

**TOWN OF ALTON
ZONING BOARD OF ADJUSTMENT
PUBLIC HEARING MEETING
Thursday, June 6, 2024, at 6:00 P.M.
Alton Town Hall**

MEMBERS PRESENT

Mark Manning, Chair
Tom Lee, Vice Chair
Frank Rich, Member
Paul LaRochelle, Selectman's Representative
Joe Mankus, Alternate Member

OTHERS PRESENT

Jessica Call, Town Planner
Norma Ditri, Code Enforcement Officer
Ethan Wood, Esq.
John Miles, applicant
Jeremy Martin, applicant
Teresa Curry
Kristina Bredbury
Eric Bredbury
Stan Kalishman
Margarat Kalisman
Stuart Siegler
Wendy Haynes
Pam Fink
Steven Parsons
Kate Anderson
Rachel Hall
Chan Edy
Tina Belcastro
Donnie Belcastro
Pat Tarpey
Richard Casale
Judy Casale
Steve Roman
Jim Hilson
Morgan Martin
Dave Monesly
Andrea Covati
Sarah Farrguson
Jean Hill
Mike Scandron

Jay Creamer
David Saball
Carole Shea
Rick Shea
Catherine McCauley
Rick Chellman
Christine Cummings
Eileen Parsons
Brandon Lambert
Bill Casale
Mark McKeen
Arlene Zagami
Pete Zagami
Robyn Blocmath
Scott Blocmath
Georgia Howard
Gilles Pelletier
Cynthia Pelletier
Caitlin Lahants
James Alcheson
Janise Lashnits
Sally Rvest
Michael Rvest
Barry Williams
Chris Williams
Cindy Theriault
Brian Laffery
Amy Gymn

Joanne Monro
Carol St. Jein
Robert Roseen
Denise Croteau
Will McClellan
Sallie McClellan
Bette Barton
Wayne Barton
Zachary Schmidt
Lynn Atwood
Al Murrelli
David McGregor
Cindy Mitchell
Paul Keen
James Conroy
Sarah McDermott
David McDermott
Larry Budweiser
Heather Dominick
Toby Dominick
David Haco
Amy Francella

Sarah Goodrum
Karin Lee Howard
Christine Perella
Joseph Perella
Patrick Dennis
Patrick Brown
Jane King
Debbie Berube
Bob Bourke
Peggy Ames
Theresa Calder
John Hitz
Scott Brown
Melanie Todd
George Lamprey
Teresa Blouin
Chris Palanchian
Taylor Faulkner
Joe Covanti
Jean Avery
Stew Avery

CALL TO ORDER

Chair Manning called the meeting to order at 6:00 PM.

INTRODUCTION OF BOARD MEMBERS

Roll Call was taken for the Board members and individuals present at Town Hall.

APPOINTMENT OF ALTERNATES

Chair Manning stated an alternate will be needed for this meeting.

MOTION: To have Mr. Mankus sit on the Board for this meeting. Motion by Mr. Rich. Second by Mr. Lee. Motion passed unanimously.

STATEMENT OF THE APPEAL PROCESS

The purpose of this hearing is to allow anyone concerned with an Appeal to the Zoning Board of Adjustment to present evidence for or against the Appeal. This evidence may be in the form of an opinion rather than an established fact, however, it should support the grounds that the Board must consider when making a determination. The purpose of the hearing is not to gauge the sentiment of the public or to hear personal reasons why individuals are for or against an appeal, but all facts and opinions based on reasonable assumptions will be considered. In the case of an appeal for a Variance, the Board must determine facts bearing upon the five criteria as set forth in the State's Statutes. For a Special Exception, the Board must ascertain whether each of the standards set forth in the Zoning Ordinance have been or will be met.

APPROVAL OF AGENDA

Ms. Call added under New Business: discussion regarding public outreach for potential need to receive Planning and Zoning board prior to approval of businesses.

MOTION: To approve the agenda as amended. Motion by Mr. LaRochelle. Second by Mr. Lee. Motion passed unanimously.

1. APPLICATIONS CONTINUED FROM MAY 2, 2024

Case #Z24-10 The Lakes Hospitality Group, LLC, Jeremy Martin, Signatory	Map 16 Lot 18 & 20 Cherry Valley Road	Special Exception Rural Zone (RU)
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A **Special Exception** is requested from **Article 300 Section 334** to permit a Commercial Function Facility in the Rural Zone.

Chair Manning read the public notice into the record. The Board reviewed the application packet presented. Ms. Ditri stated the application is missing information necessary for making a decision in regard to the requests for variances and special exceptions.

Ms. Call stated she has reviewed the submission up through May 23 which was the continued application deadline; she outlined the items outstanding including confusion as to the location of a road from the roundabout, which is not located on the plan; one set of plan sheets indicate a private road and another depicts a driveway. She stated it is unclear if the variance for Case #Z4-11 is needed; cases #Z24-12 and 13 regarding the Accessory Dwelling Unit, the initial plans submitted show it as an in-law suite. She stated it is still unclear which designation is correct.

Chair Manning stated there is not enough information provided to describe the size of the Glass Barn event center; they cannot determine if the building exceeds the 35 foot height limit but no scale is provided on the plans.

Mr. Rich noted the recommendation from the Planning Department, after reviewing the plans submitted with the application, numerous issues are outstanding.

Mr. LaRochelle noted some of the information being presented now, was only received today, and was received after the application deadline, so the Board has not had time to review the multiple pages and he doesn't believe they can go through this case tonight.

Mr. Lee agreed the height of the building is not depicted on the plans but within the narrative included with the application, it indicated the applicant can make modifications but they still need to follow the guidelines outlined by State statute. He stated all the facts were to be submitted by May 23 to give adequate time for review.

MOTION: To deny the application for Case #Z24-10 as the application is incomplete. Motion by Mr. Lee. Second by Mr. LaRochelle. Discussion: Mr. LaRochelle noted this case has been continued a total of four times so would require a new application. Ms. Call noted it is the policy of the Zoning Board to permit two continuances so she believes the Board went above

and beyond by allowing the additional continuances. **Motion passed unanimously.**

Jeremy Martin, a representative for The Lakes Hospitality Group, LLC, stated there have been changes to the plans and the subsequent variances are no longer needed so they will withdraw the applications, for cases #Z24-11, #Z24-12 and #Z24-13.

Case #Z24-11 The Lakes Hospitality Group, LLC, Jeremy Martin, Signatory	Map 16 Lot 18 & 20 Cherry Valley Road	Variance Rural Zone (RU)
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A **Variance** is requested from **Article 400 Section 452.B** to permit access to two proposed lots apart from where the street frontage is claimed.

Withdrawn by applicant.

Case #Z24-12 The Lakes Hospitality Group, LLC, Jeremy Martin, Signatory	Map 16 Lot 18 & 20 Cherry Valley Road	Variance Rural Zone (RU)
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A **Variance** is requested from **Article 300 Section 319 11.** to permit an unattached ADU that will be occupied by a person or persons other than the owner.

Withdrawn by applicant.

Case #Z24-13 The Lakes Hospitality Group, LLC, Jeremy Martin, Signatory	Map 16 Lot 18 & 20 Cherry Valley Road	Variance Rural Zone (RU)
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A **Variance** is requested from **Article 300, Sections 319 4. & 12.,** to permit a detached ADU, where it is required to be attached or within; and to permit an exterior door between the primary single-family dwelling and an ADU, where an interior door is required.

Withdrawn by applicant.

Case #Z24-26 Ethan Wood, Esq., Agent for John A Miles, Owner	Map 25 Lot 14 33 Baxter Place	Special Exception Rural Zone (RU)
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A **Special Exception** is requested from **Article 300 Section 320.J** to permit the removal and replacement of a manufactured housing unit.

Ms. Call stated she and Ms. Ditri spoke with the agent and applicant; they have chosen to continue the case until the July meeting.

MOTION: To continue the application for Case #Z24-26 to July 11, 2024 meeting. Motion by Mr. LaRochelle. Second by Mr. Lee. Motion passed unanimously.

PUBLIC HEARING FOR ADOPTION OF TOWN OF ALTON ZBA BY-LAWS AND APPLICATION APPEAL GUIDE AMENDMENTS

The Board reviewed and discussed the edits to the by-laws and application guide, which was also reviewed at the last meeting. Ms. Call confirmed all edits discussed at the previous meeting, have been included.

MOTION: To approve the adoption of the Alton Zoning Board of Adjustment By-Laws as presented. Motion by Mr. LaRochelle. Second by Mr. Rich. Motion passed unanimously.

MOTION: To approve the adoption of the Alton Zoning Board of Appeal Application Guide as presented. Motion by Mr. LaRochelle. Second by Mr. Rich. Motion passed unanimously.

OTHER BUSINESS

- 1. Previous Business:** Mr. LaRochelle stated a discrepancy was found when reviewing the results of the recent Town election; he stated in regard to Article XXI, there was a typo for the amount.
- 2. New Business:** Public Outreach- Ms. Call stated there has been an uptick in small businesses in recent years, but lately there have been many instances where businesses are started prior to inquiring with the Town for approvals or a site plan. Ms. Call stated as the Town Planner, it's her role to assist in informing the public of the process; she would like feedback and assistance from the Board, as well as the Zoning Board, as to what they would like that to look like. Chair Manning suggested looking at how other towns handle this. The Board agreed getting information out to the public is important; Mr. LaRochelle suggested using social media, email, notices, etc., to let people and new businesses know how to follow procedures with the Planning Department. Mr. Lee also suggested a "How to Start a Small Business" guide.
- 3. Approval of Minutes:** ZBA meeting minutes of May 2, 2024 – No edits were made.
MOTION: To approve the minutes as presented. Motion by Mr. LaRochelle. Second by Mr. Lee. Motion passed unanimously.
- 4. Correspondence:** None.

COMMITTEE ASSIGNMENTS

(ZAC and Master Plan Implementation Committee)

It was noted that Mr. Rich would be willing to be the representative to the Master Plan Implementation Committee; he will also remain on the Capital Improvements Committee.

Chair Manning will be the representative to the ZAC.

MOTION: To adjourn the meeting. Motion by Chair Manning. Second by Mr. LaRochelle. Motion passed unanimously.

The meeting was adjourned at 6:36 PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary

APPROVED