TOWN OF CHESTERFIELD
PLANNING BOARD
MEETING MINUTES
Monday August 3, 2026
7:00 p.m.

Present: Chairman Joe Brodbine, Vice Chairwoman Maria Bissell, Secretary Beverly Bernard, Mike Petrosh, James Hancock, Selectman Representative Fran Shippee, Planning Board Secretary Ellen Stetson.

Absent:

Call to Order:
Brodbine called the meeting to order at 7:00 pm.

Seat Alternates:

Review of minutes:
July 20, 2026.

Hancock motioned to approve the July 20, 2026 meeting minutes as presented. Shippee seconded. Bernard abstained. Shippee – yes. Petrosh – yes. Hancock – yes. Bissell – yes. Brodbine – yes. Unanimous approval.

Conceptual Consultation
Conceptual Consultations are non-binding on either party and no minutes are held.
David Jordan – 10A/A3 – Rezoning District from ORS to R
Rob Campbell – 18A-A18 – Road frontage/Lot line adjustment

Public Hearings
Items for Discussion

Lot Line Adjustment Application - Review – 54 & 72 Spaulding Hill Rd

Hancock noted that a member of the Town should be present to represent as the plan shows the Town's abutting property would be made less in acreage.

Brodbine asked Wendy Pelletier from Cardinal Surveying and the representative for the two landowners, about the rebar sets on the plan. Pelletier said the current road marker is under the pavement, and a monument could not be set there. Brodbine asked why the Southwest corner of the property had been extended 11 feet. Pelletier explained that the property from the 1977 survey does not close and there must have been an error in the original subdivision. Pelletier said the original survey was done prior to accurate tools which now can show the property as closed.

Brodbine asked how many existing pins there were on Map 14C Lot D18. Pelletier confirmed there are currently only 2 pins. Brodbine noted that the lot on the original deed says 5.06 acres and now the new plan says it is now still 5.06 acres. Brodbine asked what the area was prior to this lot line adjustment application. Pelletier said it was 5.12 acres. Hancock said the Town

should pay to have the road ROW fixed so a proper pin and monument could be placed. Shippee noted that many abutters would be affected by this lot line adjustment. Shippee asked if any of the other properties in this area had been surveyed. Pelletier said no.

Pelletier said she could set a witness monument, which would be a rebar that notes where the monument would be but can't, since it cannot be placed because of the road pavement. Hancock noted that if you go by the deeds the Town is losing land. Pelletier said that is not true. Brodbine said a witness rebar would be accepted on the plan.

Shippee said she would discuss the effect of this adjustment on the Town's abutting property, with the Selectboard at the August 5, 2026 meeting. Bissell asked if the PB could ask for technical advisers. Brodbine said yes. Pelletier said that this adjustment needed to be made without delay as there was a lawsuit in progress and she did not want to prolong the issue for the two property owners.

The PB said there needed to be 2 corrections on the plan, a witness bar in place of the monument and a rebar set in the SE corner. The PB would also like a decision from the Selectboard as to any issues they may see in relation to its abutting property.

Hancock motioned to schedule a public meeting for final approval of the application for a lot line adjustment for 54 & 72 Spaulding Hill Rd, Tax Map 14C, Lots D18 and D19 for August 17, 2026 contingent on a response, positively, from the Town on Thursday August 6, 2026. Bernard seconded.

Discussion. Hancock requested the Selectmen to decide quickly because there is a lawsuit in progress. Brodbine questioned if the plan needed to show all boundary lines for both properties. The PB did not think it was needed.

Roll call vote. Hancock – yes. Bissell – yes. Shippee – yes. Bernard – yes. Petrosh – yes. Brodbine – yes. Unanimous approval.

Zoning Ordinances 207 and 408.
Camping Unit Definition
Occupancy Definition

Brodbine discussed the definition for "Occupancy". Brodbine said, if the PB made a definition and put it in the general definition section of the Zoning Ordinance, it would then be used throughout all sections and that may not be appropriate. Brodbine suggested adding a section to 207 that would read:

A CU is considered occupied when:

1. It is used for sleeping or overnight accommodation.
   Or
2. Used for food preparations, cooking, or eating.
   Or
3. Bathroom, bathing, shower or laundry are in use.

Hancock would like the definition to be put as section B and shift the remaining sections of 207 down. The PB agreed.

Zoning Ordinances 207 and 408 – revisions as of 8/3/2026 – Changes in blue.

207.7 RV's, Travel trailers, & Tents herein referred to as CU (Camping Unit)

A. The purpose of this section is to ensure that proper systems are in place to protect health and the public during brief use of a CU on private property and to allow storage of a CU owned by the property owner. (See Appendix A for definition of CU.)

B. A CU is considered occupied when:

1. It is used for sleeping or overnight accommodation.
Or
2. Used for food preparations, cooking, or eating.
Or
3. Bathroom, bathing, shower or laundry are in use.

C. General Restrictions

1. CU's occupied or planned to be occupied for more than 7 consecutive days must obtain a permit from code enforcement or a designee showing arrangements for an adequate water supply. NHDES approved provisions for wastewater disposal and solid waste disposal is required.
2. Occupancy shall not exceed 90 days total in any 365-day period.
3. During construction or reconstruction of a dwelling on the lot a CU may be occupied for up to one hundred eighty (180) consecutive days within any 365-day period. The owner must obtain a permit within 7 days from code enforcement or a designee. This permit may be extended for a maximum of two ninety (90) day increments or until the building permit for the dwelling has been closed, whichever comes first.
4. Commercial lodging, rental, Airbnb or similar use is not allowed. Occupancy is limited to the property owner's family and guests.
5. Vehicles or structures not suited or converted for overnight occupancy shall not be permitted in any zoning district under any circumstances for overnight occupancy.
6. The owner and/or occupant of a CU shall comply with all requirements, including setbacks, of the Zoning and Building Ordinances for the district in which the vehicle or structure is located.

D. A CU may be stored unoccupied on its owner's property or a property that is rented or leased to the owner of the CU.

408 RESTRICTIONS ON INTERMITTENT AND CASUAL USE

This section deleted March (Chesterfield Town Meeting/Election Day) 2027 (See Section 207.7)

The provisions of this Amendment are expressly contingent upon the passage and adoption of Amendment #207.7 RV's, Travel trailers, & Tents herein referred to as CU (Camping Unit). In the event that Amendment #207.7 fails to be enacted by this election, this Amendment shall be null, void, and of no effect.

Camping Unit definition
CAMPING UNIT (CU): Any recreational vehicle, motor home, travel trailer, camping trailer, automobile, bus, truck, van, tent, or similar vehicle or structure suited or converted for overnight occupancy. A CU does not include any structure or vehicle permanently affixed to the ground or that meets the definition of a dwelling unit under this ordinance.

Lot Line Adjustments & Subdivisions – Land Regulations – Tabled until the next meeting.

Items for Information
NHDES Deactivation Notice – Roads End Farm

Other Business
Items for Signature
Adjourn:
Bissell motioned to adjourn at 8:33 pm. Hancock seconded. Unanimous approval.

The next meeting will be on Monday, August 3, 2026, at the Town Offices.

Respectfully Submitted by:
Ellen Stetson

Approved by:

Joseph Brodbine _____ Date