

**TOWN OF EATON
PLANNING BOARD
January 21, 2026**

The Planning Board held their regular meeting at the Eaton Town Hall on Wednesday, January 21, 2026. Present were Chairman Dennis Sullivan, Vice Chair Kevin Conklin, Judy Wilson, Cindy Hall, John Hedden 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 December 17, 2025. ***Cindy Hall 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 distributed copies of the Acceptable Use and Drug & Alcohol Policies and explained that all Board members should review the Policy and submit the signature pages for their personnel files.

The Board reviewed an application for Home Occupation that the Selectmen have requested clarification on permissible square footage. It was noted that the intent of the Home Occupation Ordinance is to permit businesses with limited impact on the neighborhood. It was the consensus of the Board that the garage area does not need to be limited by the square footage of the residence. The Board will work on clarifying this Ordinance.

Conservation Commission Report

Chairman Sullivan gave an update on the Conservation Commission and explained that the Commission is working on budgets and the Conservation Plan. Chairman Sullivan stated that Steve Kafka is working on a new sign to be posted on Potter Road at the Conway Lake access. Chairman Sullivan stated that a Conservation Conversation has tentatively been scheduled for February 17th at 6:30 pm to present the proposed Wetlands Protection Ordinance.

Administration

Chairman Sullivan stated that he spoke with Zoning Board Chairman Steve Larson regarding the issue of expanding non-conforming structures. Chairman Sullivan explained that during a recent hearing the Zoning Board was unclear as to whether the

footprint relates to the foundation or the drip edge of the eaves. It was noted that the Zoning Board has requested that the Planning Board review the Ordinance for clarification and possible amendment.

Master Plan Update

The Board reviewed a progress chart submitted by Chairman Sullivan to keep track of the status as each Chapter is updated. The Board then reviewed a list of possible key risks submitted by John Hedden and identified in which Chapter these risks should be addressed. The Board discussed adding a new Chapter to address Education. The Board discussed the issue of financial stability and noted that this subject should be addressed within the Master Plan.

The Board reviewed and amended the draft Land Use chapter. John Schmerfeld questioned whether the Conservation Plan is in line with this draft language. Cindy Hall noted that she has a draft copy of the Plan. Chairman Sullivan stated that the Conservation Commission has reviewed several of the Chapters and given input. Chairman Sullivan stated that the Master Plan must back up the Zoning Ordinance and explained that if an Ordinance is challenged, the court first reviews the Master Plan as evidence.

Cindy Hall questioned whether an objective should address design requirements if building within the Village District and noted that it was in the prior version of the Plan. Chairman Sullivan indicated that the questionnaire did not ask for input on that issue.

John Hedden stated that the issue of financial stability should be addressed within the Master Plan and that the use of charts showing history and projected future growth could be used. It was noted that any discussion on this topic should be in harmony with the Board of Selectmen's vision.

Cindy Hall stated that the questionnaire results contained comments that the residents do not like the increased traffic and noise and that perhaps the Selectmen can address limiting truck traffic. John Schmerfeld explained that the Selectmen have met with NHDOT to discuss issues and concerns.

Kevin Conklin questioned whether the Town has a Shoreland Protection Ordinance. Cindy Hall stated that the Town has adopted the State regulations and perhaps the Board should review and determine whether stricter regulations are desired for the Town. It was noted that the Conservation Commission has expressed the wish that the Planning Board proposed similar regulations to Conway because of shared impact to Conway Lake.

Kevin Conklin questioned whether uses of Town-owned land should be addressed in Chapter 6 as the questionnaire showed that residents would like more recreation opportunities. John Hedden questioned whether there are deed restrictions on Town lands. Chairman Sullivan noted that the Conservation Commission is working on documenting these issues.

John Hedden stated that it would be helpful to have a chart that summarizes the Zoning Ordinance. John Hedden indicated that information on whether properties are occupied or vacant should be gathered so that the Planning Board can assess if the rural quality is at risk due to build out. Kevin Conklin noted that that information is important to the Planning Board but not relevant in the Master Plan. Chairman Sullivan stated that an objective could be to gather information to determine build out of the Town. John Schmerfeld noted that the Selectmen look at short-term planning of costs and not growth and that development of large tracts of land could be a risk in the future.

The Board will review Chapters 3 and 4 at their next 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 8:01 pm.

Respectfully submitted,

Lianne Boelzner

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