

Unity Planning Board
Minutes
January 2, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter Sue Schroeter, Secretary

Public Present: Angela Huertas, John Callum, Randy Phenicie, Suzette Works

- A. Call to Order - Tom called the meeting to order at 7:04pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Bob absent, David absent, Mark here. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Bill second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Bill second. All approved.
- E. Approval of Minutes:
 - a. December 5, 2023 - Tom made a motion to accept the minutes of December 5, 2023 as written. Angela second. All approved.
- F. Old Business
 - a. Report for the Annual Town Report - Sue to give stats to Bob and get it to the Selectmen by mid January.
 - b. Master Plan - Bob to handle
- G. New Business
 - a. Permits - none
 - b. Suzette Works - moving from CT, 26 acres on Carroll Brook Rd. What are her next steps? The board gave her a driveway permit and a building permit. Recommended the driveway first.
 - c. Randy Phenicie and John Callum - John owns the piece of property before Randy's property. 1.5 acres on Gilman Pond Rd/2nd NH Turnpike corner. They want to swap properties. The board recommended that go through the legal channel and once the property is finalized, John Callum could do a lot line merger.
 - d. Discussion of emails/responses
 - i. None
- H. Driveway Permits
 - a. None
- I. Other
- J. Adjournment - Tom made a motion to adjourn. Angela second. All approved

Meeting Adjourned at 7:33pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
February 6, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present:

- A. Call to Order - Tom called the meeting to order at 7:03pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Bob here at 7:06pm, David absent, Mark here. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Mark second. All approved.
- E. Approval of Minutes:
 - a. January 2, 2024 - Mark made a motion to accept the minutes of January 2, 2024 as written. Bill second. All approved.
- F. Old Business
 - a. Report for the Annual Town Report - Sue to give stats to Bob and get it to the Selectmen by February 10th
 - b. Master Plan - Bob to handle
- G. New Business
 - a. Discussion of emails/responses - The board gives Bob permission to go to the Selectmen's meeting to discuss Tiny Houses, minimum square footage, the paper flow process.
 - i. Tiny Homes -Amin Memar - "I am wondering what are the town's accessory dwelling unit laws?" Any accessory dwelling must be connected to the main house. "Are there any restrictions on tiny homes on wheels?" Minimum square footage for dwellings - 800 sq ft. Sue will respond to the email with the info above.
 - ii. RV regulations - Sue to respond about the the town's camper regulations and to see the Selectmen's office
 - iii. Solar permit - does not need to be approved by the planning board.
- H. Driveway Permits
 - a. None
- I. Other - none
- J. Adjournment - Tom made a motion to adjourn. Angela second. All approved

Meeting Adjourned at 7:55pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
March 5, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present:

- A. Call to Order - Tom called the meeting to order at 7:03pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Bob here at 7:10pm, David absent, Mark here. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Bill second. All approved.
- E. Approval of Minutes:
 - a. January 2, 2024 - Angela made a motion to accept the minutes of January 2, 2024 as written. Mark second. All approved.
- F. Old Business
 - a. Master Plan - Bob to handle - No updates
 - b. Tiny Houses, minimum square footage, the paper flow process. - Bob Trabka update. He went to the Selectmen's meeting. He was told that Unity has a Minimum sq footage is 700 and it is on the building permit. The paper flow process is working and will continue to be emailed to Sue and Sue will answer the email with an answer that the Planning Board needs to review at the next meeting or not.
- G. New Business
 - a. Rocco Ruggeri - 44 Johnson Way - questions about subdivision of his property to build another home. Currently he has 12 acres on a private road. Can he subdivide? The board recommended that his next step is to speak with a land surveyor.
 - b. Discussion of emails/responses
 - i. UVLSRPC email - Bob recommended that this information go to the Selectmen's Office and have someone call them to discuss further.
- H. Driveway Permits
 - a. None
- I. Other -
- J. Adjournment - Angela made a motion to adjourn. Tom second. All approved

Meeting Adjourned at 8:10pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
May 7, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present:

- A. Call to Order - Tom called the meeting to order at 7:02pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark here, Bob absent, David absent. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Nominations - table to next meeting pending discussion with a board member
 - a. Chair
 - b. Vice Chair
- E. Approval of Agenda - Angela made a motion to accept the agenda as presented. Mark second. All approved.
- F. Approval of Minutes:
 - a. March 5, 2024 -Mark made a motion to accept the minutes of March 5, 2024 as written. Bill second. All approved.
- G. Old Business
 - a. Master Plan - Bob to handle - table next month for Bob
- H. New Business
 - a. Discussion of emails/responses
 - i. OPD Conference - May 11
 - ii. Tie Building permit - sent back to Town Office
 - iii. Request for master plan from a Unity resident. It is still with Bob and will send when completed.
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Next month discuss board members
 - b. Angela brought up what is needed for a new land cemetery. The cemetery committee needs to come to the planning board.
- K. Adjournment - Angela made a motion to adjourn. Tom second. All approved

Meeting Adjourned at 7:26pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
June 4, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present:

- A. Call to Order - Tom called the meeting to order at 7:00pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark here, Bob arrived at 7:15pm, David absent. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Bill second. All approved.
- E. Approval of Minutes: Bill made a motion to accept the minutes of May 7, 2024 as written. Mark second. All approved.
- F. Old Business
 - a. Master Plan -Mark made a motion for Sue to update the master plan with correct dates.. Angela second. All approved.
- G. New Business
 - a. Approval of Secretary hours - 6 months - Tom made a motion to accept the hours for Sue Schroeter at \$500.00. Angela second. Bill Schroeter recused
 - b. Discussion of emails/responses
 - i. Building Permits: sent back to Selectmen's Office
 - 1. Bryant - Greenhouse
 - 2. Ryea - Barn
 - 3. Macleod - garage
 - 4. Judkins - Front porch:
 - ii. 72 Page Rd - question about building a garage on the same footprint - sent to Paul Moeller
 - iii. Setback question - Tax Map 19, Lot 544 on Page Road (Giselle F. St. Sauveur Rev. Trust) - Setback is 20 ft per Land Use Ordinance. Sue to respond to the email and ask what information that is needed. .
 - iv. Request for master plan - Sarah Finney has asked for the master plan. Sue will answer her.
- H. Driveway Permits
 - a. None
- I. Other -
 - a. Sue to send a certified return receipt letter to David Pardy to resign as he has not showed to a meeting since
 - b. We will have a board meeting July 2, 2024
- J. Adjournment - Bill made a motion to adjourn. Tom second. All approved

Meeting Adjourned at 7:34pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

- I. Other - Bill volunteered to speak to David Pardy about continuing as a board member.
 - a. Board still needs to do elections and review Rules of Procedure.
 - b. Next Meeting is August 6, 2024
- J. Adjournment - Bill made a motion to adjourn. Tom second. All approved

Meeting Adjourned at 8:08pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
July 2, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Tom Dombrowski, Judith Huff, Sarah Finney

- A. Call to Order - Bob called the meeting to order at 7:05pm
- B. Pledge of Allegiance
- C. Roll Call - Tom arrived at 7:10pm, Bill here, Mark here, Bob here, David absent. Bob made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Approval of Agenda - Bob made a motion to accept the agenda as presented. Bill second. All approved.
- E. Approval of Minutes: Bob made a motion to accept the minutes of June 4, 2024 as written. Mark second. All approved.
- F. Old Business
 - a. Master Plan.- Sue updated the master plan
- G. New Business
 - a. New Business
 - i. Judith Huff - Question about subdivisions - 515 Lear Hill Rd - 42 acre lot. Divide her property into 2 lots. One for 5 acres; the balance is hers with her house. She wants to have a house by spring 2025.
 - ii. Lot Line Annexation - Kurt Richardson - 2nd NH Turnpike - Tom explained the property. Richardson owns two separate lots - 10 acres(lot 733-3) and 8 acres (lot 733-2). New configuration will be 13 acres and 5 acres. Tom submitted the septic plan. Bob made a motion to accept the application for Richardson lot line annexation as presented. Bill second. All approved.
 - 1. If approved - go to Public Hearing - Tom opened the public hearing at 7:37pm. Abutters were notified; advertisement in the Eagle Times.No abutters present. No further discussion. Angela made a motion to close the public hearing. Bob second. All approved.
 - 2. Bob made a motion to accept the application for Richardson lot line annexation as presented. Bill second. All approved.
 - iii. Discussion of emails/responses
 - 1. Building Permit - C/O - Leoutsakos - The Town gave him a building permit to build a house on a lot that already has a house on it. It violates the Land Use Ordinance of Unity. The Town needs to speak with the landowner to determine what the first house will be used for. Sue to contact the Selectmen to give them the Board's opinion. The Town needs to figure it out.
 - 2. Building Permits: sent back to Selectmen's Office
 - a. Chabot - Pool deck
 - b. Brenker - demo shed
 - c. Clough - add on to back
 - d. Cinci - wood shed
 - e. Eaton - shed
 - f. Schwikert - barn
- H. Driveway Permits
 - a. None

Unity Planning Board

Minutes

August 6, 2024

Members: David Pardy - Chair, Tom Farnen - Vice Chair, Bob Trabka, Mark Richards, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Patrick Dombrowski, Angela Huertas

- A. Call to Order - Tom called the meeting to order at 7:00pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark here, Bob here at 7:03pm, David absent. Tom made a motion to move Angela Huertas to a voting planning board member to replace David Pardy for this meeting. Mark second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Bill second. All approved.
- E. Approval of Minutes: Tom made a motion to accept the minutes of July 2, 2024 as written. Mark second. All approved.
- F. Election of Officers
 - a. Chair -Bob nominates Tom to be chair; Bill second. All approved.
 - b. Vice Chair - Tom nominated Mark; Bob second. All approved.
- G. Old Business
 - a. Rules of Procedure - approve for 2024 - Sue
- H. New Business
 - a. Lot Line Annexation - Callum/Phenicie - Patrick presented the lot line annexation on Gilman Pond Rd and 2nd NH Turnpike. Bob made a motion to approve the application as complete. Bill second. All approved. Public Hearing will be next month. Sue will notify abutters.
 - b. Discussion of emails/responses
 - i. Building Permits: sent back to Selectmen's Office
 1. Reed - New Home
 2. Higbee - Pole Barn
 3. Cianci - New deck
 4. Williams - New Home
 5. Murrell - Install generator
 6. McBriarty - Dem/rebuild deck
 7. Tarrien - Shed
 8. Hamilton - Rebuild house
 9. More Drywall LLC - Build new home
 - ii. Planning Lunches - August 15 at 1pm
 - iii. Floodplain Administrator's survey -
- I. Driveway Permits
 - a. Michael Works - discussion of building permit. Some of his property is on Class V road and some on the Class VI road. The driveway needs to be on the Class V road. The board called Michael Works to ask for a clarification. He clarified that the driveway will be on the Class V road. The board amended the application to reflect the property land. Tom made a motion to accept the Works driveway permit as amended. Angela second. All approved.
- J. Other -
 - a. Next Meeting is September 3, 2024
- K. Adjournment - Bill made a motion to adjourn. Tom second. All approved

Meeting Adjourned at 7:55pm

Respectfully Submitted,

Susan Schroeter

Planning Board Secretary

Unity Planning Board

Minutes

October 1, 2024

Members:, Tom Farmen - Chair, Mark Richards - Vice Chair, Bob Trabka, David Pardy, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Patrick Dombrowski, John/Linda Callum, Randy Phenicie

- A. Call to Order - Mark called the meeting to order at 7:11pm
- B. Pledge of Allegiance
- C. Roll Call - Tom absent, Bill here, Mark here, Bob here, David absent.
- D. Approval of Agenda - Mark made a motion to accept the agenda as presented. Bill second. All approved.
- E. PUBLIC HEARING called to order at 7:12pm
 - a. Lot Line Annexation - Callum/Phenicie - Patrick Dombrowski spoke about the lot line adjustment/annexation on Gilman Pond Rd and 2nd NH Turnpike. Pre-owned lot by the Callums. Lot Line Adjustment/Annexation to Annex 1.32 acres from Lot 101-2 (Phenicie) TO Lot 92 (Callum) AND Merge Lot 127 (Callum) to Lot-101-2, at 20 Gilman Pond Rd, Unity. Phenicie final will be 3.5 acres and Callums final 47.22 acres. No abutters present. All approved. Mark made a motion to close the public hearing at 7:19pm. Bob second.
- F. Approval of Minutes: Bob made a motion to accept the minutes of August 6, 2024 as written. Bill second. All approved.
- G. Old Business
 - a. Lot Line Annexation - Callum/Phenicie - Bob made a motion to approve the Lot Line Adjustment/Annexation for Phenicie/Callum. Mark second. All approved. The Board signed the mylars. Patrick will record the mylar to the Sullivan County Registry of Deeds.
 - b. Rules of Procedure - approve for 2024 - Mark made a motion to approve the current Rules of Procedure. Bob second. All approved.
- H. New Business
 - a. Discussion of emails/responses
 - i. Arsenault - interested in yurt/tiny home - building permit has a 750 sq ft domicile. Sue will email the person the information.
 - ii. Building Permits: sent back to Selectmen's Office
 1. None
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Next Meeting is November 3, 2024
- K. Citizen's Comments - Sarah Finney has a question about building a house on a Class V that is a single lane road. Bob can not recall anything off the top of his head. The planning board would follow the subdivision regulations with the property. The Selectmen sold some town properties and was told that these lots were grandfathered buildable lots. She is concerned with the property on Emerson Rd Lot 895 as it is deemed as NBD.
- L. Adjournment - Bill made a motion to adjourn. Bob second. All approved

Meeting Adjourned at 7:45pm

Respectfully Submitted,

Susan Schroeter

Planning Board Secretary

Unity Planning Board
Minutes
November 5, 2024

Members:, Tom Farmen - Chair, Mark Richards - Vice Chair, Bob Trabka, David Pardy, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Angela Huertas

- A. Call to Order - Tom called the meeting to order at 6:30pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark here, Bob here, David absent. Mark made motion to move Angela Huertas to Dvid Pardy's position. Bill second. All approved.
- D. Approval of Agenda - Angela made a motion to accept the agenda as presented. Tom second. All approved.
- E. Approval of Minutes: Bob made a motion to accept the minutes of October 1, 2024 as written. Bill second. Tom abstained. Rest of board approved.
- F. Citizens Comments - NOne
- G. Old Business - None
- H. New Business
 - a. Planning Lunch - Nov 21st at noon
 - i. Investigating and Enforcing Land Use and Zoning Violations
 - b. Discussion of emails/responses
 - i. Stachnick - email asking about 13 Lakeside Dr and adding an addition
 - ii. Building Permits: sent back to Selectmen's Office
 - 1. Osgood - Garage Addition
 - 2. Ferguson - Pole Wood Shed
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Next Meeting is December 3, 2024
- K. Adjournment - Angela made a motion to adjourn. Bob second. All approved

Meeting Adjourned at 6:41pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
December 3, 2024

Members:, Tom Farmen - Chair, Mark Richards - Vice Chair, Bob Trabka, David Pardy, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Angela Huertas

- A. Call to Order - Tom called the meeting to order at 6:30pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark here, Bob absent, David absent. Tom made a motion to move Angela Huertas to David Pardy's position. Bill second. All approved.
- D. Approval of Agenda - Mark made a motion to accept the agenda as presented. Tom second. All approved.
- E. Approval of Minutes: Angela made a motion to accept the minutes of November 5, 2024 as written. Bill second. Tom abstained. Rest of board approved.
- F. Citizens Comments - None
- G. Old Business - None
- H. New Business
 - a. Approve Sue's secretary hours for July 2024 - Dec 2024 - Mark made a motion to approve the secretary's hours. Angela second. Bill abstained. All approved and signed the document
 - b. Board document for the Annual Report - Bob and Sue will work on it and have a draft at next month's meeting
 - c. Discussion of emails/responses
 - i. Buddy Howe for Bushway - 19 Lakeside Dr - error on tax map
 - ii. Building Permits: sent back to Selectmen's Office
 - 1. Ross - Lear Hill rd - Bathroom reno
 - 2. Works - Carroll Brook - New modular home
 - 3. Howard - West Unity Rd - 16 solar panels
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Next Meeting is January 7, 2025
- K. Adjournment - Angelal made a motion to adjourn. Bob second. All approved

Meeting Adjourned at 7:18pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary