

**TOWN OF TUFTONBORO
PLANNING BOARD**

**September 17, 2026
6:00 PM
Town Offices, 240 Middle Road**

AGENDA

6:00 PM Call to Order

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Draft Minutes**
 - a. Minutes from August 20, 2026
Planning Board Meeting
4. **Public Hearings: - No Applications**
5. **Administrative**
 - a. Discussion on Vice-Chairman Role, Board Member Roles. – Chair would like to have a more active participatory group of Board Members. Establish the following Committees: Application and Forms Committee/individual, Application Review Committee/individual, Master Plan Committee.
 - b. Impact fee (Susan)
 - c. Move Meeting date for November 19, 2026 to November 10, 2026.
 - d. Talk about New Books – Zoning, Subdivision, and Site Plan Review.
 - e. Further Discussion on how we record meetings.
6. **Adjournment**

**TOWN OF TUFTONBORO
PLANNING BOARD
August 20, 2026
6:00 PM
Town Offices, 240 Middle Road
Minutes**

Members Present: Anthony Mirando, Chair; Susan Burnside, Vice Chair and Secretary; Mike James, Member; Carol Bush, Member; Tony Triolo, Member;

Members Absent: Bob Murray, Selectmen's Representative; George Maidhof, Member; Max Ledoux, Alternate Member; Kevin McDonnell, Alternate Member

1. Call to Order:

Anthony called the meeting to order at 6:03 PM.

2. Pledge of Allegiance

3. Roll Call

- 4. Election of Officers:** Tony announced that the slate of officers for this year include himself for Chair and Susan for Vice Chair. Anthony asked for a motion to approved the election of the above officers. Tony so motioned and Mike seconded. All were in favor and the motion passed.

- 5. Approval of Minutes for July 16, 2026:** Anthony asked if anyone had any changes to the minutes. Carol noted 2 minor corrections. Anthony asked for a motion to approve the minutes with corrections as noted. Tony so motioned and Carol seconded. All were in favor and the motion passed.

6. Public Hearings:

- a. Anthony updated the board about the denial of acceptance of the Camp Sentinel Site Plan Review Application. The Application was incomplete and missing key requirements. Anhtony has informed the Applicant of the deficiencies. Anthony asked for a motion to accept the decision to deny review of the incomplete application. Tony so motioned and Mike seconded. All were in favor and the motion passed.
- b. Anthony presented the amendments to the Site Plan Review Regulations and the Subdivision Regulations that were discussed at several previous meetings. Copies of these amendments are attached to these minutes. Anthony asked for a motion to adopt the amendments as written. Tony so motioned and Carol seconded. All were in favor and the motion passed.

7. Administrative:

- a. Anthony proposed 2 changes to the Planning Board Rules of Procedure as follows in bold:

Article IV: C: The Chair shall preside over all meetings, hearings and **manages the Board's internal processes and staff if applicable...**

The Chair is the official Spokesperson for the Board; the Chair may appoint a single individual or himself/herself to review a timely application(s) and make recommendations to the full Board on its completeness.

Anthony asked for a motion to adopt these changes. Tony so motioned and Mike seconded. All were in favor and the motion passed.

- b. Anthony gave an update to the Castle in the Clouds Regional Impact and noted that the issues that were discussed at the July Board meeting are still not clarified. No further information was made available.
- c. Susan gave an overview of Impact fees, which can be charged to developers when the development places more use on the Town's capital projects. She explained that if the Town adopts such fees, the Planning Board is responsible for implementing and tracking the fees.
- d. Anthony asked for a motion to move the October meeting date from the 20th to the 8th. Tony so motioned and Carol seconded. All were in favor and the motion passed.
- e. Anthony presented a suggested meeting minutes worksheet and asked the Board if they were in favor of using a sheet to record meeting minutes information. Anthony asked for a motion to adopt sheet. Tony so motioned and Mike seconded. All were in favor and the motion passed.
- f. Anthony asked the Board's opinion on video recording meetings. The Board discussed this issue and agreed that it would be appropriate to record the meetings.

Anthony asked for a motion to adjourn the meeting. Tony so motioned and Mike seconded. All were in favor and the motion passed.

The meeting adjourned at 7:00 PM.

Respectfully submitted by Susan Burnside, Vice Chair

Town of Tuftonboro Planning Board Site Plan Review Regulations Proposed Changes

1. From the cover through the entire document, we need to add “adopted-thru- Amended” – Just the last Amended date.
2. Renumber the table of contents, and we need to add in Excavation as section VIII, (ensure that the other books, if they refer to the Site Plan Review section, that they are updated) then add in page numbers. New Section VIII – change all the others below it in Table of Contents.
3. Change 1.3 “TITLE” to Section 1.2 – These regulations shall be known and may be cited as the “Site Plan Review Regulations, Town of Tuftonboro, New Hampshire”.
4. ADD (new) a “JURISDICTION” SECTION 1.3 – The provisions of these Regulations shall apply to all lands within the boundaries of the Town of Tuftonboro.
5. Add a (new) Section 1.3.1 – Site Plan Review – no land shall be subdivided, developed, or new lots conveyed or sold within the corporate limits of the municipality until:
 - A. The Planning Board has given final approval of the Site Plan Review Plan(s) after a public hearing and the Chairperson of the Board has affixed his/her signature on the approved Plan(s).
 - B. The Applicant has read and has complied with all of these Regulations including the posting of appropriate performance and/or guaranty bonds.
 - C. The approved Plan(s) is filed with the Carroll County Registry of Deeds.
6. ADD – Section 1.3.2 – Permits – No building or other permit(s) shall be issued until an approved Site Plan Review Plan(s) is presented to the Code Enforcement Officer by the Applicant.
7. ADD- renumber the remaining section – PURPOSES from 1.2 to 1.4
8. ADD- new 2.1.1(it is currently pasted into old book)
9. ADD- Definition for Adverse Impact. - Any harmful effect that the proposed project would have on the nearby neighborhood or the whole community of the Town of Tuftonboro, for example, but not limited to, causing more traffic, hurting the area’s character, or damaging the environment.
10. CORRECT – 2.1.11 Lower case “e” on expansion.
11. 3.2.1 - ADD - ...Building Codes, and/or other STATE/LOCAL regulations...
12. 3.2.2 - ADD - ...This will include, BUT IS NOT LIMITED TOO, study of all site design...
13. 3.3 – REWORD the whole first sentence to: ALL APPLICANTS ARE REQUIRED TO SUBMIT SITE PLANS TO THE PLANNING BOARD FOR REVIEW IF THEY ARE SEEKING APPROVAL OF ANY OF THE FOLLOWING:
14. 3.3 D – REMOVE date.

15. 4.1.1.2 – ADD RSA 676.4 II(a) after the title. – also PUT a space after #3 between that and 4.1.2.1
16. 4.1.2 – ADD RSA 676.4 II(b) after the main heading.
17. 4.1.3 – ADD - ...conduct the MANDATORY PRELIMINARY Design Review...
18. 4.1.4 – ADD – If an Applicant undertakes either the Preliminary or Mandatory Conceptual Consultation Phase, or the Design Review Phase, it is hereby declared that no processing time limit shall apply as defined in RSA 676:4 II (a)...
19. 4.2 -ADD - ...Preliminary Consultation OR DESIGN REVIEW has been conducted, ...
20. 4.2.2 ADD – F – COPY OF DEED, COVEYANCES AND RESTRICTION. (applicant is then required to disclose to the Planning Board any deed restrictions listed)
21. 4.2.3 -CORRECT - at the end of paragraph, remove HALL and replace with OFFICES.
22. 4.2.3 D – change 8.3 to 9.3
23. 4.3.1 A - ...Tax map and deed references, Add- and any covenants and/or restrictions that may not be listed on current deed.
24. 4.4 A – ADD- ...By the Board AND ACCEPTS JURISTITION.
25. 4.4.1 -ADD- ... the proposed SITE PLAN development, ...
26. 4.5.1 – CHANGE – to 4.4.2
27. 4.5.2 – CHANGE – to 4.4.3
28. 4.4.3 (1) (new) – CHANGE in #1 Section IX to Section X.
29. 4.4.3 (6) (new) – change 7.5 to 8.5.
30. 4.4.3 (new) – B&C need to be aligned with A.
31. 4.5.3 CHANGE – needs to be changed to 4.4.4
32. 5.3 B – Is this still correct. Send off to LRPB for their insight. Or even Jim Beam
33. 5.4 – Send off to LRPB to see if this still is correct. (Susan is contacting them) and remove the amended date (amended December 15, 2011)
34. 5.8 – Second paragraph – Change Individual Fixtures to Individual Luminaire
35. 5.8.1 – all definitions need to be indented, numbered, put space, or remove spaced.
36. 5.8.1.1 (new) After the word Fixture – ADD -See Luminaire – Then Remove definition.
37. 5.9 – Add a new section Driveway – See 4.4.3 -A, of the Tuftonboro Subdivision Regulations.
38. 5.11 – duplicated twice- remove.
39. 5.12 - B – ADD coma after the word construction
40. 5.13 – 1st paragraph. For road and driveway construction and material specifications, See Subdivision Regulations Section IV AND Addenda A&B at the end of these regulations.
41. 5.14 end of 1st paragraph add- section VI parking requirements.
42. 6.1 – Add in heading “Additional Factors To Be Considered”
43. 6.1 – Change ...Section 13 to 12
44. 6.3.2 – remove extra spacing
45. 6.5 – mid paragraph – change section 13 to section 12.
46. Section VII – all of the sections need to be corrected for spacing and indents.

47. 7.4 – all of this section, the spacing needs to be adjusted.
48. Section VIII – this needs to be on a separate page.
49. 8.3 – Add - ...at periodic intervals, as determined by the Code Enforcement Officer.
50. 9.2 – move to next page.
51. 10.1 – Header Name – Add – Waiver Requirements. Then move the paragraph to next line down.
52. 10.1 – ...Hardships, ADD- may not apply, practical difficulties...
53. 11.1 – Remove – requirement to submit changes to Registry, Town Clerk, and Selectmen.
No longer needed because of the fact that everything is now on the website.
54. 12.1 – move to the next page
55. 12.1 – Replace with: These Regulations shall be enforced by the Board or its duly authorized representative. In the event that the Board, or its representative, shall determine that these regulations have not been complied with, or that the terms of any approval given under these Regulations have not been met, or satisfied in a timely fashion, the Board shall have the authority to take such actions as it shall deem lawful or necessary including, but not limited to, visual inspections, revoking any approval(s) granted by Planning Board, and it shall notify the Code Officer (CO) of potential violation(s), and CO shall provide Planning Board with a written response within 30 days of notification of any violation(s) found, which may include removal of building permit(s).
56. 13.1 – replace with these new sections: A.- Any violation of these regulation shall be subject to the applicable fines and penalties as set forth in RSA 676.
B. Development activities that would result in remedies pursuant to RSA 676 include, but are not limited to: land clearing or grading; driveway cuts; road construction; utility installation; foundation work; or operating a use for which Planning Board approval is required. C. Initiating development prior to Planning Board approval does not result in any vested right to a project. A property owner does so at his or her risk of removal or restoration. Additionally, review of any subsequent application or request for approval shall be subject to heightened scrutiny by the Planning Board. The Board may consider the nature, extent, and impacts of the premature construction when evaluating the project, and may impose additional conditions, mitigation measures, or deny approval as a result.
57. 14.2 – move to next page
58. 14.2 – These (add) AMENDED Regulations add- signature are on file at Town Offices.
59. Addendum A&B needs to be updated to match the diagrams in Subdivision regulations.
60. Update section IV to ensure all submission required plans and documents are accurate.

PLANNING BOARD SUBDIVISION REGULATIONS CHANGES

1. 4.4.3 A. Add a third new paragraph - When a single driveway serves multiple homes, it stops being treated as a simple piece of private property and begins to function like a minor road, thus it is subject to road construction standards as set forth in section 4.5.
2. 4.4.11 Add - ...firefighting suppression and emergency vehicle access.

3. 4.5 – ADD a NEW E, and then re-letter the others below. E- Finish Course – The finished surface course shall consist of well graded 1 ½ inch minus gravel, compacted to a minimum of six (6) inches across the travel way and shoulder areas, unless the Town's Engineer determines that ground conditions warrant a greater Depth.
4. 4.5 New F – Change the 2 inches to 2 ½ inches and the 1 inch to 1 ½ inches.
5. Add new section 4.5.4 – Private Driveway Multiple Home Sites - Private Driveways providing access to more than one home site but less than 4 must meet the following construction and material specifications.
6. Update section 2.3.2 with correct information about required plans
7. Change section 3.6 – change twenty-five (25) to Fifteen (15) percent.