

TOWN OF ALTON PLANNING BOARD  
PUBLIC HEARING  
Minutes  
November 19, 2013  
Approved 12/17/13

Members Present: Dave Collier, Chair  
Tom Hoopes, Vice Chair  
Roger Sample, Clerk  
Raymond Howard, Member  
Bill Curtin, Member  
Scott Williams, Member  
Mark DeCoff, Selectmen Alternate Representative

Others Present: Ken McWilliams, Town Planner  
Randy Sanborn, Secretary  
Members of the Public

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

There were two changes to the Agenda

1. Case P13-16, Thomas & Elysa Seymour needs to be continued to the December 17<sup>th</sup> meeting.
2. Case P13-17, Rattlesnake Island Association sent an e-mail in withdrawing their request.

**S. Williams motioned to accept the agenda as amended.**

**R. Howard seconded the motion with all in favor.**

**B. Curtin motioned to continue Case P13-16 until December 17, 2013 at 6:00 p.m.**

**S. Williams seconded the motion with all in favor.**

**III. PUBLIC INPUT**

There was no public input at this time.

**IV. CONTINUED PUBLIC HEARING:**

<b>Case P13-15 Deanna O'Shaughnessy &amp; Fae Kontje-Gibbs</b>	<b>Map 12 Lot 57 &amp; 57-1</b>	<b>Design Review Site Plan 118 Old Wolfeboro Road</b>
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On behalf of Deanna O'Shaughnessy and Fae Kontje-Gibbs, Paul Monziona, Esq. is proposing a Design Review for a Major Site Plan for property located at 118 Old Wolfeboro Road. This site plan is for guests who visit the farm to be able to host events like anniversary parties, weddings and family reunions. The property is located in the Residential Rural Zone.

S. Williams recused himself from this application.

K. McWilliams gave an overview of where they are with this case. A Site Walk was done with no major issues. There was a question regarding the current use of the area where the parking lot will be. The Town Assessor, indicated that as long as the parking lot was not improved and remained grass it would not need to come out of current use.

Paul Monziona spoke on behalf of the applicants.

K. McWilliams explained to Mr. Monziona that the Site Plan Review Regulations provide for a Minor Site Plan and explained what constitutes a Minor Site Plan as opposed to a Major Site Plan.

P. Monziona was concerned regarding the cost of a Final Major Site Plan and felt that a decision could be made this evening. He is requesting on behalf of the applicants that the process goes no further than an approval by the Board this evening with a waiver of an additional requirement of another hearing.

K. McWilliams stated to the Board that they do not have the authority to grant approval tonight because it has been noticed as a Design Review and not as a Final Site Plan Review application.

T. Hoopes stated that the process was outlined by State Statutes and because it was not noticed as a Final Hearing, a decision cannot be made tonight.

K. McWilliams explained that a Design Review is required for a Major Site Plan.

D. Collier opened public input. There was no public input at this time.

**T. Hoopes made a motion to move forward with the Final Site Plan application.**

**M. DeCoff seconded the motion with all in favor.**

S. Williams returned to the Board.

## **V. SMART GROWTH AND NATURAL RESOURCE ASSESSMENT;**

Dave Jeffers from the Lakes Region Planning Commission and Carol Foss from the New Hampshire Audubon discussed doing a Smart Growth and Natural Resource Assessment for the community. This is provided free of charge. Funding has been provided by the Pardoe Foundation. Carol Foss asked several questions of the Board regarding Natural Resource protection in the town.

S. Williams had a question on Flood Plains and feels the Federal Flood Plain maps are flawed.

K. McWilliams stated the Flood Plain maps cannot be redefined through this process.

D. Collier asked if the Board would be receiving digital maps.

C. Foss stated that they are put on CD's and the Board can receive them.

D. Jeffers went over the eight principals of Smart Growth and asked several questions of the Board.

## **VI. SECOND MEETING TO DISCUSS AMENDING THE PLANNING BOARD BY-LAWS**

This is the second meeting discussing the By-Laws. There are only three changes from the last meeting.

1. Section MEETINGS Paragraph 4. Subparagraph f): To qualify the Public Input to say Public Input on Non-Case Specific Local Planning Issues.

2. Section EFFECTIVE DATE, SIGNATURE PAGE & FILING to be added for clarity and be put on file with the Town Clerk.

3. Section RSA's OF NOTE/QUICK REFERENCE: To revise the References to match the State Statute RSA's.  
If the Board is comfortable with those changes the Board can vote on those changes tonight.

**T. Hoopes made a motion to make the changes to the By-Laws.**

**M. DeCoff seconded the motion with all in favor.**

D. Collier opened it up to the Public. There was no public input at this time.

## **VII. OTHER BUSINESS**

1. Old Business –

D. Collier mentioned changing Agendas to have only one Public Input on Non-Case Specific Local Planning Issues.

K. McWilliams noted he would include the one public input session for non-case specific local planning issues at the end of each agenda.

2. New Business –

K. McWilliams mentioned that it is difficult to have the Board Chair to come in and sign for Engineering bills to be paid and feels that it would be less cumbersome to have the Planning Board authorize Ken to sign the bills to be paid.

**T. Hoopes made a motion to have the Town Planner sign on behalf of the Planning Board to have the bills paid.**

**B. Curtin seconded the motion with all in favor.**

3. Approval of Minutes:

October 21, 2013 – **B. Curtin motioned to accept the minutes of the Site Walk as presented. M. DeCoff seconded the motion with five (5) in favor and two (2) abstentions (RH & SW).**

October 15, 2013 – B. Curtin corrected Page 2, 4<sup>th</sup> paragraph up from the bottom change the word 'word' to 'would'.

**B. Curtin made a motion to approve the minutes of October 15, 2013 as amended.**

**M. DeCoff seconded the motion with all in favor.**

October 29, 2013 minutes were tabled.

4. Correspondence – None

5. Any other Business that may come before the Board –

None

**VII. PUBLIC INPUT**

None at this time.

**VIII. Adjournment**

**M. DeCoff made a motion to adjourn. The motion was seconded by S. Williams and passed without opposition.**

The Public Hearing adjourned at 7:45 p.m.

Respectfully submitted,

Randy Sanborn, Recorder, Public Minutes