

**TOWN OF ALTON**  
**ALTON ZONING BOARD**  
**OF ADJUSTMENT**  
**ALTON, NH**

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**Approved 5/1/08**  
**Meeting Minutes**  
**April 3, 2008**

**Members Present:** Timothy Kinnon, Chairman  
Paul Monziona, Clerk  
Timothy Morgan  
Marcella Perry  
David Schaeffner

**Others Present:** Sharon Penney, Town Planner  
Stacey Ames, Planning Assistant  
Krista Argiropolis, Recorder  
Members of the Public

**I. CALL TO ORDER**

T. Kinnon called the meeting to order at 7:06 PM.

**II. INTRODUCTION OF BOARD MEMBERS**

All Board members were present.

**III. STATEMENT OF THE APPEAL PROCESS**

T. Kinnon read a statement of the appeal process.

**IV. APPROVAL OF AGENDA**

S. Penney reported that Case #Z08-08 (Map 26; Lot 10; Special Exception) Oh Buster Jr., Inc., had been withdrawn that day.

**V. NEW APPLICATION**

**a. CASE #Z08-09; MAP 9, LOT 59-1 & 2 (Variance)**  
**Huggins Hospital – Range Road & New Durham Road**

T. Kinnon reported that his wife was employed by a Trustee of Huggins Hospital but that he felt he could be objective in his decisions with this case. There were no comments by the members of the Board or the public about his statement.

James Rines, White Mountain Survey Company, introduced himself. He noted that he is a licensed professional engineer and that he has a LLC license, too.

T. Kinnon asked why Huggins Hospital was asking for a variance. J. Rines responded that they were asking for a variance because per the zoning regulations, they would need 195 parking spaces for the size of the building they were planning.

M. Perry asked if this wasn't the building they were proposing, if they were requesting something of similar size. She stated the Board questioned the area variance because the building itself wasn't the issue but the parking. She stated that a special exception would address the parking issue. J. Rines stated that if it was only a special exception he would be "delighted". He stated he needed relief from the parking requirements.

There was discussion about the waivers available through the special exceptions. T. Kinnon stated they wanted to make sure they spent their time and money on the proper application. J. Rines stated there could be a flaw in their potential permitting if it was something that could go either way.

S. Penney stated the proportion of the change was significant and that they were really looking at what was appropriate for this particular use. She noted there would be some square footage changes. M. Perry felt they needed some guidance.

T. Kinnon asked how much the square footage had been reduced. J. Rines stated that they were asking for one parking space for every 205 sq. ft. but that the changes now meant they were asking for one parking space for every 190 sq. ft. The new proposed building design is 17,783 sq. ft.

T. Kinnon felt that the presentation of the case would be pretty much the same whether there would be a special exception or as a variance. He stated their deliberation would be pretty much the same other than formality of the special exception. S. Penney spoke about a similar case that had come up at a meeting with the Planning Board and noted they had gone into deliberations about the case with the attorney. She stated they could do that this evening so that the case could be heard by the Board. There was discussion about the protocols for variance vs. special exception.

It was the consensus of the Board to move the meeting into deliberations with legal counsel.

The meeting recessed at 7:20 PM. The meeting reconvened at 7:28 PM.

T. Kinnon confirmed that the application was an area variance application and that they had been counseled that it was the correct application. T. Kinnon asked if anyone had any questions or concerns with the application itself.

P. Monziona asked if the application included the study. J. Rines stated that the study was included and based on the standards of the parking.

**MOTION:**

**M. Perry motioned to approve the application as complete and T. Kinnon seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

J. Rines presented a map of the proposed building and parking area to the Board. He stated it is a revised application, dated 4/3/08. He noted that the square footage was the only changes for the application. He reviewed the dates of the changes in the other documents submitted, so that the documents reflected all of the changes that had been made. He felt these were the only changes to those materials given to the Board.

J. Rines presented the plans for the proposed building and parking area. He noted there were two lots totaling 2.5 acres, rounded to the nearest tenth. There is some upland and wetland areas interspersed on the property and he reported that the wetland scientist had not delineated the property. He noted some of the landmarks on the property. He stated it is going to be a split level building. He described the rehabilitation/therapy facilities of the building and the medical offices. These medical offices will be replacing the Alton Family Practices that are on Main St.

J. Rines spoke about the revisions made to the building and noted that they used code 325:12, because that was the closest definition to what the building was going to be used for but felt that section 325 also fit their description. He reviewed the specifications of the section. He presented a diagram of the floor plan to the Board. He stated it was quite clear that portions of the building would be considered a medical office, while portions of the building would be considered business office. He noted there would be storage areas, pool areas, gymnasium area, etc. He noted the different examination rooms and laboratories and reported they would require 17 parking spaces for those areas. He noted the hallways and other "professional office" areas that would require 51 parking spaces. He spoke about the projected number of employees that would be in the area in five years after the opening of the facility and reported that they would exceed requirements by ten spaces with their requested 94 spaces. He noted that Huggins Hospital had computed what they would need for parking spaces for their five year projection for the average maximum patients/staff per hour.

P. Monziona asked why they needed a variance at all and their thinking behind it because as they analyzed the space and matched it to the regulations of the requirements. He asked if they were able to consider this entire facility a medical center/laboratory, what would be needed for spaces. J. Rines responded they would need 178 parking spaces if this building was considered a medical center/laboratory only. He spoke about the site planning process and felt they could add spaces if they could conform the planning process more. He felt they were comfortable getting this number of spaces but that they might be able to get more if they "massaged" the design of the parking area a bit more.

T. Morgan asked if ITE addressed standards for pools, gymnasiums, and other areas that would differ from our ordinance. J. Rines stated that they had standards for pools, like the YMCA pool, but that they would require more spaces than a facility designed for rehabilitative exercise would require. T. Morgan asked if J. Rines knew what the standards were for the public recreation areas and J. Rines responded that he did not remember.

Jodi Balient, Vice President Patient Services, Huggins Hospital, spoke about some of the services, such as an aerobics or water aerobics classes or programs that would be offered to the public. She spoke about some of the plans for these types of programs that Huggins Hospital would offer. J. Rines noted that these programs would not be offered during regular business hours but in the evening or after office hours. There was discussion about the parking areas available for those people participating in these programs.

Dave Tuttle, President, Huggins Hospital, spoke about the parking spaces available at Huggins Hospital rehab building. He stated that this proposed building is a rehabilitation/therapy building

and is a wellness opportunity. He stated he wasn't aware of how many spaces were at Huggins Hospital's rehab building in Wolfeboro. J. Rines responded that it was about 27 spaces, or about one space per 290 sq. ft., by his best estimations.

T. Kinnon asked if the classes or programs held at the facility would be supervised. D. Tuttle responded that they would be supervised and would not be "open" like at the YMCA. D. Tuttle spoke about the rehabilitation facility in Wolfeboro and noted that the pool at the Alton facility would be larger than the one in Wolfeboro.

P. Monziona spoke about the parking spaces needed for employees and the projections for the number of employees. There will be approximately 27.5 full-time employees at the facility in five years. P. Monziona asked what the maximum number of patients would be at the facility. J. Balient responded that they did map that out over five years and had planned for growth. She reported that they are projecting 33 patients per hour and the maximum number of patients and employees in the building would be about 63.2 patients and employees per hour.

P. Monziona asked if this would max out the parking lot and facility. J. Balient stated that it would max it out and they would need to expand the space after the fifth year.

T. Morgan spoke about placement of the septic systems and the wetlands. He noted there were some concerns about the placement of the septic systems that had been brought to their attention. J. Rines responded that it was their belief that because these lots were created before the setbacks were created. He stated the septic system is proposed under the parking area and noted on the map where the septic systems would be located.

M. Perry asked if the uplands would be accessible. J. Rines stated that they were going to have a soil scientist assess the area and they felt that by keeping what buffer they had and the treatment swales that they would have less environment impact. M. Perry felt they had a lot of area that would be hot top. J. Rines confirmed that there would be a lot of hot top. M. Perry asked what area would be left for the placement of snow that needed to be removed from the parking lot. J. Rines pointed out some areas where snow could be placed and noted that if there was a winter like this last winter that the snow could be trucked off the property. He spoke about the zoning of the area and noted these lots had not been merged because they don't have a variance or a site plan. He spoke about the creation of the lots and felt that there wouldn't be as much wet area if the lot was created after year 2000. There was discussion about the creation of the drainage swale.

S. Penney noted that the Notice of Decision required a delineation of the wetlands areas with markers and asked if J. Rines had been in the area. J. Rines stated he had not been in the area but that his crew had been. He reported his crew had located the wetlands markers prior to the snow.

P. Monziona asked if the lots were newly created and J. Rines reported that the lots had been this way since 1980.

P. Monziona asked if there were any documents filed that had identified this project as a medical center. J. Rines stated he wasn't a party to the variance. There was discussion about the parcels and the buffers between the wetlands. J. Rines stated they were asking to calculate their parking area at one space per 190 square feet of building. He spoke about the handicapped parking spaces that were needed, which take up more space by design.

S. Penney reported that S. Ames spoke to town council again and found that voluntary lot merger would mean that they would have to meet standards but if they couldn't then they would have to

do another variance. J. Rines stated that if code stated they needed to merge, then that would become applicable. He spoke about the criteria they might need to address. T. Kinnon noted that the closest lot was about 15 feet and that each space was about ten feet. He felt they could move the parking lot a little to gain ten feet. J. Rines spoke about the dimensions and the layout of the parking lot area.

There were no other questions by the Board.

**PUBLIC INPUT:**

Reuben Wentworth, Alton resident and Trustee of Huggins Hospital spoke briefly in favor of the application.

No members of the public spoke against the application.

J. Rines stated he felt that their request was below the ITE's national requirements for space, based on the breakdown he had presented to the Board, and felt that this was something the Board could support.

J. Rines presented building elevations to the Board.

There were no other public comments.

The Board entered into deliberations.

P. Monziona spoke about the concerns of the Code Enforcement Officer about the parking spaces. M. Perry noted that the concerns were voiced before the changes to the building were made.

T. Kinnon felt that 178 parking spaces seemed excessive. He stated he couldn't think of a similar business in town. M. Perry agreed with T. Kinnon. P. Monziona felt that they should treat this as a medical center/laboratory. There was discussion about what the building would be used for and how it would be used.

M. Perry felt the building would not be contrary to public need and that it was needed in this town. D. Schaeffer agreed with M. Perry. P. Monziona felt the parking variance would not pose any problems to the public. T. Morgan felt this facility was something that would be needed by the town and that the space proposed would be appropriate. T. Kinnon felt this was a controlled area, unlike a retail establishment, and felt it would be beneficial to the town.

D. Schaeffer felt the zoning was flawed for this area and those 178 spaces were excessive. P. Monziona felt that the zoning wasn't flawed but that it was in harmony with the ordinance. T. Morgan and T. Kinnon agreed with P. Monziona. M. Perry felt that this facility would be in the proper area.

P. Monziona felt that substantial justice would be done by granting this request and all other Board members agreed.

T. Morgan felt this would not take away from the value of the surrounding property but would enhance it. All other Board members agreed.

T. Kinnon felt that the percentage of the wetlands on the property that there was no other way to get more parking spaces on the property. M. Perry felt they tried to work within the scope of the zoning ordinances. All other Board members agreed. T. Morgan commented that the plan was well presented.

**MOTION:**

**P. Monziona motioned that the applicant (Huggins Hospital, Map 9; Lot 59 - 1 & 2) be granted their request for a variance, pursuant the request at one parking space for every 190 square feet. M. Perry seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

**VI. OTHER BUSINESS**

**a. APPROVAL OF MINUTES**

**MOTIONS:**

**T. Morgan motioned to approve the minutes of November 12, 2007 and M. Perry seconded the motion. The motion passed by a vote of three, with two abstaining. (MP, TM, PM / abstain – TK, DS)**

**T. Kinnon motioned to approve the minutes of December 6, 2007 and D. Schaeffer seconded the motion. The motion passed by a vote of two, with three abstaining. (TK, DS / abstain – PM, TM, MP) It was noted that due to the election, appointments, etc. that there were only two members available on the Board to approve these minutes.**

**T. Morgan motioned to approve the minutes of January 3, 2008 and T. Kinnon seconded the motion. The motion passed by a vote of four, with one abstaining. (DS, MP, TK, TM / abstain - PM)**

**T. Morgan motioned to approve the minutes of January 12, 2008 (Site Walk – Coffin Brook Rd.) and M. Perry seconded the motion. The motion passed by a vote of four, with one abstaining. (DS, MP, TK, TM / abstain - PM)**

**P. Monziona motioned to approve the minutes of February 27, 2008 and M. Perry seconded the motion. The motion passed by a vote of four, with one abstaining. (DS, MP, TK, TM / abstain - PM)**

**b. OLD BUSINESS**

S. Penney spoke about the signage for Alton Motor Sports. There was discussion about archiving some of the tapes from previous meetings so that motions could be checked. M. Perry requested the tapes from October 12, 2006 to check a discussion about the Alton Motor Sports sign. P. Monziona spoke about making sure that motions are correct, the way they are made in the meetings. T. Kinnon suggested hand writing out the motions and to have all members of the Board review and initial the motions to make sure the motions are correct.

There was discussion about the Anderson Trust. There was discussion about a property on 28 South that had two houses on the property; one was a new house and the old house. The old house was supposed to be torn down. There was open discussion about accessing meeting minutes from previous meetings.

**c. NEW BUSINESS**

S. Ames reported that she had reviewed and changed the fee schedules because the old fee schedule was old and out of date. She stated they were losing money with the old fees. She asked the Board to review and approve the proposed changes she had presented. Newspaper fees for notices cost \$50.00 but the old fee was \$30.00, so the Alton ZBA were paying part of the newspaper fee. She reported that the fees were so that they could break even or recoup any expenses associated with the applications. There was discussion about some of the fees proposed and the justification of the fees. T. Kinnon suggested that a fee received for conceptual not be applied to full application fees

**MOTION:**

**M. Perry motioned to accept the fee schedule, as amended by T. Kinnon, and T. Morgan seconded the motion. The motion passed by a vote of four, with one abstaining. (DS, MP, TK, TM / abstain - PM)**

T. Kinnon opened the floor for nominations for Board officers and alternates.

**MOTIONS:**

**T. Kinnon motioned to nominate T. Morgan as the new Chairman of the Alton Zoning Board of Adjustment and M. Perry seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

**T. Kinnon motioned to nominate D. Schaeffer as the new Vice Chairman of the Alton Zoning Board of Adjustment and M. Perry seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

**T. Kinnon motioned to nominate Steve Hurst as an alternate for the Alton Zoning Board of Adjustment and D. Schaeffer seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

**M. Perry motioned to nominate Dick Quindley as an alternate for the Alton Zoning Board of Adjustment and P. Monziona seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

**D. Schaeffer motioned to nominate P. Monziona as the Clerk for the Alton Zoning Board of Adjustment and M. Perry seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)**

The results of the nominations are:

- Timothy Morgan – Chairman
- David Schaeffer – Vice Chairman
- Paul Monziona – Clerk
- Steve Hurst – Alternate
- Dick Quindly – Alternate

## **VII. ADJOURNMENT**

P. Monziona motioned to adjourn and D. Schaeffer seconded the motion. The motion passed by unanimous vote. (DS, MP, TK, TM, PM)

The meeting adjourned at 9:10 PM.

Respectfully Submitted,

Krista Argiropolis  
Recorder, Public Session