

**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 VanGemeren 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 VanGemeren gave an overview of the property and proposal for short-term rental. John Schmerfeld questioned the acres and number of bedrooms. Emily VanGemeren 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 VanGemeren 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

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