



**TOWN OF CARTHAGE
PLANNING BOARD
June 4th, 2026
6:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA** - Members of the board may remove or add items to the agenda prior to commencing the meeting. Motions/votes are not required to approve the agenda but there must be unanimous consent before proceeding.
- 5. CONSENT AGENDA** - All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Planning Board to remove an item from the consent agenda and place it on the regular agenda.
 - a. Approval of minutes from May 7th, 2026, Regular Meeting Minutes.
- 6. PUBLIC COMMENT** - Members of the public may use this time to address the Planning Board with any presentations, questions or concerns. Those who wish to speak should fill out the sign-up sheet in the building's entryway to be recognized during the public comment session or raise their hand and wait to be recognized by the presiding member. All public comment made as part of a public hearing should be withheld until the public hearing has begun and the floor is given to public comments. The chairperson may place time limits on speakers prior to the start of the public comment session.
- 7. OLD BUSINESS**
 - a. No old business.
- 8. NEW BUSINESS**
 - a. No new business.
- 9. OTHER BUSINESS OF THE BOARD**
 - a. No other business.
- 10. ADJOURNMENT**

Town of Carthage

May 7th, 2026

Regular Planning Board Meeting Minutes

1. Call to Order

The meeting was called to order by Bill Smyth at 6:00 p.m.

2. Invocation

The invocation was led by Ian Lungair.

3. Pledge of Allegiance

The Pledge of Allegiance was recited in unison.

4. Approval of Agenda

Bill Smyth opened the floor for additions or removals to the agenda. No changes were requested.

Motion to approve the agenda was made and seconded. The motion carried unanimously, 5-0.

5. Consent Agenda

a. Approval of Minutes from April 2nd, 2026, Regular Meeting Minutes

Mr. Smyth asked whether all board members had reviewed the April 2nd minutes and whether any corrections were needed. No errors or changes were identified.

Motion to approve the minutes from the April 2nd, 2026, Regular Meeting was made by member Christopher Denfield. The motion carried unanimously, 5-0.

6. Public Comment

Bill Smyth opened the floor for public comment. No members of the public came forward to speak. Member John Ferrari noted that it was member Victoria Riddle's birthday, which was acknowledged warmly by those present.

7. Old Business

a. No Old Business

There was no old business to address.

8. New Business

a. S-04-26: Site Plan Review for 801 Monroe Street; Parcel #00005174, Zone: B-2; Petitioner: Nick Gollifer

Mr. Smyth introduced the item as a site plan review for 801 Monroe Street and turned the floor over to Town Planner, Jennifer Locklear for a staff presentation. The proposed development involves a multi-tenant commercial building in the B-2 zone, with tenants understood to include a Dunkin' Donuts (approximately 2,000 sq. ft.) and two retail spaces (approximately 1,500 sq. ft. each).

Parking and Site Capacity

Member John Ferrari raised the question of parking adequacy, drawing on his experience in Hopkinton, Massachusetts, where Dunkin' Donuts locations consistently underestimated parking demand. He noted that even drive-through-oriented locations see customers park and walk in rather than use the drive-through lane, consuming spaces that weren't anticipated. He asked whether the site had any flexibility to accommodate additional parking if needed in the future. Planner, Jennifer Locklear, indicated there appeared to be some capacity between the minimum and maximum impervious surface thresholds (referenced as 54% to 70%), suggesting room for expansion.

Traffic and Access

Member Victoria Riddle expressed significant concern about ingress and egress at the Monroe Street location, noting that her office is adjacent to the property. She described the current conditions as already difficult — particularly given the site's position near a hill, which creates blind spots for drivers attempting to enter or exit. Member Corey Deibel echoed this concern, emphasizing that the combination of the hill and the shared entry/exit point could create dangerous traffic backups, especially for a high-frequency use like Dunkin' Donuts.

Member Riddle noted that a turning lane improvement is planned in front of nearby properties on Monroe Street and expressed hope that it would extend to this parcel, which would help mitigate traffic stacking. The board also briefly discussed the possibility of a secondary access point via Clark Street to allow drive-through customers to exit without returning to the Monroe Street entrance.

Pedestrian Infrastructure

Member Ian Lumgair raised concerns about pedestrian safety along Monroe Street, noting increased foot traffic in the corridor between Food Lion, Dollar General, and nearby residential areas. Mr. Lumgair observed that existing sidewalk infrastructure along the road is inadequate in places. Planner Locklear confirmed that a sidewalk is planned in front of the new building. However, concern remained about the continuity of safe pedestrian access on the opposite side of the street.

Utilities and Stormwater

Member Deibel asked whether the existing water and sewer infrastructure could support the increased demand from the development, particularly for fire suppression. It was generally understood that the connections exist, though the capacity question was noted. Mr. Deibel also raised concerns about stormwater runoff and the porosity of the impervious surface given that a water basin is located immediately behind the site. Mrs. Locklear indicated it was awaiting an environmental report to address this matter.

Pending Reports and Timing

Members Deibel and Ferrari both expressed a preference for having all outstanding reports — specifically a DOT traffic study and an environmental/stormwater report — in hand before approving the project. Town Planner, Jennifer Locklear, acknowledged the outstanding items but clarified that the petition met the requirements of the Unified Development Ordinance (UDO) as presented. The board discussed what authority they had in light of UDO compliance, and ultimately understood that the applicable motion before them was to act on the petition as presented.

Motion to approve S-04-26 as written and presented was made by ETJ Member Victoria Riddle and seconded by John Ferrari. The motion carried unanimously 5-0.

9. Other Business of the Board

a. Upcoming School of Government Training on May 14

Jamie Sandoval, Clerk to the Planning Board, announced an upcoming School of Government training scheduled for May 14, from 1:00 to 4:00 PM, to be held via Zoom. Member Ferrari asked whether attendance could be done remotely rather than requiring members to gather at a specific location. It was indicated that members could participate from their own locations. Member Deibel expressed interest in receiving the Zoom link.

10. Adjournment

Motion to adjourn was made by Member John Ferrari and seconded by Ian Lumgair. The motion carried unanimously, 5-0. The meeting was adjourned at 6:33 PM.