

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2017  
FEBRUARY 21, 2017**

**APPROVED**

Members Present:

Dave Collier, Chairman  
Roger Sample, Vice Chairman  
Virgil MacDonald, Selectmen’s Representative  
Russell Wilder, Member

Others Present:

Nic Strong, Town Planner

**CALL TO ORDER**

Dave Collier called the meeting to order at 6:00 p.m.

**APPROVAL OF AGENDA**

Dave Collier asked if there had been any changes in the agenda. Nic Strong stated under **Other Business**: #4. and #5. j. and k. were added since the agenda was posted.

**Virgil MacDonald moved to accept the Agenda as amended.  
Russ Wilder seconded the motion, and it PASSED unanimously.**

**COMPLETENESS REVIEW OF APPLICATION AND PUBLIC HEARING IF APPLICATION IS ACCEPTED AS COMPLETE**

<b>Case # P17-01 Steven J. Smith &amp; Assoc., Inc./William Stack, P.E., Agent for Right Field Develop., LLC c/o Richard D’Angelo</b>	<b>Map 8 Lot 45 Residential/Commercial (RC) Zone</b>	<b>Final Major Site Plan, Phase II 166 Wolfeboro Hgwy./Rte. 28</b>
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Present were Bill Stack, P.E., of Steven J. Smith & Associates, Inc., and Richard D’Angelo, Owner. Nic Strong stated that this application was Phase II of a phased plan, in which Phase I was approved back in July 2016 for a car wash. She further explained that the remaining four (4) units were part of Phase II and what was proposed for two (2) of the units was a hair salon and a dog groomer. The two (2) remaining units were indicated as retail so the parking spaces could be calculated for the Phase II plan. Nic Strong went on to read the definitions from the Zoning Ordinance for a “Barber or Beauty Shop” and “Dog Groomer or Trainer.” She also pointed out that the Planner Review listed the submission items that came with the application and the items that the regulations require for a completed application, and if it were determined to be complete, it would require the Board’s action by April 28, 2017. Dave Collier confirmed with Nic Strong that there were no waivers.

**Russ Wilder moved to accept the application as complete.  
Roger Sample seconded the motion, and it PASSED unanimously.**

Dave Collier asked the Board if they had any questions, they did not. Dave Collier then opened up the hearing to the applicant. Bill Stack, P.E., of Steven J. Smith & Associates, spoke on behalf of the applicant. Bill Stack, P. E., stated that he did provide an Existing Conditions Plan to Nic Strong back in

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January. He mentioned that the stone slope was established. Bill Stack, P.E., further went on to explain why some of Phase II was completed along with Phase I; the lighting was installed inside the units along with the outside lighting. He also stated that they applied for an amended DOT driveway permit. Bill Stack, P.E., stated that unit two was designated for the dog groomer and unit three was designated for the hair salon. He mentioned that there was a walkway shown on the Phase II plan that was not shown on the original site plan, they rearranged the parking to accommodate the small changes to the driveway, and the plan indicated where the landscaping was going. He also mentioned that they started some of the landscaping in the islands located near the driveway. Bill Stack, P.E., also shared that the shape and size of the retention basin was somewhat different than the original design, but he had re-run the calculations and it would function as designed. The leach field needed to be upgraded. Roger Sample pointed out that the plan stated "proposed leach field." Bill Stack, P.E., stated that he did get the operational approval and it should not state "proposed."

Virgil MacDonald asked if the slope on the driveway was steep enough so that rainwater or ice melt would not flow across and cause problems for the American Legion, an abutter. Bill Stack, P.E., stated that they had anticipated such an issue, and planned accordingly, but it would not be any worse than it was now. Virgil MacDonald asked Bill Stack, P.E., what their plans were for out front of the building, besides the walkway. Bill Stack, P.E., stated that a grass lawn will be laid out up to the walkway.

Russ Wilder made note of the comment from the planner review regarding the signage and whether or not it had been resolved. Bill Stack, P.E., stated that part of that was generated from the original site plan with the elevation view, in which it indicated a 3' x 8' sign, but in fact, that is not the exact size and was only to be used for a reference point. Bill Stack, P.E., stated that Richard D'Angelo had shown some interest in a reader board with small signs on one corner of the front part of the building for the smaller businesses, and a small sign above each business. Russ Wilder thought that it would be helpful to have the elevation showing an approximate location for the sign and state on the plan what the size of the sign needed to be so that any other potential renters/leasees knew what they were getting into. It was noted that there was a note on the plan that signage would have to meet zoning requirements.

Russ Wilder also brought up the question Virgil MacDonald had about the drainage and making sure the plan showed directional flow and run-off. Bill Stack, P.E., commented that it was not indicated on the current plan, but he could put the flow arrows and elevations on a revised plan. Russ Wilder commented on the lighting plan and that Bill Stack, P.E., stated earlier that the electrical was done on the inside at the same time the lighting was done on the outside and that it should reflect as such on the plan. Bill Stack, P.E., stated that there were some lights that had not been installed out front of the building, but the lights in the island were installed instead of on a lamppost, and there was a light on the side of the building and also the light pole from the Legion. Russ Wilder asked to have those lights indicated on the plan and that they show no light spill off. Bill Stack, P.E., stated that the lights were lower to the ground. Richard D'Angelo stated that all of the lights were indicated on the original plan. He noted that in order to light the carwash (Phase I), it had been necessary to install lights leading to it (Phase II).

Russ Wilder asked Bill Stack, P.E., about snow storage. Bill Stack, P.E., stated that it was on the original site plan, and that he will add it to the final plan. Russ Wilder then asked about the width of the paved portion behind the building, because it was not indicated on the plan. Bill Stack, P.E., stated that he would add that also. Russ Wilder mentioned that the fire department did not mention anything about

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the fire apparatus being able to access the building in their comments, but they did comment about interior things like alarms and how they were linked together.

Dave Collier inquired if the landscaping was indicated on the plan. Bill Stack, P.E., stated yes, and that they were adding trees. Dave Collier stated that he saw trees indicated on the plan, which will be out front of the building, and confirmed with Bill Stack, P.E., that they do currently exist. Russ Wilder asked what the circles were with the “v” and wondered if they indicated landscaping. Bill Stack, P.E., stated yes and there was an “f” with a circle around it and also an “e” with a circle that indicated the landscaping. Russ Wilder had a couple of issues in which the size of the trees should be at least three inches or at least four inches not two to three inches or three to four inches, because that is what the regulations require. He also stated that there are regulations on what species of trees should be planted; for example, they should be salt tolerant. Richard D’Angelo stated that they did start the landscaping, but with the coming of winter and all the snow, they could not continue until the spring.

Russ Wilder was wondering if they could approve everything that was left for Phase II at tonight’s meeting, or whether the applicant would need to come back if by chance there was a business that wanted to rent out one of the available units and they were not a retail business. Nic Strong stated that her comment had to do with the note that was written on the plan that said future tenants “shall” require a site plan review, and that she suggested it state that it “may” require a site plan review. If it was a business that was not retail and it did not increase traffic, parking, or increase the things the site plan regulations would require a site plan for, then they would not need to come back before the Board. Dave Collier agreed with Nic Strong.

Russ Wilder brought up off-street parking and the number of spaces available for customers and employees to park, which according to the plan was 25. Bill Stack, P.E., mentioned that according to the plans, the spaces were configured using a 300 square foot to one parking space ratio. Virgil MacDonald pointed out that the Legion used some of those spots when they have an event, and that the customers would probably use some of the spots in the Legion parking lot at times. Russ Wilder questioned if the number of spaces was adequate. Richard D’Angelo spoke about the fact that the Legion does have their own parking spaces, but he had been letting them use his property to park because they do not have enough spaces for their own use when they have events. Richard D’Angelo also stated that he cleared an area on the right-hand side of the pond and had been allowing the Legion to utilize that space so their customers do not spill onto his land. He said they configured the 25 parking spots and put into consideration the possibility of adding more in the future. Dave Collier asked about operating times that might conflict with the Legion’s events. Richard D’Angelo stated that it was no different from his previous comment and it should not matter because the 25 spots are for his property. He said that the Legion currently used his land because there was not anybody currently occupying it, other than the carwash, and were given permission to use it. Russ Wilder asked how many chairs would be in the salon and Richard D’Angelo stated there would be three. Russ Wilder stated he had no problem with the number of spaces.

Russ Wilder addressed the site’s landscaping and pointed out that the site plan indicated 68% landscape greenspace had been provided, and wondered if that was correct because there was a 15% requirement according to the regulations. Bill Stack, P.E., stated his partner had mapped that and is included the remainder of the site.

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Russ Wilder mentioned the drainage report and the fact that the detention pond was different than what was originally proposed. Bill Stack, P.E., stated that it was unfinished and they still had some more things to do like install the outlet drop riser and some landscaping. Russ Wilder wanted to know if the pond was going to be finished the way it was stated on the original plan. Bill Stack, P.E., stated yes, but there would be less volume. Dave Collier stated that Bill Stack, P.E., should submit the new drainage calculations to Nic Strong so she may pass them along to the town engineer for a review.

Dave Collier stated to Bill Stack, P.E., that some of the information was listed on a detail sheet on Phase I and asked if he could adjust it with the new information and resubmit it to Nic Strong. Bill Stack, P.E., stated that due to the weather constraints, he would add the new information according to the original design and get it submitted, and Dave Collier was ok with that.

Dave Collier asked if the groomer was proposed to be just a grooming and day kennel type of business. Richard D'Angelo stated that it was strictly grooming and obedience training with no over-night stays and all training would be done inside.

Russ Wilder asked whether the leach field had been built and if it was operational. Richard D'Angelo stated that it had not been built yet, but it would be built within the next few weeks when the weather was more cooperative. Roger Sample asked if they had received an operational approval. Richard D'Angelo stated he had received Approval for Construction. He stated that the only thing working now was the old system they tied into, which would be removed when the new system was installed. Russ Wilder asked if the carwash was separate. Richard D'Angelo stated that the new leach field would take care of the whole building and has nothing to do with the carwash operations.

Russ Wilder commented that the hours of operation for the carwash were 24 hours/7 days a week and asked what the other businesses hours were. Richard D'Angelo stated that he spoke to the other business owners and they thought they would be open from 7:00 am – 8:00 pm, but advised them to put 6:00 am to 12:00 am. Russ Wilder questioned the hours of operation and was concerned that the hours should be within the ordinance for the Residential Commercial Zone. Russ Wilder thought that Richard D'Angelo should give his tenants as much flexibility with the hours of operation as he could, obviously within the parameters of the ordinance; Dave Collier agreed. The hours of operation were concluded as 6:00 am to 12:00 midnight.

Russ Wilder wanted to discuss the active and substantial development and substantial completion of the site and believed that they were almost completed. It was determined that parking lot striping, installation of the septic system, and completion of the detention pond would fulfill both categories of completion of the development.

Dave Collier opened up the floor for public input. No public input. Dave Collier closed the floor for public input.

**Virgil MacDonald moved that after due hearing, the Alton Planning Board hereby approves Case #P17-01 for Right Field Development, LLC, for a Final Major Site Plan Review for Phase II of a phased site plan at Map 8 Lot 45, for a Hair Salon, Dog Groomer and future retail space as submitted, with the following Conditions Precedent and Subsequent Conditions:**

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**CONDITIONS PRECEDENT**

The following conditions precedent must be satisfied prior to the Planning Board Chair signing the plans:

1. **Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections, and any corrections as noted at this hearing.**
2. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of X sheets: [to be listed and dated by the applicant on the site plan itself]. In combination these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
3. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the February 21, 2017, Notice of Decision on file at the Town of Alton Planning Department.**
4. **Receipt of amended driveway permit approval from NH DOT prior to plan signing by the Planning Board Chair.**
5. **Receipt of Special Exception approval for the Kennel use from the Town of Alton Zoning Board of Adjustment prior to plan signing by the Planning Board Chair.**
6. **Receipt of approval from KV Partners, LLC, of the revised drainage calculations and detention pond plan at the applicant's expense.**

**SUBSEQUENT CONDITIONS**

The following subsequent conditions shall be met during construction and on an on-going basis:

1. **All site improvements are to be completed as per the approved site plans, including replacement of the water line as noted in the Water Department's letter of June 21, 2016 (Phase I approval), and the requirements as listed in the Fire Department's letters of June 10, 2016, and February 10, 2017.**
2. **The hours of operation for the car wash facility are 24 hours, 7 days a week. The facility may be staffed from time to time during normal business hours of 7:00 a.m. to 5:00 p.m. as needed. The hours of operation for units #1 through 5 shall be 6:00 a.m. to 12:00 midnight.**
3. **Future building tenant occupation and use of future space may require Planning Board approval per the current Town of Alton Site Plan Review Regulations.**
4. **The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations.**

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5. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.
6. A site plan which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.
7. Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within twenty-four (24) months.
8. Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.
9. No site may be occupied or used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Code Official in accordance with Section 1.22 of the Site Plan Review Regulations.

**ACTIVE AND SUBSTANTIAL DEVELOPMENT OR BUILDING AND SUBSTANTIAL COMPLETION OF IMPROVEMENTS**

1. Within 24 months after the date of approval, the following items must be completed in order to constitute "active and substantial development or building" pursuant to RSA 674:39,I, relative to the 5-year exemption to regulation/ordinance changes: septic system installation and receipt of approval for operation from NH DES; parking space/parking lot line striping; detention pond completion
2. The following items must be completed in order to constitute "substantial completion of the improvements" pursuant to RSA 674:39,II, relative to final vesting: septic system installation and receipt of approval for operation from NH DES; parking space/parking lot line striping; detention pond completion

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions that are required prior to signing the site plan. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board per Section 1.14 of the Town of Alton Site Plan Review Regulations.

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**Russ Wilder seconded the motion.**

Discussion: Dave Collier stated that it was mentioned that the septic plan was done by Jones & Bach, and he worked for them as a surveyor, but did not do the design. The Board had no problem with Dave Collier acting on the application and the applicant did not indicate any concerns.

**The Chairman called for a vote and the motion PASSED unanimously.**

<p><b>Case # P17-02 Land Tech. Svc. Corp./Bryan D. Berlind, LLS, Agent for John W. Jeddrey, Jr.</b></p>	<p><b>Map 19 Lots 18 &amp; 18-1 Rural (RU) Zone</b></p>	<p><b>Final Minor Subdivision 476 Roberts Cove Rd./Rte. 28</b></p>
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Present were Bryan D. Berlind, LLS, of Land Technical Services Corporation, John W. Jeddrey, Jr., Owner, his two sons, and Elizabeth Remage-Healey, an abutter. Nic Strong stated this was considered a minor subdivision because there were only two lots proposed; one of the lots would keep the existing house, and the other lot would involve the existing excavation business. She informed the Board that they had a list of things that were submitted with the application and a list of things required for a completed minor subdivision. Nic Strong mentioned that three (3) of the items under the current regulations required for completeness had waivers requested and that those needed to be addressed before accepting the application as complete. She further mentioned that there were some additional waiver requests based on the plan review that had to do with the content of the plan, which would then be considered once the Board got into the details of the application after it was accepted as complete.

Dave Collier had a question about the review that mentioned a missed abutter. Nic Strong stated that there was an abutter not listed on the abutter’s list, so the office sent out a letter to the missed abutter requesting them to send back the letter, signed, if they were ok with the late notice. She informed the Board that the office received notification back from the missed abutter, Les Beckwith, that stated he was ok with the meeting being held on the scheduled date; Nic Strong then read the letter for the record.

Dave Collier confirmed with Nic Strong that there were two waivers. Nic Strong stated that the first waiver had to do with completeness, in which they requested to waive the soils map, utilities plan map, and soils report. She mentioned that the Board should have the letter dated January 25, 2017, which was revised on February 21, 2017. Russ Wilder mentioned that the waivers did certify that the land that abuts Route 28 had one and a half acres of buildable area. Dave Collier clarified with Bryan Berlind, LLS, that the 24” x 36” sheet would be used for the subdivision plat. Bryan Berlind, LLS, stated that he had a revised waiver request, which included an additional request to the application based on the Planner Review. Bryan Berlind, LLS, asked if he could speak to the waivers. Roger Sample asked if they had accepted the application yet. Dave Collier stated they did not accept the application yet; once the application was accepted, they could talk further. Nic Strong stated they needed to wait until the application was accepted, unless the waiver they wanted to speak about had to do with completeness. Dave Collier allowed them to come forward to speak about the waivers to do with completeness. Russ Wilder noted that the revised request included a waiver to wetlands mapping, putting abutters’ addresses on the plan, and showing abutting parcel lines.

**Russ Wilder moved to grant the Waivers to Section IX D. MINOR SUBDIVISION, 2. FINAL MINOR SUBDIVISION APPLICATION, h. 1), 3), and 4), and i; C. MAJOR SUBDIVISION -**

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**FINAL APPLICATION, 8. a. 7), 17) and 19), as shown on the January 25, 2017, letter, which was revised on February 21, 2017.**

**Virgil MacDonald seconded the motion, and it PASSED unanimously.**

**Russ Wilder moved to accept the application as complete.**

**Virgil MacDonald seconded the motion, and it PASSED unanimously.**

Dave Collier asked the Board if there was any discussion. No discussion. Dave Collier then opened the Public Hearing up to Bryan Berlind, LLS, agent for John W. Jeddrey, Jr.

Bryan Berlind, LLS, from Land Tech. Service Corp., with an office in Ossipee, was there on behalf of John W. Jeddrey, Jr., and his two sons. Bryan Berlind, LLS, went on to inform the Board that John W. Jeddrey, Jr., owns a 75-acre tract of land with frontage on Roberts Cove Road and Route 28. Bryan Berlind, LLS, stated that John W. Jeddrey, Jr., would like to separate the excavation business from his house by subdividing according to the line indicated on the plan if approved. The connector road was for convenience only between the residence and the gravel pit. John W. Jeddrey, Jr.'s, frontage on the residential lot was in compliance and the frontage for the gravel pit was in compliance. Per the 75% rule in the zoning ordinance, they had delineated a 1.5-acre area of suitable land that does contain the home, septic system, and well, and they designated 1.5 acres as suitable buildable land to build another house on the "excavation lot" although no construction is currently proposed. The proposed residential lot will be 23 acres and the proposed commercial lot will be 52 acres, which is much larger than the minimum requirements in the district. Russ Wilder asked if it was all in the Rural Zone. Bryan Berlind, LLS, stated yes. Bryan Berlind, LLS, stated that John W. Jeddrey, Jr., had no foreseeable development plans for the proposed residential lot in the near future, but was contemplating expanding the gravel pit and adding a steel building sometime in the future.

Russ Wilder commented on note 10 from the planner review that indicated all the dimensions shown on the plan are a plus or minus and that it was an unusual note, especially since the surveyor provided bearings and distances and certified that the plan conformed with the NH Board of Licensure minimum standards for boundary surveys. He further stated that distances along the brook are understandably shown with the plus or minus symbol, so because there are conforming standards, all dimensions shown as a plus or minus might be inappropriate. Dave Collier stated that the plus or minus along the brook, which was rounded to the nearest foot, was usually standard procedure. Nic Strong stated that the note specifically stated "all" dimensions were plus or minus. Bryan Berlind, LLS, stated that there is no such thing as perfection, especially with measurements; for example, if he stated something was 100.00 feet, it might be .01, or 99.97. Dave Collier confirmed with Bryan Berlind, LLS, that if it was rounded to the hundredth, it was plus or minus to the hundredth. Russ Wilder stated that it might be a minor thing, since they were conforming to a state standard with the NH Board of Licensure then that might be ok. Dave Collier stated that this was acceptable.

Dave Collier asked if there were any natural or historic features on the property. Bryan Berlind, LLS, stated that there were stone walls on the property, a graveyard, significant boulders, and some old infrastructure from a previous pipe company. Russ Wilder asked if the graveyard was listed with the town. Bryan Berlind, LLS, believed that it was. He noted these features were indicated on the plan.

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Dave Collier asked the Board if there was any more discussion. No discussion. Dave Collier opened up the floor for public input.

Elizabeth Ramage-Healey came to the table to speak for the applicant. She stated that she was one of the three sisters who owned two (2) pieces of property that abut John W. Jeddrey, Jr.'s, property and she was there to learn about what he was proposing and she thought it sounded reasonable. She shared that her father, who was from the mountains of West Virginia, sold the land to John W. Jeddrey, Jr., about 40 years ago, and he said that he thought he could "size up land" and the sand pit looked played out. She thought that John W. Jeddrey, Jr., got a good deal.

Dave Collier closed the public input.

Dave Collier asked the Board again if there was any discussion. No discussion.

Dave Collier asked if the Board would like to do a site walk. They did not feel that was necessary.

**Virgil MacDonald moved that after due hearing, the Alton Planning Board hereby approves Case #P17-02 for John W. Jeddrey, Jr., for a Final Minor Subdivision for a two lot subdivision of Map 19 Lot 18, with the following conditions:**

**CONDITIONS PRECEDENT**

**The following conditions precedent must be satisfied prior to the Planning Board Chair signing the plans:**

- 1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted by the Board.**
- 2. Addition of a note to the subdivision plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
- 3. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of \_\_\_ sheets: [to be listed and dated by the applicant on the site plan itself]. In combination these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
- 4. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the February 21, 2017, Notice of Decision on file at the Town of Alton Planning Department.**
- 5. Addition of a note to the plat prior to plan signing by the Planning Board Chair stating the total acreage of each Current Use Category for each lot where applicable.**

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**SUBSEQUENT CONDITIONS**

The following conditions subsequent shall be met during construction and on an on-going basis:

1. All subdivision improvements are to be completed as per the approved subdivision plat.
2. The applicant shall comply with all of the Town of Alton's Subdivision Regulations.
3. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.
4. A subdivision plan which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.
5. Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a subdivision plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within thirty-six (36) months unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions precedent that are required prior to signing and recording the subdivision plat. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board per Section XI, C. 2. of the Town of Alton Subdivision Regulations.

Roger Sample seconded the motion, and it PASSED unanimously.

**Other Business:**

1. **Old Business:**
  - a. Discussion re: the Town of Alton Subdivision Regulations

Nic Strong stated that she sent the regulations to Jim Sessler, Town Counsel, and that he should have his comments to her by Friday, February 24, 2017. She then stated that the Board was to look through them and see the proposed changes and to make sure they were ok with them. Nic Strong further stated that what she did not want to happen was if the regulations were approved at a Public Hearing, and once the application process begins, if something came up, some of the Board members might not be aware of the new changes. She stated that once she met with Jim

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Sessler, she would update the regulations again, along with any more changes from the Board before they were adopted. Russ Wilder suggested putting in a sentence under the Accessory Dwelling Unit ordinance that a subdivision is not required to build an Accessory Dwelling Unit. Dave Collier stated that Jim Sessler should probably have a say on that. Russ Wilder found a typo in the Index, "Construction Observation" should read "Construction Observations." Nic Strong stated that the Table of Contents did not match the section numbers yet, because that was the last thing she was going to do. Dave Collier asked Nic Strong if the standard planning board notes for subdivision plans was also a part of the regulations. She stated yes, and that the notes show up in a lot of past Notices of Decision, and rather than have to continuously put them as a separate numbered item in the Notice of Decision, if one standard condition is that you put all of the required planning board notes on the plan, then the Board would not have to clutter the Notices of Decision with all of the language every time.

2. **New Business: None**
3. **Approval of Minutes:** January 17, 2017, Planning Board Meeting

**Russ Wilder moved to approve the minutes of January 17, 2017, as written.**

**Roger Sample seconded the motion, and it PASSED with Dave Collier and Virgil MacDonald abstaining.**

4. **Correspondence for the Board's action/review/discussion:**

- a. **Letter dated February 8, 2017, from Barry Elliott, re: questions on Sedlari Way.**

Dave Collier read the letter from Barry Elliott, who was requesting information from the Board in order to possibly obtain a building permit for Lot 16 on Sedlari Way. He questioned whether that request needed to come to the Board. Nic Strong stated yes.

- b. **Memo dated February 21, 2017, from Nic Strong, Town Planner, RE: Sedlari Way.**

Nic Strong stated that she had several people coming into the office because Vance Sedlar and Rich Ollari were trying to sell the remainder of the subdivision. They were working on Phase I currently with SFC Engineering to get their as-built plans completed and approved by the Board. She also stated that they would be approaching the Board under the construction observation guidelines to request a final site walk if the Board wanted to, or the Board could rely on SFC Engineering's reports in order to get the Planning Board approval; then in turn get the Selectmen to accept the road, which had been their plan all along. Virgil MacDonald then asked if they had a cul-de-sac. Nic Strong stated that the questions that have come up, as Mr. Elliott was looking to buy the remaining lots and merge them into one for his future house, are questions that could not be answered yet because she had not received the as-built and could not say whether the cul-de-sac was built. Nic Strong stated that on the phasing plan, there was a cul-de-sac to be built at the end of Phase I and another short section of road into Phase II with another cul-de-sac. She stated that she had a feeling the cul-de-sac would be in Phase II.

The Board's concerns were that what was provided as a turnaround for the road as constructed should meet the requirements for a dead end road and be a proper cul-de-sac.

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The lot to be created by the merger needed to have the required amount of frontage for the district. An amended subdivision application may be required because the original approval was for a through road, not a dead end street. The Covenant Restricting Lot Sales does not include language that covers the proposed situation. The request to be allowed to maintain what was to be the second road entrance into the subdivision as a driveway would have to be considered. The Board instructed Nic Strong to discuss all these matters with Jim Sessler, Esq., and report back for their discussion at the March meeting. Mr. Elliot and the developers would be informed that research was taking place into the questions.

**5. Correspondence for the Board's information:**

- a. At last week's meeting, the Board asked Nic Strong to research when the Zoning Ordinance to allow a second dwelling on a lot was changed to allow only one dwelling. See copy of the Planning Board's Minutes from November 26, 2001, and the March 12, 2002, ballot.

Nic Strong stated that at the last meeting, there was a question on when the allowance of a second dwelling was changed, so after some research, the information was found and she wanted to share it with the Board.

- b. Notice of Violation regarding Zoning Ordinance Article 400, Section 402, Table of Uses, Open Space Uses #1, Agriculture; specifically the keeping of chickens in the Lakeshore Residential Zone.

Nic Strong stated that she had spoken to John Dever, III, Code Official, about adding discussion of allowing Agriculture in the Lakeshore Residential Zone to the agenda for one of the next Zoning Amendment Committee meetings.

- c. Memo dated 2/2/2017 from Nic Strong regarding the LRPC TAC Committee Meeting.
- d. Handout - Center and Edge Line Pavement Markings from the Technology Transfer Center at the University of New Hampshire.
- e. Handout - 2017-2026 Ten Year Plan for Alton/Gilford – Planning study to identify priority needs from east of Minge Cove Road to east of Ellacoya Park; and Alton – Bridge rehabilitation for redlist bridge carrying NH 11 over Merrymeeting River (BR No 163/184) from the NH Department of Transportation.
- f. Handout - Lakes Region Transportation Improvement Program: Recommendations for the State of New Hampshire Ten Year Transportation Plan, dated April 24, 2015, from the Lakes Region Planning Commission.
- g. Road Safety Audit Application and Summary from the NH Department of Transportation.
- h. Handout – Initial Proposal Regarding Use of Potential Funding from the Volkswagen 2.0 Liter Partial Consent Decree – Request for Public Comment from the NH Department of Environmental Services.

Nic Strong stated that items c. – h. had to do with a Technical Advisory Committee meeting she attended at the Lakes Region Planning Commission, which dealt with the 10-year Transportation Plan, problematic intersections, and an informational session on the money the State potentially might be getting due to the Volkswagen emissions scandal. The State

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had a proposal on how they would spend that money, and the reason why LRPC was involved was through a CIP type aspect in which the Selectmen could replace old diesel engines for the town fleet of Highway Department trucks by applying for money under this program. Nic Strong stated that the State was looking for input, so if any of the Board members had any, they could let the State know.

- i. Announcement for the 23<sup>rd</sup> Annual Spring Planning and Zoning Conference on April 29, 2017, hosted by the NH Office of Energy and Planning.

Nic Strong stated that she had money in the budget for two Board members to go to this conference, if they were interested in attending.

- j. **Letter dated February 14, 2017, from John Dever, III, Code Official, RE: Dunkin' Donuts and Christian Conference Center enforcement updates.**

Nic Strong stated that the way the Dunkin' Donuts plan ended up being designed, the delivery truck could not pull in the way it should to unload properly, so they were going to go into the exit to get to the area of the parking lot that they needed to be in to unload. Dave Collier thought that having the truck go in the exit was much safer than having the truck back in the entrance. Virgil MacDonald asked if they could sweep into the exit without having to pull up and back in it. Dave Collier stated yes, that it had the same turning radius.

Dave Collier stated that he saw a truck backing in and they unloaded from the back of the truck. Nic Strong stated that if the Board was not happy with that solution and they wanted a more permanent solution, then it was up to them to decide. Dave Collier stated that the truck that had the side door on the wrong side of the truck should come in the exit the way they proposed and exit out the entrance, in order to keep the truck from obstructing traffic, and the other truck could enter through the entrance, as it should be.

Nic Strong stated as far as the Christian Conference Center goes, there was a meeting to be held on March 3, 2017, and if Maserian did not take care of it, then apparently the executives would do it themselves to resolve the issue. Roger Sample stated that he had heard that in the past, and Dave Collier agreed. Dave Collier then said that the letter stated that the executive board would take it over, so they needed to wait and hear back from them.

- k. **Memo copy dated February 7, 2017, from Jeffrey Hayes, Executive Director, Lakes Region Planning Commission, to Lakes Region Board of Selectmen Chairs, re: Lakes Region Transportation Improvement Program, 2017 Update.**

Nic Strong stated that this memo went out to all the Boards of Selectmen in the Lakes Region and is in regards to the 10-year transportation improvement program, in which they are asking for new projects or how to deal with existing projects to be prioritized. She informed the Board if they had any suggestions, they could contact them directly. Nic Strong also stated that over the course of the 2-year plan, there was \$4 million for the state, so the projects were getting piecemealed into small bite-sized chunks. For example, there was a project on Route 11 for a major complete rehab of a section of the highway and that would

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have taken more than the two-year budget and so they scaled it way back to an engineering study. Virgil MacDonald stated that they had a \$4 million budget, and then they have the grants, etc. Nic Strong stated that unfortunately does not factor into the planning process. Virgil MacDonald stated that the state had many funds that went unspent, because people were unaware of them.

6. **Correspondence for the Board's action/review/discussion:**
7. **Correspondence for the Board's information:**
8. **Any Other Business that may come before the Board:**

**Public Input on Non-Case Specific Local Planning Issues**

Dave Collier opened up for public input. No public input. Dave Collier closed the public input.

**ADJOURNMENT**

**At 8:00 p.m., Russ Wilder moved to adjourn.  
Roger Sample seconded the motion, and it PASSED unanimously.**

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jessica A. Call  
Planning Secretary

Minutes approved as amended: March 21, 2017