

CITY OF LACONIA
REGULAR TECHNICAL REVIEW COMMITTEE MEETING
Tuesday, September 15, 2026 - 10:00 A.M.
City Hall - Armand A. Bolduc Council Chamber

9/15/2026 - Minutes

1. CALL TO ORDER

Chair Wes Anderson called the regular meeting of the Laconia Technical Review Committee to order at 10:02 A.M.

2. ROLL CALL

Members present:

Department of Planning and Community Development

- Wes Anderson, Project Manager

Department of Public Works

- Nate Guerrette, Director

Water Department

- Nick Schwartz, Project Manager

Police Department

- Chris Noyes, Captain

Fire Department

- Tim Joubert, Fire Chief

Assessing Department

- Tara Baker, Assistant Assessor

Members absent:

Code Enforcement Department

3. RECORDING SECRETARY

Aiden Kahn, Planner Technician

4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

The Committee reviewed the minutes of the August 18, 2026 regular meeting. Tara Baker moved to accept the minutes as presented. Nick Schwartz seconded the motion. The motion was approved unanimously.

4.1. Minutes From The August 18, 2026 Regular Technical Review Committee Meeting

5. REVIEW OF CONTINUED PLANNING BOARD APPLICATIONS

5.1. PB2026-055; 1085 White Oaks Rd (163-241-8 & 172-241-3)

Applicant Presentations

Keith Curran of Bohler, LLC, representing Surf REI LLC, and Shaun Kelly of Chappell Engineering Associates, LLC returned for a third TRC review and summarized responses to prior departmental and Conservation Commission comments. Traffic analysis was also discussed.

Committee Review and Discussion

- The applicant will evaluate additional erosion-control and low-impact-development measures identified by the Conservation Commission. Green SnowPro practices are included in the long-term stormwater maintenance plan.
- The sidewalk along the project frontage will be extended, and the applicant will design a connection to the existing sidewalk on the west side of White Oaks Road. The City will coordinate any easement needed for construction and future maintenance.
- Dumpster facilities will be revised to provide separate waste and recycling capacity.
- Revised fire-apparatus turning analyses will be provided. Units near constrained turning areas will be shifted as necessary to maintain safe clearance.
- The applicant continues to revise the water model following coordination with the Water Department. Booster-station requirements, pressure zones, ownership and maintenance of private water infrastructure, metering, curb stops, hydrant details, and service sizing remain under review.
- Plans will be updated to address storm and sanitary pipe slopes, construction documentation, ADA details, utility notes, addressing, and the voluntary lot merger.
- The proposed condominium form of ownership must be clearly shown. A condominium site plan, unit and density information, and draft condominium documents are required for review.

Traffic Review

- The applicant's traffic engineer reported that a scoping meeting with NHDOT had been held and that NHDOT's consultant would issue written comments.
- Kelly clarified that there will be no commercial space, and that all areas will be for internal use only.
- Potential improvements at Endicott Street East and White Oaks Road, including pedestrian crossings, accessible routes, detectable warnings, and rectangular rapid-flashing beacons, will require detailed design and agency approval.
- The traffic analysis identified limited reductions in level of service during future peak seasonal conditions. The engineer stated that widening White Oaks Road would not materially improve the most constrained turning movement.
- The City's third-party traffic review was expected by September 25, 2026.

Action

The application remained scheduled for the October 6, 2026 Planning Board meeting. Revised plans and supporting materials were requested by September 21, 2026 so departments could complete review before the Planning Board packet was finalized. Any unresolved water, traffic, condominium, or

design matters would need to be clearly identified before Planning Board review.

5.2. PB2027-003; 728 Scenic Road (117-234-2)

Site Plan Amendment for Seasonal Structures

Dan Moeller presented the application for its second TRC review. The applicant clarified that the requested amendment would allow deteriorated manufactured homes and camping units to be replaced, as needed, with seasonal wood-framed structures supported on blocks rather than permanent foundations. The property would continue to operate seasonally, closing from October 16 through May 14, with the water and sewer systems winterized and no winter occupancy.

Committee Review and Discussion

- The Committee discussed the property's long-standing history, and the need to clearly define the use and applicable development standards.
- Assessing staff indicated that the updated site information was sufficient for its current review.
- Public Works requested further investigation of the private sewer system because available information does not identify adequate main-line cleanouts or inspection access. The applicant agreed to continue coordinating with Public Works and its sewer staff regarding the system layout and a reasonable approach to assessment.

Action

The Committee recommended that the applicant target the November 2, 2026 Planning Board meeting rather than the October meeting, allowing additional time to resolve the site-classification, amendment, and sanitary-sewer questions. The applicant agreed to continue coordination with Planning and Public Works before proceeding.

6. REVIEW OF NEW PLANNING BOARD APPLICATIONS

6.1. PB2027-008; 208 Lakeside Avenue (146-127-1)

Site Plan Amendment for Year-Round Storage of Campers

Paul Barsamian, representing the New Hampshire Veterans Association at Lakeport Beach, requested an amendment allowing campers and recreational vehicles to remain on approved sites throughout the year. No additional sites or winter occupancy are proposed, and all units would be winterized. The applicant also requested an impact-fee waiver.

Committee Review and Discussion

- Assessing staff explained that units present on April 1 may be taxable unless a valid registration is provided. The applicant agreed to provide an annual list of owners and current registrations for units remaining on site.
- The applicant stated that units are generally registered and insured and that no new decks, screen rooms, sheds, or similar additions are proposed. Assessing staff will inspect the site and coordinate with the applicant.
- Emergency addressing and identification of internal access routes must comply with applicable public-safety standards.
- The Water Department reiterated the need to document service sizes and locations and to coordinate regarding active services and the existing water main. Water service is shut down at the end of the operating season.

Action

The application was scheduled to proceed to the October 6, 2026 Planning Board meeting.

7. MINOR SITE PLAN PUBLIC HEARINGS, CONSIDERATION, AND POSSIBLE VOTE

The Committee assumed the authority granted by the Planning Board for formal review and consideration of a Minor Site Plan application.

7.1. PB2027-006; 483 Union Avenue (391-220-17)

Parking Lot Paving

Taylor Hough, an employee of the dental office owned by David Ieni, presented the application to pave approximately 3,000 square feet of an existing gravel parking area behind the existing commercial building. The area has been used primarily for employee parking for approximately five years. No building expansion, change of use, utility extension, or material change to the parking configuration was proposed.

Acceptance of Application

Motion: Accept application PB2027-006 for 483 Union Avenue as complete and find the submitted materials sufficient for review.

Moved: Tara Baker

Seconded: Nate Guerrette

Vote: Motion approved unanimously.

Public Hearing

The public hearing was opened at 11:05 A.M. No members of the public spoke. The public hearing was closed at 11:06 A.M.

Committee Review and Discussion

- The Committee discussed existing grades and the need to prevent runoff from being redirected toward adjoining properties or the public right-of-way.
- The applicant must provide a site sketch showing the intended grading and drainage approach. A dry well or other infiltration measure may be required to capture runoff created by the new pavement.
- A driveway permit and compliance with Public Works paving and access requirements will be required.
- Accessible parking, access aisles, signage, and routes must meet applicable ADA standards.

Findings of Fact:

1. The application is substantially complete and contains sufficient information for the Technical Review Committee to review the proposed Minor Site Plan application.
2. The application identifies the subject property as approximately 0.44 acres and located in the Urban Commercial (UC) Zoning District.
3. The property is currently developed and contains an existing commercial building and

associated parking area.

4. The proposed project consists of paving an existing gravel parking area serving the existing use of the property.
5. The application does not propose any building expansion, change of use, or increase in the building footprint.
6. The submitted materials indicate the parking area will remain substantially in its current location and configuration.
7. No waiver requests were submitted as part of the application.
8. The Technical Review Committee reviewed the application at its September 15, 2026 meeting. Their comments have been incorporated into the recommended conditions of approval.
9. Subject to the conditions of approval, the proposed Minor Site Plan is consistent with the intent of the City of Laconia Site Plan Regulations and Zoning Ordinance and will not adversely affect the public health, safety, or welfare.

Recommended Conditions of Approval:

1. Plan Revisions. Prior to issuance of any building permit, the applicant must submit revised plans addressing all comments from the Technical Review Committee to the satisfaction of the Planning Department.
2. Final Plans and Notice of Decision. Prior to the commencement of any sitework, the applicant must submit four (4) final plan sets for review and approval by the Planning Department and record the Notice of Decision at the Belknap County Registry of Deeds at the applicant's expense. Proof of recording must be provided to the Planning Department. No municipal permits associated with this approval shall be issued until the required plans have been approved and the Notice of Decision has been recorded.
3. Drainage. Any runoff resulting from the proposed paving must be directed and managed so as not to adversely impact abutting properties, public rights-of-way, or municipal infrastructure. If drainage issues are identified during construction, the Planning Department may require additional engineering review.
4. Parking Lot Improvements. The parking lot must be constructed, striped, and maintained in accordance with the approved site plans, including all required accessible parking spaces and signage, to the satisfaction of the Planning Department.
5. Accessible Parking Compliance. Any required accessible parking spaces and associated access aisles, signage, and routes must comply with all applicable ADA standards to the satisfaction of the Planning Department.
6. Erosion Control. Erosion and sediment control measures must be installed prior to the commencement of any land-disturbing activities and maintained throughout the duration of construction until all disturbed areas have been permanently stabilized. The Planning Department may conduct periodic inspections during construction to verify compliance. Any deficiencies identified during such inspections must be corrected immediately to the satisfaction of the Planning Department.
7. Landscape Restoration. Disturbed areas not occupied by pavement or structures must be loamed, seeded, and stabilized upon completion of construction.

8. Fire Code Compliance. The project must comply with all applicable fire and life safety requirements to the satisfaction of the Fire Department.

9. Building Code Compliance. The project must comply with all applicable building code requirements to the satisfaction of the Code Enforcement Department.

10. Public Works Compliance. The project must comply with all applicable draining, paving, and driveway access requirements to the satisfaction of the Department of Public Works.

11. Permits and Approvals. The applicant must obtain and maintain all permits, licenses, certifications, and approvals required by federal, state, and municipal agencies having jurisdiction over the project. All required permits and approvals must be submitted to the Planning Department and must be in effect prior to the signing and recording of the final plans. If any required permit or approval is suspended, revoked, amended, or allowed to expire during the course of the project, all related work must cease immediately until the permit or approval is reinstated or a replacement authorization is obtained. Copies of all permits and approvals must be provided to the Planning Department upon receipt.

12. Compliance Inspections. The Planning Department may conduct periodic inspections of the site throughout the duration of construction to verify compliance with applicable City regulations, approved plans, and the conditions of approval. Any violations or deficiencies identified during such inspections must be corrected immediately to the satisfaction of the Planning Department.

13. Completion Date. All site improvements, required inspections, and conditions of approval associated with this project must be completed within seven (7) years from the date of approval. Failure to satisfy all conditions of approval, or to obtain an approved extension from the Technical Review Committee prior to the completion date, shall render this approval null and void.

Committee Decision

Motion: Approve application PB2027-006 for 483 Union Avenue with the findings of fact and conditions of approval presented in the staff report and discussed by the Committee.

Moved: Nick Schwartz

Seconded: Tim Joubert

Vote: Motion approved unanimously.

8. OTHER BUSINESS

9. ADJOURNMENT

With no other business coming before the Committee, the Chair adjourned the meeting at 11:13 A.M.

Respectfully submitted,

Aiden Kahn