PLANNING BOARD MINUTES
August 12, 2026

APPROVED: **August 26, 2026**

AGENDA: **OLD BUSINESS:** *None*

PLANNING: *None*

CASES: *26SUP05 – Pierce - 111-062 – 31 Lakeside Road*
26MPHP02 – Archibald - 113-046 – 20 Lake Street

OPERATIONAL: *CIP Committee Appointments*

ATTENDING: **Board:** ***in person -*** Steve Carten (Chair), David Shirley (Vice Chair), Jeremy Fischer, Glenn Huot, Scott Severn (Select Board Representative), and Marc Bourassa (Alternate)
via Zoom - None

Absent: Brett Dunn (Alternate)

Staff: ***In person*** – Donna Sullivan (Land Use Administrative Assistant)
via Zoom – Christina Goodwin (Town Administrator)

Applicants, Professionals, and Public:
in person – John and Kathleen Pierce, Benjamin Archibald, and Steve Hansen
via Zoom – None

With a quorum present, Chair Carten called the meeting to order at 6:00 pm with a roll call. The full Board was present, so no Alternates were seated as voting members.

CASES:

26SUP05 – Pierce - 111-062 – 31 Lakeside Road:

Ms. Sullivan read the Special Use Permit application information for Case #26SUP05 into the record. She explained that the applicants want to replace the existing primary structure with a two-level, two-bedroom dwelling within the existing footprint. She added that the second floor living space will measure 19.5 feet by 25.5 feet and the second-floor height of 8 feet will increase by 6 feet to 14 feet. She stated that the new roof will have a new pitch of 6 feet, bringing the total building height to 20 feet. She indicated that the attached shed would remain unchanged and the main floor elevation and existing building corners will remain the same. She listed the 5 abutters that were notified and other public notice posting information. There were no phone calls or written responses received from abutters or the public. Department Heads were notified and the Water/Sewer Department responded with comments that the applicants should contact the Department regarding water service and meter locations. She indicated that the Conservation Commission was notified and the Conservation Chair reviewed the application and commented that the Conservation Commission recommends the project be allowed to move forward as presented and strongly advises that the applicants and the builders use best management practices and adhere to the most robust silt and erosion containment measures possible.

26SUP05 – Pierce - 111-062 – 31 Lakeside Road: - continued

The Board reviewed the application to determine if it was complete. After review, Mr. Severn motioned to accept the application as complete. Mr. Huot seconded. The motion carried 5-0-0.

Ms. Sullivan reported that there was a Special Exception for the height increase approved by the Zoning Board at its meeting of August 4, 2026.

Chair Carten asked Mr. Pierce to present a quick overview of the project. Mr. Pierce explained his plans to the Board. He described the location of the property as a waterfront cottage on Newfound Lake at 31 Lakeside Road. He indicated they wished to add a second floor and contractors recommended they take the existing structure down and build a new building. He stated that the NH Department of Environmental Services (NHDES), the Town, and the Homeowner's Association (HOA) requirements are that they must build in the same footprint. He talked about the abutting cottages being renovated with second floors and his cottage now standing out as a single floor cottage. He indicated his thought was that they needed more space and it would be nice for the three cottages to look similar again, so he and his wife agreed to add a second floor to increase living space. He moved forward by first talking with NHDES to get approval of a Shoreland and Wetlands Permit which were granted and included with this application.

There were questions from the Board about the NHDES permits regarding silt fences and the building's footings. Mr. Pierce admitted he wasn't sure about the specifics regarding the silt fences, but these will be installed as required to protect the Lake. As for the footings, he said he believed another row would be added down the center to support the building with the addition of a second floor. Because it was indicated in the NHDES permits, He also spoke about repairs to the retaining wall, the stabilization details and emphasized his commitment to keeping the lake clean while minimizing any disruption to the waterfront. The conditions of the NHDES permits were discussed, and it was stressed that these should be adhered to.

With no further questions or comments from the Board, Chair Carten asked for comments from the public. There were no comments for or against the project from the public. Chair Carten closed the public session.

Chair Carten asked if there were any further questions from the Board and there were none. He then asked for a recommendation. Mr. Severn motioned to approve Special Use Permit #26SUP05 as presented with the condition that the State law, NHDES, and Conservation Commission requirements are followed as related to the construction. Mr. Shirley seconded. The motion carried 5-0-0.

26MPHP02 – Archibald - 113-046 – 20 Lake Street:

Ms. Sullivan read the Murals and Publicly Hung Paintings Conditional Use Permit application information for Case #26MPHP02 into the record. She stated that the project was to paint a "We Are Newfound" mural on the backside of the Kilter Fitness building at 20 Lake Street. The mural will face Kelley Park. She listed the 6 abutters notified and shared the public notice posting information. She stated that there were no phone calls or written responses received from abutters or the public. She added that Department Heads were notified and the Water/Sewer Department replied with no comment.

26MPHP02 – Archibald - 113-046 – 20 Lake Street: - continued

The Board reviewed the application to determine whether it was complete. Mr. Fischer questioned whether the dimensions of the mural were indicated anywhere. It was noted that the application form does not require that dimensions be listed. Mr. Archibald indicated that it was the entire back wall of the building and would be about 14 feet by 120 feet. The photo provided was displayed for the Board. After review, Mr. Severn motioned to accept the application as complete. Mr. Huot seconded. The motion carried 5-0-0.

Mr. Archibald was asked to explain his project. He stated that in talking with community members about the state of the world today and the divisions between people heard about daily with news and other media, there was some interest in finding a suitable place to put a mural that could bring the Town together. The idea was to use the rear of the building that faces Kelley Park and complete a "We Are Newfound" mural that would be ready for the 2026 Old Home Day event. The final touch would be Old Home Day participant signatures which will be included in the shapes within the mural. The signatures would not be visible until you got up close to the mural. This is intended to be a community unification project.

Board members had questions about graffiti, safety, and how the surface would be prepared. Mr. Archibald explained that he uses a special topcoat so any graffiti can be easily washed off. Ms. Goodwin asked about the product he uses and whether it would work on other surfaces in Kelley Park to protect against graffiti. He indicated he would share the product information with her. In response to surface prep and project equipment questions, he stated that he'd only use ladders and rollers so no lift equipment would be left behind that might pose a hazard. He also mentioned that he's fully insured. He noted that the building owner has already taken care of cleaning and priming the back wall of the building. When asked how long the mural would last, his response was that it should last for 20 to 25 years with proper maintenance or refresh.

Chair Carten asked for comments for or against from the public. Mr. Hansen introduced himself and explained that he has a hard time understanding things sometimes because of an accident. He went on to say that he cared about everything, and everyone was amazing in the community, and this shows it. With no other comments from the public, Chair Carten closed the public session.

Mr. Huot motioned to approve the Mural and Publicly Hung Painting Permit #26MPHP02 as described because he thought the project was good for the Town. Mr. Fischer seconded. The motion carried 5-0-0.

Following the approval, Mr. Archibald commented about graffiti issues in general and indicated that in Plymouth, NH, they are combating it with a graffiti area near the skate park where concrete slabs were placed, allowing kids to be creative with graffiti. There was some discussion about this idea and the location of the Plymouth graffiti park. Other positive comments followed about Mr. Archibald's talent and mural displays.

OPERATIONAL:

CIP Committee Appointments:

It was determined that CIP appointments will have to wait for the August 26th meeting because the paperwork was not available.

Chair Carten explained that he and Mr. Severn were on the CIP Committee and recently there was research into how this Committee was established and who was responsible for appointments. He stated that there were presently 6 volunteer members with no set dates for expiration of terms, bylaws, or other documentation about membership. The research determined that the CIP Committee is a subcommittee of the Planning Board. Since there were no established bylaws found, a new Rules of Procedure document was adopted. The new Rules of Procedure require Committee appointments to be redone to establish a 5-member Committee with set term limits.

OLD BUSINESS: *None*

PLANNING: *None*

MINUTES:

The Draft July 22, 2026, Meeting Minutes were reviewed. No corrections were noted. Mr. Severn motioned to accept the minutes as written. Mr. Shirley seconded. The motion carried 5-0-0.

COMMUNICATIONS: *None*

REPORTS:

HISTORIC DISTRICT COMMISSION (HDC) – No Report. They will meet next in October.

CIP COMMITTEE – Mr. Severn reported that the CIP was wrapping up this year's sessions and will meet on Aug 18th to finalize the spreadsheet before presenting it to the Planning Board on September 23rd. He and Ms. Goodwin talked about meeting that Friday to discuss building maintenance and other detailed information needed for the spreadsheet.

CONSERVATION COMMISSION – Ms. Sullivan reported that the Commission will meet on September 2nd with representatives from Resilience Planning and Design to wrap up the Natural Resource Chapter of the Master Plan.

LAND USE - Ms. Sullivan reported that Land Use was busy with two new House Bills that are going to require changes in the Zoning Ordinance. She mentioned that she had emailed the Board members documents related to these changes and included paper copies in the members' folders. She encouraged them to review the details before the next meeting. The ADU Ordinance will also be on the next agenda.

SELECT BOARD - No Report

BOARD COMMENTS:

Mr. Shirley - explained that he reviewed the Draft Solar Ordinances with all the updates discussed by the Board. He shared some philosophical points and reasons behind some recommended changes he made to the Draft Ordinance. These included possible changes to screening restrictions with small arrays and different recommendations for installation of residential vs. commercial arrays. He shared these with Ms. Sullivan to distribute to the Board as something for the Board to review and consider before the next Workshop Meeting. Some discussion followed about consistency, size of systems, what the Ordinance is trying to protect, and the realistic land capacity for development in the Town with Zoning, Steep Slopes, and other environmental overlays.

Mr. Severn – indicated that he would like to find a meaningful way to thank Mr. Archibald for his work on the murals and for helping people show pride in the Town.

STAFF COMMENTS: *None*

NEXT MEETING: August 26, 2026

ADJOURNMENT:

With no other business before the Board, Mr. Severn motioned to adjourn at 6:50 pm. Mr. Huot seconded. The motion carried 5-0-0.

Respectfully submitted,
Janet Cote, Land Use Associate