

**Planning Board Meeting Date:** June 18th, 2025

**Time:** 7:00 PM

**Location:** In-person/Zoom

**Attendees In-person:** Dee Daley (Chair) Lou Alvarez (Ex-Officio) Bruce Ruotsala, Craig Smeeth, Aaron Bertram, Robert Fournier, Graham Heagy, Steven Satterfield

**Via Zoom :** None

**Citizens** None

**Citizens Via Zoom:** None

## **7:00 P.M. Pledge of Allegiance and Roll Call:**

### **1. Call to Order and Roll Call.**

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### **2. Approval of Minutes**

**Meeting Minutes Reviewed:** June 4, 2025

- Check fonts for easier readability.
  - Correct “Timbertop” Spelling
  - Correct “The BOS had a conceptual discussion regarding road maintenance”
  - **7:10 P.M. Motion:** To approve June 4th, 2025, minutes as amended.
  - **Motion by:** Bruce Ruotsala
  - **Seconded by:** Seconded by Craig Smeeth
  - **Vote:** Passed unanimously with 2 abstentions.
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### **3. Work Session: Commercial Zoning/Building Permits, Food Vendor Compliance, Application Deadlines, Conceptual Requirement.**

#### **Commercial Zoning and Business Permits**

- The Board discussed two businesses currently operating on residentially zoned property with a Hawker/Peddler/Itinerant Vendor license which are looking at a presence longer than 30 days without being on an area zoned commercial.
- It was noted that the Chief of Police has the authority to issue temporary 30-day permits for these businesses.
- Concerns were raised regarding the legality of business operations in residential zones.
- The property owner will need to pursue the following option:
  - Apply for a zoning change to commercial/industrial and/or seek a Site Plan Review if this is more than a 30 day usage.
- The group also reviewed the current hawkers/peddler permit hours issued to White Cap Coffee which are not necessarily consistent with the Select Board policy:
  - Monday–Friday: 6:00 AM to 4:00 PM
  - Saturday–Sunday: 7:00 AM to 6:00 PM

- Lou noted adjustments to these hours can be authorized by the Police Chief.
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### **Food Vendor Zoning Compliance Review (850 Turnpike Road)**

- The Board discussed a food vendor operating under a hawker-peddler permit but found it to be non-compliant with rural district zoning.
  - It was recommended that the vendor:
    - Apply for a special exception through the ZBA.
    - Participate in a conceptual review with the Planning Board to address:
      - Design layout
      - Parking availability
      - Traffic impacts
      - Noise concerns
      - Operational hours
  - Discussion included the potential for designating specific town locations for food vendors.
  - The need for comprehensive mobile food regulations was emphasized.
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### **Planning Board Application Process Review and update**

- The Board proposed additional changes to the application process by:
    - Requiring mandatory conceptual reviews before formal submission.
  - Lot Line Adjustments (LLAs) were noted as typically straightforward but may require special attention (e.g., utility line considerations).
  - Improved communication between the Board's engineer and applicants continues to be a goal and additional logistics are being explored via email, and teams meetings.
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### **Planning Board Submission Timeline Updates**

- The Board discussed submission deadlines:
    - 10 days before the hearing for materials requiring engineer review.
    - 7 days prior for non-engineer-reviewed updates.
    - Updated documents not received by the Monday following a hearing will result in automatic continuance.
    - These changes aim to reduce last-minute submissions and improve application quality.
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## **Application Deadline and Review Process**

- Application requirements were clarified:
    - Complete applications must be submitted 30 days before the scheduled hearing.
    - Engineer-reviewed updates: Due 9 days before the hearing.
    - Non-engineer updates: Due 7 days before the hearing.
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## **8:50 PM Motion to Adjourn Meeting**

- **Motion by:** Bruce Ruotsala
- **Seconded by:** Seconded by Craig Smeeth

**Vote:** Passed unanimously

Respectfully Submitted,  
Steven Satterfield