

**TOWN OF ALTON PLANNING BOARD  
PUBLIC HEARING  
Tuesday, July 16 2024, at 6:00 P.M.  
Alton Town Hall**

**MEMBERS PRESENT**

William O’Neil, Chair  
Doug Brown, Member  
Tom Diveny, Member  
Roger Sample, Member  
Nick Buonopane, Board of Selectmen’s Representative

**OTHERS PRESENT**

Jessica Call, Town Planner  
Josh Thibault, Varney Engineering LLC  
Jeff McKenzie, applicant  
Russell McKenzie, applicant  
Paul Zuzgo, Prospect Mountain Survey  
Scott Williams, applicant  
Eric Gordon

**CALL TO ORDER**

Chair O’Neil called the meeting to order at 6:02 PM.

Introductions were made of the Board members. There was no appointment of alternates as none were present.

**AGENDA REVIEW**

Ms. Call outlined the changes to the agenda: Case P24-23 has been continued to August 20 to await an answer from Town Counsel. Addition to Old Business: memo dated July 9, 2024 to the Board regarding amendment to a motion made for Jeff Hertel, Case P24-22; addition under New Business: 13 Hummingbird Lane has been continued to September; addition under New Business – committee update for Master Plan, ZAC and CIP.

**MOTION: To approve the agenda as amended. Motion by Mr. Brown. Second by Mr. Buonopane. Motion passed unanimously.**

**1. Completeness Review of Application and Public Hearing if Application is Accepted as Complete**

<b>Case #P24-27 Norway Plains Associates, Inc., Steve Oles, Agent for Camp Point Five Trust, Keith DeRosa, Trustee and Jay and Julie Cleary, Owners</b>	<b>Map 16 Lots 70 &amp; 92 Bear Pond Road</b>	<b>Lot Line Adjustment Rural Zone (RU)</b>
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40 Proposal: To adjust lot lines for two (2) lots of record, with Map 12 Lot 92 adjusted from  
41 43.97AC to 43.83AC, and Lot 70 adjusted from .27AC to .41AC.

42 **CONTINUED UNTIL AUGUST 20, 2024**

<b>Case #P24-28 Prospect Mountain Survey, Paul Zuzgo, LLS, Agent for Penny Williams, Owner and Scott &amp; Penny Williams, Owners</b>	<b>Map 8 Lots 3-3 &amp; 3-2 332 Frank C. Gilman Highway</b>	<b>Lot Line Adjustment Rural Zone (RU)</b>
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43 Proposal: To adjust lot lines for two (2) lots of record, with Map 8 Lot 3-2 adjusted from  
44 91.87AC to 95.35AC, and Lot 3-3 adjusted from 6.04AC to 2.56AC.

45 Chair O’Neil read the public notice into the record. The Board reviewed the application for  
46 completeness.

47 The Board reviewed the waiver requests regarding slopes and wetlands. Ms. Call asked if the  
48 wetlands are depicted on the excavation permit. Mr. Zuzgo confirmed the wetlands were located  
49 yesterday and all the wetlands will be delineated. The steep slopes have not been identified for  
50 the large lot. Mr. Williams stated there may be slopes greater than 25% on the large lot. He  
51 explained he is looking to separate the front lot (6 acres) from the larger (96 acre) back lot in  
52 order to separate a duplex from the pit area. It was confirmed there is a topographic map for the  
53 pit. Mr. Zuzgo confirmed the pit will not be expanded but the access road will be moved. Mr.  
54 Williams stated they have a permit in place for access to the larger pit lot, so the duplex is a lot  
55 with only residential access. It was confirmed each lot has its own lot number; Mr. Williams  
56 stated they want to take 4 acres from the duplex/residential lot and put it with the larger pit lot.  
57 Maps and plans were presented to the Board for review to depict the lot line adjustment.

58 **MOTION: To approve the request for a waiver to Article 7.F.7.g, to not delineate the**  
59 **wetlands on Map 8, Lot 3-2. Motion by Chair O’Neil. Second by Mr. Sample. Motion**  
60 **passed unanimously.**

61 **MOTION: To approve the request for a waiver to Article 7.F.7.h, to not show the 25%**  
62 **slopes on Map 8, Lot 3-2. Motion by Chair O’Neil. Second by Mr. Sample. Motion passed**  
63 **unanimously.**

64 **MOTION: To approve the request for a waiver to Article 7.F.7.i, to not show the upland**  
65 **areas on Map 8, Lot 3-2. Motion by Chair O’Neil. Second by Mr. Sample. Motion passed**  
66 **unanimously.**

67 **MOTION: To accept the application for Case #P24-28 as complete. Motion by Chair**  
68 **O’Neil. Second by Mr. Diveny. Motion passed unanimously.**

69 Mr. Zuzgo explained the pit currently falls on both lots; this will remove the pit area from the  
70 residential duplex lot; he stated a variance for a duplex in the rural zone was approved from the  
71 Zoning Board of Adjustment.

72 Mr. Buonopane asked if the excavation permit will still be in compliance with the regulations.  
73 Ms. Call confirmed it will be as far as she is aware; she explained the potential area of  
74 excavation is being increased but per the regulations, the permit includes both lots. Mr. Williams

75 confirmed both the 6 and 96 acre lot are included in the excavation permit of 2018; a main  
76 change will be in the access. Mr. Zuzgo presented copies of both permits. Mr. Williams stated the  
77 wetlands that were previously crossed will be restored so there is no road across it; although a  
78 new wetland crossing will be needed Mr. Zuzgo stated the wetlands crossing permit is in the  
79 process of being approved; he stated the driveway permit for the residential lot is currently  
80 commercial and the permit for the large lot is residential but they are in the process of having  
81 those corrected. Mr. William stated he will have an engineer review the new access for the large  
82 lot as it will be crossing a wetland, and he wants it to be two lanes wide. Mr. Zuzgo noted  
83 approval will be needed from the State of New Hampshire for the subdivision of the 2.5 acres.

84 Chair O’Neil opened the hearing to input from the public. None was indicated.

85 **MOTION: To approve the application for Case #P24-2, Scott and Penny Williams, for the**  
86 **lot line adjustment of Map 8, Lots 3-2 and 3-3, 332 Frank C. Gilman Highway, with the**  
87 **conditions laid out in the Planning Review. Motion by Mr. Buonopane. Second by Mr.**  
88 **Brown. Motion passed unanimously.**

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90

**2. Design Review**

<b>Case #P24-29 Prospect Mountain Survey, Paul Zuzgo, LLS, Agent for Jeffery, Kenneth &amp; Russell McKenzie, Owners</b>	<b>Map 1 Lot 19 298 Africa Road</b>	<b>Major Subdivision Design Review  Rural Zone (RU)</b>
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91 Proposal: to subdivide parent lot of 81.54AC into 5 total lots, 4 lots of 2.6AC and one lot of  
92 70.6AC

93 The Board reviewed the proposed subdivision plans and requested waivers to delineate the  
94 remaining land. Mr. Zuzgo explained there are wetlands at the bottom of the hill.

95 Chair O’Neil noted the Conservation Commission has concerns about water runoff and drainage.  
96 Mr. Zuzgo stated there is a lot of water running along both sides of the road, likely going into a  
97 marsh on the other side of the road; the issue is with the ditching along the road. Ms. Call will  
98 reach out to the Highway Department to let them know about the drainage concerns.

99 Ms. Call noted no soils or utilities map were provided; she stated the drainage plan map, erosion  
100 and sedimentation control plan and stormwater management plan were not checked on the  
101 application. Mr. Zuzgo stated he believes those are not applicable because it is just going to be  
102 driveways and no new roads. A letter from the Department of Public Works was submitted  
103 indicating the locations are acceptable. Mr. Zuzgo stated there will likely be an easement needed  
104 for the shared driveway. Ms. Call noted that approval from the Fire Department is still  
105 outstanding.

106 Chair O’Neil opened the hearing to input from the public. None was indicated.

107 Ms. Call advised Mr. Zuzgo that an application can now be submitted along with the completion  
108 of the remaining items on the checklist.

109  
110

111 **Other Business:**

112 **1. Old Business:**

113 **Case #24-22: Jeffrey Hertel for Final Site Plan**

114

115 **MOTION: To amend the approval by inserting conditions subsequent to and conditions**  
116 **precedent for the Plan Review of June 18, 2024. Motion by Mr. Sample. Second by Mr.**  
117 **Diveny. Motion passed unanimously.**

118

119 **2. New Business:**

120

121 The Board reviewed the liability waiver presented for the following cases. Ms. Call noted the  
122 Planning Board needs to review and make recommendations to the Board of Selectmen.

123

124 **a. Case #P24-07: Building Permit Permission Request/STR for Private Road,**  
125 **Robert's Cove, Inc., Map 48 Lot 24, 17 Basin Road, Lakeshore Residential**  
126 **Zone (LR)**

127

128 **MOTION: To recommend a waiver of liability to the Board of Selectmen. Motion by Mr.**  
129 **Diveny. Second by Mr. Buonopane. Motion passed unanimously.**

130

131 **b. Case #P24-08: Building Permit Permission Request/STR for Private Road,**  
132 **Robert's Cove, Inc., Map 18 Lot 27, 24 Basin Road, Lakeshore Residential**  
133 **Zone (LR)**

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135 **MOTION: To recommend a waiver of liability to the Board of Selectmen. Motion by Mr.**  
136 **Diveny. Second by Mr. Buonopane. Motion passed unanimously.**

137

138 **c. Case #P24-10: Building Permit Permission Request/STR for Private Road, Fin**  
139 **Con, LLC, Map 50 Lot 33, 36 Farmington Road, Lakeshore Residential Zone**  
140 **(LR)**

141

142 **MOTION: To recommend a waiver of liability to the Board of Selectmen. Motion by Mr.**  
143 **Diveny. Second by Mr. Buonopane. Motion passed unanimously.**

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145

146 **d. Case #P24-13: Building Permit Permission Request/STR for Private Road,**  
147 **Pam J Thornton Revocable Trust & Pear Tree Properties, LLC, Map 44 Lot 36,**  
148 **174 Black Point Road, Lakeshore Residential Zone (LR)**

149 **MOTION: To recommend a waiver of liability to the Board of Selectmen. Motion by Mr.**  
150 **Diveny. Second by Mr. Buonopane. Motion passed unanimously.**

151

152

153 **e. Case #P24-14: Building Permit Permission Request/STR for Private Road,**  
154 **Amansaukee, LLC, Map 21 Lot 1-5, 131 Claypoint Road, Lakeshore**  
155 **Residential Zone (LR)**

156

- 157 f. **Case #P24-15:** *Building Permit Permission Request/STR for Private Road,*  
158 *Mary Pham & Scott Dugas, Map 71 Lot 83, 19 Barbara Drive, Rural Zone*  
159 *(RU)*  
160

161 **MOTION: To recommend a waiver of liability to the Board of Selectmen. Motion by Mr.**  
162 **Diveny. Second by Mr. Buonopane. Motion passed unanimously.**  
163

- 164 g. **Case #P24-16:** *Building Permit Permission Request/STR for Private Road,*  
165 *Eric Casaccio, Map 21 Lot 1-5, 131 Claypoint Road, Lakeshore Residential*  
166 *Zone (LR)*  
167

168 **Continued to September 2024.**  
169

170 **APPROVAL OF MINUTES**

171 Meeting of June 18, 2024 – Edits were made. **MOTION: To approve the minutes as amended.**  
172 **Motion by Mr. Buonopane. Second by Chair O’Neil. Motion passed unanimously.**  
173

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

- 175 a. *Review and vote on an Application of Appointment to the CIP Committee for*  
176 *Pat O’Brien.*  
177

178 **MOTION: To approve the appointment for Patrick O'Brien to the Capital Improvement**  
179 **Planning Committee. Motion by Mr. Buonopane. Second by Mr. Brown. Motion passed**  
180 **unanimously.**  
181

- 182 b. *Discussion about Planning Department letter sent to Bucky & Joey Holdings,*  
183 *LLC and Wilson’s X-Treme Detailing, LLC*  
184

185 The Board reviewed the letter presented. Ms. Call stated the property owner inquired about  
186 different businesses interested in the property; she advised that a Site Plan review would be  
187 needed for the business, but the business owner has not done so yet. There may have been some  
188 misunderstanding about who would obtain the approvals.  
189

- 190 c. *Committee Updates:*

191 Ms. Call stated the Master Plan Implementation Committee will begin meeting tomorrow night;  
192 it is tasked with reviewing all the action items that came from the update.  
193

194 The ZAC committee will be meeting July 24; the CIP meeting is scheduled for July 30.  
195

196 **4. Correspondence for the Board's information: None.**  
197

198 **ADJOURN**

199 **MOTION: To adjourn the meeting. Motion by Mr. Brown. Second by Mr. Buonopane.**  
200 **Motion passed unanimously.**  
201

202 The meeting was adjourned at 7:10 PM.

203  
204 Respectfully Submitted,  
205 *Jennifer Riel*  
206 Jennifer Riel, Recording Secretary

APPROVED