

**TOWN OF CHESTERFIELD
PLANNING BOARD
MEETING MINUTES
Monday August 17, 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:

August 3, 2026.

Bissell motioned to approve the August 3, 2026 meeting minutes as amended. Petrosh seconded. Unanimous approval.

Conceptual Consultation

Conceptual Consultations are non-binding on either party and no minutes are held.

Public Hearings

Items for Discussion

Lot Line Adjustment Application – Review – Zinn Rd/Atherton Hill

Robert Campbell – owner present.

The PB reviewed the application.

Licensed surveyor's name, seal, and signature need to be on plan.

Notes for 10/B14 says, Land development district #3, should be changed to Residential.

Certified closure note needs to be added.

There are 2 underscores in the notes that need information.

Iron pins marking the corners need to be noted on the plan.

Hancock motioned to schedule a public meeting for final approval of the application for a lot line adjustment for Zinn Road & Atherton Hill Road, Tax Map 18A, Lot A18 and Map 10 Lot B14 for September 21, 2026. Bernard seconded.

Discussion. None.

Unanimous approval.

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

Wendy Pelletier, Cardinal Land Surveyors, presented the Lot Line Adjustment as representative for Michele Hood and Debra Lukan. Pelletier stated that there is a lawsuit between the two property owners over a garage that was built over the side property line and the agreement between the parties is that a lot line adjustment be done. Pelletier noted that in the agreement the part of the driveway that is over the property line will be removed.

Bissell questioned on the revision the note that stated, “adjust east boundary per board request.” Bissell said the PB did not make this request. Pelletier said the Selectboard was who made that request. Shippee confirmed that. Brodbine said the word “Board” was acceptable and the PB was aware that it was the Selectboard who made the request.

Bissell asked how the survey was now showing a closed lot when Pelletier stated at the last meeting that it could not be closed unless the boundary lines were moved. Pelletier said she made the changes to the plan and closed the lot at the Selectman’s request and does not agree with what is presented.

Michele Hood said she agreed with the survey that was being presented.

Brodbine asked if Pelletier was comfortable with the lot showing 5.1 acres. Pelletier stated she was.

Hancock motioned to approve the Lot Line Adjustment for Patricia Curry, 54 Spaulding Hill Rd, Map 14C Lot D19 and Michele Hood and Debra Lukan, 72 Spaulding Hill Rd, Map 14C Lot D18.

Findings of Fact:

Everything was complete, all adjustments required are on the plan, and the owners are in agreement of the plan.

Discussion.

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

Hancock motioned to have the plans signed after the meeting, as soon as they arrive. Bernard seconded. Unanimous approval.

O/R/S discussion

Brodbine explained that an O/R/S zone did not make sense for Chesterfield.

Brodbine feels that all businesses available to be done in O/R/S should be available to be done in the C/I zone and they should be added to the C/I permitted uses if the PB decides to eliminate the O/R/S zone.

Hancock suggested having a public hearing and noticing the abutters of the 3 properties and then schedule an additional meeting to discuss the amendment draft.

Brodbine thinks the PB should write a preliminary draft and then discuss it at a public meeting. Brodbine will come up with a draft for the September 21, 2026 meeting.

Zoning Ordinances 207 and 408.

Camping Unit Definition

Brodbine said the Town's attorney sent suggestions for the zoning revision. Brodbine said he liked the changes proposed and would like to hold a public hearing on the changes. The PB agreed.

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 any of these uses occur:
 - 1. Used for sleeping or overnight accommodations.
 - 2. Used for food preparation, cooking or eating.
 - 3. Bathroom, bathing/shower or laundry are in use.
- C. General Restrictions
 - 1. CUs occupied or planned to be occupied for more than 7 consecutive days must obtain a permit from the code enforcement officer or their designee showing arrangements for an adequate water supply. NHDES approved provisions for wastewater disposal and solid waste disposal are 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 of the date of first overnight occupancy from the code enforcement officer or their 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 of CUs is not allowed. Occupancy is limited to the property owner's family and guests.
 - 5. 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.
 - 6. Overnight occupancy of any vehicle or structure that does not meet the definition of a CU is prohibited.
- 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 (to be added to Zoning Ordinance Appendix A)

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.

Hancock motioned to accept the proposed changes to Zoning Ordinance 207.7, the removal of Zoning Ordinance 408, the definition for Camping Units (CU) and to hold a Public Hearing on these changes September 21, 2026 at 7:30pm at the Town Offices. Bernard seconded.

Discussion. Bissell noted that the Lawyer eliminated #5 from the ordinance. Brodbine said the removal was then put at the end of #6.

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

Lot Line Adjustments & Subdivisions – Land Regulations – Discussion postponed to next meeting.

Items for Information

Brodbine talked to the Town's attorney about the upcoming VA clinic and said there would be a conceptual consultation on September 21, 2026.

The Town's attorney noted that the federal government is exempt from state policy, but they should maximally consider state and local requests and ordinances. The Town cannot charge any permit fees. Brodbine and Hancock referenced Federal Law 40 U.S.C and S3312.

Proposed PB Budget for 2027

4191.01	Secretary Salary	\$ 1
4191.02	Technical Assistance	\$ 3,000
4191.03	Services	\$ 150
4191.04	Printing	\$ 300
4191.05	Meetings & Conferences	\$ 750
4191.06	Office Supplies	\$ 1,000
4191.07	Advertising	\$ 200
4191.08	Postage	\$ <u>1,000</u>
Total		\$ 6,401

Hancock motioned to recommend a Planning Board budget of \$6401.00, for FY 27. Petrosh seconded.

Discussion. None.

Unanimous approval.

NHDES Hubbard Farms

The Board reviewed and had no findings.

Other Business

Items for Signature

Adjourn:

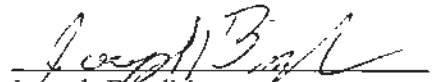
Hancock motioned to adjourn at 8:48 pm. Bissell seconded. Unanimous approval.

The next meeting will be on Monday, September 21, 2026, at the Town Offices.

Respectfully Submitted by:

Ellen Stetson

Approved by:


Joseph Brodbine

9/21/26
Date

