

**GOFFSTOWN PLANNING BOARD
MINUTES TO MEETING OF FEBRUARY 12, 2026**

In attendance were: Tim Redmond – Chairman, Colleen Mailloux – Vice Chairman, Barbara Griffin, Joshua Douglas—Select Board Representative, Tim Searles, Richard Freeman, Phil D’Avanza, David Pierce – Alternate, JoAnn Duffy – Planning & Economic Development Director, and Scott Ozana—Town Engineer.

The Chairman called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance. The Board to introduce themselves.

Correspondence:

- 1) Approval/Correction of the January 22, 2026 Minutes: **Joshua Douglas motion to approve the minutes, seconded by Colleen Mailloux. Vote all in favor with Richard Freeman abstaining (6-0-1), motion carries.**
- 2) Appointment of Planning Board member to EDC: Board briefly discussed. Tim Searles stated he could volunteer to be on the Council.

Barbara Griffin stated this position has been open for years and the committee hasn’t produced anything for years. She remembers when it was established with good intentions, but it really is a drain on staff and primarily assigns tasks to the staff and very rarely does the committee do anything. Main Street Committee is an active committee and does a variable of things and is available to the Select Board to reach out to. There are a lot of committees and a few other committees that have been in existence that if the Board is looking forward to cutting expenses, moving forward, should look at the committees to see if they are really adding any value.

Joshua Douglas stated the intent of the Economic Development Council is to bring in business to Town.

Barbar Griffin stated it has never done so and it has been the same for at least 40 years when I moved to Town and they have never brought in new business.

JoAnn Duffy explained that they review their goals and look at how to help the businesses. The recently started focusing on one of their goals as they thought they had too many and weren’t really getting the goals done. So, this year the decided to focus on one. This year they focused on how to help the existing businesses. They meet once a month for about an hour. JoAnn suggested waiting another year to see their accomplishments.

The Board continued to discuss. Board discussed the Industrial Corporation that is a private organization.

Tim Searles agreed to be the Planning Board Representative.

Joshua Douglas agreed to look more into utilizing the private organizations such as Main Street Committee.

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Map 1, Lot 47, Completeness Review/Subdivision Review Hearing for a proposed two lot subdivision creating one new lot. The property is located at 567 Mountain Road, owned by John A. Brown, Zoned: Conservation and Open Space.

JoAnn Duffy reviewed the proposed two lot subdivision that his located off of Mountain Road. The new lot will be 5.33 acres for a house lot. The application is complete and there is no regional impact.

Barbara Griffin motioned to grant the three requested waivers for acceptance purposes and that there was no regional impact. Motion was seconded by Richard Freeman. Vote all in favor, (7-0-0), motion carries.

Board discussed that the staff report had the waivers requested for the application for Cathy Whooten's application and they were mistakenly listed in the wrong staff report being added to the Brown application which had no waivers requested.

Bob Baskerville of Bedford Design stated they have no waivers requested.

Barbara Griffin amended her motion to exclude the waivers from the motion where there are no waivers requested. Richard Freeman amended his second. Vote all in favor, (7-0-0), motion carries.

JoAnn Duffy reviewed that the applicant did go to the ZBA for a variance to allow the existing accessory structures to be located within the inner 50 feet of the Wetland Conservation District Buffer and that they were granted the Variance. Conservation Commission has no issues or concern. The land is in current use and they will need to touch base with the Assessing Department.

Scott Ozana stated his comments were minimal and most have been addressed.

Barbara Griffin asked if there was an issue with sight distance where there is a comment about trimming trees for sight distance.

Scott Ozana explained that they will need to trim the trees to meet sight distance and would like it shown on the plan and explained the driveway permit process.

Presentation was given by Bob Baskerville of Bedford Design. Bob Baskerville explained the location of the property and stated they are subdividing an 11.8-acre lot into two lots. One will be 6.50 acres and the new lot will be 5.33 acres. No state subdivision approval is required as they are bigger than 5 acres. Bob Baskerville showed the location of the wetland area and stated there are no disturbances proposed. Bob stated that the lot is a little oddly shaped due to the existing septic system. Bob explained the variance that they did receive from the ZBA and there were no issue with granting the variance. Bob stated they can address all of staff comments and show the well

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radius and explained the driveway profile plan to the Board and can meet the driveway grade requirements. Bob Baskerville reviewed the ditch line along the driveway. The drainage maintenance will be submitted and we will set that bounds.

Tim Redmond, the Chairman, asked if there was anyone who would like to speak in regard to this hearing and no comment was made. The Chairman closed the public hearing. Board members briefly discussed.

Colleen motioned that the application meets the findings of fact of the development regulations and the zoning ordinance by the granting of the variance of the ZBA, and to approved the proposed subdivision with conditions 1 through 16 under the staff recommendations. Motion was seconded by Joshua Douglas, voted all in favor, (7-0-0), motion carries. The conditions are as follows:

- 1. Note on the plan the Board's final written decision, including any waivers, conditional use permits, and outstanding conditions of approval, or conditions subsequent, as required by Chapter 266 (SB 189).**
- 2. Include appropriate professional stamps and signatures.**
- 3. Provision of digital files, AutoCAD submission on North American Datum of 1983 (NAD 83) and North American Vertical Datum of 1988 (NAVD 1988).**
- 4. Review and determination that the plan does not exempt the applicant from obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.**
- 5. Review and determination the plan does not exempt applicant from the obligation to meet all applicable required approvals and permitting, including, but not limited to Public Utilities, Wetlands, Shoreland, Stormwater, NHDES, US EPA, US Army Corps of Engineers, etc.**
- 6. Provide PDF and DWG of the approved plans.**
- 7. A deed shall be recorded within six months of planning board's recording of the plan, if applicable.**
- 8. Payment of Impact Fee of \$8,871 for new single-family home prior to issuance of Certificate of Occupancy Permit.**
- 9. Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan shall be provided to the Planning Department.**
- 10. Driveway permit required from DPW for new driveway.**
- 11. Include maintenance routine and schedule for the proposed BMP's.**
- 12. Show proposed location of the well and the protective well radius.**
- 13. Annotate the driveway profile with the grade percentages.**
- 14. The sight distance plans shows the sight distance triangles looking toward the departing lanes not the oncoming lanes, please revise.**
- 15. With the adjusted sight distance lines please show tree trimming along the northbound lane.**

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- 16. The proposed ditch line down the driveway will direct water over the proposed headwall. Revise wrapping the ditch around the headwall to stop runoff from eroding around the headwall.**

Map 4, Lot 82, Completeness Review/Subdivision Review Hearing for a proposed two lot subdivision creating one new lot. The property is located at 112 Mountain Road, Owned by Catherine Whooten, Zoned: Residential-1.

JoAnn Duffy explained that they are subdividing the 10.4-acre lot into two lots. The original lot will be 1.03 acres and the new lot will be 9.4 acres. JoAnn explained there are three waivers requested and the application is complete and there is no regional impact.

Barbara Griffin motioned to grant the waivers for acceptance purposes only, that there was no regional impact and the application is complete. Motion was seconded by Joshua Douglas. Vote all in favor, (7-0-0), motion carries.

Presentation was given by Joseph Wichert of Joseph Wichert Land Surveying. Joseph Wichert explained the location of the property to the Board. The lot meets the Residential-1 zoning requirements. It has 321 ft. of frontage and they are required to have 150 ft of frontage with one acre minimum. This existing house is serviced my municipal water and onsite septic. The minimum lot size requirement is one acre and the house lot will become 1.03 acres and the vacant lot will be 9.4 acres. Joe Wichert explained the wetland location on the plan. We did ask for a waiver to map the interior of the lot for the wetlands because we are not going to impact that area of the lot. That was the logic for asking for that first waiver request. The second waiver request we have is relative to the lot line coming off the road. The requirement is to be 10 degree perpendicular and the reason for the waiver is absent the waiver we would have to get a variance to create adequate frontage. So, we would prefer to not have to go to the zoning board, which is the reason why we are asking for that waiver. The third waiver we are asking for is we have the driveway on the new lot approximately 490' to 500' long and we had Aaron Weschler out there and he did the driveway. We show a vegetative swale on either side of the driveway and we ask for a waiver of the stormwater management report on the property. We received the staff report and saw that Scott did not support granting that waiver and we has some discussions with Scott about what we would needed to do to eliminate the waiver request. So, we are working on the stormwater management plan but for the sake of this exercise we would like to ask if that can be made a condition of approval from the Board. We met with the Conservation Commission and we also submitted to NHDES for that one-acre lot and that approval is coming in.

The Board discussed whether the third waiver should be withdraw or denied to provide the stormwater management report. Staff stated they supported that staff review the stormwater management report as part of the condition of approval.

Scott Ozana stated that they could do infiltration trenches along the driveway and feels confident he could review and approve the stormwater management.

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Tim Redmond stated he supported as with long driveways it doesn't support being mitigated into the roadway system and should be mitigated on the site and supports this rather than transporting all the way out to the street given what happen in the mother's day floods.

Joe Wichert stated they would withdraw the waiver request relative to appendix C stormwater management plan and the Board agreed to put as a condition of approval to the satisfaction of DPW.

Tim Redmond stated in regard to the waiver to do the full wetland delineation, he will support the waiver if the Board restricts this area from being built on as shown on the proposed plan because if we don't ask for wetlands delineation on the rest of the lot, we cannot approve this lot for a building area other than the one that is shown on the plan. Tim stressed concerns with someone purchasing the lot and then coming in for a different house location where the wetlands weren't delineated and having to come back before the Board.

JoAnn Duffy stated we do require that they have to show a buildable area on the lot. It has to show one area but we do not require to show a buildable area on the entire lot necessarily. When someone comes in to build on the lot, the plans come to our office and Patty reviews them as part of the building process, and if they are plans show they are putting a house within the wetlands setback requirements then it gets kicked back or they have to go before the ZBA or this Board to build or change the location.

Colleen Mailloux stated JoAnn has a condition that the wetlands were not entirely delineated on the site and if not built in the area shown the wetlands will need to be shown on the plan submitted for the building permit.

JoAnn Duffy stated that when anything comes in for a building permit, Patty checks to make sure it complies with all zoning including the wetlands setback.

Scott Ozana stated as this plan is shown, the area appears to be all wet and then would have to basically come in and prove that there is enough area to build if they did not build within the area shown on the plan as the buildable area.

Joe Wichert stated currently this lot is not subject to the wetlands setback because is predates the zoning change. If this subdivision is approved it will then be subject to the 100 ft wetland setback. Joe Wichert explained the difficulty of where the wetland pockets are shown and they would need NHDES Approval, Conservation Commission review and are subject to the 100 ft wetland setback. Joe stated they walk the site and it would be difficult to build in that location as the wetland pockets are withing 200 ft of each other. Joe continued to explain the difficulty to build in the area that is not delineated.

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Tim Redmond stated we will not always have Patty Gale here to catch this but if the terrain and the wetlands limit the buildable area, anyway, are we okay with having staff review as part of the building process or feel this should be required.

Joe Wichert stated the plan shows the edge of wetlands and if anyone want to build beyond that edge of the wetlands, the burden is on them to prove the location is buildable through the building permit process.

Board agreed to allow through the building permit process.

Colleen Mailloux stated there is an existing structure within the outer 50 ft buffer and asked if they need specific approval similar to the previous application that needed a variance.

Board discussed that this wouldn't need a variance as it is in the outer buffer and would be the Planning Board that would approve.

Colleen stated she would want it conditionally approved.

Scott Ozana stated he thinks it needs a conditional use permit.

Colleen Mailloux asked if we could grant a conditional approval with the condition that staff may need to review and determine if there is a conditional use permit needed for that existing structure. Colleen stated she just wants to make sure we treat our applications consistently. Colleen stated that she would just want it confirmed if approved tonight that there is no conditional use permit needed or action by the ZBA.

Scott Ozana asked if they could just request the conditional use permit tonight.

JoAnn Duffy stated it wasn't advertised.

Tim Redmond stated he wanted to review the driveway where it goes into the inner and the outer buffer.

Scott Ozana stated driveways are exempt from the WSWC District. The zoning ordinance allows it to go in the inner and outer feet of the buffer. If it crosses, they will need a NHDES Wetlands Permit.

Barbara Griffin stated she wanted to review the waiver request for Section 6.C.7 lot lines greater than 10-degree radial.

Joe Wichert reviewed the property's layout along Mountain Road and the issue with meeting the frontage requirement if they were required to meet the lot line 10 perpendicular requirement. This is why they asked for the waiver.

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At this time Chairman Tim Redmond asked if there was anyone present who would like to speak in regard to the hearing.

Michael McNamara of 104 Mountain Road, Abutter, stated he just was here to see what the development was going to be and isn't in favor of the property being developed and feels it's an odd place for a house location but must be out of necessity for the house location placement because of the terrain of the lot. There's a lot of wildlife there, etc. There seems to be some variation placement of the driveway due to the owners' needs from looking at the plan.

Tim Redmond stated legally they can go as close as 10 ft. to the property line.

Scott Ozana reviewed that if they were to go through a wetland they would need NHDES permit and this layout is the most likely scenario.

Board discuss the driveway location as shown being the most viable and explained what the 4K area means on the plan.

Michael McNamara stated with the amount of water on this lot, this home will need a sump pump.

Tim Redmond stated that would be part of the building permit review and explained the process with the building department. Tim stated the sump pump wouldn't be a part of the Planning Board review.

Tim Redmond asked where the well location was.

Joe Wichert stated they do have the ability to have municipal water on this lot and at this time is not sure if they would connect or drill a well. Joe stated we can show a well radius as a condition of approval.

At this time Tim Redmond closed the public hearing.

Barbara Griffin stressed a concern with granting the waiver on the wetlands delineation and relying on staff to catch this if the house isn't built in the location shown and rely on a note on the plan.

JoAnn Duffy stated for residential, when they submit a building permit they need to show the setbacks and they would need show the wetland setback and prove that there is no wetlands there.

Colleen Mailloux stated that looking at the plan, the way it shows the edge of the wetlands, she would assume everything East to that is all wetlands.

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Board discussed the note being added to the condition of approval and noted on the plan of the area was not delineated and an arrow or a note to be clear to the area.

Joe Wichert stated he can add a note on the plan of limited area of wetlands were delineated.

Colleen motioned to approve the requested waiver for the full wetland delineation based on the discussion and the conditions being added for the note on the plan and that it is in the spirit of the regulations and would not diminish the property values. Seconded by Joshua Douglas.

Joe Wichert read the reasons they are requesting the waiver is the edge of the existing house and the nearest point of the wetlands is delineated. The area that was delineated meets the Town requirements for a buildable lot and is shown on the plan. Cost to delineate entire site would be a hardship and has no benefit to the project. Any upland wetlands beyond the delineated edge would requires a wetlands permit to access them.

Vote on motion to grant the waiver, all in favor, (7-0-0), motion carries.

Waiver for Lot line is greater than 10 degrees where it meets the Town right-of-way:

Joe Wichert stated the new lot line intersects the ROW at angle greater than 10 degrees to avoid getting a variance. The subject parcel has enough frontage for 2 lots. Building sight for new lot is approximately 500' from road so waiver should not cause a problem with the new house.

Barbara Griffin motion to grant the waiver based on the presentation and on the applicant's application and waiver checklist. There is no harm to the public or safety issues and is in the spirit of the regulations and there is no diminish to the surrounding property values, and substantial justice would be served. Seconded by Joshua Douglas, vote all in favor, (7-0-0), motion carries.

Board discussed whether they should add a condition relative to the impact of the existing structure within the outer 50' buffer or leaving it up to staff to determine if they need to go to the ZBA or come back to the Board.

Barbara Griffin stated that it would be a conditional use permit in the outer buffer and would not go to the ZBA. Board discussed how to proceed and whether to continue the application.

Scott Ozana stated Patty caught the other one on the other application and is not sure why this wasn't caught or if there was a different requirement.

Joe Wichert disagreed that this would need any approval as the 100' setback wouldn't begin until the plan is signed and recorded as now there is no setback requirement due to the age of the property. Joe stated he has never done a CUP for an existing setback of a structure.

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Tim Redmond stated because it is creating new lot lines it falls under the requirement.

Collee Mailloux stated the other application needed a variance because it wasn't allowed and this is something the Planning Board would review and may be a different criteria.

Tim Redmond stated if we all think this is okay but if they do need a conditional use permit and you come back to the Board, I believe the Board would approve. Tim stated if we approve tonight it would be a staff decision for them to come back.

Scott Ozana stated he would leave it to the Planning Department as he is not the best with the Zoning Ordinance.

Barbara Griffin stated she would add to the conditions of approval that the stormwater management plan be submitted and approved to the satisfaction of DPW and also that the well radius be shown on the plan.

Colleen Mailloux stated and also add to condition number 17, that the entire plan has not been evaluated for the existence of wetlands and any development shown outside of what is shown on the approved plan needs to be delineated for wetlands prior to the issuance of a building permit and note and label on the plan that the edge of the wetlands shown is the limited area of the delineated wetlands.

Colleen Mailloux motioned to approve the subdivision plan finding that it meets the findings of fact of the development review regulations and the zoning ordinance with the following 17 conditions, seconded by Richard Freeman. Vote all in favor, (7-0-0), conditions are as follows:

- 1. Note on the plan the Board's final written decision, including any waivers, conditional use permits, and outstanding conditions of approval, or conditions subsequent, as required by Chapter 266 (SB 189).**
- 2. Include appropriate professional stamps and signatures.**
- 3. Provision of digital files, AutoCAD submission on North American Datum of 1983 (NAD 83) and North American Vertical Datum of 1988 (NAVD 1988).**
- 4. Review and determination that the plan does not exempt the applicant from obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.**
- 5. Review and determination the plan does not exempt applicant from the obligation to meet all applicable required approvals and permitting, including, but not limited to Public Utilities, Wetlands, Shoreland, Stormwater, NHDES, US EPA, US Army Corps of Engineers, etc.**
- 6. Provide PDF and DWG of the approved plans.**
- 7. A deed shall be recorded within six months of planning board's recording of the plan, if applicable.**

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8. **Payment of Impact Fee of \$8,871 for new single-family home prior to issuance of Certificate of Occupancy Permit.**
9. **Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan shall be provided to the Planning Department.**
10. **Goffstown Village Water precinct approval required for new hook-up.**
11. **Drainage maintenance agreement required.**
12. **Driveway permit required from DPW.**
13. **Street excavation permit required from DPW for all excavation work to be perform in ROW.**
14. **Add a note to the plan indicating that the entire site has not been evaluated for the existence of wetlands and any development shown outside of what is shown on the approved plan needs to be delineated for wetlands prior to the issuance of a building permit.**
15. **That the stormwater management plan be submitted and approved to the satisfaction of DPW.**
16. **Show the well radius on the plan for the new lot.**
17. **This entire plan has not been evaluated for the existence of all the wetlands and any development shown outside of what is shown on the approved plan needs to be delineated for wetlands prior to the issuance of a building permit. It shall be noted and labeled on the plan that the edge of the wetlands shown is the plan is the limited area of the delineated wetlands.**

Other Business:

Board agreed to cancel the February 26th meeting and have the next meeting on March 12th.

Board discussed the proposed changes to the Development Regulations. JoAnn Duffy will email to The highlighted sections of Development Regulations that are changing to the Board for them to review. The Board will email JoAnn and proposed changes. Some of the Zoning Ordinance changes may affect the Development Regulations and should wait for those changes after Town Meeting. The Development Regulations will be added to the March 12th Meeting.

Adjournment:

Joshua Douglas motioned to adjourn, seconded by Colleen Mailloux. Vote all in favor (7-0-0), motion carries. Meeting adjourned at 8:30 pm.

Respectfully Submitted,
Patricia Gale, Planning & Zoning Assistant

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PLANNING BOARD.