

TOWN OF ALTON PLANNING BOARD
PUBLIC HEARING
Minutes
November 17, 2015
Approved December 15, 2015

Members Present: Tom Hoopes, Vice Chair
Bill Curtin, Member
Peter Bolster, Member
Scott Williams, Member
Roger Sample, Clerk
Virgil MacDonald, Selectmen’s Representative (Arrived at 6:45 p.m.)

Others Present: Ken McWilliams, Town Planner
Randy Sanborn, Secretary

I. CALL TO ORDER

T. Hoopes called the meeting to order at 6:00 p.m.

II. APPROVAL OF AGENDA

There were no changes to the agenda.

S. Williams motioned to accept the Agenda as presented.

B. Curtin seconded the motion with all in favor.

III. TIME EXTENSION

Case #P15-18 Deanna O’Shaughnessy, Fae Konje- Gibbs & Carol Dadura	Map 12 Lots 57, 57-1 & 55-1	Time Extension
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The applicants are requesting a time extension of another 90 days until February 15, 2016 to submit the deeds for the lot line adjustment approved on September 15, 2015.

K. McWilliams gave an overview of this application.

Tim Morgan spoke on behalf of this application

T. Hoopes opened it to public input. There was none at this time.

S. Williams motioned after due hearing, the Alton Planning Board hereby approves the above cited application for a 90 day extension to provide the executed deeds for the approved Lot Line Adjustment as follows:

- 1. The applicants need to submit signed deeds to record with the Lot Line Adjustment Plan and Notice of Decision by February 15, 2016. The following deeds are required:**
 - a. a new deed for Map 12 Lot 55-1 that results in a 11.51 acre lot after the lot line adjustment;**
 - b. a new deed for Map 12 Lot 57-1 that also results in a 11.51 acre lot after the lot line adjustment;**
and
 - c. a new deed for Map 12 Lot 57 that results in a 260.76 acre lot after the lot line adjustment.**

B. Curtin seconded the motion with all in favor.

IV. COMPLETENESS REVIEW OF APPLICATION AND PUBLIC HEARING IF THE APPLICATION IS ACCEPTED AS COMPLETE.

Case #P15-21 Macshib Revocable Trust Donald F. Macphee, Trustee	Map 12 Lot 39	Final Minor Subdivision 374 Old Wolfeboro Road
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On behalf of the applicants, Bryan L. Bailey Associates, Inc. is proposing a 2-Lot Subdivision of a 63.01 acre parcel. There is an existing farmhouse and barn which shall remain with the proposed lot 39-1 with 2.6 acres and a frontage along Old Wolfeboro Road of 202.4'. The parent Lot 39 will be 60.4 acres in size with 202.93' frontage along Old Wolfeboro Road. These properties are located in the Rural (RU) Zone.

K. McWilliams gave an overview of the application. The applicant is requesting waivers from the following application requirements:

1. Section 9. C. 8. a. 10) Delineation of Wetlands – The applicant has submitted a letter from a wetland scientist indicating there are no wetlands in the areas being subdivided.
2. Section 9. C. 8. a. 14) Identifying Slopes in Excess of 25% - The applicant had mapped topography on 2.5 acres of the remainder lot of about 63 acres and is requesting a waiver from mapping the remainder. No steep slope areas have been identified in the areas where topography mapping has been provided.
3. Section 9. D. 2. h. 2. Complete Boundary Survey around the 68 acre parcel.
4. Section 9. D. 2. h. 3. Soils Map – Applicant is requesting acceptance of Soils Report generated through the USDA NRCS Web Soil Survey.
5. Section 9. D. 2. i. 1 Soils Report Map – Applicant is requesting acceptance of Soils Report generated through the USDA NRCS Web Soil Survey.
6. Section 9. D. 2. j. 1. Driveway Centerline Profile – The property already has an existing and approved driveway. No change is proposed.
7. Section 9. D. 2. j. 2. Driveway Cross-Sections – The property already has an existing and approved driveway. No change is proposed.
8. Section 9. D. 2. k. Driveway Sight Distance Analysis– The property already has an existing and approved driveway. No change is proposed.

He recommended approval of the requested waivers.

S. Williams motioned to approve the waivers of Case P15-21.

B. Curtin seconded the motion with all in favor.

K. McWilliams recommended the application be accepted as complete.

B. Curtin motioned to accept the application of Case P15-21 as complete.

R. Sample seconded the motion with all in favor.

Donald F. Macphee spoke on behalf of this application.

T. Hoopes opened it to the public.

Donald Matson a director abutter asked about the driveway. He was concerned about the driveway being close to his lot line. He was concerned about the way the driveway was constructed and whether it would generate drainage onto his property. The plans they looked at did not show where the driveway is other than the access point.

T. Hoopes stated that the Highway Department only shows where the driveway cut is.

S. Williams stated that the Topography Map was showing that the water will be running towards the street not towards the Matson property. Scott stated that he has the right to put the driveway away from the setback.

K. McWilliams stated that it is between the two property owners regarding problems with the construction of the driveway. If the construction of the driveway causes drainage problems with the abutter's property the abutter has the right to take him to court.

S. Williams stated that the owner is not allowed to have any more runoff from his property than what is already being discharged.

T. Hoopes closed public input.

B. Curtin motioned after due hearing, the Alton Planning Board hereby approves the above cited application for a two-lot minor subdivision for Macshib Revocable Trust, Donald F. Macphee, Jr. Trustee, with the following conditions:

CONDITIONS PRECEDENT

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

- 1. A note shall be added to the plat stating that Best Management Practices shall be utilized during any timber cutting on site.**
- 2. All "To Be Set" (TBS) notes shall be removed from the plat and all monuments shall be set. This is to be certified as complete by the surveyor who stamps the plat and completed prior to the plat being signed by the Planning Board Chair.**
- 3. The following note shall be revised on the plat prior to the plans being signed by the Planning Board Chair: This subdivision plat is subject to the Conditions of Approval itemized in the November 17, 2015 Notice of Decision on file at the Town of Alton Planning Department and recorded at the Belknap County Registry of Deeds.**
- 4. A note shall be added to the plat prior to plat being signed by the Planning Board Chair stating the total acreage of each Current Use Category for each lot in current use as applicable. If part or all of one or more lots is in current use, then the property owner shall submit an updated current use application for those lots to the Town Assessor prior to the plat being signed by the Planning Board Chair. An updated current use application does not need to be recorded again and there is no cost for an updated current use application. The Town Assessor shall verify receipt of this updated current use application prior to the plat being signed by the Planning Board Chair.**
- 5. The date of a driveway permit approval by the Highway Department for proposed Map 12 Lot 39-1 needs to be noted on the plat.**

SUBSEQUENT CONDITIONS

- 1. The applicant shall comply with all of the Town of Alton's Subdivision Regulations.**
- 2. 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.**
- 3. A subdivision plat which has been filed and 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.**

Provided all listed conditions precedent are satisfied, this approval will remain valid for implementation 365 days from date of original approval, unless extended by the authority of the Planning Board after petition by the applicant.

S. Williams seconded the motion with all in favor.

Case #P15-22 Christian Camps & Conferences, Inc.	Map 18 Lot 15	Final Major Site Plan Review Chestnut Cove Road
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On behalf of Christian Camps & Conferences, Inc., Peter Howard, Steven J. Smith & Associates, is proposing a Final Site Plan Review Application for a 3,360 square foot (42'x80') maintenance garage. The property is located in the Lakeshore Residential (LR) Zone.

K. McWilliams gave an overview of the application. The applicants have requested two (2) waivers as follows:

1. Section 4.01 (F) 7 Complete Boundary Survey since they are working within about 1.5 acres of a 150 acre parcel; and
2. Section 4.01 (F) 9 Topography of the entire site since they are working within about 1.5 acres of a 150 acre parcel.

These waivers were approved by the Board at the October 20th meeting. He recommended the Board accept the application as complete.

S. Williams motioned to accept the application as complete.

B. Curtin seconded the motion with all in favor.

Peter Howard from Steven Smith and Assoc. in Gilford and the Executive Director Bob Strodel spoke on behalf of this application. They have added the driveway permit to the plans.

T. Hoopes opened to the public.

Don Viker, 32 year direct abutter and member of the Association spoke in support of the application.

P. Bolster motioned after due hearing, the Alton Planning Board hereby approves the above cited application for Christian Camps & Conferences for a Final Major Site Plan Review for a maintenance garage with the following conditions:

CONDITIONS PRECEDENT

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

1. **A note shall be added to the plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
2. **The following note shall be added to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of seven (7) sheets plus one sheet for the Floor Plan and Elevations. In combination these plans constitute in its 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. **The following note shall be added 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 November 17, 2015 Notice of Decision on file at the Town of Alton Planning Department.**

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

1. The applicant shall comply with the following requirements of the Fire Department as specified in their letter dated October 6, 2015:
 - a. The proposed building would follow the NFPA 101 Life Safety Code 2009 Chapter 42 for Storage Occupancies. The building would be required to have the following codes applied
 - 1) Chap 42.2.4.1 – Number of egresses
The number of egresses would be one exit for ordinary hazard storage if provided that the exit can be reached within the distance permitted as a common path of travel. I would recommend having 2 egresses for the office, equipment and bathroom bay due to maintenance being done in the same area of vehicles and the main exit door is in the same area.
 - 2) Chap 42.2.8.1 – Illumination of Means of Egress
Exit signage required in Bay 1, the office, equipment bay and the equipment storage Bay 2. There are no plans for a backup generator in the building; therefore I would like to see illuminated Exit signs and Emergency Lights in these areas.
 - b. Smoke and Carbon Monoxide Detectors hard wired per State Code in Bay 1 & 2.
 - c. Fire Extinguishers – There is no requirement to install fire extinguishers per code. I would recommend 1 fire extinguisher in Bay 1 and in Bay 2.
 - d. No fire alarm required per code Chapter 42 42.3.4.1.2 if building is under 10,000 square feet and has ordinary hazards present.
 - e. The 20 foot wide gravel roadway into the facility is sufficient for fire apparatus.
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.

Provided all listed conditions precedent are satisfied, this approval will remain valid for implementation 365 days from date of original approval, unless extended by the authority of the Planning Board after petition by the applicant.

B. Curtin seconded the motion with all in favor.

Case #P15-23 Daniel J. & Julie A. Welch (Lot 29) and Echo 108 Revocable Living Trust (Lot 27)	Map 60 Lot 29 Map 59 Lot 27	Lot Line Adjustment Minge Cove Road
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On behalf of the applicants, Norway Plains Associates, Inc. is proposing to complete a Lot Line Relocation between the two parcels. Daniel Welch is looking to acquire 4,165 s.f. of the 35,665 s.f. parcel to add onto his lakeshore

parcel of land across Minge Cove. This will be a 21,203 s.f. lot following the lot line adjustment. These properties are located in the Lakeshore Residential (LR) Zone.

K. McWilliams gave an overview of this application.

The applicant has requested waivers from the following items:

1. Section 9. E. 7. g. Wetlands
2. Section 9. E. 7. h. Steep Slopes

Randy Tetreault has submitted a letter dated November 9, 2015 providing information that each new lot provides contiguous upland area a minimum of 75% of the minimum lot size required by zoning based on his professional opinion. Ken recommends approval of the waivers and recommends the Board accept the application as complete.

S. Williams motioned to accept the waivers for Case #P15-23.

B. Curtin seconded the motion with all in favor.

S. Williams motioned to accept the application for Case #P15-23 as complete.

B. Curtin seconded the motion with all in favor.

Randy Tetreault, agent of the applicant and Daniel J. Welch, owner spoke on behalf of this application. This property is on two sides of Minge Cove Road. The road is an easement town road way.

T. Hoopes opened it to the public. There was none at this time.

S. Williams motioned after due hearing, the Alton Planning Board hereby approves the above cited application for a Lot Line Adjustment with the following conditions:

CONDITIONS PRECEDENT

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

1. **All “To Be Set” (TBS) notes shall be removed from the plat and all monuments shall be set. This is to be certified as complete by the surveyor who stamps the plat and completed prior to the plat being signed by the Planning Board Chair.**
2. **The following note shall be added to the plat prior to plan signing: This Lot Line Adjustment Plan is subject to the Conditions of Approval itemized in the November 17, 2015 Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department.**
3. **The applicants need to submit signed deeds to record with the Lot Line Adjustment Plan and Notice of Decision within 60 days of conditional approval of the lot line adjustment by the Planning Board. The following deeds are required:**
 - a. **a deed transferring 4,165 square feet from Map 59 Lot 27 to Map 60 Lot 29; and**
 - b. **a deed reducing Map 59 Lot 27 by 4,165 square feet.**

SUBSEQUENT CONDITIONS

1. **The applicants shall comply with all of the Town of Alton’s Subdivision Regulations.**

2. **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.**
3. **A lot line adjustment 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.**

Provided all listed precedent conditions are satisfied, this approval will remain valid for implementation 365 days from date of original approval, unless extended by the authority of the Planning Board after petition by the applicant.

B. Curtin seconded the motion with five (5) in favor and one (1) abstained (VM)

Case #P15-25 Stephen & Bonnie Barsanti	Map 8 Lot 34 Map 30 Lot 13	Lot Line Adjustment Riverside Drive
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On behalf of the applicants, Paul F. Zuzgo LLS is proposing a Lot Line Adjustment between map 8 lot 34 and map 30 lot 13. The Barsantis own both lots. They reside in the house on map 8 lot 34 and rent the other lot. The adjustment will enlarge map 8 lot 34 by 1.35 acres making it 16.6 acres and making map 30 lot 13 1.22 acres. These properties are located in the Residential (R) and Rural Residential (RR) Zones.

S. Williams let the Board know that Paul Zuzgo is a tenant of his and will recuse himself if the Board so wishes. The Board had no problem with him remaining on the Board.

K. McWilliams gave an overview of this application.

The applicant has requested waivers from the following items:

3. Section 9. E. 7. g. Wetlands
4. Section 9. E. 7. h. Steep Slopes

Paul Zuzgo has provided information based on his professional opinion that each new lot provides contiguous upland area a minimum of 75% of the minimum lot size required by zoning. K. McWilliams recommends the Board approve the waivers and accept the application as complete.

S. Williams motioned to approve the waivers for Case P15-25.

B. Curtin seconded the motion with all in favor.

S. Williams motioned to accept the application as complete.

B. Curtin seconded the motion with all in favor.

Paul F. Zuzgo spoke on behalf of this application. Both lots have no road frontage. They both are on deeded right of ways.

T. Hoopes opened it to the public. There was none at this time.

B. Curtin motioned after due hearing, the Alton Planning Board hereby approves the above cited application for a Lot Line Adjustment with the following conditions:

CONDITIONS PRECEDENT

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

- 1. The following note shall be added to the plat prior to plan signing: This Boundary Line Adjustment Plan is subject to the Conditions of Approval itemized in the November 17, 2015 Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department.**
- 2. The surveyor needs to stamp and sign the final plans.**
- 3. All “To Be Set” (TBS) notes shall be removed and all monumentation shall be set prior to plan signing. This is to be certified as complete by the surveyor who stamps the plan.**
- 4. A note shall be added to the plat prior to plan signing stating the total acreage of each Current Use Category for each lot in current use as applicable. If part or all of one or more lots is in current use, then the property owner shall submit an updated current use application for those lots to the Town Assessor prior to the plat being signed. An updated current use application does not need to be recorded again and there is no cost for an updated current use application. The Town Assessor shall verify receipt of this updated current use application prior to the plat being signed.**
- 5. The applicants need to submit signed deeds to record with the Lot Line Adjustment Plan and Notice of Decision within 60 days of conditional approval of the lot line adjustment by the Planning Board. The following deeds are required:
 - a. a deed transferring 58,905 square feet from Map 30 Lot 13 to Map 8 Lot 34; and**
 - b. a deed reducing Map 30 Lot 13 by 58,905 square feet.****

SUBSEQUENT CONDITIONS

- 1. The applicants shall comply with all of the Town of Alton’s Subdivision Regulations.**
- 2. 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.**
- 3. A lot line adjustment 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.**

Provided all listed precedent conditions are satisfied, this approval will remain valid for implementation 365 days from date of original approval, unless extended by the authority of the Planning Board after petition by the applicant.

P. Bolster seconded the motion with all in favor.

Case #P15-24 Malcolm F. & Frieda Simonds	Map 26 Lot 2	Design Review Major Site Plan 58 Suncook Valley Road
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On behalf of the applicants, Alton DG, LLC is proposing to build a Dollar General retail store on a 1.86 acre site that currently contains a dwelling, garage and also serves as a used car sales lot (Lake Regions Auto Source). This property is located in the Residential Commercial (RC) Zone.

K. McWilliams gave an overview of this application. The applicants have requested two waivers. They are requesting waivers from wetlands mapping and requesting a waiver from the signature and seal of a wetland scientist for the property. Section 4.01 (F) 3 – The signature, seal and license number for the land surveyor and wetland scientist needs to be on the plans. They request a waiver from the requirement of a wetland scientist’s seal and stamp on the plan set. Potential wetland areas on-site consist of a man-made water feature at the center of the site which is proposed to be maintained. Section 4.01 (F) 27 – Wetlands. The limit of work is proposed to be entirely within previously disturbed upland areas.

S. Williams motioned to approve the waivers for Case #15-24.

B. Curtin seconded the motion with all in favor.

S. Williams motioned to accept the application as complete.

B. Curtin seconded the motion with all in favor.

Austin Turner and Andrew Commello spoke on behalf of this application. This facility will have 32 parking spaces. They are proposing this project on the areas of the site that was previously developed and disturbed. The deliveries occur on Monday morning before the store opens. There will be private utility facilities. Code Enforcement officer stated they did not need a special exception for waste water discharge over an aquifer. There will be an underground propane tank. KV Partners commented on their drainage plans. The applicant reviewed the comments with Mike Vignale. They felt that the plan was compliant with the site plan review. The Board was shown plan drawings of the building design. The Board was not amendable to the building plans. They have requested that the designer put a New England town look to the front of the building. They showed the Board another drawing with a peaked roof but the Board continued to ask for a less box look and more New England town look by breaking up the long horizontal line of the roof with peaked dormers.

K. McWilliams noted the proposed free-standing sign exceeded both the height and size standards in the zoning ordinance. He also noted the proposed building mounted sign exceeds the size standard in the Zoning Ordinance. The applicants need to either:

1. revise their proposed signs to conform with the zoning ordinance, or
2. obtain approval of variances for the proposed signs from the Zoning Board of Adjustment before filing a final Site Plan Review application.

The Board discussed setting the date and time of the Site Walk. They decided to conduct the site walk on Monday November 23rd at 3:30 and a snow date would be the 24th at 3:30 p.m.

T. Hoopes opened it to the public. There was none at this time.

S. Williams motioned that the application Case P15-24 will be continued to the December 15, 2015 Planning Board Meeting.

V. MacDonald seconded the motion with all in favor.

B. Curtin motioned to have a Site Walk on November 23, 2015 at 3:30 p.m. with a snow date on November 24, 2015 at 3:30 p.m.

P. Bolster seconded the motion with all in favor.

V. CONCEPTUAL CONSULTATION SITE PLAN

S. Williams was recused from this application because he is the applicant.

Case #P15-26 W.W. Inglewood Trust LLC	Map 27 Lot 17	Conceptual Consultation Site 77 Main Street
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On behalf of W. W. Inglewood Trust LLC, Paul Zuzgo, Prospect Mountain Survey, is proposing a conceptual consultation site plan to add four (4) commercial buildings with associated parking to the former Fiddleheads site. The property is located in the Residential Commercial (RC) Zone.

K. McWilliams gave an overview of this application. He stated it follows the Master Plan.

Scott Williams and Paul Zuzgo spoke on behalf of this application. Scott showed drawings of the plan of his site plan. He asked to Board for any suggestions they might have. They were okay with the discussion and had no further suggestions. Some of the topics they discussed were:

1. Building Elevations – All the buildings will have a colonial look to them.
2. Connections to School St. – He purchased the property next to the post office and would like to put an access road to School St.
3. Signs – Current pile on sign will be done without making it too large. A 2’x5’ will not work. They are working on making it attractive. The signs on the buildings will be conforming.
4. Pedestrian path with school – Scott talked to the school board and the superintendant about the walkway path that has been there for many years. He told them that if they would like to they could put a gate and a 2’ person path so someone could walk through but he does not want snowmobiles going through.

T. Hoopes opened it to the public. There was none at this time.

S. Williams returned to the Board.

VI. OTHER BUSINESS

1. Old Business – Dunkin Donuts will be starting their construction at the end of the month of November.
2. New Business – K. McWilliams reminded the Board of the combined Planning Board and Zoning Amendment Committee meeting on Monday, November 23rd at 6:00 p.m.
3. Approval of Minutes:
 - a. Minutes of the October 20, 2015 regular Planning Board Meeting.

B. Curtin motioned to approve these minutes as presented.

P. Bolster seconded the motion with four (4) in favor and two (2) abstained (SW & RS).

4. Correspondence – None
5. Any Other Business that may come before the Board. – The Board discussed the choosing of the new Planner.

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

There was none at this time.

VIII. Adjournment

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

The Public Hearing adjourned at 8:25 p.m.

Respectfully submitted,
Randy Sanborn, Recorder, Public Minutes-