

1                                   **TOWN OF ALTON PLANNING BOARD**  
2   **PUBLIC MEETING**  
3                                   **Tuesday, November 19, 2024, at 6:00 P.M.**  
4                                   **Alton Town Hall, 1 Monument Square, Alton, NH 03809**

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7   **MEMBERS PRESENT**

8   William O’Neil, Chair  
9   Doug Brown, Member  
10   Tom Diveny, Member  
11   Mark Manning, Member  
12   Roger Sample, Member  
13   Nick Buonopane, Board of Selectmen’s Representative  
14   Christine O’Brien, Alternate Member  
15   Tom Hoopes, Alternate Member  
16

17   **OTHERS PRESENT**

18   Robin McClain, Land Use Assistant  
19   Ryan Heath, Town Administrator  
20   Pat O’Brien, Fire Department  
21   Frank Rich, Capital Improvement Planning Committee  
22   Karen Arenburg  
23   Tim Barchard, applicant  
24   Steve Oles, Norway Plains  
25   Marcella Perry  
26   Daniel Lang, applicant  
27   Valerie Tarbell  
28   Judy Casale  
29   Rick Casale  
30   Walter Barowski, applicant  
31   John Cronin, Esq.  
32   Georgia Howard  
33   Dave Saball  
34   Cris Sargent  
35   Josh Thibeault, Prospect Mountain Survey  
36   Richard Shea  
37   Rob Miller, Esq.  
38   Brad Jones, Jones and Beach Engineers  
39   Tara Bamford, via Zoom  
40   ???? Chellman  
41

42   **CALL TO ORDER**

43   Chair O’Neil called the meeting to order at 6:00 PM.

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45   Introductions were made of the Board members. Chair O’Neil asked Ms. O’Brien to sit on the  
46   Board in the absence of Mr. Hillgrove.

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**AGENDA REVIEW**

No changes were made to the agenda.

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

**1. Public Hearing on the 2025-2030 Capital Improvements Program (CIP)**  
**SEE SEPARATE NOTICE ATTACHED**

Chair O’Neil read the public notice into the record. The Board reviewed the CIP Plan.

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

Chair O’Neil closed the public hearing; he asked if any Board members have comments or questions.

Mr. Brown thanked Mr. Rich and members of the Capital Improvement for their work on this project. He stated in the future it would also be helpful to see percentages relative to tax burden.

Mr. Rich stated the CIP doesn’t typically know the year-to-date expenditures for the capital reserves; going forward they will be requesting that information. He explained the purpose of this committee is to be advisory, looking at what may be needed by the town in the next five to ten years with regard to equipment and roads.

**MOTION: To accept the Capital Improvement Planning Committee plan for the 2025-2030. Motion by Mr. Buonopane. Second by Mr. Brown. Motion passed unanimously.**

**2. Joint Meeting with the Zoning Amendment Committee (ZAC)**

*The ZAC Committee will present their 2024-2025 recommendations for proposed amendments to the Zoning Ordinance to the Alton Planning Board. Copies of the draft proposed zoning amendments are available on the town’s website, [www.alton.nh.gov](http://www.alton.nh.gov), in the Planning Department.*

Chair O’Neil read the public notice into the record.

Mr. Sample presented the six proposed amendments, and these were reviewed and discussed by the Board.

Tara Bamford explained she worked with the committee on Article 3 and the goal was to clean up the language regarding non-conformance.

The public hearing for the proposed amendments is scheduled for December 17, 2024, 6:00 PM, with a snow date of January 21, 2025.

**3. Continued from October 15, 2024**

<b>Case #P24-34 Wilcox &amp; Barton, Samyn-D'Elia Architects &amp; Cronin, Bisson &amp; Zalinsky, P.C., Agents for The Lakes Hospitality Group, Jeremy Martin, Signatory</b>	<b>Map 16 Lots 18 &amp; 20 00 Cherry Valley Road</b>	<b>Major Subdivision Design Review Rural Zone (RU)</b>
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93 *Proposal: To consolidate the two (2) parcels and then subdivide the parent lot into nineteen (19)*  
94 *residential lots.*

95  
96 Chair O’Neil read the public notice into the record.  
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98 John Cronin, Esq., stated the applicant acquired the property a while ago, having previously been  
99 before the Board with a proposal for *The Glass Barn*, which was not welcomed by residents. The  
100 applicant is now here with a proposal for a subdivision; a design review hearing was done in  
101 August. The proposal has been reviewed by Tighe and Bond on behalf of the Town. Mr. Cronin  
102 stated there was discussion at that time whether this application has regional impact but they  
103 don’t believe it does as the Town of Gilford already has standing as an abutter although the  
104 Board did vote in favor of there being regional impact. Mr. Cronin stated the engineer has gone  
105 back over the plans to ensure compliance with the zoning ordinances; the only frontage  
106 requirement is 200 feet at the property line. He stated they would like to request the design  
107 review be completed and move forward with a complete application. Mr. Cronin stated this case  
108 has been postponed a couple times on behalf of the Town not being prepared to go forward; he  
109 clarified they have been prepared to move forward in September, October and tonight. He  
110 confirmed they have looked at the staff report and considered all the concerns; he stated he  
111 doesn’t believe concerns relative to enforcement are relative to a design review; he stated  
112 complaints filed with NH DES were determined to be unsubstantiated by NH DES and a letter  
113 was issued indicating no violations.

114  
115 A representative from Tighe and Bond confirmed they reviewed the application and submitted  
116 comments in October; they have not reviewed any changes since that time as no request to do so  
117 was received from the Planning Board. Mr. Cronin expressed frustration with the delays for his  
118 client and application; he stated the second set of plans were done to correct issues. Mr. Heath  
119 explained the Board did not have time to review the first set of plans and the Planner’s review  
120 before the second set came in; there was a delay between the reviews and meetings. Mr. Cronin  
121 requested moving on from the design review as the plans submitted have been amended and  
122 meet all the requirements for the application; he stated they have worked cooperatively with  
123 Tighe and Bond and all comments have been addressed. Chair O’Neil noted the only issue that  
124 doesn’t appear to have been addressed is the contiguous buildable area.

125  
126 Mr. Manning stated he is concerned about the water runoff into the lake, requiring this to become  
127 a regional issue. The Board agreed that Tighe and Bond needs to review to confirm.

128  
129 Chair O’Neil opened the hearing to input from the public.

130  
131 ??? Chellman, abutter, stated the two primary issues he found were outlined in a letter of  
132 October 15, including width of frontage and lot length. He stated these would be zoning issues;

133 in this zone there is a minimum width of 200 feet, although that isn't applicable to other zones,  
 134 which only have 200 feet frontage requirements as indicated by Mr. Cronin. Because of the  
 135 angles of the lot, there is only 164 feet; one of the lots in the October 1 submission, Lot 20-6 also  
 136 has skewed lines even though there is 200 feet of frontage, the lot width is much less. It was  
 137 noted that more than one lot do not conform to this criteria. The subdivision regulations require  
 138 at least 74% of the two acres to be contiguous buildable land but Lot 20 does not have that. It is  
 139 also unclear whether the wetlands are connected, which would change the setbacks for those. In  
 140 summary, Mr. Chellman stated based on the plans submitted in October, 4 lots don't conform  
 141 with the contiguous land area requirement, 6 don't conform with the width requirement.

142  
 143 Rob Miller, Esq., representative for the Casales, abutters, noted at the August meeting the Board  
 144 agreed a site walk is needed but none has been scheduled yet; he stated it would be helpful for  
 145 the Board to see the lot before winter.

146  
 147 Chair O'Neil closed input from the public.

148  
 149 Mr. Diveny stated he believes a site walk is necessary, but they can't entertain that idea until the  
 150 application is accepted; the Board is not allowed on the property unless the application is  
 151 accepted. The Board agreed.

152  
 153 Mr. Heath stated Tighe and Bond has done one review; it was confirmed the revised plans have  
 154 not been reviewed. He advised the Board to utilize all the resources the Town has for the board  
 155 including the engineers and legal counsel. The Board discussed how to move forward; Mr.  
 156 Manning stated he has concerns about changing boundary lines and whether there is enough  
 157 contiguous buildable area.

158  
 159 **MOTION: To close the Design Review phase of this application and move it to a public**  
 160 **hearing on December 17, 2024. Motion by Mr. Sample. Second by Mr. Manning. Motion**  
 161 **passed unanimously.**

162  
 163 **Completeness Review of Application and Public Hearing if Application is Accepted as**  
 164 **Complete**

<b>Case #P24-44</b> <b>Norway Plains Associates, Steve Oles,</b> <b>Agent for Timothy &amp; Laura</b> <b>Barchard, Owners</b>	<b>Map 33 Lots 36 &amp; 38</b> <b>13 Mariette Drive</b>	<b>Lot Line Adjustment</b> <b>Lakeshore Residential Zone</b> <b>(LR)</b>
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165 *Proposal: To adjust lot lines for two (2) lots of record, with Map 33 Lot 36 adjusted from*  
 166 *.102AC to .110AC, and Lot 38 adjusted from .485AC to .477AC.*

167  
 168 Chair O'Neil read the public notice into the record. This case was continued from October.

169  
 170 The Board reviewed the application including the waiver requests.

171  
 172 **MOTION: To accept the waiver requests submitted on October 28, 2024 for Article**  
 173 **7.F.7.g., Article 7.F.7.h, and Article 7.F.7.i. Motion by Mr. Buonopane. Second by**  
 174 **Manning. Motion passed unanimously.**

175  
176 **MOTION: To accept the application for Case #P24-44 as complete. Motion by Mr.**  
177 **Buonopane. Second by Mr. Manning. Motion passed unanimously.**  
178  
179 Steve Oles, representative for the applicant, stated the lot line adjustment is so they get the shed  
180 fully on the applicant’s property.

181  
182 Chair O’Neil noted no comments were received from department heads. It was confirmed there  
183 are no mortgage or liens on the property; sample deeds will be submitted. Mr. Barchard  
184 confirmed he owns the private right-of-way.

185  
186 Chair O’Neil opened the hearing to input from the public. None was indicated.

187  
188 Chair O’Neil closed the public hearing.

189  
190 **MOTION: To approve the lot line adjustment for Case #24-44. Motion by Mr. Brown.**  
191 **Second by Manning. Motion passed unanimously.**

192  
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<b>Case #P24-37</b> <b>Walter Barowski, Applicant for The</b> <b>Walter Barowski Living Trust</b>	<b>Map 6 Lot 1</b> <b>30 Eagles Way, Suncook</b> <b>Valley Road</b>	<b>Final Minor Subdivision</b> <b>Rural Zone (RU)</b>
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194 *Proposal: To add additional area to locate a manufactured home and delineate an area to be*  
195 *used for a seasonal-only accessory RV.*

196  
197 Chair O’Neil read the public notice into the record.

198  
199 Mr. Sample stated he would be stepping down from the Board for this case. Chair O’Neil asked  
200 Mr. Hoopes to sit on the Board for this case.

201  
202 The Board reviewed the application for completeness.

203  
204 **MOTION: To accept the application for Case#P24-37 as complete. Motion by Mr.**  
205 **Manning. Second by Mr. Buonopane. Motion passed unanimously.**

206  
207 It was noted there are 55 proposed lots; the total acreage is 57 acres. The Board noted frontage,  
208 and setbacks need to be noted on the plans.

209  
210 Josh Thibault, Prospect Mountain Survey, stated there are no interior lot lines for a manufactured  
211 housing park; there is a single lot that remains under single ownership. The residents only own  
212 the trailer and not the land underneath so there are no interior lot lines. Mr. Thibault explained  
213 the lines that are depicted are only to show that there is the minimum of 10,000 square feet for  
214 each of the proposed units, as well as the additional 1,000 square feet of open space. Mr. Heath  
215 stated it was the concern of the Town Planner for this particular park is the fact there is a  
216 combination of a community septic as well as individual systems on each lot. He stated each  
217 septic system plan that was submitted has iron pins and four corners; he clarified the lot through

218 the middle was a previous right of way but 19 lots in that area have separate septic systems and  
219 leach fields on each area. However, none of that is on the plans as only the community system is  
220 identified.

221  
222 John Cronin, Esq., noted there is a letter in the file from NH DES, approving the plans for the  
223 proposed lot. Mr. Thibault explained the NH DES approval and lot loading calculation is based  
224 on the whole lot and not each individual lot.

225  
226 Mr. Heath noted there is also a concern by the planner about the setback distance from the slabs  
227 and the leach fields. Mr. Thibault stated the existing system can be added to the plans.

228  
229 Mr. Buonopane noted that in Mr. Barowski’s bilaws of the park, everything is referred to as  
230 individual lots. Mr. Thibault stated that per the NH subdivision approval, none of the lots may be  
231 sold separately.

232  
233 Mr. Heath referenced the mobile home park ordinances which require 75 feet of frontage on the  
234 interior park road, houses located a minimum of 30 feet from the center of the right-of-way, and  
235 at least 25 feet from any other interior lot line. Mr. Cronin stated it would be difficult to meet all  
236 those requirements with the existing lots, noting records have been lost over time. Mr. Heath  
237 stated there are concerns about overlapping septic systems. Mr. Cronin stated there may be an  
238 issue of preexisting nonconforming lots but none of those setbacks are changing, and those  
239 should not impact approval for the additional lots. Mr. Heath stated the newly proposed lot is in  
240 the middle of the existing 19 lots.

241  
242 Mr. Heath noted there is also an RV trailer within the park that doesn’t meet mobile home park  
243 standards. Mr. Thibault stated they have a letter of approval from the previous building inspector  
244 to permit the RV to tie into the existing septic system. Mr. Heath stated it is the recommendation  
245 of the Town Planner that a variance would be needed from the Zoning Board of Adjustment for  
246 the trailer. Mr. Cronin requested the Board consider approving the application subject to NH  
247 DES septic permit and update of the plan to show the dimensions as requested in the staff report,  
248 as well as approval with the ZBA. He stated the trailer has been on the lot for some time. Ms.  
249 McClain stated that from her discussions with the Town Planner, it was indicated that without  
250 the proper measurements and setbacks depicted, it is difficult to determine if there may be other  
251 issues with the property. The Board agreed further details are needed, specifically regarding the  
252 septic systems and the camper on the lot. Mr. Cronin clarified this is a single lot owned by one  
253 person and not 55 separate lots; he stated the preexisting lots have been in place since 1985. He  
254 stated it would be helpful to sit down and discuss this further with the Town Planner. The Board  
255 agreed.

256  
257 Mr. Heath stated that since there is no signed plans on file for the original subdivision, and the  
258 park has expanded over the years, no plans to show existing conditions or proposed expansion,  
259 this is the first existing conditions plan being reviewed by the Town.

260 After discussion, it was agreed with the applicant’s representative and the Board to continue the  
261 case.

262

<b>Case #P24-45 Prospect Mountain Survey, Paul Zuzgo, Agent for Daniel Lang, Owner</b>	<b>Map 14 Lot 1-2 232 Jesus Valley Road</b>	<b>Final Minor Subdivision Rural Zone (RU)</b>
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263 *Proposal: To subdivide lot of 15.64AC into 2 total lots, parent lot of 10.46AC and one lot of*  
264 *5.18AC.*

265  
266 Chair O’Neil read the public notice into the record. The Board reviewed the application for  
267 completeness.  
268

269 **MOTION: To accept the application for Case #P24-45 as complete. Motion by Mr.**  
270 **Manning. Second by Mr. Buonopane. Motion passed unanimously.**

271  
272 Dan Lang stated he lives at the property; they built their home 12 years ago; there are two  
273 structures on the property, which have a shared driveway, and he wants to divide the lots so he  
274 can expand his home from 1200 square feet. They currently live in the garage with living space  
275 above it (accessory dwelling unit). The house next door is the main dwelling which he rents to  
276 his sister. It was confirmed that the shared driveway would remain shared; a driveway permit  
277 was obtained for the shared driveway. Mr. Diveny noted the Zoning Board of Adjustment  
278 supported this application and the driveway was approved to be shared due to steep slopes.  
279

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

281  
282 Chair O’Neil closed the public hearing.

283  
284 **MOTION: To approve the application for a final minor subdivision for Case #P24-25 for**  
285 **property located at Map 14, Lot 1-2, 232 Jesus Valley Road, Alton, NH, with conditions**  
286 **precedent for the driveway permit. Motion by Mr. Brown.**

287  
288 **Conceptual Consultation**

<b>Case #P24-46 Jones &amp; Beach Engineers, Brad Jones, Agent for Outlook Properties, LLC</b>	<b>Map 9 Lot 6 Rte 28/436 Suncook Valley Road</b>	<b>Conceptual Consultation Rural Zone (RU)</b>
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289 *Proposal: : To construct a Self-Storage Facility consisting of fifty-six (56) 20’x48’ storage*  
290 *buildings with onsite well and septic.*

291  
292 Chair O’Neil read the public notice into the record. The Board reviewed the plans presented.  
293

294 Brad Jones, Jones and Beach Engineers, stated the property is owned by Overlook LLC and is a  
295 5.98 acre lot; it would have single, gated, driveway access from Route 28, for 56 private self-  
296 storage units. Each unit is comprised of nine storage buildings, each unit being 28 feet by 48 feet.  
297 There would be an office at the entrance; each building will have sewer, water, and electricity,  
298 with a bathroom in each unit. The driveway would be paved. Mr. Jones stated a driveway permit  
299 will be needed from NH DOT; an Alteration of Terrain permit will also be needed from NH  
300 DES; the boundary and soil surveys have been done and the applications are ready for

301 submission. Architectural renderings were presented for review by the Board. Mr. Jones stated  
302 the construction style has not been determined yet, but the intention is to have attractive  
303 structures as opposed to steel storage buildings. The buildings will have 14 foot doors and a  
304 traditional single story height. The units will be sold individually and built in phases.  
305

306 The Board had no concerns with the plans presented.  
307

308 **Other Business**

309 **1. Old Business:**

310 a. **Committee updates:** None.

311 **2. New Business:**  
312

313 **3. Approval of Minutes:** Meeting minutes of October 15, 2024 – No edits were made.  
314

315 **MOTION: To approve the minutes as presented. Motion by Mr. Buonopane. Second by**  
316 **Mr. Manning. Motion passed unanimously.**  
317

318 **4. Correspondence for the Board's review/discussion/action:** None.  
319

320 **5. Correspondence for the Board's information:** None.

321 **6. Correspondence for the Board's information on State Permit Applications:** None.  
322

323 **ADJOURN**  
324

325 **MOTION: To adjourn the meeting. Motion by Mr. Manning. Second by Mr. Buonopane.**  
326 **Motion passed unanimously.**  
327

328 The meeting was adjourned at 9:15 PM.  
329

330 Respectfully Submitted,

331 *Jennifer Riel*

332 Jennifer Riel, Recording Secretary