

**Town of Jefferson**  
Office of the Planning Board

**Minutes**

April 10, 2018

**Members present:** Chairman Donna Laurent; Michael Meehan, Gil Finch, Jeff Young, Gordon Rebello, Kevin Meehan, Selectmen's representative

**Absent:** Jason Call, alternate;

**Others present:** Charlene Wheeler, Board secretary

**Minutes**

Jeff Young made the motion to approve as read the minutes of the March 27, 2018 meeting, seconded by Michael Meehan. The vote to accept the motion was unanimous.

**Communications**

Mr. Nedeau from Horizons Engineering said he is working on campground plans for Mike and Jen Kenison and hopes to have a consultation with the Board soon. A date has not yet been set.

Also the Board may have a boundary line adjustment application from property located on Belle Hunt Road depending on how a court decision is worded.

The annual NH Office of Energy and Planning spring planning and zoning conference is scheduled for Saturday, April 28 in Concord. Jeff Young and Gordon Rebello have already registered for the conference.

A copy of a building permit was circulated.

Copies of Selectmen's minutes were circulated.

**Unfinished Buisness**

The Board has not received any materials from Burr Phillips of Civil Solutions on updates to the town's road standards. The Board secretary will contact him to check on any progress.

The Board again addressed the issue of the business, operating as Josselyn's Getaway Cabins, located on Lot 1 (about 15 acres) and Lot 33 (about 2 acres), Map 5 on North Road with one structure on Lot 33 and 9 structures on Lot 1. They are operated as short-term rentals only. Ms. Munnely is requesting she be allowed to add 4 new cabins and another residence as well as opening a gift shop in an already existing structure. She had consultations with the Planning Board on February 27 and again on March 27. Board members have spent time researching the issue and brought their information to this meeting to discuss. The Board also has sought an opinion from the town's attorney; the reply was circulated to Board members. Gordon Rebello said he had checked the sale of the property in question and said there is a recorded 21-year lease of the property.

However, the fact was not a consideration at this time as no application has been made to any Board. After reading the materials presented and after discussion of the relevant sections of state laws and the town's Land Use Ordinance it was determined the Planning Board need do nothing. Ms. Munnelly must develop a concrete plan if she wants to proceed and submit an application to the Zoning Board of Adjustment not the Planning Board. The Board directed the Board secretary to contact Ms. Munnelly of the following decision:

1. Ms. Munnelly must seek a Variance from Zoning Board of Adjustment (ZBA) to allow the 4 additional cabins and/or another residence where only one dwelling per lot is allowed. And another variance must be granted if new cabins will be closer than 100 feet to each other or other dwellings.
2. Ms. Munnelly must seek a Special Exception from the ZBA for a retail use (gift shop).
3. If approvals from ZBA are received, a Site Plan and building permit application must be submitted to the Board of Selectmen for the proposed new structures and/or the conversion to a retail business.
4. Applications must be accompanied by a plat showing the entire new plan for the property. And a description of any new proposed structures as well as required permits from the state.

The ZBA and/or Selectboard could put any reasonable conditions on their approvals – such as suitable access, state-approved septics, water supply, etc.

The existing cabins are greater than 400 sq. feet, they do not qualify as “recreational camping cabins” under the state law. RSA 216-I:1, VII-a; *Lake Forest R.V. Resort v. Town of Wakefield*, No. 2015-205 (August 23, 2016). The properties therefore don't qualify as either a “recreational campground” or “camping park” and RSA 216-I doesn't apply here.

Again the Planning Board advised Ms. Munnelly to retain a licensed surveyor, engineering firm, or planning consultant to help with the application process if she wanted to proceed.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 8:15 p.m.

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Charlene Wheeler  
Secretary to the Board