TOWN OF SPRINGFIELD

2750 Main St., PO Box 22, Springfield, NH 03284 (603)763-4805 www.springfieldnh.org

PLANNING BOARD MEETING MINUTES

Thursday, August 21, 2025 7:00pm

Springfield Memorial Building

PRESENT:

- Mike Howard -chair
- Ken Jacques -member
- John Trachy – member
- Dan Saulnier-member
- Darrin Patten-member
- Don Hill-member
- Jen Roberts – ex officio Selectboard representative
- Tim Bray – Zoning Coordinator
- Tim Josephson – Upper Valley LSRPC

AGENDA:

Introduction

Minutes

Kazenas et al – Site Plan

Tyler Rowley – Short-Term Rental

Gary & Dorothy Connelly – Annexation

ALSO PRESENT:

- Sheridan Brown, Thomas Rowland, Sandy Burke, Chris Snook, Steve Piispanen, Tyler Rowley, Amy Lewis

MEETING:

- Meeting called to order at 7:00pm by chairman Mike Howard
- Minutes for July 17, 2025 – approved with corrections (see below). All members except Darrin Patten (who abstained) voted in the affirmative.

  Corrections to the July 17, 2025 minutes:

  - Also present: correct name from Jose Ossa to Jose Ossa-Concha
  - Discussion of re-noticing the hearing …: Motion seconded by Dan Saulnier

- Applicant Kazenas et al (Select Shepherds, LLC) for a Site Plan for keeping and selling dogs at 373 Hogg Hill. Attorney Sheridan Brown appeared for the Applicant and withdrew its application.
- Applicant Tyler Rowley for a Site Plan for a Short-Term rental at 2380 Main Street. Previous application was denied without prejudice. Acceptance checklist reviewed by Dan Saulnier and Jen Roberts; Tim Bray, Zoning Administrator, reviewed Septic System checklist and the Water Safety checklist; Jen Roberts reviewed the Life Safety checklist; Dan Saulnier moved to accept the application as complete, seconded by Jen Roberts. All members voted in the affirmative.

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Tyler Rowley application – continued:

- Discussion regarding differences between the Applicant's submitted Narrative and the Zoning Board of Adjustment Conditions. Noted that the Narrative is part of the file but not governing.
- Discussion regarding quiet hours. ZBA condition requires Quiet Hours from 10pm to 7am.
- Discussion regarding snow removal and storage.
- Discussion regarding exterior lighting. Concerns about light trespass onto neighbors properties.
- Discussion concerning vehicle parking and parking signage. ZBA condition limits parking to 3 vehicles in designated parking spots and delineated signage.
- Discussion regarding guests' minimum stay. Applicant agreed to a minimum two-day stay.
- Discussion regarding storm water runoff.
- Discussion regarding need for a barrier between the Applicant's property and neighbors.
- Discussion regarding guests' dogs causing anxiety with neighbor dogs because of short guest stays.
- Discussion concerning vehicle parking in the state highway Right of Way. The location of the Right of Way is apparently unknown but would be an issue between the landowner and the state should it arise

Public hearing was closed by Mike Howard, chairman.

Planning Board deliberations concluded with the following conditions of approval:

- Quiet hours from 10:00 pm to 7:00 am, per ZBA.
- Occupancy no more than six people, per ZBA.
- No more than three parked cars with designated parking spots and delineated signage, per ZBA, with additional conditions that spots be diagonal to the house, and signage to be kept clear of snow and other obstructions.
- Must apply for seasonal burn permit, per ZBA.
- Two-night minimum stay, per Applicant's offer.
- All exterior lighting shall meet International Dark Sky Association standards to limit light trespass. Submit a copy of the plan with final lighting locations marked on it, within 60 days of hearing.
- Completion of life safety checklist.

Motion to approve the Tyler Rowley Site Plan and Conditions by Darrin Patten, second by John Trachy. All members voted in the affirmative.

- Applicant Gary & Dorothy Connelly for an Annexation of 0.28 acres of land at 42 Glenwood Road by the Village District of Eastman. Acceptance checklist review by Dan Saulnier. Jen Roberts moved to accept the application as complete and approve the application, seconded by Dan Saulnier. All members voted in the affirmative.
- Discussion regarding the need for a work session to review the process for Short Term Rentals. Jen Roberts to arrange the date after consulting with Planning Board members.
- Meeting adjourned at 9:40pm. Next regular meeting is Thursday, September 18, 2025 at 7:00pm at the Memorial Building

John Trachy - Recording secretary pro tem

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