

CITY OF LACONIA
REGULAR PLANNING BOARD MEETING
Tuesday, July 7, 2026 - 6:30 PM
City Hall - Armand A. Bolduc Council Chamber

7/7/2026 - Minutes

1. CALL TO ORDER

Chair Charlie St. Clair brought the Laconia Planning Board Meeting to order at 6:30 PM.

2. MEMBERS IN ATTENDANCE

Members present included Chair Charlie St. Clair, David Ouellette, Rich MacNeill, Councilor Mike Conant, Doreen Richards, Gary Dionne, Jacob Roy, Amy Lovisek, Mike Little (alternate), and Mark Ashley (alternate). Members absent include Gail Ober and Rob Turpin (alternate).

3. RECORDING SECRETARY

Minutes were recorded by Scott Pelchat, Planning Technician, and revised by Tyler Carmichael, Assistant Director.

4. CITY STAFF IN ATTENDANCE

City staff present included Rob Mora, Director, and Tyler Carmichael, Assistant Director.

5. SEATING OF ALTERNATES

The Chair seated Mike Little as a voting member for the meeting.

6. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING

6.1. Minutes from the 06/02/2026 Regular Planning Board Meeting

Motion made by Councilor Conant, seconded by Rich McNeil, to approve the June 2, 2026 meeting minutes.

Vote: Six voted in favor of the motion with Dave Ouellette and Mike Little abstaining.

7. CONTINUED APPLICATIONS AND PUBLIC HEARINGS FOR FORMAL CONSIDERATION

7.1. PB2026-022; 1206 Old North Main Street (374-404-7)

Waiver Request

Prior to acceptance of the application as complete, the applicant requested a waiver from Section 6.5 of the Subdivision Regulations requiring construction of sidewalks within the subdivision and connection to existing sidewalk infrastructure.

Waiver Presentation

Applicant: Ladill Investments, LLC

Representatives Present:

- Attorney Phil Brouillard
- Craig Bailey, Bailey Associates
- Jessica Bailey, Bailey Associates

Attorney Brouillard and the project team argued that:

- Sidewalks do not presently exist throughout much of the Old North Main Street corridor.
- A short sidewalk segment installed previously at a nearby church does not connect to a larger system.
- Public Works expressed concerns regarding winter maintenance and cost.
- Additional sidewalk construction would increase impervious surface and stormwater runoff.
- The existing bridge crossing wetlands presents design challenges for continuous sidewalk construction.

Public Hearing on Waiver Request

The Chair determined it was necessary to solicit testimony from abutters regarding the waiver request prior to the Board voting on the request.

The public hearing opened at 6:54 P.M.

Stephen Nix, attorney for Jonathan and Carolyn Muller (1200 Old North Main Street), opposed the waiver and argued the applicant had not met the waiver criteria established by the subdivision regulations.

He stated sidewalks:

- Improve pedestrian safety.
- Reduce pedestrian and vehicle conflicts.
- Provide transportation alternatives.
- Create neighborhood gathering and recreational space.
- Connect residents to the existing sidewalk network on North Main Street.

He emphasized that the Mullers opposed the waiver and requested consistency with the subdivision regulations.

Mark Condodemetraky, representing Jonathan and Carolyn Muller (1200 Old North Main Street), discussed the long history of sidewalk requirements associated with this property.

He stated:

- Planning Board records dating back decades demonstrated an intent to achieve future sidewalk connectivity.
- The City previously required installation of the existing sidewalk segment when approving a site plan for the church previously located on the subject property.
- Sidewalks support long-term urban planning goals and multimodal transportation.
- The project is within walking distance of downtown and community events.
- The Board previously required sidewalks for similar projects, including 33 White Oaks Road.

He urged the Board to remain consistent and deny the waiver.

Don Lincoln (1220 Old North Main Street) stated he was concerned that sidewalk construction could affect trees located along his property boundary, resulting in loss of privacy and potential reduction in property value.

Mr. Condodemetraky explained there was a deed restriction on the subject parcel which creates a 30-foot buffer from Mr. Lincoln's property line to protect the trees located along the property line.

Councilor John Hildreth (Ward 1) expressed concern that sidewalk construction could increase clearing width, potentially affecting neighboring properties. He also noted that there are currently very few sidewalks in the immediate neighborhood.

The public hearing was closed at approximately 7:08 P.M.

Board Discussion

Board members extensively discussed:

- Long-term goals for pedestrian connectivity.
- Prior Planning Board decisions requiring sidewalks in other developments.
- Public safety benefits for residents and families.
- Existing pedestrian use of Old North Main Street.
- The City's future transportation planning efforts.
- Resident concerns regarding neighborhood character and maintenance obligations.

Several members concluded that new developments should contribute to future sidewalk connectivity even where a complete sidewalk network does not currently exist.

Planning Board Vote on Waiver

Motion: Approve the waiver request for application PB2026-022 for 1206 Old North Main Street.

Moved: Doreen Richards

Seconded: None

Result: Motion failed due to a lack of a second.

Motion: Deny the waiver request for application PB2026-022 for 1206 Old North Main Street.

Moved: Gary Dionne

Seconded: Dave Ouellette

Vote: Seven voted in favor of the motion with Doreen Richards opposed.

Continuance

Because the plans must be revised to include sidewalks and submitted to the Board, staff advised the application was incomplete and should be continued to the August 4, 2026 meeting.

Motion: Continue application PB2026-022 for 1206 Old North Main Street to August 4, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Amy Lovisek

Seconded: Mike Little

Vote: Motion approved unanimously.

7.2. PB2026-045; Endicott Street North (114-252-2)

Staff reported that the Planning Board denied requested waivers at the previous meeting and directed the applicant to submit additional information. No revised plans or submissions had been received.

Motion: Not to accept application PB2026-045 for Meredith Crossing LLC as complete due to a lack of plans and documents required for a complete application in accordance with the Planning Board's Site Plan Review Regulations.

Moved: Dave Ouellette

Seconded: Gary Dionne

Vote: Motion approved unanimously.

8. NEW APPLICATIONS AND PUBLIC HEARINGS FOR FORMAL CONSIDERATION

8.1. PB2026-051; 371 White Oaks Road (235-241-5)

Waiver Requests

Prior to acceptance of the application as complete, the applicant requested the following waivers:

1. Section 6.1 of the Site Plan Review Regulations. Request to deviate from the requirement to provide separate plans.
2. Section 6.2.6 of the Site Plan Review Regulations. Request to deviate from the requirement to provide the name, address, and seal of the plan preparer.
3. Section 6.3 of the Site Plan Review Regulations. Request to deviate from the requirement to provide a proposed site plan with the seal of a registered land surveyor or engineer.
4. Section 6.6 of the Site Plan Review Regulations. Request to deviate from the requirement to provide an architectural plan with the seal of a registered architect or engineer.
5. Section 6.7.9 of the Site Plan Review Regulations. Request to deviate from the requirement to provide an outdoor lighting plan.
6. Section 7.11 of the Site Plan Review Regulations. Request to deviate from the requirement to provide a landscaping plan.
7. Section 7.13.2 of the Site Plan Review Regulations. Request to deviate from the requirement to construct sidewalks.

Waivers Related to Engineering/Surveying Requirements

Board members discussed:

- The importance of professionally stamped plans.
- Consistency with prior Board decisions.
- Survey accuracy.
- Potential permitting and site disturbance implications.
- Lack of engineering review necessary to verify site impacts.

Motion: Deny the following waiver requests for application PB2026-051 for 371 White Oaks Road:

- Section 6.1 of the Site Plan Review Regulations. Request to deviate from the requirement to provide separate plans.
- Section 6.2.6 of the Site Plan Review Regulations. Request to deviate from the requirement to provide the name, address, and seal of the plan preparer.
- Section 6.3 of the Site Plan Review Regulations. Request to deviate from the requirement to provide a proposed site plan with the seal of a registered land surveyor or engineer.
- Section 6.6 of the Site Plan Review Regulations. Request to deviate from the requirement to provide an architectural plan with the seal of a registered architect or engineer.
- Section 6.7.9 of the Site Plan Review Regulations. Request to deviate from the requirement to provide an outdoor lighting plan.
- Section 7.11 of the Site Plan Review Regulations. Request to deviate from the requirement to provide a landscaping plan.

Moved: Gary Dionne

Seconded: Amy Lovisek

Vote: Motion approved unanimously.

Sidewalk Waiver Request

The Board separately discussed the request to waive sidewalk construction along White Oaks Road.

Members noted:

- Existing sidewalk segments are not continuous in the project vicinity.
- Similar projects have previously been required to install internal sidewalks.
- The campground would not have internal streets requiring sidewalks.
- Future sidewalk improvements could potentially be funded through impact fees and transportation planning initiatives.

Motion: Approve the following waiver request for application PB2026-051 for 371 White Oaks Road:

- Section 7.13.2 of the Site Plan Review Regulations. Request to deviate from the requirement to construct sidewalks.

Moved: Gary Dionne

Seconded: Doreen Richards

Vote: Six voted in favor of the motion with Rich MacNeill and Amy Lovisek opposed.

Continuance

Because the engineering-related waivers were denied and revised plans must be submitted to the Board, staff advised the application was incomplete and should be continued to the August 4, 2026 meeting.

Motion: Continue application PB2026-051 for 371 White Oaks Road to August 4, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Amy Lovisek

Seconded: Mike Little

Vote: Motion approved unanimously.

8.2. PB2026-053; Belmont Road (464-303-28)

The applicant requested to continue their application to the August 4, 2026 Planning Board meeting in order to attend the Conservation Commission meeting on July 15, 2026.

Motion: Continue application PB2026-053 for Belmont Road to August 4, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Gary Dionne

Seconded: Amy Lovisek

Vote: Motion approved unanimously.

8.3. PB2026-054; 35-71 Winnisquam Avenue (450-245-24)

The applicant requested to continue their application to the August 4, 2026 Planning Board meeting to allow time for plan revisions.

Motion: Continue application PB2026-054 for 35-71 Winnisquam Avenue to August 4, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Amy Lovisek

Seconded: Gary Dionne

Vote: Motion approved unanimously.

8.4. PB2026-056; 57 Blueberry Lane (395-336-9)

Agenda Modification

Motion: Move Item 8.4 (PB2026-056 for 57 Blueberry Lane) to the beginning of application reviews.

Moved: Doreen Richards

Seconded: Dave Ouellette

Vote: Motion approved unanimously.

Application Acceptance

Motion: Accept application PB2026-056 for 57 Blueberry Lane as complete.

Moved: Rich MacNeill

Seconded: Mike Little

Vote: Motion approved unanimously.

Application Presentation

Applicant: Laconia Housing and Redevelopment Authority

Representatives Present:

- Kathy Bowler, Executive Director
- Patrick Wood, Commissioner

The applicant requested two modifications to the previously approved 2022 site plan:

- Removal of a condition requiring payment of impact fees.
- Approval of revised parking and ADA-accessible parking locations to match the as-built conditions.

Mr. Wood explained that the Housing Authority is a governmental agency and that impact fees should not have applied to the project. He noted the City subsequently amended its ordinance to exempt governmental agencies from impact fees. He stated the impact fees were never collected but remained as a condition of approval.

Regarding parking, the applicant explained that the project was constructed with a different configuration than shown on the originally recorded plans. Although the total parking configuration changed, the development continues to meet City parking requirements. Staff clarified that fewer parking spaces were constructed than shown on the approved plan, but sufficient parking remains available and the revised layout had previously been discussed with the former Planning Director.

Public Hearing

The public hearing opened at 6:40 P.M.

No members of the public spoke.

The public hearing was closed at 6:41 P.M.

Board Discussion

Board members confirmed the site continues to meet parking requirements and discussed the need to correct the recorded plan set to reflect actual construction.

Findings of Fact

1. The application is complete and consistent with State and City land use regulations.
2. The Planning Board originally approved the multifamily site plan at its August 2, 2022 meeting.
3. The submission was reviewed by the Technical Review Committee (TRC) at its June 16, 2026 meeting. Their comments have been incorporated in the recommended conditions of approval.

Conditions of Approval

1. **Plan Revisions.** Provide updated plans to show the reduced number of parking spaces and the locations of accessible parking spaces in accordance with federal ADA requirements.
2. **Impact Fees.** In accordance with §235-22.2 of the City's Zoning Ordinance, this project is exempt from impact fee assessment.
3. **Prior Conditions.** All previous conditions of approval from the August 2, 2022 Planning Board decision not altered by this application remain in full force and effect.
4. **Completion Date.** The project and all associated conditions must be completed by no later than August 2, 2029. If all conditions are not met, nor any extension application filed with the Laconia Planning Department, by the completion date, this approval will be null and void.

Planning Board Decision

Motion: Approve application PB2026-056 for 57 Blueberry Lane with the findings of fact and conditions of approval presented in the Staff Report.

Moved: Dave Ouellette

Seconded: Jacob Roy

Vote: Motion approved unanimously.

9. CONCEPTUAL REVIEW AND PRESENTATIONS

10. PLANNING DEPARTMENT MONTHLY REPORT

10.1. Planning Department Monthly Report

Director Mora reported on:

- Preparation of a Request for Proposals for a comprehensive Zoning Ordinance rewrite.
- June 30, 2026 Heritage Neighborhood Information Session, attended by approximately 30 residents.
- Downtown Tax Increment Financing (TIF) projects, including downtown beautification and irrigation planning.
- Progress on the Master Plan, including transportation and sidewalk policies.
- Governor's Crossing zoning actions and anticipated future Planning Board review.
- Development of an Urban Agriculture Ordinance regarding chickens, bees, rabbits, and similar uses.

10.2. Minutes from the 06/16/2026 Technical Review Committee Meeting

10.3. Notes from 06/30/2026 Information Session on Heritage Neighborhoods

11. LIAISON REPORTS

11.1. CITY COUNCIL

No report.

11.2. LAKES REGION PLANNING COMMISSION

Staff reported:

- Annual meeting held in June.
- Rich McNeil was elected to the Executive Board.
- Tyler Carmichael was elected Secretary of the Executive Committee.
- Regional planning staff meetings are being organized to enhance intermunicipal coordination.

11.3. CONSERVATION COMMISSION

Dave Ouellette expressed concerns regarding communication between the Conservation Commission and Planning Board and volunteered to serve as Planning Board liaison.

Motion: Recommend Dave Ouellette as Planning Board liaison to the Conservation Commission.

Moved: Amy Lovisek

Seconded: Rich MacNeill

Vote: Motion approved unanimously.

11.4. HISTORIC DISTRICT COMMISSION

No report.

12. OTHER BUSINESS

12.1. Building Permit Review; Colonial Road (170-314-17.4)

Agenda Modification

Chair St. Clair requested unanimous consent to move Item 12.1 before Liaison Reports. No objection.

Board Review

Pursuant to RSA 674:41, the Board reviewed and commented on a building permit application for a single-family residence located on Colonial Road.

Board comments included:

- Clarification of the road's legal classification.
- Review of driveway design and drainage by the Department of Public Works.
- Consideration of drainage impacts associated with Plantation Road.
- Emergency access considerations.
- Recording of required notices and acknowledgements concerning the status of the roadway.

The Board took no formal vote. Staff was directed to forward Board comments to the City Council for consideration.

12.2. Election of Officers

Secretary

Amy Lovisek nominated Gary Dionne to serve as Secretary of the Planning Board. Jacob Roy seconded the nomination.

Vote: Eight members voted in favor of the nomination with Gary Dionne abstaining.

Vice Chair

Gary Dionne nominated Dave Ouellette to serve as Vice Chair of the Planning Board. Councilor Conant seconded the nomination.

Vote: Eight members voted in favor of the nomination with Dave Ouellette abstaining.

Chair

Gary Dionne nominated Charlie St. Clair to serve as Chair of the Planning Board. Jacob Roy seconded the nomination.

Doreen Richards nominated herself to serve as Chair of the Planning Board. Councilor Conant seconded the nomination.

Vote: Five members (Mike Little, Rich MacNeill, Councilor Conant, Doreen Richards, and Amy Lovisek) voted in favor of Doreen Richards. Four members (Dave Ouellette, Gary Dionne, Charlie St. Clair, and Jacob Roy) voted in favor of Charlie St. Clair. Doreen Richards assumes the position of Chair.

12.3. Annual Review of Rules and Procedures

Agenda Modification

Motion: Move agenda Item 12.3 (Annual Review of Rules and Procedures) before Item 12.2 (Election of Officers).

Moved: Doreen Richards

Seconded: Councilor Conant

Vote: Motion approved unanimously.

Board Review and Action

The Board reviewed proposed amendments to the Rules of Procedure, including:

- Reinstating the Chair, Vice Chair, and Secretary as voting members.
- Adding the Salute to the Flag to the regular agenda format.

Discussion focused on consistency with other City boards and commissions, voting practices, and historical procedures.

Motion: Approve the Rules of Procedure amendments as presented.

Moved: Gary Dionne

Seconded: Councilor Conant

Vote: Motion approved unanimously.

13. ADJOURNMENT

There being no further business, the meeting adjourned at 8:12 P.M.

Respectfully submitted,

Tyler Carmichael