

MINUTES
CORNISH PLANNING BOARD
JULY 16, 2026

The Cornish Planning Board met on Thursday, July 16, 2026, 7:00 p.m., at the Cornish Town Offices. Members present were Bill Lipfert, Chair, Everett Cass, Jonathan Glass, Gillian Goodwin, and Kellie Patterson Parry; Linda Rice, Alternate; Dillon Gallagher, Selectman; and Heidi Jaarsma, Secretary.

Debra Admas, George Edson, and Glen McKinstry also attended the meeting.

Bill Lipfert called the meeting to order at 7:00 p.m. Heidi Jaarsma announced that the Andrew Johnson had called earlier in the week to inform the Board that he would like to reschedule the preliminary discussion for a future meeting.

Approval of Minutes

Kellie Patterson Parry made a motion to approve the 6/18/2026 minutes as presented. Everett Cass seconded the motion, and the vote of the Board was in the affirmative, 6-0.

Debra Adams – Discussion re: Driveway Permit Approval, Parsonage Road

Glen McKinstry, contractor for Ms. Adams, discussed the two driveway permit approvals for adjacent properties owned by Ms. Adams and shown as “Lot 3” and “Lot 4” on the subdivision plat entitled “Subdivision Plan of Land Owned by Lawrence Stern and Benjamine Lindberg” dated October 1, 2006. Mr. McKinstry stated that the driveway to “Lot 3” had been installed per the driveway permit approval. The Road Agent had stated on the approval that no culvert was required for “Lot 3”. Bill Lipfert, who reviewed the driveway permit applications with the Road Agent, explained that this is because the “Lot 3” location is immediately downstream of a road ditch “plug” associated with an existing cross-road culvert. As such, all water flowing in the road ditch is diverted from the west side to the east side of Parsonage Road immediately above the proposed “Lot 3” driveway location and therefore no culvert is required. This differs from what is shown on the approved subdivision plan. With regard to “Lot 4”, Mr. McKinstry asserted that blasting would be needed in order to install the 18” culvert required by the driveway permit approval for “Lot 4”. He posited that the blasting required would negatively impact the road. Mr. McKinstry proposed accessing “Lot 4” from the existing driveway serving “Lot 3” thus eliminating the curb cut on “Lot 4”. This represents a deviation from the approved subdivision plan.

Bill Lipfert stated that the regulations allowed two lots to share one drive. Dillon Gallagher asked Mr. McKinstry if the current curb cut on “Lot 4” would be restored and re-vegetated. Mr. McKinstry answered in the affirmative. Mr. Gallagher informed Mr. McKinstry that someone was currently living on one of the parcels in a trailer without a camping permit. Mr. Gallagher stated that the violation was an enforcement issue for the Select Board and advised Mr. McKinstry to meet with the Select Board regarding a camping permit.

Heidi Jaarsma said that the proposed change of use from serving one to serving two residences would require a new driveway permit application for “Lot 3” be submitted. She added that although both lots were in Ms. Adams’ name, it would be advisable to grant a deeded right of way, including metes and bounds of the proposed shared driveway alignment, to “Lot 4” over “Lot 3” should the shared drive permit be approved. All other requirements included in the 2006 subdivision approval would remain in effect if the new driveway permit application is approved.

Bill Lipfert reminded Mr. McKinstry that a driveway upslope was required at the juncture with the Town road and that for the purposes of sight line improvements, brush removal would be required to a setback of ten feet along 300’ of Parsonage Road to the north (to the approximate location of formerly-proposed “Lot 4” driveway)

Edson Family Trust – Preliminary Discussion re: Request for Preliminary Waiver of Annexation Requirement 3e. Complete Boundary Survey

George Edson requested for a waiver of the requirement for the entire boundary survey of both lots for the proposed annexation previously discussed. He stated that the current survey he possessed was drawn from existing plans and deeds, but that no groundwork had been performed. Both lots, he continued, were large and a small error would not create a violation of the minimum lot size for either parcel. He added that no lots were to be reconfigured, only a line removed. Mr. Lipfert said that the proposal was a good case for a waiver and reminded Mr. Edson that preliminary waivers were non-binding but represented the Board’s position based on the available facts.

Heidi Jaarsma discussed the hearing schedule and suggested that since the August business meeting may be cancelled due to an anticipated lack of a quorum, Completeness Review and Public Hearing could be scheduled on the same date should Mr. Edson make a request as such. Mr. Edson indicated that he would like to request a Completeness Review and Public Hearing scheduled on the same date.

Everett Cass made a motion to grant a preliminary, non-binding waiver of Annexation Requirement 3e and to hold the Completeness Review and Public Hearing on the same date. Kellie Patterson Parry seconded the motion, and the vote of the Board was in the affirmative, 6-0.

Other Business

Everett Cass made a motion to cancel the August 20, 2026, meeting due to an anticipated lack of a quorum. Jonathan Glass seconded the motion, and the vote of the Board was in the affirmative, 7-0. Heidi Jaarsma stated that due to the number of Board members who volunteer at the Cornish Fair, a quorum is always a problem at the third Thursday August meeting and suggested that the Board change its rules of procedure to meet once in August with the first Thursday of that month being a regular meeting.

Dillon Gallagher said that the Zoning Ordinance and Driveway Regulations were in conflict. The Driveway Regulations give regulatory authority to the Planning Board while the Ordinance

gives regulatory authority over driveways to the Selectmen. Bill Lipfert stated that a complete review of the Driveway Regulations is needed by the Board and should be included on Board agendas over the coming months.

Bill Lipfert discussed a driveway on East Road that received a permit for agricultural use but appears to have construction associated with more intensive use. Mr. Lipfert also recapped two recent Zoning Board hearings which he had attended. Both hearings resulted in denials.

Jonathan Glass made a motion to adjourn. Everett Cass seconded the motion, and the vote of the Board was in the affirmative, 6-0.

Respectfully submitted,

Heidi M. Jaarsma