



TOWN OF
NEWMARKET
NEW HAMPSHIRE

PLANNING BOARD

Tuesday, June 9, 2026 at 7:00 PM

Town Hall, Council Chambers

DRAFT MEETING MINUTES

Present: Val Shelton (Chair), Zachary Shollar (Vice Chair), Jane Ford, Bill Arcieri, Jeff Goldknopf, Justin Glazebrook (Town Council – Ex officio), Bart McDonough (Director of Planning & Community Development)

Absent: Jamie Bruton, Eric Botterman (Alternate)

The Chair called the regular meeting to order at 7:00 PM.

The voting members will be: **Val Shelton, Zach Shollar, Jane Ford, Bill Arcieri, Jeff Goldknopf, Justin Glazebrook.**

1. Pledge of Allegiance

2. Public Comments

The public comment was opened at 7:01 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. April 14, 2026

Action

Motion: Zach Shollar moved to approve the minutes of April 14, 2026.

Second: Jane Ford

Discussion: At line 98, change “they” to “the applicant for 200 New Road.”

Vote: Approved 6-0-0

b. April 14, 2026 Workshop

Action

Motion: Zach Shollar moved to approve the workshop minutes of April 14, 2026.

Second: Bill Arcieri

Discussion: None

Vote: Approved 6-0-0

4. Regular Business

- a. Pursuant to RSA 676:4 and Section 2.02 Design Review of Appendix B - Site Plans of the Municipal Code of the Town of Newmarket, New Hampshire, notice is hereby given that a design review application, requested by applicant Michael Green of Mercy Church, will be reviewed by the Planning Board to discuss and provide input on a subdivision and development concept for a property located at 308 Wadleigh Falls, Tax Map R5, Lot 87 in the R-1 District. The concept proposes a subdivision to maintain the existing house on 2.33 acres, with the development of a church on the remaining 9.52 acres, consisting of a 10,000 sf. building footprint with 115 parking spaces with associated utilities and

infrastructure. The application is on file in the Department of Planning and Community Development office located in Town Hall.

The Chair read the above into the record.

The Chair explained that there is state law, RSA 674:76, determining that churches and other religious use of land is allowed and cannot be restricted by Town ordinances.

Paige Libbey, PE, Jones & Beach, introduced the applicants **Tim Carpenter** and **Michael Green** with Mercy Church.

Ms. Libbey continued to introduce the property and the existing conditions and existing home. This included: that approximately 1/3 of the lot area is wetlands; the proposal will subdivide the existing home with 2.33 acres where the minimum requirement in the zone is 2 acres; the remaining 9.52 acres would consist of the proposed church with a 10,000 SF building footprint and 115 parking spaces, although these numbers may change as the design progresses; a municipal water connection is proposed with this development as well and they still need to discuss a sewer connection further; the plan includes potential stormwater and septic areas as needed; the proposal will require a DOT permit and they have prepared a preliminary trip generation memo, though they do not anticipate a large traffic generation.

The Chair asked regarding waivers; it was confirmed that they are not aware of needing any at the moment.

Zach asked for clarification on proposed wetland impacts; it was clarified that there are two small areas that will be impacted for the driveway crossing. It was also confirmed that the dimensional controls for the road frontage is maintained.

Jeff asked for clarification regarding the wetland delineation; it was explained that the wetland delineations were generated on the plan using GPS data points.

Bill asked about the investment involved to build a new location. **Mr. Carpenter** explained how they have been congregating at the high school for the past two years but that there is no AC in the space they use, and that being there every Sunday limits the school to be able to use the space for other purposes. Also, the children use the media center currently but it is not a designated space for them to meet there. It was continued that the intention of the site is to hold regular Sunday services with evening classes, and to partner with the Town to offer the space for other events.

Bill also asked regarding why they are proposing this number of parking spaces, and for further information on the possible sewer connection. For parking, it was explained that they utilize the 100 spots at the high school, and therefore this would match that. Regarding the sewer connection, the sewer line currently ends only a couple hundred feet away from the site and they are hoping to extend it, but they would still need to have that conversation in more detail in the future.

Jeff asked regarding the sight distance with this proposed design; **Ms. Libbey** replied that she believes they have the sight distance needed but that it will be confirmed once the design progresses more.

Bill asked if there is enough space for septic systems if they cannot connect to Town sewer; it was confirmed that there is room and that they have conducted test pits that support capability.

Jeff noted that there are lands behind the property that are conservation lands, therefore expressing concern with site lighting. **Ms. Libbey** confirmed they will submit a lighting design with the formal application.

Zach asked if there is anything in particular with the plan that is subject to change. It was confirmed that they still need to work with an architect and therefore the exact footprint for the building may change. Additionally, the number of seats are to be determined, and that this number will affect the sewer or septic system specifics.

The Chair asked if they have considered utilizing pervious pavement or materials. **Ms. Libbey** replied that it has not been considered yet but could be considered as they further develop the drainage plans.

It was confirmed that the property is not in the aquifer protection overlay district.

Bart suggested exploring any ways to reduce the amount of impervious surfaces with alternative materials as it may create a heat island effect, suggested LID infrastructure to try to mitigate it as much as possible. It was also noted that any improvements cannot be within the wetland buffer areas.

Discussion ensued on if there could be possible trail connectivity options to connect to abutting Town-owned properties, but that the north corner of the property is a hill surrounded by wetlands so it may not make sense. It was suggested to bring the idea to the Conservation Commission for further conversation and consideration, and to also discuss further at the Technical Review Committee stage.

The public hearing was opened at 7:21 PM.

Sönke Dornblut, 351 Wadleigh Falls Road, raised concerns regarding the proposed driveway location and the sight distance, explaining that the road is a hill that reaches a crest right around the proposed driveway location, creating limited sight distance. It was encouraged that they consider the driveway location closely as cars are very hard to see and disappear beyond the hill in this area.

Kellee Larson, 291 Wadleigh Falls Road, agreed with the previous comment that it is a dangerous area due to the crest that the road reaches, with blind spots present. It was also added that she believes it would be a significant increase in traffic for the area and create danger for pedestrians, runners, and bikers, hoping that it is taken into consideration as the plan progresses.

Myrna Cross, 294 Wadleigh Falls Road, also agreed with the comments that it is a dangerous section of the road, especially in the winter when the snow banks are high and further minimize sight distance. It was added that cars frequently speed in the area, especially as they exit the downtown area.

Michelle Cross, 294 Wadleigh Falls Road, noted concerns with any blasting that may take place, as past construction that included blasting damaged their home. Concerns were also noted for lighting on the property generally and specifically at the entrance to the site that may cause disruption to them as neighbors and to wildlife.

Myrna Cross added concerns regarding the water, and questioned why they are choosing to build a new site instead of utilizing an existing vacant space.

The applicant confirmed that it is currently proposed to connect to Town water, and that all required regulations would be met. The Chair noted that it is not the Planning Board's place to question why they chose this site, but it is their duty to ensure it meets regulations

Robin Wesely, 55 Gonet Drive, asked regarding the wetlands and buffer areas, noting that it needs to be made sure that appropriate snow removal takes place and is not in the wetland or buffer areas.

The public hearing was closed at 7:30 PM.

Bart confirmed the next steps in the process for the project. It will next go before Technical Review Committee, which is a public meeting for review by staff to make sure regulations are met, and can be multiple meetings depending. Then, the official application would be filed,

which is when abutters are notified again, and the Planning Board would vote on its completeness and the formal review process for a final decision would ensue.

There was additional discussion that there is a significant elevation different in the current proposed parking lot area, and that grading would likely be needed but that the details for that will come as the design progresses.

Bart read [RSA 674:76](#) into the record for Board and public awareness.

- b. Presentation and review of Master Plan and consideration of scheduling a public hearing for adoption, in accordance with RSA 675:6.

Kerrie Diers, Strafford Regional Planning Commission, presented the Master Plan, as included in the public materials: <https://newmarketnh.portal.civicclerk.com/event/2431/files/agenda/6759>.

The presentation included: the background of RSA 674:1 & 2, and how the last comprehensive update was in 2001; the history of the process in developing this current update with multiple workshops and visioning sessions; an overview of the chapter titles in addition to the inclusive implementation section.

It was suggested that any comments or suggested changes can be addressed at the public hearing, and it was confirmed that the public hearing is posted 10 days before the meeting, projected for July 14.

The Chair asked if there is any specific feedback that is needed at this stage. **Kerrie** confirmed that redundancies have been removed within chapters and that they are still reviewing to remove further repetition. It was noted that the Downtown Riverfront chapter in particular is lengthier due to it being a different nature than the other chapters. It was also presented that they are developing a website to be the public interface following adoption.

Bart further suggested for members to read through and send any comments in advance of the public hearing as well.

Kerrie noted that the presentation includes a visual of all of the chapter goals organized by theme for side-by side comparison.

Jane asked what unique factor of Newmarket came apparent through the Master Plan update process. **Kerrie** spoke to the focus on arts and culture in the community, its physical location within the greater region, and the history and culture within the region as well that has contributed deeply to the Town's identity.

Bill noted that some of the tables are split between pages. It was confirmed that it would be ensured that the PDF version will be cleaned up in the final version, and reiterated that the website is intended to be the main interface.

Discussion further ensued that the timeline for a Master Plan update is typically recommended to be 5-10 years, but that it is meant to be a living document. **Kerrie** added that with the Long-Range Planning Subcommittee being formed, they will also help guide the process and future updates.

Action

Motion: **Bill Arcieri** motioned to schedule the public hearing for Master Plan adoption to be during the regularly scheduled Planning Board meeting on July 14 at 7 PM.

Second: **Zach Shollar**

Discussion: None

Vote: **Approved 6-0-0**

5. New/Old Business

a. Committee Reports

Conservation Commission: **Jeff** noted that they met on May 14. Turtlefest went well and was well attended, commending the presenters, and noting that children enjoyed the activities as well. It was noted that at the May 14 meeting, there was a resident who spoke regarding upkeep of neighboring home during public comment. There have been no wetland permits before the board recently. It was also noted that they have a separate representative for TRC.

Energy & Environment: **Zach** noted that at the last meeting there was a presentation from Freedom Energy. Currently, the NH Community Power rate is \$0.02 higher than Eversource. There will be further presentations from different companies regarding possible future partnerships. They will get new rate in July from NH Community Power, and will then decide if they will continue working with NH Community Power.

Technical Review Committee: **Bill** reported on the latest TRC meeting on April 21, and that more comments were submitted for the 200 New Road project. The applicant is waiting for the state approval process and for further responses from that review. **Bart** added that the State is waiting for more information as well.

Town Council: **Justin** reported that: the Town Council voted to rename Beech Street Extension to Cheswill Street; they are voting on pavement and sidewalk improvements; the transferring of Schanda Park responsibilities to DPW and Riverfront Advisory Committee was voted on; the first reading of Town Manager contract occurred.

Justin also asked generally what is important to share; it was discussed that ideally any information pertinent to the Planning Board and development specifically.

The Chair also noted that the Planning Board is interested in having joint meeting with Town Council, ideally in the fall, and asked if the Town Council is looking for particular zoning amendments. **Bart** added that August is anticipated to be a goal-setting meeting for Planning Board, which could lead well into a joint meeting with Town Council.

b. Planner's Report

Bart reported that:

- Riverfront Advisory Committee is developing work plan for the upcoming year, and they are excited about Schanda Park stewardship
- The Town will be applying for a grant with 100% forgiveness for stormwater improvements, and there will be a lot of community engagement on future of Schanda Park related to that. The Coastal Resiliency Grant was submitted for \$40,000 to help with that process and pay for the planning initiatives and visioning/engagement.
- Public Transportation Advisory Committee is working on parking management recommendations and will be finalizing the draft at their meeting tomorrow, June 10.
- Long Range Planning Subcommittee is anticipated to have its first meeting on July 16 with the goal to first discuss the stormwater asset management plan with representatives from NHDES.
- The 14 Elm Street project is still being worked on, and a TRC submittal for 3 North Main Street is anticipated soon.
- A variance was granted for work within the wetland buffer at 37 Exeter Road at the ZBA meeting on June 8, and this project is anticipated to come to Planning Board for architectural review soon. It was confirmed that the variance also exempts the project from needing a special use permit. Further discussion ensued on the specifics of the variance and proposal, with it noted that they may also need subdivision review if the units are to be condominiums.
- A contract has been awarded for the wayfinding and signage project to EF Design & Planning and NaCl Design, and they will be developing the plan through coordination with the Public Transportation Advisory Committee, Town Council, further community outreach sessions, and will be looking for comments as it progresses. The purpose is to create better

signage and to direct people to the existing parking facilities to increase awareness of locations.

- Ivy Vann is looking to come in August to present updates and draft recommendations on the ongoing HOP grant work.
- The Rosa-Folletts Brook project is moving forward and on track for a September or October closing.
- The Mitchell property will be closed on this week.
- The Town will be working with VHB on stormwater work, with the process likely beginning in the winter of 2027. This will utilize the stormwater revolving fund, and will include looking at modelling for flooding from hurricane/tropical storm events and impacts to downtown from flooding. Related to this, the Riverfront Advisory Committee is also exploring the possibility of incorporating a living shoreline downtown.

c. Other Business

i. Appointment of Long Range Planning Subcommittee members

It was suggested to reach out to past Town Council and Planning Board members for interest in the at-large positions on the subcommittee.

For Planning Board representatives, **Bill** was appointed as a member and **Jane** as the alternate representative.

6. Adjourn

Action

Motion: Jane Ford moved to adjourn the meeting at 8:19 PM.

Second: Zach Shollar

Discussion: None

Vote: Approved 6-0-0

Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

DCAT:
https://videoplayer.telvue.com/player/XSekdEeRsk0JHQVHAvKJVka7_5VjxKP/videos