

TOWN OF ALTON PLANNING BOARD
Approved Minutes
April 19, 2016

Members Present:

Peter Bolster, Clerk
Bill Curtin, Member
Roger Sample, Vice Chairman
Scott Williams, Member
Russell Wilder, Member

Others Present:

Nic Strong, Town Planner
Traci Cameron, Planning Secretary

I. CALL TO ORDER

R. Sample called the meeting to order at 6:00 pm

II. APPROVAL OF AGENDA

Nic Strong stated that items in bold had been added to the Correspondence section for the Board's action/review/discussion and for the Board's information have been added since the posting.

S. Williams moved to accept the Revised Agenda as presented.
B. Curtin seconded the motion with all in favor.

III. HAZARD MITIGATION PUBLIC INPUT

Nic Strong, Planner, stated the Hazard Mitigation Committee was working with the Lakes Region Planning Commission to update the plan and part of the plan is public outreach. They have asked that the Board of Selectmen and the Planning Board have an item on their agenda to see if there is any public input. There is a survey available, there are copies on the table and it is also on the Town website. R. Sample asked if anyone had public input. No public input.

IV. CONTINUATION OF PUBLIC HEARING:

Case # P16-08 W & W Inglewood Trust, LLC	Map 27 Lot 17 Residential Commercial (RC) Zone	Final Major Site Plan 77 Main Street
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S. Williams recused himself from the Board.

N. Strong gave an overview: the Board saw this at Design Review and there has been one public hearing on March 15, 2016. Revised plans were submitted that took care of most of the Planner Review comments and there are just a few sections for the Board to discuss with the applicant. She

reminded the Board the application was accepted as complete at the last meeting so their action date was May 20, 2016.

Scott Williams, applicant and Peter Julia, PE, Farmhouse Land Development PLLC, agent representing W & W Inglewood Trust, LLC, spoke to the application, Alton Village Center. P. Julia stated they were before the Board for a third time now, first at Design Review, then for a Site Plan Application. They have submitted revised plans, addressed a majority of the comments, there are just a few outstanding items.

As part of this submission they have submitted a letter requesting two additional waivers, both pertaining to landscaping. One of the quantitative requirements is that the interior of the site have a minimum of 10% of green area and the second is for the quantities of trees planted, the waiver does not specify the quantitative difference. He pointed out on the plans that each of the interior islands was receiving a larger shade tree as required by regulation. The quantity of interior green space measures roughly 7.4%, which is less than the 10% required. The regulation calls for roughly 40 trees to be planted and that would be significant. The plan shows the major deciduous or shade trees in each of the islands, the islands are structured as such to break up the interior monotony. It should also be noted that in terms of the overall site impervious coverage they are far less than the requirement and for the most part the trees that are on the perimeter will largely remain and certainly with the abutter at Map 27, Lot 10 at the foot of the hill, those trees were added specifically to mitigate her concern of lighting and screening. The two waivers focus on interior green space and the quantity of trees to be planted. The project is going to plant just under 200 plantings, that is not all trees. R. Sample asked for clarification of the circles on the plan. P. Julia stated the larger circles are the larger trees, deciduous trees, medium sized circles are bushes such as Lilacs, Spice Bush, and Arrowwood, designed to be low level plantings and the small circles are smaller plantings such as annuals. P. Bolster stated the regulation would be that you have 40 trees in the interior. P. Julia stated the way the regulation reads is that it asks for a certain measure of 4" caliper trees as a function of the site, then it asks for a number of 3" caliper trees as a function of the number of parking spaces and it's an "and" not an "either/or". He believes the regulations have a typo; the regulations should have said a measure of 4" trees based on a percentage of the site. If you calculate that out that comes to 18-20 and when you do the "and" portion it's a 3" tree for every 8 parking spaces. There are two different formulas in the current regulations and he thinks the intent of the regulation is to calculate one or the other, but not both.

R. Sample asked if that were the case the applicant wouldn't need the waiver. P. Julia stated they would still need the waiver for the interior green space, because all the buildings except the maintenance building have 360 degrees of access, so because of all that additional pavement around the buildings and the number of parking spaces, the islands are smaller. The central island design is purposeful for both landscaping and a storm water basin, with four large trees, three interior lilacs and four supportive trees; it will provide both a visual and green buffer from the street view and interior space from building to building. P. Julia wanted the Board know that the species of trees that are on the plan were specifically selected from the NH Native Species list and recommended for planting by NHDOT.

On the first waiver they are roughly 7.4% rather than the 10% of green space and on 4" trees there are 14 rather than the specified 20. R. Wilder stated he was just reading the requirement, it says additionally when they talk about 3" trees it's both; it's clear they need the 4" trees at that ratio and then they need the 3" at the other one. P. Julia stated he agrees but he suspects the intention was to have an "or" not an "and". R. Wilder stated that it is the way it's written so the Board has to go with

it. P. Julia stated in the planting schedule the trees are listed as 2-4" caliper for the Red Maple and Bass Wood, he researched it with the nurseries and he found that it was most common for the nursery to give a range of 2-4" caliper, so to say that every tree would be exactly 4" he can't really say for sure, it will be whatever the nursery sells them in that range. R. Wilder stated the requirement would have been (20) 4" and (16) 3" caliper trees and the applicant is offering (14) 2-4" caliper trees. P. Bolster stated these trees would be adequate for the space, the purpose of having the other 26 trees is irrelevant. The Board determined the size of the trees was important and that they would require the trees to be at least 4".

P. Bolster moved to grant a waiver for 5.08 (B)2a: Tree planting ratio of (1) 4" tree per eight (8) parking spaces and for 5.08 (B) 2b: Tree planting ratio of one (1) 3" tree per (10) parking spaces. To allow for fourteen (14) trees with a minimum 4" caliper to be planted.

R. Wilder seconded with all in favor.

P. Julia went on to discuss the second waiver request, 5.08 (B) 2a, 10% interior green space requirement. Currently the plan was at 7.4% so they would need a waiver to the 10% requirement. The only interior green space is the interior island, all the perimeter islands are not islands technically because they are all connected with adjacent properties, they are not interior space. R. Wilder asked if that is the way it should be interpreted, or is it the interior space of the entire lot. P. Julia said that would be unusual, usually a lot coverage would entail anything that is not impervious within the interior of the lot. Normally interior green space is just that, interior islands. He calculated the island space as measured against the entire parcel, 4.5 acres. The entire lot has a lot coverage figure of just under 72%, so there was about 28% of open space. They are well under the overall, but fell shy of the interior. R. Wilder stated in order to get to the 10% you would have to lose some parking spaces. S. Williams stated they do exceed the number of parking spaces needed. R. Wilder stated so it would be possible. S. Williams stated he thinks the parking spaces are more important or advantageous than a little bit more green space. P. Bolster stated to give up parking for another tree or two is not sensible. He is comfortable with giving a waiver for the amount of green space.

P. Bolster moved to approve the waiver 5.08 (B) 2a: 10% interior green area and allow 7.4% as shown on the plan.

B. Curtin seconded with all in favor.

S. Williams addressed the method of screening air conditioners. He stated they would either be on the roof with lattice work around them or hung on the back of the building. The mini-splits that are hung on the back of the building have less than a 30 db noise rating; they are extremely quiet. N. Strong asked for a note to be put on the plan for this. S. Williams stated they would do that.

P. Julia received the Stormwater drainage report from SFC Engineering Partnership, Inc., a few days ago, SFC feels the plan follows the intent of the Town's regulations; they are recommending a proposed berm be increased from 4' to 8' wide. P. Julia stated he feels this is a recommendation not a requirement and is not necessary. He states that there is plenty of freeboard, that is the room between the highest water elevations during the design storm event, 25 year, and the top of berm, more than a foot, yet they recommend the berm be increased from 4' wide to 8' wide. Increasing the berm width would mean compromising the volume of the

pond. The NHDES Stormwater Manual has a minimum berm width of 4' wide. They are not taking access on the berm so there is no reason to increase the width of the berm. He said it is SFC's recommendation, but he respectfully asks that they leave the width of the berm at 4', there is ample volume and storage in the pond and it should never overtop the berm and they are not allowing access along the berm. Russ Wilder asked what access was provided. P. Julia stated there was a gravel road into the basin although he did not anticipate the need for much maintenance. He stated he would take care of the other comments from SFC Engineering's review. Scott Williams pointed out the pretreatment facilities were designed to prevent siltration of the basin. P. Bolster read the review as saying the increase in the berm width could be done but was not required. The Board agreed.

S. William stated hours of operation would normally be 8am to 5pm, but some people may want to be open until 9pm, he is currently in negotiations with someone that would like to serve breakfast at 5am. N. Strong stated hours of operation are required to be in the executive summary. B. Curtin stated to go for highest and best use. P. Julia said he would revise the executive summary.

P. Julia addressed the next few Planner Review comments. Off-street parking, the plans were reduced based on discussions with DOT, they don't want a 50' radius, they want the curb cut reduced. They are not yet complete with DOT. Steve Pernaw, Traffic Consultant completed his most recent study, they performed actual traffic counts and did some turning movement analysis. S. Pernaw will be submitting his final report to DOT this week.

B. Curtin moved to approve a waiver to the Site Plan Regulation 5.01 (A) 15., requirement for a 50' radius for commercial driveway access permits to what the State recommends.

P. Bolster seconded the motion with all in favor.

S. Williams stated the lighting had been engineered by a company that does just lighting. They will be using 20' poles, shoebox style fixtures on top of the poles, 3K color, which is the warm white. The backs of the buildings and the sides will also have the similar 3K lighting.

S. Williams stated they will be following the Town of Alton's Noise Ordinance. The sign is 16' high which meets the criteria set forth by the zoning ordinance. In regards to having 24 months to complete the project, Scott stated that it has not been the practice of the Board to adhere to that practice once the project has been vested. N. Strong stated that is lifted directly from the Site Plan Regulations, if the Board wants to approve a different schedule they can certainly do that but that has to be requested as part of the application. S. Williams stated to leave it as is.

P. Julia stated a specific plan has been added to the plan set that describes all infrastructure, water, sewer and drain that will be completed during Phase I. N. Strong asked if that includes the parking and landscaping because the line goes right through two parking islands. P. Julia said it does not, it includes the landscaping and lighting within that Phase. The site will be up to grade and graded but the paving and landscaping will not be complete beyond the line shown in the Phase II area. N. Strong stated the line on the plan goes right through the two islands for landscaping purpose and drainage. S. Williams stated they were going to build the whole island. P. Julia stated he would adjust the line to go around the islands. S. Williams state the onsite

permeability testing for this site was not necessary. N. Strong stated it is a note on one of the plan sheets, it is not a town requirement. P. Julia said he will remove that note, it's normally required for AOT so it was probably standard as one of his notes, and it should have been removed. There is language in the Stormwater Drainage Report that he will remove and there are notes on the plans that he will remove as well with regards to the testing which is unnecessary given the soil types.

R. Sample opened to public input. Tom Hoopes asked about connecting the parking lot with the post office parking lot. S. Williams said that has been done. Public input closed.

S. Williams asked to have items #4 & #5 removed from Subsequent Conditions because the Board has already discussed them. N. Strong asked if there were things on the plans that had not yet been designed because a shop drawing note was on the plan about having to submit drawings for things that have not already been finalized. P. Julia stated everything has been finalized, if there is a note that says that he will remove it. S. Williams stated they are going to have an as built and recorded easement for the water lines.

P. Bolster moved to approve Case P16-08:

Let this *Alton Planning Board Notice of Decision* serve as written notification for the above referenced project as follows:

After due hearing, the Alton Planning Board hereby approves the above cited application for W & W Inglewood Trust, LLC, for a Final Major Site Plan Review for a mixed use commercial site re-development in two new structures (Phase I) and three new structures (Phase II) to provide new retail service and restaurant space at Map 27 Lot 17 with the following conditions:

CONDITIONS PRECEDENT

Conditions Precedent: The following conditions must be satisfied prior to the Planning Board Chair signing of plans.

- 1. Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any corrections that arise from the Stormwater Drainage Report review by SFC Engineering Partnership, Inc.**
- 2. Addition of a note to the site 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 14 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 April 19, 2016, Notice of Decision on file at the Town of Alton Planning Department.**
5. **Receipt of approval from SFC Engineering Partnership, Inc., of the Stormwater Drainage Report prior to plan signing by the Planning Board Chair.**
6. **Submission of amended driveway permit or letter approving the changes to the uses on the site served by the existing NH DOT Driveway Permit by the New Hampshire Department of Transportation prior to the site plan being signed by the Planning Board Chair.**

SUBSEQUENT CONDITIONS: The following conditions subsequent 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.**
2. **The applicant shall comply with all of the Town of Alton's Site Plan Review 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 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.**
5. **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.**
6. **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.**

- 7. **No new 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.**

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.

B. Curtin seconded the motion with all in favor.

S. Williams rejoined the Board.

V. COMPLETENESS REVIEW OF APPLICATION AND PUBLIC HEARING IF APPLICATION IS ACCEPTED AS COMPLETE:

Case # P16-12 ATD 317 LLC	Map 38 Lot 21-1 Rural (RU) Zone	Minor Site Plan-Change of Use 317 Mount Major Highway
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N. Strong gave an overview. She stated this is a Minor Site Plan application for a Change of Use which would involve a few of the criteria in Section 1.04 B2 (e) of the Site Plan Review Regulations, potential changes in traffic flow, traffic generation, parking demand and changes to the outside layout and use of the site. Currently it's approved with a site plan from 1999 and then amended in 2006 for a greenhouse and landscaping business. The proposal is to run a local market with outside vendors bringing stalls and stands to the site and the additional traffic that would bring.

S. Williams moved application Case#P16-12 be accepted as complete.

B. Curtin seconded the motion with all in favor.

Linda Diorio, applicant, and her husband Tom Diorio spoke to the application. L. Diorio stated they would like to operate a "local market" on Fridays from 3pm to 7pm from Memorial Day through Columbus Day, in the parking lot of the property they own at 317 Mount Major Highway. Currently L. Diorio has her interior design business and antiques shop on the property and they also lease the site to Lambert's Landscaping who operates a greenhouse on site. They are asking for a "local market" rather than a "farmer's market" because the individual that leases the greenhouse space will also be selling products at the proposed market.

The Board asked about the hours of operation. L. Diorio stated that most farmer's markets are four hours and that they are hoping to attract people that are coming up for the weekend. B. Curtin asked why they wouldn't have it on a Saturday. L. Diorio stated Saturday mornings are tough to get vendors because they are already committed to area markets. The Board suggested the applicant utilize "highest and best use" in terms of hours of operation.

The Board stated they did not need to do a site walk. S. Williams's asked how the applicant would manage parking on the gravel parking area. Tom Diorio stated the vendors would be parking out back. S. Williams asked how many spaces are currently there. L. Diorio stated the plan has 19 spaces, including some that are in the back, but there is more space that is cleared. S. Williams asked Nic Strong, Planner, if she had calculated the number of parking spaces and if that meets the Town's Regulations. N. Strong stated the plan that has been approved already had 17 parking spaces. The plan that was submitted for this application showed only 14 parking spaces. L. Diorio stated she only showed the front parking spaces and she showed them larger than the ones on the plan. She stated they could use cones to differentiate areas to park in. S. Williams suggested cones or line marker on the gravel.

N. Strong stated the plan that was submitted, took the approved plan that had been prepared by a professional and added in color and some little stick-ons where the vendors would be put and where the parking spaces are shown. The professional that prepared the original plan is unaware of the changes made to this plan. N. Strong stated to create a correct a title block, plan revision, and a preparation date, a separate sheet should be created by this applicant that puts all the details she has created that are different than the approved plan in a document that could be signed by the Planning Board Chairman, because no one can sign this plan because it has already been signed. This updated document would be stapled to the approved plan and become part of the file, because this has not been proposed by the professional. The Board agreed. B. Curtin asked who was the professional. N. Strong stated, DMC Surveyors, Dean Clark.

R. Sample asked if the applicant had applied for the driveway permit. It was noted there was already a driveway permit for the site. N. Strong stated the driveway permit specifies Garden Center only, any change in use or increase in use requires reapplication. The Board agreed the applicant needs to submit an application to the NHDOT.

N. Strong stated she did not see any lighting on the plan. S. Williams stated the applicant needs to put lighting on the new plan.

S. Williams asked if there would be any new signs. The applicant stated no there would be no new signs, they would utilize the sign that was currently on the site and has been approved by the Building Department.

R. Sample stated the Police Department Head Review states no roadside parking. He asked what the applicants' plan was to ensure no roadside parking. T. Diorio stated if they have to they will cone it off, but they would do their best to make sure there is no roadside parking.

The Board agreed that a Stormwater Drainage Plan was not necessary.

S. Williams stated there is screening on the property so the applicant should have whoever is preparing the new plan show the screening on the plan, as well as an area where they would put snow storage. S. Williams stated the applicant should go through the Planner Review and put as much of that information on the new plan as they can.

Russ Wilder stated the Board should continue this case. He stated the applicant should resubmit a plan with all the necessary items on the new plan, the plan that was submitted is an old plan and doesn't represent what is currently there, the abutters need to be updated on the plan.

R. Sample opened for public input. Tom Hoopes stated he did not think the original plan received Board approval. The Board stated the original plan was approved in August '07. No further public input. R. Sample closed public input.

S. Williams moved to continue Case #P16-12 to the May 17, 2016 Planning Board Meeting.

B. Curtin seconded the motion with all in favor.

R. Sample recused himself.

Jeff Green, Agent for Alton Bay Campmeeting Association, stated he had been asked by Attorney Sullivan if the Board could hear input regarding a letter from JH Spain before hearing Case #P16-13. Jeff Green stated as long as the discussion wasn't too long it was okay with him. The Board agreed.

R. Sample rejoined the Board.

Attorney Eugene Sullivan, III, agent for JH Spain Commercial Services, LLC stated on behalf of his client he was requesting a time extension for Case #P14-12, Woodland Subdivision Notice of Decision dated April 20, 2015. He stated he filed the most recent letter in response to the notification from the Board that the applicant had not purchased the bond as required to satisfy Conditions Precedent. The applicant is asking for another year's extension based on the economy.

Attorney Sullivan stated that to his knowledge the original approval was in 2005, but then there was another approval after that because there were changes to phase the plan. Then there was another one for utilities.

P. Bolster asked under what circumstances would the Board not give an extension. B. Curtin stated if the applicant hasn't done anything. E. Sullivan stated the applicant had done some things, the septic had been installed. S. Williams stated that doesn't count, that has nothing to do with the development. E. Sullivan stated he understood; no shovel was put in the ground. S. Williams stated the applicant needs to make significant progress on the project that has been approved. E. Sullivan stated he understood and that was why the applicant was asking for an extension; if they had done that they would be vested and they are not. B. Curtin asked if the applicant plans on putting a shovel in the ground in the next two years. E. Sullivan stated the applicant is hoping to do so.

N. Strong stated she did not have the original approval in front of her. The state statute says the applicant has 24 months to achieve active and substantial development on the property, if that wasn't specified by the Board at the time of approval, they automatically received a five-year grace period, the exemption. What the Board did in this case by the decision in April 2015 was to recalculate the five-year exemption date from the March 18, 2014, deadline to the March 18, 2016, deadline. Strictly speaking by the statute if the plan has not completed its conditions precedent and it isn't recorded it is subject to the changes in the Town's Subdivision and Zoning Regulations. S. Williams

asked if we know whether the plan has been recorded. N. Strong stated since the conditions precedent have not been fulfilled, in this case the bond has not been submitted, so it has not been. E. Sullivan said the Mylar had been recorded, not of the most recent but of the original plan. The Board asked to have the case continued to next month.

B. Curtin moved to continue Case # P14-12 to the May 17, 2016, Planning Board meeting.

S. Williams seconded the motion with all in favor.

Case # P16-13	Map 34 Lot 33	Design Review Site Plan
Alton Bay Campmeeting Association	Residential (R) Zone	Rand Hill Road

Roger Sample recused himself.

Jeff Green, Land Surveyor representing Alton Bay Christian Conference Center. 28.6-acre parcel with several cabins and an area that has travel trailers/RVs. Currently there are 30 sites on that section. The applicant would like to expand that by six sites to have a total of 36 sites when the project is complete. The applicant received approval from the Zoning Board to expand up to 8 sites. S. Williams asked about septic loading. J. Green stated the entire 28.6 acres with all the cabins currently has a septic system that everything goes into. The applicant is in the process of submitting a new septic design that is going to take care of everything including the new sites they are proposing. Brad Smith, Applicant, stated the new septic design will have two new fields on the front of the hill and that will take care of everything from the RV Park, all the way down Rand Hill Road and the cottages across the street by Summit and Towle Road and also the ones down past the back entrance of the Conference Center. All will flow into the new system by gravity to two new four thousand gallon tanks at the bottom where the present tanks are now near the front entrance. They will have pumps in them and they will pump up to the new fields. They will tie into what is already existing.

P. Bolster asked if the Board had anything further questions or anything they need to come back to the Board with.

J. Green stated that he would add the necessary notes to the plan as noted on the Planner's review. He will be asking for five waivers; the buildings being within 200' of the property, the wells and septics, the heights of all the buildings on the site, Stormwater management plan, it was already a camp site and they are only expanding a small area, they are not changing the grades or drainage, nothing is flowing off site. S. Williams asked if the applicant could show the culvert that runs right through the property.

P. Bolster opened for public input. No public input. Closed public input.

R. Sample rejoined the Board.

VI. OTHER BUSINESS

1. Old Business- None

2. New Business- Preliminary discussion, re: Land Use Regulations. Nic Strong stated she has been working over the past couple of months to look through the Zoning, Site Plan and Subdivision Regulations. There were a few inconsistencies with definitions between the various documents, there are some sections that need updating to meet current statutes. The documents that were included in the Board packets were prepared in the word track changes format, on the right hand side of each page there is a column where there are suggestions for insertions, there are some questions, there are some things the Board needs to look at and decide what to do about. The Zoning packet will come up at the ZAC meetings. N. Strong asked for the next meeting, when this will come up on old business, that the Board start taking a look at these and pick some areas that the Board would like to start with. B. Curtin asked to set aside another night just to discuss these documents. S. Williams, B. Curtin and T. Hoopes will be members of the ZAC Committee. The Board agreed to set dates for work sessions at the next meeting.

3. Approval of Minutes-

a. Minutes of March 15, 2016, regular Planning Board Meeting.

B. Curtin moved to approve these minutes as presented.

S. Williams seconded the motion with all in favor.

4. Correspondence-

a. For the Boards action/review/discussion:

- Letter dated March 22, 2016 to Alton Bay Campmeeting Association, re: Case #P15-03, Map 34/Lot 33, Notice of Decision September 15, 2015, and response from Bradley Smith, Director, dated March 30, 2016.

The Board instructed N. Strong to send a letter to the applicant stating they were in Violation of the Notice of Decision and asked that Attorney Sessler write this letter.

- Letter dated March 1, 2016 to Joseph H. Spain, JH Spain Commercial Services, re: Case #P14-02, Map 9/Lots 53-2 through 20, Notice of Decision April 21, 2015 and letter dated March 22, 2016 to Joseph H. Spain, JH Spain Commercial Services. Letter from Eugene F. Sullivan, III, Attorney for JH Spain Commercial Services, LLC, requesting Time Extension of Subdivision Approval, Dated April 17, 2016. Attorney Eugene F. Sullivan, III was present to speak to the Board about the Time Extension request.

This case was heard prior to Case #P16-13, see notes above.

- Memos from Nic Strong, Planner to the Planning Board re: Earth Removal Operations, Town of Alton.

N. Strong stated the Notices of Intent to Excavate are starting to come in. The Assessing Office came to see if the operations were in compliance with the Town's ordinances and the State statute. In actual fact the Town's Regulations have not been updated since 1980, which the State statute got updated in 1989, so there are a lot of things that need to be updated and changed to make sure the Town is in compliance with State statute. N. Strong suggested to the Selectmen for this year the Town should continue to approve the Intents to Excavate considering there have been no active complaints against any of the operations and it doesn't seem fair to shut people down with them going along with what has been in place for the last 20-25 years. She has suggested that

this year the Board work on updating those regulations, have the owners and operators of the pits comply with the updated regulations and have them get a permit, have a hearing and be set to go for as long as the Board determines that number of years to be. The Board agreed to move ahead with updating the regulations.

- Letter from Thomas Hoopes re: his interest in being and Alternate Planning Board member.

S. Williams moved to appoint Tom Hoopes as an alternate to the Planning Board.

P. Bolster seconded with all in favor.

- Email from Nic Strong to Ken Chase, dated March 31, 2016, re: Chestnut Cove Subdivision, Email from Ken Chase to Nic Strong, dated April 4, 2016, re: Ken Chase's response to the March 31, 2016 email from Nic Strong, Email from Nic Strong to Ken Chase, dated April 5, 2016, re: response to April 4, 2016 email from Ken Chase, Email from Ken Chase to Nic Strong, dated April 18, 2016, re: Request that Ridge Road and Evan's Hill Road be considered separate in terms of Section X G 14 of the Subdivision Regulations.

N. Strong stated she had received some phone calls from some potential buyers of part of the project. The Town Regulations state that the 50% requirement for dwelling units to be built before the surface course of pavement goes down is on a subdivision basis not a road basis. This particular subdivision has two very clear and distinct separate roads with dead ends. So it would make sense for one to be able to get to 50% dwellings and be completed before the other one, however, that was never approved by the Board and is not in writing in the file. Ken Chase wrote the email requesting that the Board determine in this particular subdivision's case Ridge Road and Evans Hill can be considered separate for that 50% dwelling unit completion requirement in order to put the surface coat of pavement.

S. Williams asked if the Town was escrowing the wear coarse of pavement. N. Strong stated the Town has some security but not the correct amount, they are working to update the correct amount. N. Strong stated they have one house to build to meet the 50% on Ridge Road and that's the part they are trying to sell separately from Evans Hill. S. Williams asked do they want the roads identified individually or still together. N. Strong stated they want the plan to stay the same but they want this particular case for the Board to say the roads are separate in order to meet the 50% build out. S. Williams stated he was not in favor of that, it is one subdivision. N. Strong stated that is what the language of the regulation is, that it is per subdivision. The Board noted that other subdivisions have been held to that regulation.

B. Curtin moved that the Board does not consider Evans Hill Road and Ridge Road as separate roads for purpose of satisfying Section X G 14 of the Subdivision Regulations.

S. Williams seconded with all in favor.

b. For the Board's information:

- Memorandum from Michael S. Vignale, KV Partners, LLC to Nic Strong, Planner, re: Ridgewood Subdivision-Phase II, Map 15/Lots 56, 57 and 60, Construction Site Visit.
- Letter dated March 15, 2016 from Aimee Brothers, Interior Design Consultant, Lavender & Lotus Design, re: Home-based Business and letter from Nic Strong, Planner dated March 18, 2016.
- Letter copy dated March 31, 2016 from John W. Dever, III, Code Official to Lakeside at Winnepesaukee Association, re: Letter of Non-Compliance in the case of Dow-Falls Cemetery and access maintenance.
- Informational packet from Plan NH re: Accessory Dwelling Units (ADU's) in New Hampshire.
- Flyer from NH Office of Energy and Planning, re: 22nd Annual Spring Planning & Zoning Conference.
- Newsletter from NHDES Drinking Water & Groundwater Bureau, Titled: Supply Lines with the Source.
- The Planning Board in New Hampshire, A Handbook for Local Officials, November 2015.
- Letter from DES re: Project Status of AOT Permit, John Jeddrey, dated April 4, 2016.
- Letter from DES re: AOT Permit WPH-2143, Green Oaks Realty & Development, dated April 5, 2016.
- Email and pictures from Ryan Heath re: Update of Stone Meadow Commons, Map 8 Lot 25, letter sent March 15, 2016.
- Memorandum from Michael S. Vignale, KV Partners, LLC, re: Ridgewood Subdivision-Phase II (Map 15, Lots 56, 57 and 60)-Construction Site Visit.

5. Any Other Business that may come before the Board- none at this time.

VII. PUBLIC INPUT ON NON-CASE SPECIFIC LOCAL PLANNING ISSUES:

Open to the public. None at this time. Closed Public session.

VIII. ADJOURNMENT

B. Curtin moved to adjourn. The motion was seconded by S. Williams and passed without opposition.

The meeting adjourned at 9:03pm

Respectfully submitted,
Traci Cameron, Recorder, Public Minutes