

Unity Planning Board

Minutes

January 7, 2025

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

Public Present: Angela Huertas, Ethan Hudson, Jack Mahan, Glenn Walker

- A. Call to Order - Tom called the meeting to order at 7:10pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill here, Mark absent, Bob present, David absent. Tom made a motion to move Angela Huertas to David Pardy's position. Bill second. All approved.
- D. Approval of Agenda - Tom made a motion to accept the agenda as presented. Angela second. All approved.
- E. Approval of Minutes: Angela made a motion to accept the minutes of December 3, 2024 as written. Bill second. Bob abstained. Rest of board approved.
- F. Citizens Comments - None
- G. Old Business - None
- H. New Business
 - i. Ethan Hudson - Mica Mine Rd - subdivision 172 Mica Mine Rd is his residence. 202 Mica Mine Rd - 20 acres;
 - ii. Board document for the Annual Report -
 - iii. Candidate filing - Jan 22nd - Jan 31st @ Town Office (1 position) - David Pardy's position is open
 - iv. Discussion of emails/responses
 1. None
- b. Driveway Permits
 - i. Mahan - Neal Mine Rd - Class VI road. State does not allow driveway permits however the selectmen could allow it. The Board asked Sue to the Selectmen the following - permit and driveway is the Selectmen's issue - we can not approve the driveway permit because the property is on a Class VI
- I. Other -
 - a. Angela asked that if we have a short meeting can we discuss different things that the planning board is responsibility
 - b. Next Meeting is February 4, 2025
- J. Adjournment - Angela made a motion to adjourn. Bob second. All approved

Meeting Adjourned at 8:18pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
February 4, 2025

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

Public Present: Angela Huertas, Glenn Walker

- 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 absent, Bob here, David absent. Tom made a motion to move Angela Huertas to David Pardy's position. Mark second. All approved.
- D. Approval of Agenda - Angela made a motion to accept the agenda as presented. Mark second. All approved.
- E. Approval of Minutes: Angela made a motion to accept the minutes of January 7, 2024 amended with 2 typos to Angels's name; adjourned at 8:18pm.. Bill second. All approved.
- F. Citizens Comments - None
- G. Old Business -
 - a. Board document for the Annual Report - Sue will get it done prior to 2/12/25 and submit it to the Town for the Annual Town Report.
- H. New Business
 - a. OPD Municipal Land Use Survey - reviewed the document and will discuss it at the next meeting. Sue will make the necessary changes. Document is due by June 1, 2025.
 - b. Heino Excavation Site 365 Lear Hill Rd - 5 year progress plan - DES received a 5 year progress plan from the Heino's. The next progress plan is due November 30, 2028.
 - c. Discussion of emails/responses
 - i. None
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Next Meeting is March 4, 2025
- K. Adjournment - Angela made a motion to adjourn. Bob second. All approved

Meeting Adjourned at 7:27pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board

Minutes

March 4, 2025

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

Public Present: Angela Huertas, Glenn Walker, Patrick Dombroski, Judy Huff

- A. Call to Order - Tom called the meeting to order at 7:00pm
- B. Pledge of Allegiance
- C. Roll Call - Tom here, Bill absent, Mark absent, Bob here, David absent. Tom made a motion to move Angela Huertas to Mark's position and Glenn to David Pardy's position. Bob second. All approved.
- D. Approval of Agenda - Bob made a motion to accept the agenda as presented. Angela second. All approved.
- E. Approval of Minutes: Glenn made a motion to accept the minutes of February 4, 2024. Angela second. All approved.
- F. Citizens Comments - None
- G. Old Business
 - a. None
- H. New Business
 - a. Patrick Dombroski - Re: Judy Huff minor subdivision - 515 Lear Hill Rd. 2 lots, 1 will be 30.44 acres and the other will be 11.56 acres. Bob made a motion to send abutters notice by certified mail. Glenn second. All approved. April's meeting will be the public hearing. Sue will notify the paper and the 10 abutters. Application will be reviewed for completion. If complete, the public hearing will follow.
 - b. Discussion of emails/responses
 - i. **NH Planning & Zoning Spring 2025 Conference - May 10th**
- I. Driveway Permits
 - a. None
- J. Other -
 - a. Fee schedule updates and Subdivision Regulations - discuss next month
 - b. Voting for Chair and Vice Chair/Rules of Procedure
 - c. ADU's update from legislation
 - d. Next Meeting is April 1, 2025
- K. Adjournment - Bob made a motion to adjourn. Glenn second. All approved

Meeting Adjourned at 7:45pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
April 1, 2025

Members:, Tom Farmen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker, Patrick Dombroski

- 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, Angela here.
- D. Nominations
 - a. Chair - Angela nominated Tom; Bill second. All approved
 - b. Vice Chair - Tom nominated Mark. Bob second. All approved.
- E. Approval of Agenda - Bob made a motion to accept the agenda as presented. Tom second. All approved.
- F. Approval of Minutes: Bob made a motion to accept the minutes of March 4, 2025. Angela second. All approved.
- G. Citizens Comments - None
- H. Old Business
 - a. Judy Huff - move the public hearing to next month
- I. New Business
 - a. Subdivision Regulations & Fee Schedule - Bob is recommending that we separate the fee schedule from the subdivision regulations as the fees change on a regular basis. The Planning Board needs to do a public hearing to remove the fee schedule from the subdivision regulations. Bob is also recommending we review the subdivision regulations. Recommend that we use UVLSRPC to review our current subdivision regulations and the land use ordinance. Bob is contacting the NH Municipal Association first to ask questions about ADUs and subdivision regulations.
 - b. Rules of Procedure - Bill motioned to renew the current rules of procedure. Bob second. All approved.
 - c. NH ADU new law - RSA 674:71-73:requires municipalities to allow internal or attached ADUs in zoning districts permitting single-family dwellings, aiming to expand housing options and efficient infrastructure use. Sue gave the board copies of House Bill 577 and 631.
 - d. Discussion of emails/responses
 - i. Brenda Cox - 587 2nd NH Tpke - replacing roof with metal
 - ii. Pslanz - 430 Stage Rd - Rooftop Solar
- J. Driveway Permits
 - a. None
- K. Other -
 - a. Next Meeting is May 6, 2025
- L. Adjournment - Angela 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
May 6, 2025

Members:, Tom Farmen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker, Patrick Dombroski, Heath Edwards

- 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, Angela here.
- D. Approval of Agenda - Angela 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 as amended on March 4, 2025. Angela second. All approved. Judy Huff was here instead of Patrick Dombroski.
- F. Public Hearing - 515 Lear Hill Rd (minor subdivision) Tom called the public hearing to order at 7:05pm. No abutters present. Patrick Dombroski spoke about the minor subdivision. Tax Map 9 Lot 171-1. Dividing into 2 lots: Lot 171-1 = 11.56 acres and Lot 171-2 = 30.44 acres. Public Hearing is closed at 7:14pm.
- G. Old Business
 - a. Judy Huff minor subdivision - 515 Lear Hill Rd - Bill made a motion to accept the minor subdivision of Judith Huff at 515 Lear Hill Rd. Bob second. All approved. Patrick did not present the mylars to be signed. Patrick will drop the mylars off to Sue and then Sue will email the board members to come by and sign the mylars. Sue will contact Patrick when they are signed.
- H. New Business
 - a. Heath Edwards - dropped off the building permit for a garage yesterday at the Town Office. The Town's setback is 20 ft. He is looking at a 10 ft setback. Bob advised Heath to get in touch with the Zoning Board because of the setback. Bob will send an email to the ZBA to get a meeting set to hear Heath's building permit variance. Sue will contact Heath once a ZBA meeting is in place.
 - b. Subdivision Regulations & Fee Schedule - remove the fee schedule from the Subdivision Regulations and review the regulations and have the UVLSRPC to make sure we are up to date. Angela and Mark gave examples from other towns. Sue will add them to the minutes and email them to the board. Approach the regulations in sections over the next few meetings. Tom asked the board to read the first 20 pages of the subdivision regulations.
 - c. Updates on HB631 and HB577 - Bob sent the board an email about 2 House Bills. HB631 has not been passed yet. It was passed in the House and is now moving to the Senate. It does not affect Unity since we don't have commercial or mixed use zoning. HB577 has not been passed yet either. It was

passed in the House and is now moving to the Senate. The NH Municipal Assoc. opposes this and several other bills addressing housing as they take away the ability of municipalities to plan for their individual communities.

- d. NH ADU new law - RSA 674:71-73: requires municipalities to allow detached or attached ADUs in zoning districts permitting single-family dwellings, aiming to expand housing options and efficient infrastructure use
- e. Discussion of emails/responses
 - i. NH Planning & Zoning Spring Conference - May 10th
 - ii. FEMA 30 Day Engineering Models Letter
 - iii. NH Association of Conservation Commissions - May 7th
 - iv. Anthony - 41 Huntoon Brick Farm Rd - 8'x12' tool shed
 - v. Clough - 897 2nd NH Turnpike - Addition to Haunted House
 - vi. Leslie - Britton Rd - New house & garage
 - vii. Spahr - 407 West Unity Rd - electrical upgrade
 - viii. MLM - 21 acres on Center Rd - minor subdivision - asking for information and will be bringing to the board
- I. Driveway Permits
 - a. Leslie - Britton Rd - Driveway permit is signed by Harold Booth. They will be building a house and garage. Bob made a motion to approve the driveway permit. Bill second. All Approved.
- J. Other
 - a. Next Meeting is June 3, 2025
 - b. Changing the time of our meetings - Bob made a motion to change the meeting time to 6pm. Mark second. All approved Sue will notify the Town Offices.
- K. Adjournment - Mark made a motion to adjourn. Angela second. All approved.

Meeting Adjourned at 8:25pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
June 3, 2025

Members:, Tom Farmen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker

Call to Order - Tom called the meeting to order at 6:03pm

- A. Pledge of Allegiance
- B. Roll Call - Tom here, Bill here, Mark here, Bob absent, Angela here. Tom made a motion to replace Bob with Glenn Walker (alternate). Bill second. All approved.
- C. Approval of Agenda - Angela made a motion to accept the agenda as presented. Markl second. All approved.
- D. Approval of Minutes: Bill made a motion to accept the minutes as amended on May 6, 2025. Glenn second. All approved.
- E. Old Business
 - a. Subdivision Regulations & Fee Schedule - Mark looked over the first 20 pages and looked at other 3 towns and Unity's was similar to theirs.
 - i. Remove the fee schedule and make a separate document
 - ii. Appendices - Sue will revise and also send ones to the Selectmen, fire chief, conservation committee for wetlands, and any others
 - iii. So far, there is nothing that has
 - b. Heath Edwards - ZBA - Bob Trabka was to set up a ZBA meeting and one has not been made as of today. Sue
- F. New Business
 - a. Secretary hours for 6 months - Sue presented her 6 months of secretary hours for \$600.00 - Glenn made a motion and Angela second. Bill recused himself. Tom, Glenn, Angela, Mark approved.
 - b. July meeting - 7/1/25 - we will meet
 - c. Discussion of emails/responses
 - i. 54 North Hedgehog Hill Road, wants to add an apartment above the garage
 - ii. Garrect 125 Center Rd - foundation and partial addition
 - iii. Center Rd - minor subdivision - 2 lots (6.03 & 13.96)
- G. Driveway Permits
 - a. None
- H. Other
 - a. Next Meeting is July 1, 2025
 - b. Mark is asking about Janelle's property in regards to the campers on the property. Shouldn't it be removed? Bill stated a written letter to the selectmen with a complaint is recommended.
 - c. Glenn read a letter that he wrote about the addition to the Haunted House application. He is giving the letter to the Selectmen.
- I. Adjournment - Glenn made a motion to adjourn. Mark second. All approved.

Meeting Adjourned at 7:07pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

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Unity Planning Board
Minutes
July 1, 2025

Members:, Tom Farnen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker, Adam Taylor

Call to Order - Tom called the meeting to order at 6:03pm

- A. Pledge of Allegiance
- B. Roll Call - Tom here, Bill here, Mark here, Bob absent, Angela here. Tom made a motion to replace Bob with Glenn Walker (alternate). Bill second. All approved.
- C. Approval of Agenda - Angela made a motion to accept the agenda as presented. Bill second. All approved.
- D. Approval of Minutes: Angela made a motion to accept the minutes as amended (E.iii on...there is nothing that was surprising or notable for change) June 3, 2025. Bill second. All approved.
- E. Old Business
 - a. Subdivision Regulations & Fee Schedule - reviewed different sections of the regulations. "flood prone area" -
 - b. Heath Edwards - update - Sue gave an update - ZBA met on Wed June 18th at 7pm. Bob notified all abutters to Edwards' property. No abutters were present. ZBA granted variance.
- F. New Business
 - a. Adam & Shanee Taylor - mobile coffee business - setting up a coffee mobile business called Crescent Coffee - state has approved and has licenses to be in business. Mobile coffee and dirty sodas; just beverages. Morning and afternoon times; Page and North Shore Rd - Summer months: 7am to 2pm; Fall/Winter/Spring - Friday nights and Saturday and Sunday. The board discussed that there is nothing more at this time. However, if the business becomes more than described here, they may have to do a Site Plan REview. The board wished Adam good luck.
 - b. Discussion of emails/responses
 - i. 102 2nd NH Tpke -Hamel - new barn
 - ii. 24 Shorewood Estates Rd - new garage
- G. Driveway Permits
 - a. None
- H. Other
 - a. Mark contacted Paul Moeller about Janelle's place. Mark sees it as a health issue. Mark will be contacting the neighbors to discuss this further. He also will contact the state for their assistance.
 - b. Next Meeting is August 5, 2025
- I. Adjournment - Angela motioned to adjourn

Meeting Adjourned at 7:00pm

Respectfully Submitted,

Susan Schroeter

Planning Board Secretary

Unity Planning Board
Minutes
August 5, 2025

Members:, Tom Farnen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker

Call to Order - Tom called the meeting to order at 6:00pm

- A. Pledge of Allegiance
- B. Roll Call - Tom here, Bill here, Mark here, Bob here at 6:04pm, Angela absent. Tom made a motion to replace Angela with Glenn Walker (alternate). Mark second. All approved.
- C. Approval of Agenda - Tom made a motion to accept the agenda as presented. Glenn second. All approved.
- D. Approval of Minutes: Glenn made a motion to accept the minutes of July 1, 2025. Mark second. All approved.
- E. Old Business
 - a. Subdivision Regulations & Fee Schedule
 - i. Bob told the board that the NH legislature passed a law that minimum lot sizes have to be 2 acres. If we have to make that change, we would have to make the change in our Land Use Ordinance, has to be voted on by the townspeople in March 2026.
 - ii. We should go ahead and remove the fee schedule from the subdivision regulations and make it a separate document.
- F. New Business
 - a. Sullivan County Safe Streets for All Project letter - seasonal information possibly; 2nd NH Tpke and County Farm Rd; Gilman Pond Rd & North Shore Rd; Sue to respond to the email with the board's concerns.
 - b. Preliminary FEMA Area 1 letter -
 - c. Discussion of emails/responses
 - i. 119 Glidden Hill Rd -Erickson - new home
- G. Driveway Permits
 - a. None
- H. Other
 - a. Next Meeting is September 2, 2025
- I. Adjournment - Glenn motioned to adjourn. Mark second. All approved.

Meeting Adjourned at 6:40pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
September 2, 2025

Members:, Tom Farnen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker

Call to Order - Tom called the meeting to order at 6:02pm

- A. Pledge of Allegiance
- B. Roll Call - Tom here, Bill here, Mark here, Bob here at 6:04pm, Angela here.
- C. Approval of Agenda - Mark made a motion to accept the agenda as presented. Angela second. All approved.
- D. Approval of Minutes: Tom made a motion to accept the minutes of August 5, 2025. Bill second. All approved.
- E. Old Business
 - a. Subdivision Regulations & Fee Schedule - do a public hearing to separate the fee schedule from the subdivision regulations on October 7, 2025.
 - b. SB84 - states 2 acre minimum for all single family homes
- F. New Business
 - a. Chuck Hoegen - questions about duplex and renting - can he build a duplex in Unity without an exception? No, based Unity Land Use Ordinance. Question 2: The Planning is not a realtor.
 - b. Shirley Judkins - info on HB577 and that will affect her and the Town of Unity?
 - c. Bob will contact the NH Municipal Association to get further advice on SB84 and HB577 - does this go to the voters in March 2026 on the ballot?
 - d. Discussion of emails/responses
 - i. Reed - Quaker City Rd - demolition of trailer & shed
 - ii. Spahr - West Unity Rd - pad for shed
 - iii. Love - Quaker City Rd - barn addition
 - iv. Biron - 2nd NH Tpke - solar array
- G. Driveway Permits
 - a. None
- H. Other
 - a. Next Meeting is October 7, 2025
- I. Adjournment - Angela motion to adjourn. Mark second. All approved.

Meeting Adjourned at 6:45pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

Unity Planning Board
Minutes
October 7, 2025

Members:, Tom Farnen, Mark Richards, Bob Trabka, Angela Huertas, Bill Schroeter, Sue Schroeter, Secretary

Public Present: Glenn Walker

Call to Order - Tom called the meeting to order at 6:04pm

- A. Pledge of Allegiance
- B. Roll Call - Tom here, Bill here, Mark here, Bob here, Angela absent. Tom made a motion for Glenn to sit in for Angela. Bill second. All approved
- C. Approval of Agenda - Glenn made a motion to accept the agenda as presented. Bill second. All approved.
- D. Approval of Minutes: Mark made a motion to accept the minutes of September 2, 2025. Glenn second. All approved.
- E. Old Business
 - a. Subdivision Regulations & Fee Schedule - public hearing for November's meeting
- F. New Business
 - a. Barbara Hathaway - Gift farm to Town of Unity - Garry Bator was to be here at the meeting to explain this further. Bill said the Town Attorney has this information and will report back to the Selectmen. The Board will discuss when we hear back.
 - b. Evelyn Page and Vanessa Keith - They are asking that the Planning Board bring forward a warrant article to have Unity steep slope overlay district ordinance. The current Unity Subdivision Regulations 2015, Section 4, 4.2.1 describe the steep slope definitions and requirements for land and driveways.
 - c. Discussion of emails/responses
 - i. Benger Living Trust - 531 Gilman Pond Rd - shed
 - ii. Lynch - 130 Anderson Rd - garage
 - iii. Palulis - 90 Anderson - 20x20 addition
 - iv. Babbitt - 25 Lakeside - 10x16 shed
 - v. Eric Carlson - question about Airbnb - there is nothing in the Town that has anything about Airbnb's etc. Sue will notify.
 - vi. Chastenay - Neal Mine Rd - 24x44 carport attached to house
- G. Driveway Permits
 - a. None
- H. Other
 - a. Accessory Dwelling Units - from Bob. HB 577 - how does this affect Unity? We have to allow attached and detached units. This is symbolic as the State is telling us what to do. Next month - discuss this further detail.
 - b. The change of 2 acre minimum has been put aside by the state legislature.

- c. NHMA - other HB laws - some pertain to us and some do not. SB281 - ability to build on a Class VI.
 - d. Sue will provide dates for mandatory dates so that the board can plan for The Annual Town Meeting
 - e. Mark - asked about minutes being public. Sue sends the minutes to the Town Clerk. It is the Town's responsibility to post on the website
 - f. Next Meeting is November 4 , 2025
- I. Adjournment - Glenn made a motion to adjourn. Mark second. All approved.

Meeting Adjourned at 7:12pm

Respectfully Submitted,
Susan Schroeter
Planning Board Secretary

DRAFT