

Planning Board Meeting Minutes  
October 19, 2021  
6:30 PM  
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Chairman Scott Burns called the meeting to order at 6:30 PM.

**Members Present:** Scott Burns-Chairman, John Tholl Jr.- Selectmn's Rep., Joyce McGee - Secretary and Alan Theodhor.

**Members Absent:** Tim O'Neil, Frank Lombardi and Steve LaRoza – Alternate.

**Public Present:** Robert Stiles, Richard Harris Sr., Robert Wisnouchkas and Fire/Rescue Chief John Ross Jr.

**Public Hearing:**

Chairman Burns opened the Public Hearing for Changes to the Subdivision Regulations at 6:30 PM and read the following:

The Town of Whitefield Planning Board  
located at 56 Littleton Road, Whitefield NH 03598  
will hold a Final Public Hearing on October 19, 2021 at 6:30 PM  
to amend the Subdivision Regulations pursuant to RSA: 675:6.

**Definition of Terms to add:** Frontage & Setbacks; **Application, Notice and Public Hearing Requirements:**

XIV: To read "shall" and remove "may"; **Subdivision Plan Requirements to add:** 75' of Frontage & Setbacks to be shown on plan; **Miscellaneous Requirements to add:** 10' Setbacks for Driveway.

A full detail of the amendments is available at the Town Office.

Please note these approved Development Code Amendments were already voted on at the 2020 & 2021 Town Meeting, the Planning Board is just asking to update the Subdivision Regulations.

See attached for Subdivision Regulation Changes:

Chairman Burns asked if anyone had any questions. Richard Harris Sr., wondered about the Frontage requirement when it says, "Right-of-Way" sounds a little different. Secretary McGee advised that if for any reason a Right-of-Way is needed it would require 75' of frontage. Mr. Harris thought that the Town was trying to do away with Right-of-Way's on Subdivision Plan. The Board stated, "Yes" and advised the changes are for any new Subdivisions.

No other concerns were brought forth, Chairman Burns closed the Public Hearing.

**A motion was made by John Tholl Jr. to adopt the amendments for the Subdivision Regulations as presented, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

PUBLIC HEARING ON OCTOBER 19, 2021 @ 6:30 PM

**SUBDIVISION REGULATIONS: CHANGES**

**ADD:**

**B. DEFINITIONS OF TERMS:**

**FRONTAGE:** That portion of a lot bordering on a highway, street or right-of-way.

**SETBACK:** The distance between the nearest portion of a building, road, driveway, parking, swimming pool, tennis court, etc. to a lot or right-of-way boundary line.

**INSERT:**

**E. APPLICATION, NOTICE AND PUBLIC HEARING REQUIREMENTS:**

XIV. A soils overlay map may (~~shall~~) be required prior to final approval.

**ADD:**

**F. SUBDIVISION PLAN REQUIREMENTS:**

-Frontage: 75' of frontage on a street that meets the requirements of RSA 674:41.

-Show all setback lines for development and driveway.

**ADD:**

**G. MISCELLANEOUS REQUIREMENTS:**

16. Driveway shall have a travel width of no less than 14 feet with 2 foot shoulders and shall have a gravel bed, and designed so as to be setback at least 10 feet from the side property lines.

Chairman Burns read the following:

**Public Hearing(s):**

**Change of Use/Site Plan Review:**

**#640 – Owner(s): Robert Stiles Enterprises, LLC – 1 Prospect Street, Tax Map 101 Lot 004:** who is/are requesting a Change of Use/Site Plan Review to convert a single family home into a 2 family apartment building.

Mr. Robert Stiles was present and spoke that the prior owners had an apartment upstairs but never got any approvals. He wants to do the right thing the upstairs needs some renovations.

**A motion was made by John Tholl Jr. to accept the application as complete, seconded by Alan Theodhor. All in favor, motion carries.**

The Residential and Absolute Criteria Checklist was completed. Fire Chief John Ross Jr., stated that he would need to check it out and Mr. Stiles agreed, he would also like him to check the Mill building out as well.

**A motion was made by Alan Theodhor to approve the conversion from a Single Family to a 2 Family Apartment Building, seconded by John Tholl Jr. All in favor, motion carries. APPROVED**

**Minutes: A motion was made by John Tholl Jr. to approve the October 5, 2021 minutes as written, seconded by Scott Burns. All in favor, motion carries. APPROVED**

**Consultation:** Mr. Stiles asked the Board about a Boundary Line Adjustment/4 Lot Subdivision off of Tower Road and Freds Way. Michels is currently leasing some of the land/buildings for the next year and half (Eversource Project). The two roads have cul-de-sac's so not a through road. No concerns from the Board.

**Other Business:**

**RV Permit(s): Zeck, Samantha – Longwood Drive, Tax Map 207 Lot 011:** To place a 2003 Jayco fifth wheel on said property for 180 day use from 10/19/21-4/19/2022. The Board wondered about the driveway the property file states approval was given in 2009. **A motion was made by Alan Theodhor to approve the RV Permit as submitted, seconded by John Tholl Jr. All in favor, motion carries. APPROVED**

**Development Permit(s):**

**Wisnouckas, Robert – 8 King Square (Allard Block), Tax Map 103 Lot 007:** Mr. Robert Wisnouckas was present, he stated he has purchased the property and would like to make interior improvements. John Tholl Jr. wondered if he could be asking for improvements if he doesn't own the building at this time. Mr. Wisnouckas advised that he has a mortgage through the prior owner and his contact says any improvements can be done. The main floor is for storefront use, other floors for apartments. Fire Chief John Ross Jr., stated it would be mixed use. Mr. Wisnouckas advised he is looking at short term rentals/Airbnb, long term-rentals wouldn't come close to making the revenue he needs to make it work. He would like guidance on what needs to be done. Secretary McGee advised that the building was already for Commercial Use but has changed because of short term rentals/Airbnb, it's allowed but should have a Site Plan Review. John Tholl Jr. was not comfortable making a decision at this time. Alan Theodhor wondered the time frame of the project. Mr. Wisnouckas stated about 10 years, if I can get at least one or two units going then it will pay for the building, no time constraints as it's when work can get done. I plan to preserve the building as much as I can, it will be good for the town and be a landmark. The Airbnb will get the revenue going without over extending myself. No change in structure of building, interior renovations. Fire Chief Ross advised that other codes restrictions my need to be looked at if you plan on renting while construction is going on.

Alan Theodhor wondered about parking. Mr. Wisnouckas advised parking behind building, the municipal lot near Library but parking is another problem here in Whitefield, I would like to help find a solution, maybe more parking near Library or where railroad tracks are.

The Board was still not sure how to handle the application, Secretary McGee advised that they could approve the improvements with the condition that no occupancy could take place until approved by Chief Ross and a Site Plan Review was complete.

**A motion was made by Alan Theodhor to approve the Development Application as submitted for interior improvements with the condition that no occupancy until approval is given by Fire Chief Ross and a Site Plan Review has been done, seconded by John Tholl Jr. All in favor, motion carries.**

**APPROVED**

Secretary McGee advised Mr. Wisnouckas that during the Site Plan Review the Absolute Criteria would be looked at, she will provide him with the list.

**Harris Sr., Richard – 123 Old East Road, Tax Map 213 Lot 002:** To place two 8'x20' portable conex storage boxes on said lot. Secretary McGee advised that the ZBA had granted a variance #2021-006 on 10/18/21 to allow the conex boxes to be closer than the 25' setbacks. **A motion was made by John Tholl Jr. to approve the Development Application as submitted, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

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**Harris Sr., Richard – 123 Old East Road, Tax Map 213 Lot 002:** To raise existing 10' roof on sand shed to 16'. Secretary McGee advised that the ZBA had granted a variance #2021-007 on 10/18/21 to allow for the height adjustment and to build closer than the 25' setbacks. **A motion was made by Alan Theodhor to approve the Development Application as submitted, seconded by John Tholl Jr. All in favor, motion carries. APPROVED**

**Brundle, Steven & Julie – 514 West Side Road, Tax Map 252 Lot 010:** To build a 12'x5' enclosed entrance way to a 22' growing dome greenhouse. The Board wondered about the height of the dome. Secretary McGee called the applicant, height will be 10 ½'. **A motion was made by John Tholl Jr. to approve the Development Application as submitted, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**Brodeur, Lisa – 27 Dylan Court, Tax Map 233 Lot 014:** To build a 12'x16' shed, height to be 8'. **A motion was made by Alan Theodhor to approve the Development Application as submitted, seconded by John Tholl Jr. All in favor, motion carries. APPROVED**

**Correspondence:**

**-2022 Budget:** Chairman Burns stated he will be meeting next week with the Board of Selectmen. He would like a revenue and expenditure report along with any information on how many items the Board has handled. Secretary McGee will provide the information needed.

-Alan Theodor brought concerns that an Airbnb was operating on Myrtle Street. The property was just sold as a 3-bedroom house. Two large groups over 20 people have used it over the past few weekends. Mr. Theodhor is concerned about safety and parking. It has gone from a single family to an Airbnb, it is online and neighbors have been told about it being rented out. It's a Change of Use and they have even trespassed on my property, it's life safety with the bedrooms being small and hallway narrow. Septage was discussed but Chief Ross advised that since it's municipal not much can be done, if it's a private septic system then he would look to see if it violates NHDES regulations. Alan Theodhor also stated that unlicensed work was done.

Robert Wisnouckas agreed safety was a concern when putting 22 people in a house. It's solving the issue, how it's being managed. Chief Ross found the Airbnb online and it shows 5-bedrooms. John Tholl Jr. wondered if bedrooms were added as it never came before the Board, now it's Commercial. Mr. Wisnouckas felt that Airbnb's are fantastic for the community if done the right way, when not done correctly it gets a bad reputation. Chairman Burns, it's on how you manage the property so issues and problems are handled correctly.

The Board agreed a letter of violation needs to go out as it's a Change of Use/Site Plan going from a Single Family to a Commercial Use. Secretary McGee will send out a letter.

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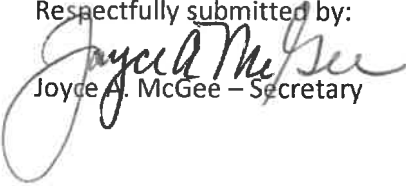
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-Wisnouckas, Robert: RV being used as rental on North Street in the Summer. The Board advised a permit is needed.

**A motion was a motion was made by John Tholl Jr. to adjourn the meeting at 7:49 PM, seconded by Alan Theodhor. All in favor, meeting adjourned.**

Respectfully submitted by:

  
Joyce A. McGee – Secretary

Scott C. Burns - Chairman  
