

CITY OF LACONIA  
REGULAR PLANNING BOARD MEETING  
December 16, 2025 - 6:30 PM  
City Hall - Armand A. Bolduc Council Chamber  
*Draft Minutes*

12/16/2025 - Minutes

1. CALL TO ORDER

The Chair Rich McNeil brought the meeting to order at 6:30PM

2. ROLL CALL

Scott Pelchat performed roll call in attendance. Gail Ober, Dave Ouellette, Bruce Cheney, Gary Dionne, Michael DellaVecchia, Rich McNeil, Jacob Roy. Absent from tonight's meeting Amy Lovisek.

3. RECORDING SECRETARY

Scott Pelchat Planner Technician.

4. STAFF IN ATTENDANCE

Planning Director Rob Mora, Assistant Planning Director Tyler Carmichael.

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING

5.I. Minutes from 11/3/2025 Meeting

The Prior Meeting Minutes were accepted as written.

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION, AND POSSIBLE VOTE

7. NEW PUBLIC HEARINGS, POSSIBLE CONSIDERATION, AND VOTE

7.I. PB2025-060; White Oaks Rd (218-241-3)

**Jon Rokeh** Summarized the proposal to allow for an 8 unit cluster Subdivision.

**Bruce Cheney** made the motion to approve the perimeter buffer waiver for application PB2025-060 for White Oaks Road. It was seconded by **Gary Dionne**. and was unanimous.

**Bruce Cheney made the motion** to approve the sidewalk waiver for application PB2025-060 for White Oaks Road. it was seconded by Gary Dionne and was unanimous.

**Gail Ober made a motion** to accept the application PB2025-060 for White Oaks Road as complete with the findings of fact as presented in the Staff Report." this was seconded by Bruce Cheney and was unanimous.

Jon continued the narration of the two waivers one for reduced buffers and one waiver to not create sidewalks. summarizing the necessity for the reduced buffer and to allow for more space between the units and the narrow driveline in and the wetlands as they exist on the parcel. Jon referenced that this cluster seated on a higher point of the lot was a reason as well. Jon's narration included abutting parcels as well. Jon stated the request for the sidewalk waiver would in affect keep a sidewalk to

nowhere from happening. Dave Ouellette inquired regarding the buffer and its true value expressing he thought it was 75 feet for cluster subdivisions. Tyler stated it is allowed to be reduced to 40 with a waiver. Gail asked if they attended con com it was found it was not required as no wetland impact was to happen. Bruce Cheney stated he agreed that a side walk made no sense but wondered if moneys could be placed into a fund for the City's right of way as it abuts the entrance to this cluster but no side walks exist there now. Maybe someday we can walk down the road Jon stated it would not be much 10 feet on each side. Bruce requested this be pushed and wanted it as a condition of the waiver.

The board opened to public comment at 6:51PM Keith Dube 556 Weirs Blvd spoke in opposition to the proposal citing Langley Cove and the effects to the cove itself Keith at this time had pictures of the cove itself and referenced a study that was done regarding the cove. For full narration see meeting video.

Randy Rockwood 618 White oaks road spoke in opposition citing views of condominiums and that everything is being built up around us. see video for full narration.

Public comment was closed at 6:59PM

Tyler Carmichael read the staff report into the minutes.

1. Perimeter Buffer waiver to allow for a 40-foot perimeter buffer.
2. Sidewalk waiver to permit no construction of sidewalks for the development.

#### Consistency with Land Use Regulations

In accordance with RSA 674:43, § 63-15 of the City Code authorizes the Planning Board to review and approve or disapprove site plans for multifamily developments.

#### Findings of Fact

1. The application is complete and consistent with State and City land use regulations.
2. The application and site plans were reviewed by the Technical Review Committee (TRC) at its May 20, 2025 meeting. After discussion with the Committee members, it was mutually agreed that the applicant would return for a second review by the TRC.
3. The application and revised site plans were reviewed by the Technical Review Committee (TRC) at its August 20, 2025 meeting. After discussion with the Committee members, it was mutually agreed that the applicant would return for a third review by the TRC.
4. The application and revised site plans were reviewed by the Technical Review Committee (TRC) at its September 16, 2025 meeting. After discussion with the Committee members, it was mutually agreed that the applicant would return for a fourth review by the TRC.
5. The updated application and revised site plans were reviewed by the Technical Review Committee (TRC) at its November 18, 2025 meeting. Their comments have been incorporated in the recommended conditions of approval.

#### **1. PRECONSTRUCTION REQUIREMENTS**

All conditions in this section must be completed at least two weeks prior to commencing any work on-site.

1. **Plan Revisions.** Plans must be revised and submitted to the Planning Department to include all revisions required by the Technical Review Committee.
2. **Site Security.** The applicant must submit one of the following performance guarantees for

site improvement and restoration security (including but not limited to street work, utility installations, landscaping, and final pavement) to the Planning Department:

3. Cash or check in an amount equal to 11% of the total estimated cost for all sitework to be placed into escrow and returned to the applicant upon completion of the project; or
4. A performance bond in an amount equal to the total estimated cost for all sitework with the City as the obligee.
5. **HOA Documents.** HOA documents must be submitted to the Planning Department for review and approval. These documents must reflect that the association will be responsible for the water service beginning at the water main valve and individual units will be responsible for their service from the curb stop in. Additionally, fire services will need to be included in these documents as well. These documents must be recorded at the Belknap County Register of Deeds at the applicant's expense.
6. **911 Addressing Plan.** The addresses for all units must be issued by the Department of Public Works to ensure compliance with RSA 231:133 and 133-a. A 911 addressing plan must be submitted to the Planning Department for review and approval.
7. **Permits and Approvals.** The applicant must possess all required permits and approvals granted by federal, state, and municipal boards or agencies. All permits and approvals must be in place prior to the signing and recording of the final plans and mylar. Should any permit or approval be revoked at any time during the project, all work must cease until a new permit or approval is obtained. Copies of all permits and approvals must be provided by the Applicant to the Planning Department.
8. **Final Plans and Mylar.** Four final plan sets and a mylar plan must be submitted to, reviewed, and approved by the Planning Department. The mylar plan and Notice of Action must be recorded at the Belknap County Register of Deeds at the Applicant's expense.
9. **Erosion Controls.** Erosion controls must be in place and inspected and approved by the Planning Department. The Planning Department will perform regular inspections to ensure erosion controls are installed and maintained correctly.
10. **Compliance Inspections.** The Planning Department will perform regular site inspections to ensure compliance with City regulations and the conditions of this approval.
11. **Preconstruction Meeting.** A preconstruction meeting must be held between the developer and representatives from the Departments of Public Works, Planning, Fire, Police, and Water. Unless otherwise specified, all escrow checks must be received by the respective departments no later than one week following the preconstruction meeting. All other requirements in this section must be completed prior to conducting the preconstruction meeting.

## **2. CONSTRUCTION REQUIREMENTS**

All conditions in this section must be met during the construction of the project.

2. **Water specifications.** All specifications for municipal water service as required by the Water Department apply to all construction.
3. **Water Inspections.** The Water Department must inspect all work on all water main and service lines.
4. **Fire Specifications.** The Applicant must adhere to all specifications as required by the Laconia Fire Department.
5. **Solid Waste Services.** Private trash and recycling services are required. If a dumpster or trash can enclosure is used, it must be located on a concrete pad and screened from view on all sides.

## **3. POST-CONSTRUCTION REQUIREMENTS**

All conditions in this section must be met prior to the issuance of any Certificate of Occupancy.

3. **Snow Storage.** Snow storage and/or removal must be provided by the owner so drainage structures function properly and the required parking spaces can be utilized.
4. **Impact Fees.** Impact Fees in the amount of \$3,814.80 per dwelling unit must be paid to the Planning Department.

## **COMPLETION DATE**

The project and all associated conditions must be completed by no later than December 2, 2032. If all conditions are not met, nor any extension application filed with the Laconia Planning Department, by the completion date, this approval will be null and void.

## **5. SEVEN-YEAR EXEMPTION**

In accordance with RSA 674:39, this project is exempt from all regulatory changes for seven years from the date of approval. This exemption shall only apply if the applicant commences active and substantial development of the property within 3 years from the date of approval. This project shall achieve active and substantial development when:

5. Site work and infrastructure improvements have commenced; and
6. 20% of the foundation permits are issued and active.

## **6. VESTING**

In accordance with RSA 674:39, this project shall be considered vested upon substantial completion of the approved improvements. This project shall achieve substantial completion when:

6. 100% of the site work and infrastructure are complete; and
7. 80% of the Certificates of Occupancy are issued.

**M. DellaVechia** moved to approve application PB2025-060 for White Oaks Road with the conditions of approval presented in the Staff Report it was seconded by **G. Dionne** and was approved 3 votes yes 2 votes no.

the Chair did not vote and the alternate was not seated as a voting member.

7.II. PB2026-020; 563 Weirs Blvd. (216-248-12)

**Michael DellaVechia** moved to accept application PB2026-020 for 563 Weirs Blvd as complete with the findings of fact as presented in the Staff Report this was seconded by **Gary Dionne** and was accepted.

**Jon Rokeh** Summarized the proposal to amend the current plan to remove underground parking. using the new plan set to show the location of the area to be used for parking if the amendment is approved this would eliminate underground parking in two of the larger buildings and would cast it outside for outdoor parking. John showed the existing roadway and all original planned areas and then defined where this parking would be in accordance. Jon stated underground parking on a smaller building

The board opened to the public comment at 7:15PM Lynn Trepid 556 Weirs Blvd commented regarding the runoff calculations look good on paper and claimed current drainage is not working. please see video for full narration.

Keith Dube 556 Weirs Boulevard stating detention ponds and that these release dirty water and after these ponds were put in this caused the Langley cove problem. please see video for full narration.

Tyler Carmichael read the staff report into the minutes.

1. The application is complete and consistent with State and City land use regulations.

2. The original site plan was conditionally approved by the Planning Board at its July 10, 2018 meeting.
3. The application and site plans were reviewed by the Technical Review Committee (TRC) at its October 21, 2025 meeting. After discussion with the Committee members, it was mutually agreed that the applicant would return for a second review by the TRC.
4. The revised application and site plans were reviewed by the Technical Review Committee (TRC) at its November 18, 2025 meeting. Their comments have been incorporated in the recommended conditions of approval.

1. **Plan Revisions.** Plans must be revised and submitted to the Planning Department to include all revisions required by the Technical Review Committee.
2. **Final Plans.** Four final plan sets must be submitted to, reviewed, and approved by the Planning Department. These plan sets must include all amendments and revisions previously approved by the Planning Board and required by City, State, and Federal agencies.

**Compliance Inspections.** The Planning Department will perform regular site inspections to ensure compliance with City regulations and the conditions of this approval.

4. **Water Specifications.** All specifications for municipal water service as required by the Water Department apply to all construction.
5. **Water Inspections.** The Water Department must inspect all work on all water main and service lines.
6. **Fire Specifications.** The Applicant must adhere to all specifications as required by the Laconia Fire Department.
7. **Solid Waste Services.** Private trash and recycling services are required. If a dumpster or trash can enclosure is used, it must be located on a concrete pad and screened from view on all sides.
8. **Parking Delineation.** The required number of parking spaces must be delineated by paint, sign, or other method as approved by the Laconia Planning Department.
9. **Snow Storage.** Snow storage and/or removal must be provided by the owner so drainage structures function properly and the required parking spaces can be utilized.
10. **Completion Date.** The project and all associated conditions must be completed by no later than December 2, 2032. If all conditions are not met, nor any extension application filed with the Laconia Planning Department, by the completion date, this approval is null and void.
11. **Seven-Year Exemption.** In accordance with RSA 674:39, this project is exempt from all regulatory changes for seven years from the date of approval. This exemption shall only apply if the applicant commences active and substantial development of the property within 3 years from the date of approval. This project shall achieve active and substantial development when:
  12. Site work and infrastructure improvements have commenced; and
  13. 20% of the foundation permits are issued and active.
12. **Vesting.** In accordance with RSA 674:39, this project shall be considered vested upon substantial completion of the approved improvements. This project shall achieve substantial completion when:
  13. 100% of the site work and infrastructure are complete; and
  14. 80% of the Certificates of Occupancy are issued.

**13.Prior Conditions.** All conditions of previous Planning Board approvals which are not altered by this approval remain in effect.

**G. Dionne** moved to approve application PB2026-020 for 563 Weirs Blvd with the conditions of approval presented in the Staff Report this was seconded by **M. DellaVechia** and was approved 3 votes yes to 2 Votes no.

The Chair and alternate did not vote.

7.III. PB2026-017; 18 Endicott St (162-40-5)

A motion was made by **Dave Ouellette** to accept the application as complete and was seconded by **Gail Ober**.

**Alex Conrad** from North Water Marine spoke regarding the proposal to amend a previous approval to allow for the use of the previous area where currently the revamped valet program works better now. Alex summarized further to allow the board a full understanding of the proposal. This attempt would reduce foot traffic and increase safety on Chanell lane. Rich McNeil stated those buildings would go away and a parking area to be used per the amendment. Gail inquired about the current boat racks and if they were covered and Alex stated yes they are a three sided building with a roof. Gail stated no increase to impervious surface as these had slab foundations.

It was opened to public comment at 7:44PM Charlie St Clair spoke regarding this proposal and stated he felt it was great news and was in support of this and was very happy this was to happen. close to public at 7:45PM.

Tyler Carmichael read the Staff report into the minutes the staff report is referenced below.

1. The application is complete and consistent with State and City land use regulations.
2. The original site plan was conditionally approved by the Planning Board at its November 9, 2021 meeting.
3. The application and site plans were reviewed by the Technical Review Committee (TRC) at its October 21, 2025 meeting. After discussion with the Committee members, it was mutually agreed that the applicant would return for a second review by the TRC.
4. The revised application and site plans were reviewed by the Technical Review Committee (TRC) at its November 18, 2025 meeting. Their comments have been incorporated in the recommended conditions of approval.
  1. **Final Plans.** Four final plan sets must be submitted to, reviewed, and approved by the Planning Department.
  2. **Erosion Controls.** Erosion controls must be in place and inspected and approved by the Planning Department. The Planning Department will perform regular inspections to ensure erosion controls are installed and maintained correctly.
  3. **Compliance Inspections.** The Planning Department will perform regular site inspections to ensure compliance with City regulations and the conditions of this approval.
  4. **Snow Storage.** Snow storage and/or removal must be provided by the owner so drainage structures function properly and the required parking spaces can be utilized.
  5. **Completion Date.** The project and all associated conditions must be completed by no later than December 2, 2032. If all conditions are not met, nor any extension application filed with the Laconia Planning Department, by the completion date, this approval is null and void.

6. **Seven-Year Exemption.** In accordance with RSA 674:39, this project is exempt from all regulatory changes for seven years from the date of approval. This exemption shall only apply if the applicant commences active and substantial development of the property within 3 years from the date of approval. This project shall achieve active and substantial development when:
  7. Site work and infrastructure improvements have commenced; and
  8. 20% of the foundation permits are issued and active.
9. **Vesting.** In accordance with RSA 674:39, this project shall be considered vested upon substantial completion of the approved improvements. This project shall achieve substantial completion when:
  - 10.100% of the site work and infrastructure are complete; and
  - 11.80% of the Certificates of Occupancy are issued.
12. **Prior Conditions.** All conditions of previous Planning Board approvals which are not altered by this approval remain in effect.

**M. DellaVecchia** Made a motion to approve application PB2026-17 for 18 Endicott St using the finding of facts included in the staff report this was seconded by **G. Ober** and was approved unanimously The chair and alternate did not vote.

7.IV. PB2026-024; 84 Union Ave (442-220-10)

**Dave Ouellette** made a motion to accept application PB2026-024 for 84 Union Ave as complete with the findings of fact as presented in the Staff Report. **Gail Ober** seconded this motion.

**Kevin Hayhurst** spoke regarding the proposal to change the use from retail to healthcare facilities with no modifications or expansion of the current footprint of the existing structure.

It was opened to public comment and none was made.

The board asked if any change was to occur it was found to be no.

Tyler Carmichael read the staff report into the minutes.

1. The application is complete and consistent with State and City land use regulations.
2. The application and site plans were reviewed by the Technical Review Committee (TRC) at its November 18, 2025 meeting. The Committee had no recommended conditions of approval.

**G. Ober** made a motion to approve application PB2026-025 for 84 Union Ave. it was seconded by **D. Ouellette** and was approved unanimously

the Chair and alternate did not vote.

7.V. PB2026-025; 127 Belvedere St (344-21-43)

**Mike DellaVecchia** motioned to accept application PB2026-025 for 127 Belvidere St. as complete with the findings of fact as presented in the Staff Report. it was seconded by **Gary Dionne**

**Mark Condodemetrak** from GCE summarized the proposal to subdivide the existing parcel into two separate lots.

The board opened to public comment and Barry Warren spoke in opposition stating he submitted an email regarding this would become a smaller lot and the North St side.

Tyler clarified the relief from ZBA for the board and that any new structure that did not meet existing approvals would still need possible relief depending on the proposal.

G. Ober stated, I just had a quick question. Did this create two irregular size lots or just one new lot?

R Mora & T Carmichael. explained that this was already a non-conforming lot and will be creating two lots that are non-conforming.

G.Ober No. Okay. So, we added to the nonconformity. Okay.

Dave Ouellette asked for determination of location and that was given by the agent.

Tyler Carmichael read the staff report into the minutes.

1. The application is complete and consistent with State and City land use regulations.
2. At its October 20, 2025 meeting, the Zoning Board of Adjustment granted variances to allow for reduced side and rear setbacks, reduced greenspace, reduced lot size, and reduced road frontage.
3. The application and site plans were reviewed by the Technical Review Committee (TRC) at its August 20, 2025 meeting. Their comments have been incorporated in the recommended conditions of approval.

**1. Plan Revisions.** Plans must be revised and submitted to the Planning Department to include the following:

1. Remove mblu references for proposed lots and relabel them as "Lot 1" and "Lot 2."
2. Proposed utility connections for the new lot

**2. Final Plans and Mylar.** Four final plan sets and a mylar plan must be submitted to, reviewed, and approved by the Planning Department. The mylar plan and Notice of Action must be recorded at the Belknap County Register of Deeds at the Applicant's expense.

**3. Impact Fees.** Impact Fees in the amount of \$3,814.80 per new dwelling unit must be paid to the Planning Department.

**4. Completion Date.** The subdivision and all associated conditions must be completed by no later than December 2, 2032. If all conditions are not met, nor any extension application filed with the Laconia Planning Department, by the completion date, this approval is null and void.

**G. Dionne** motioned to approve application PB2026-025 for 127 Belvidere St. with the conditions of approval presented in the Staff Report. this was seconded by **M. DellaVecchia** and was approved unanimously.

The Chair and Alternate did not vote.

## 7.VI. Capital Improvements Plan

The Planning board made a motion to allow for the scoring results to go before city council for there review.

8. PRESENTATIONS
9. PLANNING DEPARTMENT REPORT
  - 9.I. Planning department report

Rob Mora gave the Planning Department report.

- 9.II. TRC Draft Minutes
10. LIAISON REPORTS

Rich McNeil commented regarding the LRPC

11. CITY COUNCIL
12. LAKES REGION PLANNING COMMISSION
13. CONSERVATION COMMISSION
14. HISTORIC DISTRICT COMMISSION
15. OTHER BUSINESS

Bruce Cheney thanked the Board and staff for the time and attention to detail and the impact of what they do.

16. ADJOURNMENT

The Meeting was adjourned at 8:30PM

DRAFT