

CITY OF LACONIA
REGULAR PLANNING BOARD MEETING
Tuesday, August 4, 2026 - 6:30 PM
City Hall - Armand A. Bolduc Council Chamber

8/4/2026 - Minutes

1. CALL TO ORDER

Chair Doreen Richards called the regular meeting of the Laconia Planning Board to order at 6:30 P.M.

2. SALUTE TO THE FLAG

Vice Chair Dave Ouellette led the salute to the flag.

3. MEMBERS IN ATTENDANCE

Members present included Chair Doreen Richards, Vice Chair Dave Ouellette, Secretary Gary Dionne, Rich MacNeill, Councilor Mike Conant, Gail Ober, Jacob Roy, Mike Little (alternate), Rob Turpin (alternate), and Mark Ashley (alternate).

Members absent included Charlie St. Clair and Amy Lovisek.

4. RECORDING SECRETARY

Tyler Carmichael, Assistant Planning Director.

5. CITY STAFF IN ATTENDANCE

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

6. SEATING OF ALTERNATES

The Chair seated Mike Little and Rob Turpin as voting members for the meeting.

7. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING(S)

The Chair advised that the July 7, 2026 meeting minutes had been revised to incorporate corrections submitted by attorneys representing abutters and had been redistributed to the Board and public prior to the meeting.

Motion: Postpone consideration of the July 7, 2026 Planning Board meeting minutes until the September 1, 2026 meeting.

Moved: Councilor Conant

Seconded: Gary Dionne

Vote: Eight voted in favor of the motion with Gail Ober abstaining. Motion approved.

7.1. Minutes from the July 7, 2026 Regular Planning Board Meeting

8. CONTINUED APPLICATIONS AND PUBLIC HEARINGS FOR FORMAL CONSIDERATION

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

The applicant requested a continuance of the application to the September 1, 2026 meeting.

Motion: Continue application PB2026-022 for 1206 Old North Main Street to September 1, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Dave Ouellette

Seconded: Gail Ober

Vote: Motion approved unanimously.

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

The applicant requested a continuance of the application to the September 1, 2026 meeting and requested that any revised plans be reviewed by the Technical Review Committee.

Motion: Continue application PB2026-051 for 371 White Oaks Road to September 1, 2026, at 6:30 P.M. in City Council Chambers at City Hall and request the Technical Review Committee review any revised plans submitted.

Moved: Councilor Conant

Seconded: Jacob Roy

Vote: Motion approved unanimously.

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

Recusal

Councilor Conant recused himself from consideration of the application. In accordance with RSA 673:11, no City Council alternate was available to be seated in his place.

Waiver Request

Prior to acceptance of the application as complete, the applicant requested a waiver from Section 7.13.2 of the Site Plan Review Regulations requiring installation of a sidewalk.

Attorney Ethan Wood, representing Winnepesaukee Commercial Properties, LLC, presented the waiver request. The applicant stated that the property is located along a heavily traveled section of Route 106, lacks connectivity to existing sidewalks, contains significant site constraints, and that construction of a sidewalk would not provide meaningful pedestrian benefit.

Public Hearing on Waiver Request

The public hearing on the waiver request was opened at 6:43 P.M.

The following individuals spoke:

- Carol Downing, 80 Main Street, expressed concerns regarding the proposed development,

traffic, impacts to nearby wetlands, and questioned the purpose of a sidewalk at the location.

- Bernie Colangeli, 80 Main Street, expressed concerns regarding wildlife, environmental impacts, public safety, and potential future uses of the property.

The public hearing on the waiver request was closed at 6:46 P.M.

Board Discussion

Board members discussed the location of the property, limited pedestrian connectivity, traffic conditions, future uses of the site, and safety concerns associated with sidewalk construction in the area. Specifically, Board members raised concerns that the proposed potential uses of the site for retail or a restaurant would encourage individuals to walk to the site. Board members felt if the site was limited to a proposed use of indoor self-storage, a sidewalk would not be necessary for the development.

Motion: Approve the waiver from Section 7.13.2 of the Site Plan Review Regulations requiring construction of a sidewalk.

Moved: Gail Ober

Seconded: Jacob Roy

Vote: Three voted in favor of the motion with Mike Little, Dave Ouellette, Rich MacNeill, Gary Dionne, and Gail Ober voting in opposition. The motion was not approved.

Continuance

The waiver request was denied. As a result, the application was determined to be incomplete and required continuation.

Motion: Continue application PB2026-053 for Belmont Road to September 1, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Gail Ober

Seconded: Gary Dionne

Vote: Motion approved unanimously.

Councilor Conant returned to his seat on the Board.

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

Recusal

Mike Little recused himself from the application. The Chair seated Mark Ashley as a voting member for this item.

Acceptance of Application

Motion: Accept application PB2026-054 for 35-71 Winnisquam Avenue as complete.

Moved: Gail Ober

Seconded: Jacob Roy

Vote: Motion approved unanimously.

Application Presentation

Erin Lambert of Wilcox & Barton, representing Knotty Marina Inc., presented the proposed amendment to the site plan previously approved in March 2023.

The amendment modifies the boathouse configuration, retaining wall layout, dock arrangement, parking configuration, and construction sequencing. The application was revised to implement a phased development approach under RSA 674:21.

The applicant explained that:

- Existing wastewater infrastructure owned by the Winnepesaukee River Basin Program and the City of Laconia necessitated revisions to the retaining wall design.
- Phase One would construct the majority of the project while maintaining a safe separation from critical sewer infrastructure.
- Phase Two would require future Planning Board review and amendment approval before any construction could occur.
- The total number of boat slips remains unchanged.
- License agreements from the City would be required for portions of the project proposing encroachment into City right-of-way.

Public Hearing

The public hearing was opened at 7:06 P.M.

No members of the public spoke.

The public hearing was closed at 7:06 P.M.

Findings of Fact

1. The application is complete and consistent with State and City land use regulations.
2. The Planning Board originally approved the commercial site plan at its March 7, 2023 meeting.
3. The current 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.
4. On July 7, 2026, the Planning Board voted to continue application acceptance and formal consideration to its August 4, 2026 meeting at the applicant's request.

Conditions of Approval

1. **PRECONSTRUCTION REQUIREMENTS.** All conditions in this section must be completed at least two weeks prior to commencing any work on-site.
 1. **Plan Revisions.** Plans must be revised and submitted to the Planning Department to

include the following:

1. Correct subject parcel number to "450-245-24".
2. A note that the City is not a member of Dig Safe and that a utility mark-out permit is required from DPW.
3. Sheet C1.1 must include the location of the boundaries for Phase 1 and 2.
4. Sheet C1.2 – The helical pile insert note must be changed to read as "13" helical pile typ. for all docking structures in Phase 1. Inset plan on this sheet..."
5. Sheet C1.2 – Add a note that the City Street must be upgraded to support the maximum load rating for the length of the forklift travel path.
6. Sheet C1.2 – Add a note that the developer must provide a standard operating procedure for guides to protect the public while the forklift is traveling on a public street.
7. Sheet C1.2 – Add a note that maximum allowable vehicle gross weight on a public street for a 2-axle vehicle will comply with RSA 266:18-a.
8. Sheet C1.2 – Add a note that the details apply to Phase 2.
9. Eckerman Engineer Structural Plans – Add notes to each sheet specifying which applies to Phase 1 and Phase 2. Any sheet that applies to both phases must ensure that the notes reflect which details apply to each phase.
10. Sheet C1.1 – Ensure that the formatting for the phasing delineations matches the formatting for phasing delineations on Sheet C0.1 for clarity.

2. **Site Security.** The applicant must submit a performance guarantee for site improvement and restoration security to the Planning Department in accordance with the current Subdivision and Site Plan Review Regulations.
3. **911 Addressing.** Street addresses must be reviewed and updated by the Laconia Fire Department to ensure compliance with state and local regulations.
4. **ROW License Agreement.** The applicant must enter into a license agreement with the City prior to building any structure within the City's right-of-way.
5. **ROW Parking Spaces.** Any and all parking spaces proposed within the City's right-of-way must be approved by City Council.
6. **Permits and Approvals.** The applicant must possess all required permits and approvals granted by federal, state, and municipal boards or agencies. All permits and approvals must be in place prior to the signing and recording of the final plans and Notice of Decision. Should any permit or approval be revoked at any time during the project, all work must cease until a new permit or approval is obtained. Copies of all permits and approvals must be provided by the applicant to the Planning Department.
7. **Final Plans and Notice of Decision.** Four final plan sets must be submitted to, reviewed, and approved by the Planning Department. The Notice of Decision must be recorded at the Belknap County Registry of Deeds at the applicant's expense.
8. **Erosion Controls.** Erosion controls must be in place and inspected and approved by the Planning Department. The Planning Department will perform regular inspections to ensure erosion controls are installed and maintained correctly.
9. **Preconstruction Meeting.** A preconstruction meeting must be held between the developer and representatives from City departments. The applicant must coordinate this meeting through the Planning Department. All requirements in this section must be completed prior to the preconstruction meeting.

2. **CONSTRUCTION REQUIREMENTS.** All conditions in this section must be met during the construction of the project.

1. **Fire Specifications.** The applicant must adhere to all specifications as required by the Laconia Fire Department.
2. **Fire Alarm System.** The applicant must install an automatic fire detection system approved by the Laconia Fire Department.
3. **Fire Sprinkler System.** The applicant must install an automatic fire-extinguishing system approved by the Laconia Fire Department.
4. **Water Specifications.** The applicant must adhere to all specifications as required by the Laconia Water Department.
5. **Solid Waste Services.** The dwelling unit located on the property is permitted to participate in the City's solid waste collection program in accordance with the applicable

rules and regulations. Private solid waste and recycling services are required for the commercial uses and structures. Any and all dumpsters used must be located on a pad and screened from view on all sides.

6. **Parking Delineation.** The required number of parking spaces must be delineated by paint, sign, or other method as approved by the Laconia Planning Department.

7. **City Street Upgrades.** The applicant must enter into a cost sharing agreement with the Department of Public Works to upgrade Winnisquam Avenue to accommodate the excess weight imposed by the use of a forklift.

8. **Compliance Inspections.** The Planning Department will perform routine inspections during and after construction to ensure compliance with the Planning Board's approval and all applicable regulations.

3. **POST-CONSTRUCTION REQUIREMENTS.** All conditions in this section must be met prior to the issuance of any Certificate of Occupancy.

1. **Impact Fees.** Impact Fees in the amount of \$0.48 per square foot of additional gross floor space must be paid to the Planning Department in accordance with State Law and the Laconia Zoning Ordinance.

2. **Snow Storage.** Snow storage and/or removal must be provided by the owner so drainage structures can function properly and the required parking spaces can be utilized.

3. **As-Built Design.** A final as-built design, application, and fee for the project must be submitted to the Planning Department for review and approval prior to the issuance of the final Certificate of Occupancy.

4. **COMPLETION DATE.** The project and all associated conditions must be completed by no later than August 4, 2033. 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.

5. **SECOND PHASE REVIEW REQUIRED.** This approval applies only to the construction of the first phase of the proposed development. An application for a site plan amendment for the second phase must be submitted to the Planning Board for review and formal consideration prior to any construction within that phase.

Motion: Approve application PB2026-054 for 35-71 Winnisquam Avenue with the findings of fact and conditions of approval presented in the Staff Report.

Moved: Dave Ouellette

Seconded: Gail Ober

Vote: Motion approved unanimously.

Mike Little returned to his seat on the Board and Mark Ashley resumed his alternate status.

9. NEW APPLICATIONS AND PUBLIC HEARINGS FOR FORMAL CONSIDERATION

9.1. PB2026-062; 59 Doe Avenue (145-64-1)

The applicant requested a continuance to allow for additional wetland review and consideration by the Conservation Commission.

Motion: Continue application PB2026-062 for 59 Doe Avenue to September 1, 2026, at 6:30 P.M. in City Council Chambers at City Hall.

Moved: Gail Ober

Seconded: Mike Little

Vote: Motion approved unanimously.

10. CONCEPTUAL REVIEW AND PRESENTATIONS

There were no conceptual reviews or presentations to come before the Board.

11. PLANNING DEPARTMENT MONTHLY REPORT

11.1. Planning Department Monthly Report

Planning Director Mora reported on:

- Staffing changes within the Planning Department and recruitment efforts.
- Ongoing work on the Master Plan update.
- Upcoming Master Plan Steering Committee meetings.
- A joint meeting involving City boards and commissions scheduled for September 24, 2026.
- Progress on the Natural Resources Chapter and Natural Resources Inventory.
- Preliminary Master Plan findings regarding nonconforming lots and zoning issues.
- The Request for Proposals process for the City's comprehensive zoning ordinance rewrite.
- Upcoming RSA 91-A training scheduled for August 10, 2026.

11.2. Minutes from the July 21, 2026 Technical Review Committee Meeting

The Board reviewed the Technical Review Committee minutes and discussed committee membership, participation by department representatives, and procedures for obtaining department comments on applications.

No formal action was taken.

11.3. Capital Improvement Committee Update

Assistant Planning Director Carmichael reported that departments are beginning preparation of the Capital Improvement Program.

The Board discussed committee membership, vacancies, meeting schedules, and the importance of public participation.

Motion: Appoint Mike Little, Dave Ouellette, and Rich MacNeill to the Capital Improvement Program Committee and direct staff to coordinate identification of additional members for appointment at a future meeting.

Moved: Gail Ober

Seconded: Gary Dionne

Vote: Six voted in favor of the motion with Mike Little, Dave Ouellette, and Rich MacNeill abstaining. The motion was approved.

12. LIAISON REPORTS

12.1. CITY COUNCIL

Councilor Conant reported no updates.

12.2. LAKES REGION PLANNING COMMISSION

Staff reported that Rich MacNeill and Assistant Planning Director Carmichael continue to serve as City representatives and noted an additional vacancy remains available. Staff noted the Commission meets three times in the Fall and three times in the Spring.

12.3. CONSERVATION COMMISSION

Vice Chair Ouellette reported that the Conservation Commission would meet on August 5, 2026, to review and discuss the Natural Resources section of the Master Plan.

12.4. HISTORIC DISTRICT COMMISSION

No updates to report.

13. OTHER BUSINESS

Rules and Procedures Discussion

Staff reported on potential future amendments to the Planning Board Rules of Procedure, including:

- Clarifying participation of seated alternates during officer elections.
- Establishing timelines for plan revisions.
- Considering procedures for submission of written testimony and public correspondence.

Staff will consult legal counsel and review practices used by other municipalities before returning with proposed amendments.

No formal action was taken.

Conservation Commission Coordination

The Chair reported on discussions with the City Manager and Conservation Commission regarding scheduling and coordination of project reviews. Potential changes to meeting schedules were discussed to improve communication and review efficiency between boards.

No formal action was taken.

13.1. 79 Eastman Shore Road South (316-67-4)

Pursuant to RSA 674:41, I(d), the Board reviewed a building permit request for construction of a single-family residence located on a portion of Eastman Shore Road South that has not been accepted as a public street or approved by the Planning Board.

Staff explained that the Board's role was advisory and that final action rests with the City Council.

Board discussion included:

- Road maintenance responsibilities.
- Municipal services.
- Emergency access.
- Drainage considerations.

- Existing permits issued by the New Hampshire Department of Environmental Services.

The Board provided advisory comments supporting review of drainage and access issues and noted the requirement for acknowledgement of the roadway's status pursuant to RSA 674:41.

No formal vote was taken.

13.2. New Member Welcome Handbook

The Chair and staff presented a new Planning Board Handbook intended to assist current and future board members with meeting procedures, applicable statutes, review standards, and general board operations.

Board members expressed appreciation for the handbook and encouraged staff to continue developing training resources.

No formal action was taken.

14. ADJOURNMENT

With no other business coming before the Board, a motion was made to adjourn.

Motion: Adjourn the meeting at 8:05 P.M.

Moved: Councilor Conant

Seconded: Dave Ouellette

Vote: Motion approved unanimously.

Respectfully submitted,

Tyler Carmichael