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3 **TOWN OF ALTON PLANNING BOARD**
4 **PUBLIC HEARING**
5 **Tuesday, February 21, 2023, at 6:00 P.M.**
6 **Alton Town Hall**

7 **MEMBERS PRESENT**

8 William O’Neil, Clerk
9 Douglas Brown, Member
10 Thomas Hoopes, Member
11 Thomas Diveny, Alternate Member
12
13 Andrew Carter, Chair- excused absence
14 Roger Sample, Vice Chair- excused absence
15 Scott Williams, Member– excused absence
16 Mark Manning, Alternate Member – excused absence
17 Lee Hillsgrove, Alternate Member – excused absence
18 Brock Mitchell, Board of Selectmen Representative – excused absence
19

20 **OTHERS PRESENT**

21 Jessica Call, Town Planner
22 Paul Zuzgo, Prospect Mountain Survey
23 Terry Gilmore, applicant
24 Jeffrey Hertel, applicant
25

26 **CALL TO ORDER**

27 Mr. O’Neil called the meeting to order at 6:07PM. He stated neither the Chair or Vice Chair
28 were able to be present for this meeting.
29

30 Mr. O’Neil appointed Mr. Diveny to sit on the Board as a full member for this meeting.
31

32 **Review of the Agenda**

33 Ms. Call noted the meeting is being held at the Museum meeting room as the Town Hall meeting
34 room is unavailable due to renovations.
35

36 Ms. Call recommended moving item 3.C to 3.A so Mr. Hertel doesn’t have to stay for the entire
37 meeting.
38

39 **Mr. Hoopes motioned to approve the agenda as amended. Mr. O’Neil seconded the motion.**
40 **Motion passed, 4-0-0.**
41

42
43 **1. Completeness Review of Application and Public Hearing if Application is Accepted as**
44 **Complete**

Case #P23-01 Randy & Misty Couch, Owners	Map 11 Lot 12-10 128 Alton Mountain Road	Site Plan Review/Minor Residential Rural (RR) Zone
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45 *Proposal: To change single-family dwelling into a four (4) unit multi-family structure.*
46 *Applicants have requested a continuance to the April 18, 2023, meeting.*
47
48

Case #P23-07 Prospect Mountain Survey, Agent for Terry Gilmore, Owner	Map 12 Lot 13 427 Wolfeboro Road	Final Minor Subdivision Rural (RU) Zone
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49 *Proposal: To subdivide Map 12 Lot 13 into two (2) lots of record. The parent lot would consist*
50 *of 5.64AC, and proposed Lot 13-1 would consist of 11.16AC.*
51

52 Mr. O’Neil read the public notice into the record; he confirmed abutters were notified and fees
53 were paid. The Board reviewed the application for completeness. It was noted waiver requests
54 were also submitted.
55

56 Mr. Zuzgo confirmed the driveway was approved by the State years ago and there would not be
57 another access. Ms. Gilmore explained they are looking to divide the land among family
58 members.
59

60 **Mr. Hoopes motioned to accept the application for Case #P23-07 as complete. Mr. Diveny**
61 **seconded the motion. Motion passed, 4-0-0.**
62

63 The Board reviewed the waiver requests.
64

65 The Board agreed there is no problem with the wetlands and wetland buffers.
66

67 **Mr. Diveny motioned to grant the request for waivers for Section VII.D.1.J for**
68 **jurisdictional wetlands as defined in the Zoning Ordinance ,and VII.D.1.N for slopes in**
69 **excess of 25%. Mr. Brown seconded the motion. Motion passed, 4-0-0.**
70

71 The Board reviewed the maps and plans presented. It was noted an application for a building
72 permit will be needed if any building is to be done on the lots. Mr. Zuzgo stated he included the
73 profile for the driveway on the plans; there will be a 30 foot wide easement. There are different
74 options for the utilities, but it will be up to the utility company.
75

76 Ms. Call stated she did some research and determined that sample deeds are not required for
77 minor subdivisions, although they are required for lot line adjustments. It was confirmed this is
78 in fact a minor subdivision.
79

79 **Mr. Brown motioned to approve Case #P23-07 for the minor subdivision for the creation of**
80 **two lots; the active substantial development would be the monumentation and conditions**
81 **precedent, but there is no need for sample deeds. Mr. O’Neil seconded the motion. Motion**
82 **passed, 4-0-0.**
83

84 **Other Business:**

85 **1. Old Business:**

- 86 *a. Case #04-21: Board to rescind motion regarding security requirement for*
87 *Chestnut Cove Subdivision-Ridge Road, and then re-vote*
88 *b. Case #04-21: Memo dated January 27, 2023 from KV Partners, and Amended*
89 *As-Built Plan most recently revised on January 11, 2023*
90

91 Ms. Call stated after reviewing the minutes and records from the last meeting, it has been
92 determined that an improper motion was made. She explained this is only an administrative
93 process and advised the Board rescind the prior motion and revote. She stated Mr. Brown had
94 abstained from voting but that is not reflected in the motion. Mr. Brown clarified that he had a
95 negative vote. The Board reviewed the documentation; it was confirmed Mr. Carter, Mr. Sample
96 and Mr. Brown opposed; there were no abstentions with four votes in the affirmative.
97

98 **Mr. Hoopes motioned to rescind the motion to waive the requirement for a road bond for**
99 **Ridge Road which was adopted at the January 21, 2023 meeting. Mr. O’Neil seconded the**
100 **motion. Motion passed, 4-0-0.**
101

102 Mr. Hoopes stated he believes this is an exceptional case; he has been on the Board since before
103 this case was presented in 2004 and stated there have been numerous problems due to change
104 overs in planners, poor representations by engineers as they made plans without having ever
105 stepped foot on the property. He stated he feels in this case the requirements for a road bond
106 should be waived due to the unusual circumstances; work has been done on the road under the
107 supervision of the Town Engineer and its an undue hardship for the current property owners.
108

109 **Mr. Hoopes motioned to waive the requirement for a road bond due to unusual to the**
110 **unusual circumstances; work has been done on the road under the supervision of the Town**
111 **Engineer and it’s an undue hardship for the property owners. Mr. O’Neil seconded the**
112 **motion. Motion passed, 4-0-0.**
113

114
115 **2. New Business:**

116 **a. Approval of Minutes:**

117 Meeting of September 20, 2022- Edits were made. **Mr. Brown motioned to**
118 **approve the minutes as amended. Mr. Diveny seconded the motion.**
119 **Motion passed, 4-0-0.**
120

121 Meeting of October 18, 2022- Edits were made. **Mr. Brown motioned to**
122 **approve the minutes as amended. Mr. Diveny seconded the motion.**
123 **Motion passed, 4-0-0.**
124

125 Meeting of December 20, 2022- Edits were made. **Mr. Brown motioned to**
126 **approve the minutes as amended. Mr. Diveny seconded the motion.**
127 **Motion passed, 4-0-0.**
128

129 Meeting of January 17, 2023- Edits were made. **Mr. Brown motioned to**
130 **approve the minutes as amended. Mr. Diveny seconded the motion.**
131 **Motion passed, 4-0-0.**
132

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

- 134 a. *Memo from Jeffrey Hertel, requesting extension for conditions deadline for*
135 *Case #22-04, that was approved on March 1, 2022*

136 Mr. Hertel stated he would like to extend the conditions deadline and outlined his reasoning: he
137 stated the building manufacturer has been slow getting back to him with quotes for the buildings
138 and he is delayed with contractors as well. Mr. Hertel stated he has a contractor in place for the
139 earthwork and retention pond; he stated he can have post the bond if needed but he needs figures
140 for that. He stated he would like to shorten the driveway and will be submitting a revised plan to
141 Ms. Call.

142
143 **Mr. Hoopes motioned to grant a six month extension, to August 17, 2023, to Mr. Hertel.**
144 **Mr. Diveny seconded the motion. Motion passed, 4-0-0.**
145

146 Ms. Call confirmed this was discussed with the Building Inspector/Code Enforcement Officer.
147

148 **Mr. Hoopes motioned to require an As Built and nothing else than the change from 35 feet**
149 **to 55 feet for the size of the buildings. Mr. Diveny seconded the motion. Motion passed, 4-0-**
150 **0.**

- 151
152 b. *Memo dated January 26, 2023 from KV Partners, regarding security*
153 *reduction for Ridgewood Subdivision*
154

155 The Board reviewed the memorandum presented along with a copy of the original bond.
156

157 **Mr. Diveny made a motion based on the recommendations of KV Partners, to reduce the**
158 **bond amount to \$103,758. Mr. Brown seconded the motion. Motion passed, 4-0-0.**
159

- 160 c. *Memo from Jessica Call, Town Planner, regarding Tabling an application*
161 *and Findings of Fact*
162

163 The Board reviewed the memorandum presented. Ms. Call explained a recent change in the law
164 requires specific details supporting the Board's decision need to be included in the Findings of
165 Fact.
166

167 **4. Correspondence for the Board's information: None.**
168

169 The meeting was adjourned at 6:54PM.
170

171 Respectfully Submitted,

172 *Jennifer Riel*

173 Jennifer Riel, Recording Secretary