TOWN OF LEE PLANNING BOARD
MEETING MINUTES
August 12, 2026, at 6:00PM

MEMBERS PRESENT: Mark Beliveau, Chairman; Wayne Lehman; Howard Hoff; John LaCourse, Select Board Representative.

OTHERS PRESENT: Craig Williams; Joan Williams; Susan Faretra; Mark Faretra; Jennifer Weir; Tom Weir; Martin Ferwerda; Kelby Ferwerda; Ryan Lavelle, Lavelle Associates & Caren Rossi, Planning & Zoning Administrator

Mark Beliveau, Chairman opened the meeting at 6:00PM.

MINUTES

Approval of 7/08/26 Draft Minutes

Mark Beliveau, Chairman suggested an addition to page 4, for the motion to now read "John LaCourse made a motion to accept the application with the understanding the applicant will separately apply for site plan review for Phase III & V".
All others agreed to the amendment.
Wayne Lehman made a motion to approve the minutes as amended.
Howard Hoff seconded the motion.
Vote: all minutes approved.

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PB2627-02
An accepted Site Plan Review Application from Lee Circle Development where they are proposing to construct a 26,000 sq ft building to contain 1- and 2-bedroom apartments with associated parking and utilities. (Phase 4); And a proposed 3,600 sq ft commercial building with associated parking and utilities. (Phase 5)
A subdivision application, subdividing from the existing 33.04 acre parcel a 7.2808-acre parcel, creating a separate parcel for the proposed 26,00 sq ft apartment building.
The property is located at 48 Concord Rd and is known as Lee Tax Map #07-08-100. This is a possible final hearing.

Mark Beliveau, Chairman read a request to continue from the applicant into the record.

Wayne Lehman made a motion to continue the hearing until September 9, 2026, at 6:00PM.
Howard Hoff seconded the motion.
Vote: all, motion carried.

P2627-03
An application for a one lot subdivision from Martin Ferwerda, representing Harvey Mill, LLC. The applicant proposes to subdivide from the existing 11.78 +- acre parcel a building lot of 2.0004 +- acres. The property is known as Lee Tax Map #22-08-0000 and is located at 90 Harvey Mill Road. This is an application acceptance hearing and possible final hearing.

Ryan Lavelle explained that this is the first step with the development of this property. There will be future development. They have submitted it to NH DOT and that is pending. They do not have state subdivision approval yet. They are now only proposing to subdivide one lot from the existing 11 +- acre parcel.

Mark Beliveau, Chairman commented that the abutters are missing from the plan.

Ryan Lavelle stated that he expected to get correspondence from Caren with what more was needed to the plan.

Caren Rossi reviewed the items that need to be addressed:

- Remove from the legend what is not applicable to the plans
- Remove from page 2 proposed well and 24' driveway easement
- Change the setback on the new lot from 35' to 25'.
- Remove the test pit data that doesn't pertain to this application
- Bruce Gilday needs to sign and stamp as a soil scientist, not a wetland scientist.
- The cemetery isn't shown on the legend
- All abutter information include book and page needs to be added to the plan
- Existing driveway is actually an old road that was discontinued and should reference that
- Stonewalls need to be shown on the plans when used as a boundary
- New lot is 8-2 not 8-1
- In the locus un darken the lot lines that are not this lot
- Change the street number to 114 and not 90 (we just changed this)
- New lot is #98 Harvey Mill Road

Public comment

Craig Williams 39 Gile Road asked if the Board would enforce the required no cut buffer along his property. He is concerned with keeping the health and safety of the existing trees. As well as maintaining the foliage and separation. He also spoke of how dangerous that corner is for a driveway and for the public. He continued to explain that the current construction that is going on had to install a traffic light due to how dangerous it is.

Caren Rossi explained that the required 100' no cut buffer is only for Open Space Subdivisions, which this is not.

Mark Beliveau, Chairman stated that the surveyor needs to be very clear where the line is. They need to be sure to only cut on their lot, and the building meets the setbacks.

Craig Williams commented that he hopes the lot line is clearly marked.

Ryan Lavelle explained that they put grade stakes out with orange flagging, the line will be very visible.

Joan Williams spoke and asked if they could have a site walk to review the line.

Mark Beliveau, Chairman stated that they would be fine for the 2 parties to do.

Tom Weir, 77 Harvey Mill Road spoke with concerns of how dangerous that area of the road is for the driveway. In the 12 years they have lived there, there has been at least ½ dozen cars in the ditch in that area. It is a very dangerous section of road.

Mark Feretra, Gile Rd asked if the police chief and fire chief sign off on the permit application?

Mark Beliveau, Chairman spoke and said that he didn't think they did. But they do submit any issues that they may have to the planning board.

Caren Rossi replied she has received comments from both and neither had any issues.

Mark Feretra, Gile Road replied that the plans are lacking a lot of very important information, including the stone wall boundaries.

Susan Geretra, Gile Road pointed out that locus plan has darkened areas than should be, and this needs to get corrected.

Craig Williams, 39 Gile Road asked if NH DOT keeps stats of accidents in the area?

Mark Beliveau, Chairman stated that he wasn't sure, but he felt that the police chief might.

With no further questions or comments.

Mark Beliveau, Chairman asked if the Board felt this plan was alright to accept or missing too much information? He commented that they have accepted lessor plans.

John LaCourse commented that he felt we could accept the plan and finish the review, he doesn't feel we should approve it tonight, but he felt comfortable accepting it.

The other members agreed.

John LaCourse made a motion to accept the plan.
Wayne Lehman seconded the motion.

Vote: all, application accepted.

Mark Beliveau, Chairman explained that now that the application is accepted, it starts the 65-day review clock.

Mark Beliveau, Chairman asked the Board members if they thought this had protentional for regional impact?

The Board members did not feel it did.

Mark Beliveau, Chairman asked if anyone felt we should do a site walk?

The Board member did not think a site walk was necessary.

John LaCourse made a motion to continue the meeting until September 9, 2026.
Wayne Lehman seconded the motion.
Vote: all, motion approved, meeting continued.

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Regulation updates

Mark Beliveau, Chairman explained that there are several zoning changes that are mandated that we will need to voted on at the March 2027 election. Caren has red lined most of them in the zoning ordinance and she will send them out to everyone for their review. There is still another change and that is to the daycare ordinance and SRPC has offered to help us with that. Another item to discuss for a change is short-term rentals. We recently learned we cannot require them to have site plan review. We will need to discuss this further. The site review regulations have a few tweaks to update as well; there are mandatory flood regulations changes that FEMA provided for us. A recent legislative change changed the length of time an approval is good for and the other changes are a few that will just help with applying the regulations. Caren will send these out red lined as well. He asked the Board if they felt they could read the site review regulations over, send any feedback to Caren and have a public hearing on them in October.

The Board members all felt comfortable with this timeline.

With no further business, Chairman Beliveau adjourn the meeting at 7:20PM.

Minutes transcribed by:

Caren Rossi