Lyme Planning Board Minutes
7/9/2026

Board Members and Staff Present: Richard Menge Chair; Vicki Smith, Vice Chair; Jeff Valence, Member; David Robbins, Planning and Zoning Administrator.

Board Members Absent: Nathaniel Niles, Member; David Kahn, Select Board Representative; Hebe Quinton, Alternate;

Members of the Public Present: Ray Clark, Daniel Haedrich

Item 1: Acceptance of minutes from 6/11/2026
Vicki Smith moved to approve the minutes as amended
Jeff Valence seconded the motion.
Rich Menge called for a vote and the motion passed unanimously.
Because both Vicki Smith and Jeff Valence were, absent for the 6/25/16 meeting, the Board decided to table the minutes for 06/25/26 until the meeting on July 23, 2026.

Item 2: Ray Clark, 25 Union Street, Cottage courts.
Ray Clark and Daniel Haedrich discussed with the Board the concept of Cottage Courts. Cottage Court developments often include a group of small (1 to 1.5-story), detached structures arranged around a shared court. Mr. Clark is interested in using this type of development on his property at 25 Union Street. Mr. Haedrich gave the Board several draft ordinances for from towns in New Hampshire for Cottage Courts, he believed that there was a model ordinance written by one of the Regional Planning Commissions. Mr. Haedrich agreed to find the model ordinance and sent it to the Board.

Item 3) Zoning Ordinance amendments
Section 4.46 Conversions

The Board continued working on section 4.46. Nat Niles had provided an updated draft with the changes from the previous meeting.

In the draft document, Gross Floor Area determines the maximum number of units for an existing building. The Zoning Administrator pointed out that there are three Gross Floor Area definitions in the Ordinance, none of them defined as Gross Floor Area. The Board concluded that they should replace the three definitions with a single Gross Floor Area definition as follows:

Gross Floor Area. The sum of the gross floor area of each of a building's floors measured from the interior limits of the structure where there is at least six feet in height between the floor and the ceiling.

The Board noted that they should address the issue of having more than one principle building. Currently section 4.41 states:

4.41 **Principal Building and Activity on Lots.** There shall be only one principal building and one principal activity on a lot unless otherwise approved under the lot size averaging subdivision provision (Section 5.11 D.), the multi-dwelling and conversion provision (Section 4.46), Senior Housing (Article XIII), or the planned development provision (Section 4.49).

Section 4.46 will need to be amended to specifically allow more than one principle building and use resulting from a conversion.

It was also noted that under the current proposed language, a building under conversion, may not be expanded over 15 % even if the building is under the maximum building footprint for the lot. The Board felt that the original intent of the 15% expansion was to be able to expand a building 15% over the maximum building footprint if the expansion is necessary to support the conversion. The Board changed the wording of the section title to the following to address the issue:

Limited Expansion On Lots With Existing Structures That Exceed The Maximum Building Footprint For The Lot.

Vicki Smith noted that the entire Senior Housing Section needs removal after being vacated by the actions of the state legislature.

The meeting adjourned at 9:04 pm.

Respectfully Submitted,
David A. Robbins
Lyme Planning and Zoning Administrator.