan closed the Public Hearing. Kevin Conklin noted that the regulation states: *The applicant shall bear final responsibility for the installation, construction, inspection and disposition of all storm water management and control measures required by the provisions of this regulation.* Kevin Conklin suggested a condition of approval: Any artificial materials used for erosion control will be removed after construction of the driveway has been completed.

The Board reviewed a Request for Waiver from Article V, Section E regarding the required Site Plan. ***John Schmerfeld made a motion, seconded by Kevin Conklin, to grant the waiver as full plans were submitted for the property from the recent subdivision. Motion unanimously carried by roll call vote.***

Kevin Conklin made a motion, seconded by Judy Wilson, to approve the application with the condition that any artificial materials used for erosion control will be removed after construction of the driveway has been completed. Motion unanimously carried by roll call vote.

Cindy Hall made a motion, seconded by Kevin Conklin, to authorize Chairman Sullivan to sign the final plans out of session. Motion unanimously carried by roll call vote.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and a possible Conservation Conversation to educate the residents regarding the proposed Wetlands Ordinance amendment. Chairman Sullivan noted that it would be beneficial to have Commission members available to explain the new Ordinance and suggested holding the meeting in February. A subcommittee comprised of members Dennis Sullivan, Cindy Hall, Paul Nuccio and Dagmar VonSchwerin was established to work on the Conservation Conversation.

Chairman Sullivan stated that the Conservation Commission wants to pursue adoption of a Groundwater Ordinance and are currently working on a Town-wide Conservation Plan. John Schmerfeld noted that the Selectmen are suggesting working on a Plan that focuses on Town lands and that puts forth priorities. Cindy Hall stated that the Natural Resources chapter of the Master Plan should reference the Town Conservation Plan.

Proposed Zoning Amendments

The Board reviewed information from the NH Business & Economic Bureau regarding changes to the Statutes pertaining to ADUs. The Board revised the ADU Zoning amendment to state: "An attached ADU shall have an independent means of ingress and egress."

The Board reviewed and revised the Short-Term Rental, Bed and Breakfast and Wetlands Conservation amendments.

Kevin Conklin made a motion, seconded by Judy Wilson, to send the proposed Zoning Ordinance amendments to Public Hearing on December 17, 2025. Motion unanimously carried by roll call vote.

Judy Wilson made a motion, seconded by Kevin Conklin, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner

**TOWN OF EATON
PLANNING BOARD
December 17, 2025**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, December 17, 2025. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, Judy Wilson, Selectmen's Representative John Schmerfeld and Alternates Peter Klose and Stan Dudrick. The meeting was called to order at 6:00 pm. Chairman Sullivan appointed Peter Klose and Stan Dudrick to act as regular members for this meeting.

Review of Minutes

The Board reviewed and amended the Minutes of November 19, 2025. ***Peter Klose made a motion, seconded by Judy Wilson, to adopt the Minutes as amended. Motion unanimously carried by roll call vote.***

Voluntary Lot Merger

The Board reviewed a request by Anders Engen for a Voluntary Merger of two lots at 45 Bean Road (R10-009 A & B). Chairman Sullivan reviewed the deeds and notice of approval from the mortgage company. ***Kevin Conklin made a motion, seconded by Judy Wilson, to approve the Voluntary Merger. Motion unanimously carried.***

Public Hearing – Proposed Zoning Ordinance Amendments

Chairman Sullivan read the Public Notice and called the Public Hearing to order. Chairman Sullivan read each of the proposed amendments and gave a brief overview of the amendment. The Board amended language in Amendment #7 (rental units to rooms to be rented) for clarification. There being no public input, Chairman Sullivan closed the Public Hearing. ***Peter Klose made a motion, seconded by Kevin Conklin, to place the proposed Zoning Ordinance amendments on the 2026 Town Meeting ballot. Motion unanimously carried.***

Case #202508 – Dow (Reconsideration)

Nic Oberti of Strong Engineering met with the Board and explained that the previously approved subdivision has been amended to reconfigure a property boundary between the two Dow properties. Nick Oberti noted that the change reduces the subdivided lot by .2 acres and that the subdivision is still under a conditional approval. Chairman Sullivan stated that the new boundary line is closer to an abutting property. Nic Oberti stated that there is a 15-foot buffer between the property lines. ***Kevin Conklin made a motion, seconded by Judy Wilson, to require that the new plan be sent to the affected abutter via certified mail and that he be given 30 days to comment to the Planning Board. Motion unanimously carried.***

Conservation Commission Report

Chairman Sullivan announced that Paul Nuccio is now a certified soil scientist and that the Conservation Commission is working on the Conservation Plan.

Master Plan Update

John Schmerfeld gave an overview of proposed changes to Chapter 4. The Board will review the updated chapters of the Master Plan at their January meeting.

Kevin Conklin made a motion, seconded by Judy Wilson, to adjourn the meeting. Motion unanimously carried by roll call vote. The meeting was adjourned at 7:28 pm.

Respectfully submitted,

Lianne Boelzner

Lianne Boelzner