TOWN OF NEWMARKET NEW HAMPSHIRE

PLANNING BOARD

Tuesday, November 18, 2025 at 7:00 PM
Town Hall, Council Chambers
DRAFT MEETING MINUTES

Present: Val Shelton (Chair), Zachary Shollar (Vice Chair), Jane Ford, Jamie Bruton, Jeff Goldknopf, Bill Arcieri (Alternate), Scott Blackstone (Town Council – Ex officio), Bart McDonough (Director of Planning & Community Development)
Absent: Michael Scully, Eric Botterman (Alternate)

The Chair opened the regular meeting at 7:02 PM.

The voting members will be: **Val Shelton, Zach Shollar**, **Jane Ford**, **Jamie Bruton**, **Jeff Goldknopf**, **Scott Blackstone**, and **Bill Arcieri** (*in place of Michael Scully*).

1. Pledge of Allegiance

2. Public Comments

The public comment was opened at 7:02 PM.
There were no public comments for items not on the agenda.
The public comment was closed at 7:02 PM.

3. Review & Approval of Minutes

a. October 14, 2025

Action

Motion: **Jeff Goldknopf** moved to approve the minutes of October 14, 2025, as amended.
Second: **Jane Ford**
Discussion: Corrections included clarification and rewording of line 144/145; line 26 correct spelling of *Goldknopf*; line 272 correct spelling of *decision*; line 148 delete miscellaneous "*g*."
Vote: **Approved 7-0-0**

4. Regular Business

a. Pursuant to RSA 675: 7, the Planning Board shall hold a public hearing on proposed amendments drafted by the Planning Board to amend sections of Appendix A-Subdivisions and Appendix B – Site Plans of the Municipal Code of the Town of Newmarket, New Hampshire, that seek to establish a standing technical review committee, amend thresholds of applicability, remove redundancies and update outdated references, amend the fee schedules, and streamline post-approval administrative tasks, or take any other action relative thereto.

The Chair read the above into the record, and explained that they will start with review of Appendix B, Site Plans.
Bart continued to give an overview of the changes being made and the purpose of the changes, including a synopsis of the changes made from discussion at the last meeting. The objective is to establish a Technical Review committee, modify applicability standards for what requires

minor/major site plan review, updating references, removing redundancies, and updating the post-approval process for better clarification to both the town and to applicants.
The board continued to review the redlined document as can be found at: https://newmarketnh.portal.civicclerk.com/event/1565/files/attachment/6509.

It was noted under sec. 1.04 (B) (1), to change "Planning Board Secretary" to the "Director of Planning and Development."
For sec. 1.05, **Bill** raised questions regarding the thresholds for non-applicability, minor review, and major review. **Bart** provided further explanation for the different thresholds, and highlighted point (C) (9) that captures any development that is not explicitly defined by the other criteria listed needing review. Discussion continued regarding stormwater reviews also involved, and how the stormwater regulations are a separate appendix (Appendix C) that applicants will have to refer to separately for both minor and major site plans depending on the project. It was also noted that some stormwater review does not go to Planning Board as it may be not require minor or major site plan review and only require a building permit. It was confirmed that the threshold language is consistent with the stormwater regulations.
Further discussion ensued on lot coverage and types of projects that may not be subject to stormwater regulations. It was noted that a lot with 100% coverage of impervious surface is not the intent. **Bart** commented that the best place to address lot coverage is in the zoning ordinance and through a special use permit. **Jeff** suggested looking at other towns for comparison of percentages of impervious surfaces and lot coverage. Discussion continued that there could be criteria in the special use permit to be able to waive limitations for expansion of impervious surfaces, and that they could also look into incentivizing decreases in impervious surfaces in redevelopments of lots. It was confirmed that for lot coverage, language in the zoning ordinance is the best place to address it, and that the current language of the appendix is acceptable; there was board consensus.
Jeff noted under sec. 1.05 (A) (4), to replace "floor space" with "gross floor area" for consistency with the section; there was board consensus for the adjustment.
There was consensus to have agricultural activities listed in sec. 1.05 (A) with reference to the RSA, instead of having it separately listed under both minor and major.as "excluding agricultural activities."
Bill asked for further clarification on thresholds and how it relates to stormwater regulations; the Chair noted that context of the development will be important, and raised examples for when review is needed in perspective of different projects and types of expansion, such as a retail store expansion versus a barn being built. If more information is needed, the board has the discretion to request that from the applicant, or to request further engineer review as well.

For sec. 2.03, there was consensus that it mirrored the changes discussed at the last meeting.
The Chair raised that sec. 2.03 (B) (3) should also include electronic submittal of materials.
Discussion ensued under the language of sec. 2.03 (B) (1); **Bill** commented on some redundancy in the wording of the bullet point. There was consensus that it is beneficial to leave the language to make it clear for applicants to know when they do not need to go to TRC.
Zach recommended to move the exemptions to a bullet underneath sec. 2.03 (B) (1), to become sec. 2.03 (B) (1) (a), in order to visually separate it, and use the word "exemption:" in the beginning of sentence for further clarity. Further clarification of the wording and sentence structure of sec. 2.03 (B) (1) ensued. There was consensus to remove preliminary conceptual consultation and design review from the sentence, so that the sentence reads as follows: "Minor site plan applications along with minor revisions to approved major site plans are exempt from the TRC review process."
It was noted that the sentence at the end of sec. 2.03 (A) (4) is incomplete; **Bart** confirmed that it is meant to read "…the applicant shall submit *required fee*."

It was clarified that for the TRC timeframe, applications will have one meeting to start, and then applicants and staff will decide from there to jointly agree if additional meetings are needed or not. It was confirmed that TRC would meet within 21 calendar days of applicants requesting a meeting/submitting application materials. There are no set maximum amount of TRC meetings.

For sec. 2.16, it was discussed to add language on vesting that references the appropriate RSA under a new bullet (D).
For sec. 3.02, commented to have consistency with capitalization of Village Corridor.
For sec. 3.01 (B), clarification was provided on the language and the intent; existing driveways are grandfathered in, but new or redevelopments would have to adhere to these standards, or request a waiver.
For sec. 3.21 (C) (6) (a), it was corrected to reference Village Corridor along with the B-1 district.
For sec. 4.06, (A), there was consensus to change "endorsement" to "signature" for consistency.
For sec. 4.10 (B) (2), to add that buffers will also be delineated ("Prime wetland, poorly and very poorly drained soils, *and associated buffers* shall be clearly delineated and labeled as such.")
It was also noted for this section to add (B) (11) to list that test pits are to be shown as well, if applicable. Under (C), there was consensus to change bullet number (14) to (15), and add "setbacks and associated buffers" as (14).

It was confirmed that the checklists will be updated to match the amended regulations.

Review continued for Appendix A, Subdivisions, as can be found at:
https://newmarketnh.portal.civicclerk.com/event/1565/files/attachment/6508.

It was noted that the definitions will be matched with Appendix B, and that all applicable changes discussed in Appendix B will also be applied to Appendix A.
Bart asked if the board would like to explore combining Appendix A and B in the future since there is already a lot of overlap; there was board consensus that it should be explored further in the future.

The Chair opened the public hearing at 8:20 PM.
There were no public present and it was confirmed that no other communication was received prior to the meeting.
The Chair closed the public hearing at 8:20 PM.

It was noted to add "minimum" before ½" under sec 3.05 ("The size of pins shall be *minimum* ½" diameter…").

Action

Motion: **Zach Shollar** moved to approve the amendments to sections of Appendix A – Subdivisions and Appendix B – Site Plans, as agreed to in discussion at the meeting held tonight, November 18, 2025.
Second: **Jane Ford**
Discussion: None
Vote: **Approved 7-0-0**

b. Review of Planning Board 2026 Meeting Schedule

There was board consensus that the schedule was acceptable, with it noted that the only changed meeting date due to conflict is in March for the town election.

5. New/Old Business

a. Committee Reports

Conservation Commission: **Jeff** reported that Saturday, May 9, will be the date next year's Turtlefest. There was discussion at the recent meeting regarding if Schanda Park should be turned over to the town instead of under CC's discretion as it is currently.

Energy & Environment Advisory Committee: **Zach** reported that Clean Energy NH came to last meeting. There were free evaluations that looked at opportunities the town may have for energy opportunities, such as a micro grid structure to pool energy production and usage to make more viable. They are also exploring solar in school parking lot for future.

Technical Review Committee: **Bill** reported that they met and are going to schedule a second meeting once comments are compiled.

Town Council: **Scott** reported on the sewer line from Schanda Park, and that the town is looking to run the pipe up along river up to the foot bridge and then over that bridge instead in the future. This would likely require a new bridge, since it was built for fresh water and salt water is deteriorating it. It was also reported that Arts, Culture & Tourism received grant for an art installation of mosaic tiles. The Town Council approved 2027 budget, which will go out to vote in March.

The Chair reported, that there have been wiring scams occurring in Durham that request applicants to pay invoices from towns to pay, noting for everyone to be alert.

b. Planners Report

Bart reported that prime wetlands are likely to go to Town Council for December, and that it needs to be noticed. The town recently held a ceremony for the Housing Champions designation, with recognition from the state. This makes the town more competitive for future grant funding. The Ernie Clark senior housing opening ceremony is on Thursday, and residents are to start moving in Friday. There was a Timberland boot statue installed on Main Street, coordinated with Mike Hoffman to recognize the history with the town. Town Council is discussing warrant articles tomorrow. They are waiting to hear from LCHIP for the Rosa project regarding the grant funding. It was also noted that Michael Scully will be resigning due to conflicts with his schedule, which will be formalized at the next meeting.

Bill recommended that the board explore updates to wetland overlay district next year, and to compare with other towns to see where modifications may be fit. It was also noted that the open space subdivision regulations should be looked at. There was consensus that the board will discuss goal planning and forming a priority list in April after the Master Plan is completed.

Discussion ensued on stormwater damage to homes from runoff from roads and MS4 outflows, in relation to the warrant article request to address Cushing Road and Lubberland Drive reconstruction of road and culverts. It was explained that the engineering and design for it is complete, but now the construction has to be budgeted and needs 2/3 approval from voters. It will therefore be back up for vote in March for approval of the implementation bond. They are working on public outreach for wider understanding by the voters. (For further information: https://newmarketnh.portal.civicclerk.com/event/2323/files/report/7349).

6. Adjourn

Action

Motion: **Jane Ford** moved to adjourn the meeting at 8:46 PM.
Second: **Zach Shollar**
Discussion: None
Vote: **Approved 7-0-0**

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Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

DCAT:
https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos