

TOWN OF ALTON PLANNING BOARD
PUBLIC HEARING
Tuesday, January 17, 2023, at 6:00 P.M.
Alton Town Hall

MEMBERS PRESENT

Andrew Carter, Chair
Roger Sample, Vice Chair
William O’Neil, Clerk
Thomas Hoopes, Member
Scott Williams, Member
Doug Brown, Member
Lee Hillsgrove, Alternate Member
Mark Manning, Alternate Member
Brock Mitchell, Board of Selectmen Representative

OTHERS PRESENT

John Dever, Building Inspector
Stephanie Richard, Changing Seasons Engineering PLLC
Dana Huff
Ted Wright, Mountain Survey and Engineering
Paul Zuzgo, Prospect Mountain Survey
Keith Dube, applicant
Andrea Dube
Mike McMahon
Elizabeth McMahon
Donald Wright, applicant
Joe Torriero, resident
Pat Torriero, resident

CALL TO ORDER

Chair Carter called the meeting to order at 6:02PM

REVIEW OF AGENDA

No changes were made to the agenda.

Mr. Williams motioned to approve the agenda as presented. Mr. O’Neil seconded the motion. Motion passed unanimously.

1. Design Review Continued from December 20, 2022

Case #P22-33 Changing Seasons Engineering, PLLC, Agent for James & Allie Brown, Applicants, and Thomas M. & Nancy C. Moore, Owners	Map 9 Lot 35 Moore Farm Lane	Design Review/Major Subdivision Rural (RU) Zone
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39 *Proposal: To subdivide Map 9 Lot 35 into two (2) lots of record. The parent lot would consist*
40 *of 187.8+/-AC, and the proposed Lot would consist of 5.01AC.*

41 Chair Carter stated this is a continued Design Review from the December 20, 2022 meeting. He
42 stated a memo was sent from the Town Planner to Mr. Hough regarding the review; he noted
43 there are a number of waiver requests and these were reviewed. He stated there was reference to
44 an overall plan created by Paul Zuzgo but it had not been sealed. Ms. Richard stated they didn't
45 end going with those plans. Chair Carter stated it was suggested that the Board review the
46 adequacy of the drainage ditch due to the sloping towards the abutting property. Ms. Richard
47 stated she expanded the drainage plans since the last meeting, and it was discussed at the last
48 meeting that they wouldn't necessarily go through a full drainage study. Chair Carter agreed a
49 full study isn't necessary, but the intent is to ensure the driveway is sloped appropriately and to
50 know how its handled along the edge of the driveway and ensure there isn't runoff into the
51 wetlands. Ms. Richard stated the intent is to maintain a vegetative and wooded buffer to slow and
52 filter the water. Mr. Hoopes suggested the plans indicate which year storm the plans are designed
53 for. It was agreed the plans should be for a 25 year storm; it was agreed the grass swales would
54 be appropriate. Chair Carter stated there needs to be clarification in keeping the plans
55 sequentially numbered. Ms. Richard stated they are still working on the details of the right-of-
56 way, and they need to determine where it will end for the final submission. Mr. Williams
57 suggested a hammerhead design; noting it's primarily for emergency vehicles and it was
58 suggested the Fire Department be consulted. It was confirmed that test pits were done to confirm
59 the depth of the materials which were placed, and the requirements were met for the gravel
60 surface.

61 **2. Completeness Review of Application and Public Hearing if Application is Accepted**
62 **as Complete**

Case #P23-01	Map 11 Lot 12-10	Site Plan Review/Minor
Randy & Misty Couch, Owners	128 Alton Mountain Road	Residential Rural (RR) Zone

63 *Proposal: To change single-family dwelling into a four (4) unit multi-family structure.*

64 It was noted that the applicants nor a representative were present for the case.

65 **Mr. O'Neil motioned to bypass review of this case and go to the next on the agenda. Mr.**
66 **Williams seconded the motion. Motion passed unanimously.**

Case #P23-02	Map 81 Lot 17-3 & 17-4	Lot Line Adjustment
White Mountain Survey & Engineering, Division of Horizons Engineering, Inc., Agent for The Marvin Family 2012 Trust, Owners	Little Barndoor Island	Lakeshore Residential (LR) Zone

67 *Proposal: To adjust lot lines for two (2) lots of record, with Map 81 Lot 17-3 adjusted from*
68 *0.83.85AC to 0.77.85AC, and Lot 17-4 adjusted from 0.83.77AC to 0.85.77AC.*

69 The Board reviewed the application for completeness. It was noted the sizes of the lots would not
70 be changed with the changes of the boundary lines.

71 **Chair Carter motioned to accept the application as complete. Mr. Brown seconded the**
72 **motion. Motion passed unanimously.**

73 The Board reviewed and discussed the plans.

74 Ted Wright, surveyor, White Mountain Surveying, stated its an equal area swap and the intend is
75 to get the existing boat house on the lot with the house.

76 Chair Carter opened the hearing to input from the public. None was indicated.

77 Chair Carter closed the public hearing.

78 Chair Carter noted a condition requires that the deed include the easement for the leach field.

79 **Mr. Williams motioned to approve the application for Case #P23-02, for Map 81, Lot 17-3**
80 **and 17-4, Little Barndoor Island, with conditions precedent and a condition requiring the**
81 **deed include the easement for the leach field. Mr. Brown seconded the motion. Motion**
82 **passed unanimously.**

Case #P23-03	Map 5 Lot 46	Minor Subdivision
Prospect Mountain Survey, Agent for Daniel & Trisha LaCroix, Owners	16 Lane Drive	Rural (RU) Zone

83 *Proposal: To subdivide Map 5 Lot 46 into two (2) lots of record. The parent lot would consist*
84 *of 3.08AC, and Proposed Lot 46-1 would consist of 3.23AC.*

85 The Board reviewed the application for completeness. Mr. Zuzgo stated there are two waiver
86 requests as both of the lots have an existing driveway.

87 The Board reviewed the waiver request for Section VII, E, II.j. It was agreed there are existing
88 driveways so the driveway cross sections are not needed.

89 **Mr. William motioned to accept the application for Case #P23-03 as complete with the**
90 **waivers. Mr. Brown seconded the motion. Motion passed unanimously.**

91 **Chair Carter motioned to grant the two requested waivers based on the fact that both lots**
92 **have existing driveways. Mr. Williams seconded the motion. Motion passed unanimously.**

93 Chair Carter stated he doesn't see any issues with this application. Mr. Dever noted this
94 application was also subject to review by the Zoning Board of Adjustment; he stated the ZBA
95 granted the variance for the road frontage as requested.

96 Chair Carter opened the hearing to input from the public. None was indicated.

97 Chair Carter closed the public hearing.

98 Mr. Zuzgo stated State subdivision approval will be applied for if this is approved by the Board.

99 **Mr. Brown motioned to approve the application for Case #P23-03, Map 5, Lot 46, 16 Lane**
100 **Drive, with the standard substantial development and notes added to the plan referred to**
101 **Mr. Zuzgo. Mr. Hoopes seconded the motion. Motion passed unanimously.**

Case #'s P23-04, and P23-05	Map 2 Lot 12	Design Review and
Piperdube, LLC, Owner, c/o Keith Dube	800 Suncook Valley Road	Final Major Site Plan
		Rural (RU) Zone

102 *Proposal: To amend site plan approval of March 15, 2022, by constructing two (2) additional*
103 *structures to the Self-Storage Facility, utilizing 1,100 s.f. of the Contractor's Yard, in two (2)*
104 *phases.*

105 The Board reviewed the application for completeness. Chair Carter noted the memo from the
106 Town Planner indicates there are two steps for this, Design Review followed by a Site Plan
107 Review. Mr. Dever explained the applicant wants to have two phases and a phasing of a project
108 has to be identified at a Design Review; it is the only thing that has changed since the Board
109 reviewed this as a Design Review previously but administratively no changes were made to the
110 plan. Mr. Dever stated to keep things moving along, it was agreed by himself and Ms. Call to do
111 it this way.

112 Mr. Dube asked if he will have to stick with the 12 month time limit from when the Board signs
113 off on the plans; he stated he wants to get the first two buildings rented and then proceed with the
114 next two buildings. Mr. Williams stated once phase one is complete, he is considered full vested
115 in the plan and there isn't a time limit for the rest of the plan. Mr. Dever stated dates need to be
116 determined for phase two. The Board discussed precedent with other projects. It was confirmed
117 the conditions of the original Site Plan have already been met with the drainage, etc. The second
118 phase will include the construction of two additional buildings. After discussion, it was agreed
119 between Mr. Dube and the Board to have a timeline of completion for 24 months with the option
120 of extension.

121 Chair Carter noted phasing lines need to be added to the plans as well. Mr. Dube stated the site
122 work and driveway will be done according to the March 2022 approval from the State including
123 the alteration of the entrance and the concrete blocks will be used as the delineation until
124 concrete is put down for the new buildings.

125 It was confirmed the waiver request was approved at the last Design Review.

126 Chair Carter closed the Design Review.

127 **Mr. Williams motioned to accept the applications for Case # P23-04, and P23-05 as**
128 **complete. Mr. Hoopes seconded the motion. Motion passed unanimously.**

129 The Board reviewed and discussed the plans presented. Chair Carter stated it was agreed that
130 phase 2 would have conditions precedent and required to be met within 12 months; issuance of
131 building permits for buildings 3 and 4 shall be within two years from the issuance of occupancy
132 for phase 1 which has a construction deadline of April 7, 2024; construction work and
133 certification of occupancy for buildings 3 and 4 shall be done within two years of issuance of the
134 building permits for buildings 3 and 4. A revised plan clearly delineating the phasing shall be
135 submitted and all corrections as noted at this hearing shall be made.

136 The Board reviewed the waiver requests for a public hearing. The Board agreed all abutters were
137 properly noticed for the first public hearing pertaining to phase two; there was also a waiver
138 request for storm water plans for phase two as it has already been done on the property. The
139 Board agreed that strict conformity would pose an unnecessary hardship and the work has been
140 done.

141 **Mr. Hoopes motioned that the waiver requests for Section 2.04F, Public Hearing and**
142 **Notice, and Section 4.02G4.b, Storm Water Management and Erosion Control be granted.**
143 **Mr. Williams seconded the motion. Motion passed unanimously.**

144 Chair Carter opened the meeting to input from the public. None was indicated.

145 **Mr. Williams motioned to approve the applications for Case # P23-04, and P23-05 with**
146 **waivers and conditions precedent with the timeframes as discussed. Mr. O’Neil seconded**
147 **the motion. Motion passed unanimously.**

148 **Mr. O’Neil motioned that due to no representation present at the meeting, to table**
149 **Case#P23-01 to the next meeting. Mr. Williams seconded the motion. Motion passed**
150 **unanimously.**

151 **Other Business:**

152 **1. Old Business:**

153 **a. *Email dated December 21, 2022, from Pat Torriero of Ridge Road, re: Roadway***
154 ***Maintenance Bond***

155 Ms. Torriero presented a letter outlining the reasons the association is unable to obtain a
156 maintenance bond as discussed at the last meeting with the Board. She stated she obtained the as-
157 built from Prospect Mountain Surveying; she called the insurance company, Avery Insurance of
158 Wolfeboro to obtain the bond. Ms. Torriero explained that one of the members would have to

159 sign the bond, guaranteeing the bond for \$8,100 and she doesn't know why a bond is being
160 requested. She stated a road maintenance agreement is already in place that the eight residents
161 are responsible for; she stated it is hardship for these residents to put up the bond. She explained
162 a bond also can't be obtained as the road is already built. Chair Carter explained there are other
163 types of bonds which could be obtained; it was noted there are ten lots in the association,
164 including the Town. Mr. Dever questioned why a bond is being requested as the road is
165 complete. Mr. Williams explained the issue came up when the Town was requested to take over
166 care and maintenance of the road. He stated the road has been in place for 10 years and agreed it
167 doesn't seem right at this point to require the bond. Mr. Dever explained once the Town takes
168 over the road, the bond would be in place for 18 months to make sure the road doesn't fail. Mr.
169 Williams stated the purpose of the bond is to support the performance of the road as it was
170 designed and prove structural integrity. Mr. Torriero stated the road was final coated more than
171 eight months ago; he stated he understands the concern by the Board to protect the Town but
172 there are many unique variables in this case including numerous developers and now to the
173 property owners over the last twenty years. Mr. Torriero requested the Board waive the
174 requirement for a bond; he stated this problem has been going on for many years now. Mr.
175 O'Neil asked if they have discussed this with the Board of Selectmen and the lot owned by the
176 Town. Ms. Torriero stated per the Town Planner, the Town doesn't have to kick in towards the
177 costs. Chair Carter suggested they should discuss this with Town Counsel. Ms. Torriero stated if
178 they were to find a way to get a bond, they still have no control over the road as they didn't build
179 it; she questioned how she can be held responsible without having any control over the road.
180 Chair Carter stated he believes the \$8100 is a reasonable amount when divided by 8 or 9
181 property owners, noting there are various types of bonds that would suffice. Mr. Williams
182 explained when the eighteen months has elapsed, the amount will come back to be distributed
183 among the contributing landowners. Mr. Dever explained he confirmed this with the Town
184 Planner and the bond requirement can be waived, noting it was done for Brad Jones on High
185 Point Road and the same could be done for Ridge Road.

186 **Mr. Hoopes motioned to waive the requirement for a road bond due to unusual**
187 **circumstances, work has been done on the road under the supervision of the Town**
188 **Engineer and it's an undue hardship for the property owners. Discussion:** It was noted the
189 bond amount was 10% of the estimated cost to rebuild the road; it was also noted that the road
190 was recently brought up to Town standards and crack sealing was done under the guidance of the
191 Town Engineer. **Mr. Williams seconded the motion. Motion passed, 4-3-0.** Chair Carter, Mr.
192 Sample and Mr. Brown opposed.

193 Chair Carter stated the next step is for the association to go before the Board of Selectmen.

194 *b. PB Chair to sign the Planning Services Agreement, Alton Master Plan Update –*
195 *Amendment #3.*

196
197 **Mr. Williams motioned to authorize the Chair of the Planning Board to sign the**
198 **Planning Services Agreement. Mr. O'Neil seconded the motion. Motion passed**
199 **unanimously.**

200 **2. New Business:**

201 **a. Approval of Minutes:** Planning Board Meeting minutes of September 20,
202 October 18, and December 20, 2022 – Postponed.

203 **3. Correspondence for the Board's review/discussion/action:** None.

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

205 **Any Other Business to Come Before the Board**

206 None.

207 **Public Input on Non-Case Specific Planning Issues**

208 None.

209 **Mr. Hoopes motioned to adjourn. Mr. Williams seconded the motion. Motion passed**
210 **unanimously.**

211 The meeting was adjourned at 8:00PM.

213 Respectfully Submitted,

215 *Jennifer Riel*

216 Jennifer Riel, Recording Secretary