

TOWN OF ALTON PLANNING BOARD
Approved Minutes
March 15, 2016

Members Present:

David Collier, Chairman
Peter Bolster, Clerk
Bill Curtin, Member
Roger Sample, Vice Chairman
Scott Williams, Member
Russell Wilder, Member

Others Present:

Nic Strong, Town Planner
Traci Cameron, Planning Secretary

I. CALL TO ORDER

D. Collier called the meeting to order at 6:00 pm

II. APPROVAL OF AGENDA

Nic Strong stated she had added a few items c through h to the correspondence section

**S. Williams moved to accept the Revised Agenda as presented.
P. Bolster seconded the motion with all in favor.**

1. Planning Board Election of Officers

**B. Curtin moved D. Collier to be Chairman, R. Sample to be Vice Chairman and
P. Bolster to be Clerk of the Planning Board.
S. Williams seconded the motion with all in favor.**

**III. COMPLETENESS REVIEW OF APPLICATION AND PUBLIC
HEARING IF THE APPLICATION IS ACCEPTED AS COMPLETE**

Case #16-09 CNA Holdings, Inc.	Map 49 Lots 7 and Map 38 Lot 22 Rural (RU) District	Final Major Site Plan 327 Mount Major Highway
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Present Thomas Varney, PE and Andrew Kierstead, owner.

N. Strong stated this is a final major site plan application, for a 2nd boat storage building to be built behind the existing boat storage building.

D. Collier asked if there was any discussion from the Board. Hearing none, he asked the applicant to begin the presentation.

Tom Varney, PE, of Varney Engineering and Andrew Kierstead, owner, spoke to the application. T. Varney introduced himself and A. Kierstead introduced himself and his wife in the audience.

T. Varney stated the application was for boat storage near Keewaydin Park. The original boat storage building was approved in 2008 in accordance with regulations. A. Kierstead purchased the lot next door and would be asking for a lot merger. The purpose of the boat storage building would be for cold storage during the winter, the boats would be taken out in the summer and put back in, in the fall, this would be a cold warehouse.

T. Varney went on to talk about the items that were missing or discussed as needed during the design review, and these items will be added to the plan:

- the outer dimensions of the building with roof
- he added a parking space
- moved the building four (4) feet closer to the existing building
- eliminated road in the back of the building to add revegetation and to maintain the wetland buffer zone
- portable fire extinguishers would be added
- space between buildings must be kept clear for fire access
- hours of operation
- dimensions on driveway

T. Varney then asked if the Board would like him to continue through the Planner's Review?

D. Collier said to hold up, he would like to entertain a motion for completeness of the application.

S. Williams moved to accept the application as complete.

B. Curtin seconded the motion with all in favor.

T. Varney continued to go through the Planner Review notes:

- An abutters name was missing and will be added later as a conditional approval
- As for Fire Protection, he stated the letter from the Fire Department will handle that
- As far as a Knox Box, T. Varney stated he would not put that stuff on the plan, that would be dealt with through the building permit

Andrew Kierstead spoke to the Driveway permit. He stated that he is waiting for DOT final approval letter but said that DOT did not have any issues when he spoke to them.

T. Varney said he would entertain any questions from the Board.

D. Collier asked the Board if they had any questions.

R. Wilder asked for clarification on the Wetland Buffer Zone and asked what was encroaching 6' into the buffer, the landscaping or the building. T. Varney stated the corner of the proposed building was 6' in the 25' Wetland Setback. He explained that it was 16' from wetland edge to area of disturbance P. Bolster asked if there was a waiver that needed to be

done and could the Board grant that waiver? T. Varney stated it was not a regulation it was in the Zoning Ordinance after 2006.

D. Collier stated it was within the discretion of the Board to allow encroachment in certain situations.

S. Williams clarified that there was 16' between the buildings. D. Collier noted the buildings were closer together to bring the proposed building out of the buffer. P. Bolster asked if the Fire Department was ok with getting their equipment around the building.

T. Varney referenced February 20th letter from the Alton Fire Department stating that they were ok with that..

D. Collier opened to the public. No public input. Closed Public Input

D. Collier asked if there was any further discussion from the Board.

N. Strong stated she had sent the drainage study to Mike Vignale at KV Partners, LLC, however, A. Kierstead wanted to know if he needed to have it reviewed considering the building was only 9% larger than the original building and the current drainage was working well.

P. Bolster asked about the infiltration system. Varney stated it is all sand and gravel there. S. Williams felt if there were any problems then they would need to address it but other than that he did not see any reason to have another review done and the Board agreed.

D. Collier asked to have that added as a condition.

B. Curtin moved to approve case P16-09

Let this *Alton Planning Board Notice of Decision* serve as written notification for the above referenced project as follows:

After due hearing, the Alton Planning Board hereby approves the above cited application for CNA Holdings, Inc., for a Final Major Site Plan Review for a second boat storage building at Map 49 Lot 7 and Map 38 Lot 22 with the following conditions:

CONDITIONS PRECEDENT

Conditions Precedent: The following conditions must be satisfied prior to the Planning Board Chair signing of plans.

- 1. Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections and any corrections as noted at this hearing.**

2. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on the site.**
3. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of five (5) sheets: Existing Conditions Plan Sheet 1 of 3, dated 1/15/16, most recently revised _____; Proposed Boat Storage Sheet 2 of 3, dated 1/15/16, most recently revised _____; Details Sheet 3 of 3, dated 2/18/16; Boundary Plan Tax Map 38 Lot 22, dated 4/7/08, and Boundary and Existing Conditions Plan Tax Map No. 49-007, dated 12/10/15, most recently revised _____. In combination these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
4. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the March 15, 2016, Notice of Decision on file at the Town of Alton Planning Department.**
5. **Addition of a note to the site plan itemizing the Fire Department's requirements or reference to the Fire Department's letter of 2/1/16, revised 2/20/16, prior to plan signing by the Planning Board Chair.**
6. **Submission of amended driveway permit or letter approving the second boat storage building on the site served by the existing NH DOT Driveway Permit #011-511 by the New Hampshire Department of Transportation prior to the site plan being signed by the Planning Board Chair.**
7. **Receipt of recorded Notice of Voluntary Merger of Pre-Existing Lots form for Map 49 Lot 7 and Map 38 Lot 22.**
8. **If drainage issues exist they need to be addressed at a site review and drainage study depending on the issues.**
9. **Addition of missing abutter to the plans prior to plan signing by the Planning Board Chair.**

SUBSEQUENT CONDITIONS: The following conditions subsequent shall be met during construction and on an on-going basis:

1. **All site improvements are to be completed as per the approved site plans.**
2. **The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations.**

3. **The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.**
4. **A site plan which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.**
5. **Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within a twenty-four (24) month period.**
6. **Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.**
7. **No site may be occupied or used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Code Official in accordance with Section 1.22 of the Site Plan Review Regulations.**

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions that are required prior to signing the site plan. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board per Section 1.14 of the Town of Alton Site Plan Review Regulations.

S. William seconded the motion with all in favor.

Case #16-10 CNA Holdings, Inc.	Map 49 Lots 7 and Map 38 Lot 22 Rural (RU) District	Voluntary Lot Merger 327 Mount Major Highway
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N. Strong stated this was a voluntary merger to put the two lots in question together. She said during the process of reviewing Mr. Kierstead's application for this Voluntary Lot Merger it was discovered by the Planning Department that some items necessary to complete the

application according to the regulations were missing, such as certification from the Town Tax Assessor and Town Clerk and that the Planning Department has since revised the current Lot Merger Application to include those items. She noted that if the Board approved the Lot Merger this evening Mr. Kierstead should complete the updated application form, if the Board approves that form later in the meeting.

A. Kierstead stated the mortgages are the same on both properties.

D. Collier opened for Public Input. No Public Input. Closed Public Input.

B. Curtin moved to approve Case P16-10.

Let this *Alton Planning Board Notice of Decision* serve as written notification for the above referenced project as follows:

The Alton Planning Board hereby approves the above cited Voluntary Lot Merger application for CNA Holdings, Inc., with the requirement that the applicant fill out the new paperwork for the Voluntary Lot Merger based on information from the Assessor and owner.

P. Bolster seconded the motion with all in favor.

IV. TIME EXTENSION

Case #10-20 Bahre Alton Properties	Map 26 Lot 10-1 Residential Commercial (RC) District	Time Extension
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N. Strong stated the applicant is requesting a one-year time extension, various state permits have all been extended.

Mark Sargent was present to speak on behalf of Bahre Alton Properties.

P. Bolster asked if the Board could extend two years?

S. Williams said the Board had talked about it during the slow down but decided not to do it so that they could stay on top of projects.

R. Wilder said if something big happened it would give the Board the option of saying no to an extension.

M. Sargent spoke to the Board on behalf of Bahre Alton Properties. He stated the project was originally approved in March 2011. All permits have been renewed to at least 2017, some have been approved to 2020. He stated the Bahre's may have someone potentially interested in the property, however he was not able to share that information. If the property was sold the new owners would be coming to the board for approvals.

P. Bolster asked about the parcel that is currently being used for overflow parking. M.Sargent stated that Hannaford's is currently leasing that property for overflow parking.

D. Collier opened for Public Input. No Public Input. Closed Public Input.

B. Curtin moved to approve Case P10-20

Let this *Alton Planning Board Notice of Decision* serve as written notification for the above referenced project as follows:

After due hearing, the Alton Planning Board hereby approves the requested time extension for the above cited application for a one (1) year extension to March 15, 2017, before construction must commence.

All other conditions of approval of the September 7, 2010, and March 15, 2011, Notices of Decision shall remain in full force and effect.

S. Williams seconded the motion with all in favor.

V. CONCEPTUAL CONSULTATION

Case #16-07 MATRAB Properties, LLC.	Map 24 Lot 15-3 Rural (RU) District	Conceptual Consultation
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N. Strong stated the applicant would like to have a conceptual discussion about a potential site plan on their property. This discussion would be non-binding on the Board and the applicant per statute.

B. Curtin asked about any Zoning Ordinances. N. Strong said a Special Exception would be needed for a Contractor Equipment Yard.

Bob Burton and Mark Thomas of Bayside Concrete spoke to the Board about the potential project.

B. Burton stated in 2010, he had purchased half interest in the property. The owner had a permit to excavate gravel. He would like to keep equipment on the property and build a small office to stop paying rent to someone else. He took over full ownership in 2011, but the previous owner still has aggregate that he owns on the property, which he uses for himself.

B. Burton asked the Board where there is still a gravel pit there do they have to come back to the Board to put in a “contractors yard”? B. Burton stated instead of an excavator parked there, there would be form trucks.

D. Collier stated as a formality they would have to go before the Zoning Board for the Special Exception.

B. Burton wanted to get some direction from the Board before dumping lots of money into the project. He stated there had been a survey when there was a Lot Line Adjustment done and there was some small wetland.

D. Collier said it was similar only in storage of equipment, formality wise they will need to go before the Zoning Board and as far as the office building they will need to go before the Planning Board, and that they should show where the equipment will be stored, tell them whether an occasional customer would be coming in. B. Burton stated he did not anticipate any customers coming to the site, for the sake of safety, the fewer people that know about the project the better.

A brief discussion took place regarding the visibility of the property from the street and neighboring residences and the possible need for screening. B. Burton asked what would be needed for paperwork. S. Williams stated that this was a conceptual review, the applicant would need to get plans done and come for a Design Review to get input and then go back and tweak the plans to come in for final. B. Burton asked if he could do the plans. R. Sample said a professional would do all that. S. Williams said that they would have to show the office building and shed or storage buildings, the forms and truck storage areas, etc. He noted the water off the buildings should be dealt with by some means, stone drip edge, etc.

R. Wilder asked about a Shoreland Permit. B. Burton stated there was 5 ½ acres and they would be staying away from any wetland area.

D. Collier stated that even if the lot was already disturbed there may be the need for a Shoreland Permit because part of the lot was in the Shoreland area.

D. Collier asked if there were any other questions. B. Burton said he didn't think so; he would be working with N. Strong to complete the applications necessary. The Board informed him the deadline for new applications to the Zoning Board would be March 17th. Mr. Burton said he would try to get the application done before then but wasn't sure if he would have everything in order.

VI. COMPLETENESS REVIEW OF APPLICATION AND PUBLIC HEARING IF APPLICATION IS ACCEPTED AS COMPLETE, CONT. FROM ABOVE

Case #16-08 W & W Inglewood Trust, LLC	Map 27 Lot 17 Residential Commercial (RC) District	Final Major Site Plan 77 Main Street
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S. Williams recused himself from the Board.

N. Strong gave an overview of the case. N. Strong stated this was the first hearing for a final major site plan application.

D. Collier stated the Board needed to determine the application as complete.

N. Strong stated submissions of permits from outside agencies can be made as part of conditions.

D. Collier stated this is fairly cut and dry, just a few things on the check off list, he asked if there were any easements? S. Williams stated only one for water and the water department will prepare that.

B. Curtin moved to accept the application as complete.

P. Bolster seconded with all in favor.

S. Williams and Peter Julia, PE, Farmhouse Development, PLLC, spoke about the project. P. Julia, PE, stated he was representing Scott and W & W Inglewood Trust, LLC. He stated the purpose of them coming before the Board this evening was to do a first read of the final plan and would like to report that plans, stormwater and traffic have been submitted. DOT has received the application and has requested more information. Steve Pernaw completed the traffic study and is working with DOT to get them the information they have asked for, such as additional counts and evaluate turning pocket warrants. P. Julia stated professionals were doing the work as needed and the water easement will be worked out with Alton Water Works. The easement will be shown on the plan but a separate agreement will be drawn up.

S. Williams spoke about the HVAC. S. Williams stated there would be some wall mounted mini splits but there would be some larger ground units that he would screen appropriately.

P. Julia spoke about the discrepancies with the final landscaping and lighting. P. Julia stated some lamp posts had been removed to make minor adjustments and would be included in the final plan.

P. Julia stated the goal this evening was to get the plan accepted and that he was open to discussion. He stated that spelling errors would be corrected. He apologized for the number of spelling errors there were on the plan but noted the overall engineering hasn't changed from Design Review.

D. Collier asked about waivers. P. Julia asked the Board if they would like to get them out of the way. D. Collier stated that he would.

P. Julia stated there were two (2) waivers to sections 4.02 F.22 and 4.02 F.23, regarding showing various features and wells and septic systems on lots within 200' of the site.

B. Curtin moved to grant waivers for 4.02 F.22 and 4.02 F.23.

R. Wilder seconded with all in favor.

D. Collier asked if they had copies of all the items they needed to address.

P. Julia stated there were 28 comments on the Planner's Review and 22 of them were spelling errors, which he will address. P. Julia stated the planting quantity is correct and lighting is correct.

S. Williams stated they have selected LED lighting 3K, which is much yellower, more appealing to the eye.

B. Curtin spoke about moving the water line so it would be in a better location. S. Williams said no problem.

P. Bolster asked if the grass area in the back corner could be used for concerts or gathering area for events by the community. S. Williams said the grass area would be for the people who rented retail space to use he did not believe it was large enough for concerts or large gatherings.

D. Collier asked about the measurements of the entrances. P. Julia stated they would be added to the plan. P. Julia stated DOT is also asking about those measurements, they would like it reduced. Currently it is 32'-34' on both sides, they are going to try to convince DOT to allow that. P. Julia stated they propose vertical granite curbs so hopefully DOT will concur. Currently there is one way in and one way out and the pavement is not slated to be removed, there will be a formal stop sign, stop bar, and arrows to direct motorists on exit, one right arrow and one left arrow.

P. Julia stated the quantity of interior landscaping is not currently represented on the plan, 10% is required. P. Julia said he thinks if they were to calculate what is currently proposed they would be slightly under, maybe at 8-9% and they may have to request a waiver. He stated that the overall coverage is about 25%. He wanted to point out that the interior island will receive large shade trees that would be salt tolerant, with the highest chance of survival.

P. Julia said low planted trees/evergreens that would provide screening year round, where vegetation currently does not exist would be planted to help screening with abutters even though the slope is over 15 feet in height and that S. Williams would also like to add shrubs behind the guardrail.

P. Bolster asked about snow storage if there is a substantial amount. P. Julia responded there is some space to put snow on the property, however, if there was to be get a substantial amount snow some may have to be removed.

D. Collier asked about the Stormwater Drainage Report. N. Strong stated SFC Engineering had just picked it up.

D. Collier stated the noise standard is cut and dry.

S. Williams spoke about the hours of operation. He said they did not have set hours of operation yet but he would assume they would be somewhere around 8am to 9pm, unless a restaurant was a tenant, then it would be standard restaurant operation times. He went on to speak about the sign. S. Williams stated the sign will be no greater than 16 feet tall and 8 feet wide, it will be down lit. They will be staying within the Zoning Ordinance. He stated the building will be under 35 feet which is town ordinance, with gray vinyl siding and vinyl brick wainscot on the bottom. All utilities will be underground after the old Fiddleheads.

D. Collier asked about the project schedule. S. Williams stated he has about 8,000 sq. ft. of interest at this point, and that the project will be developed as he gets confirmation from clients. D. Collier asked if the new plans would indicate phasing lines. P. Julia stated they would.

N. Strong pointed out that the regulations contemplated approving phases through a separate final site plan review for each phase.

S. Williams does not feel there needs to be a set phasing plan given that he had to do all the site work anyway, then he will build the buildings as they fill up. He further noted that all that would effectively be phased were the building pads. D. Collier asked that this be added as a note to the plans. He stated that Phase I should be noted as infrastructure. S. Williams stated he would be building the buildings in the order: B, E, F, G, office, maintenance. D. Collier stated that changing the order of building construction could be more of an administrative item through the building permit process.

D. Collier asked the Board what their thoughts were on Construction Observation services. The Board needed to decide if that was required for this project based on their current regulations. The Board discussed Hannaford's as the last project they could remember that was required to have Construction Observation. Members of the Board recalled the reason for that was due to the size of the site, wetlands and other contributing factors.

P. Julia asked if he could speak to that because he worked with the Town on that project and as he recalled the Board made that a requirement of the site plan due to high water table, retaining walls, access issues and the mere size of the building project. D. Collier stated there was much more going on with that site than this one.

R. Sample stated he believed construction management was the building inspector's role. P. Bolster asked if the Building Inspector would be doing the drainage inspection. S. Williams said no.

B. Curtin said he felt there was no need for Construction Observation and the Board agreed. R. Sample said as long as the applicant builds what was on the print.

D. Collier said he would like to see the revised plans to make sure they get in there and he would like to see the drainage report review from SFC. The onsite permeability would be dealt with through the review. P. Julia noted the soil conditions were so favorable it may be necessary to slow down filtration from the drainage basins. The submission process during construction should include the testing for permeability of the stormwater basins as well as pavement design, pipe specs, soil gradations and so on. Peter Julia went into detail regarding the conservative design of the drainage system and the capability of basins to achieve a reduction in peak flow at the 2, 10, 25 & 100 year storms. He stated they were only allowed to use 10 inch per hour infiltration rates to perform their calculations but in reality the performance would be more like 30 inches an hour.

Russ Wilder asked if the plans were in accordance with the Aquifer Protection Overlay District. Peter Julia stated that they were. He noted the plans provided for pretreatment and storage, leaching drywells, and sediment forebays were included, along with vegetated swales.

D. Collier opened for public input. No public input. Closed public input.

**B. Curtin moved to continue case P16-08 until the April 19, 2016, meeting.
P. Bolster seconded with all in favor.**

S. Williams rejoined the Board.

Case #16-11 Golden Arch Limited Partnership	Map 26 Lot 11 Residential Commercial (RC) District	Final Minor Site Plan 15 Homestead Place
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N. Strong gave an overview; the applicants are here for a final minor site plan. There was a site walk on January 26, 2016. The applicants would like to expand the building a little, expand the drive aisle for the drive up and restripe the parking lot.

D. Collier asked how the Board felt about completeness of application.

**S. Williams moved to accept the application as complete.
B. Curtin seconded with all in favor.**

Austin Turner, Bohler Engineering, Emile Haddad, owner and Alison Brickett, MacDonald's representative spoke to the application.

A. Turner said they were before the Board tonight to hopefully get final approval and asked the Board if they would like to go through N. Strong's letter. The Board agreed.

A. Turner told the Board they did get relief for the sign variances with the Zoning Board.

P. Bolster asked about the aisle change. A. Turner stated that was waived by the Planning Board at the review hearing.

A. Turner said he would add a note relative to the ZBA approvals.

A. Turner spoke about the drainage, he stated there were two primary water areas on site, most are collected in the closed system and the rest was directed around the rear of the property and there were issues with the identification of the flow arrows on the plan, one was meant to show the closed system and one set was for surface water. He stated he would correct them on the plan.

A. Turner went on to address the lighting on the plan. He stated there had been some confusion on the plan about a few lights but that would be corrected on the new plan.

A. Turner stated nothing would be changing with the Aquifer Protection District.

S. Williams suggested they look into using waterless urinals to help with excessive water going into the septic system. E. Haddad, owner, said they will be putting in all new fixtures that will address those types of issues.

A. Turner continued to address N. Strong's letter. He stated:

- There would be no hazardous materials at the site.
- The hours would be the same.
- They would be adding one parking space.
- Parking lot landscaping would be 30% open space.
- They would be adding two trees and four shrubs on Homestead Place.
- Lighting would be in keeping with existing.
- Lines would be restriped twice a year.

S. Williams said they needed to show LP gas tanks on plan. E. Haddad stated they may be moving the LP tanks to a safer location; the propane company was currently working with the Town of Alton Code Enforcement Officer on that.

A. Turner stated the noise would be the same.

A. Turner showed the Board the architectural renderings. The Board liked the building architecture and asked, if approved, when did they think they would start the project. A. Turner said they were looking at early fall. E. Haddad stated it was going to be getting into their busy season so they would have to wait until fall and they would be closed for a couple of months.

D. Collier opened for public input. No public input. Public input closed.

S. Williams moved for the Board to approve P16-11 Final Site Plan

Let this *Alton Planning Board Notice of Decision* serve as written notification for the above referenced project as follows:

After due hearing, the Alton Planning Board hereby approves the above cited application for Golden Arch Limited Partnership, c/o EK Management Co. and McDonald's USA, LLC, for a Final Minor Site Plan Review for a remodel and expansion of the existing McDonald's building with drive through at 15 Homestead Place, Map 26 Lot 11 with the following conditions:

CONDITIONS PRECEDENT

Conditions Precedent: The following conditions must be satisfied prior to the Planning Board Chair signing of plans.

- 1. Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections and any corrections as noted at this hearing.**
- 2. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of 15 sheets: [to be listed and dated by the applicant on the site plan itself]. In combination these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
- 3. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the March 15, 2016, Notice of Decision on file at the Town of Alton Planning Department.**

SUBSEQUENT CONDITIONS: The following conditions subsequent shall be met during construction and on an on-going basis:

- 1. All site improvements are to be completed as per the approved site plans.**
- 2. The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations.**
- 3. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.**
- 4. Shop drawings required for those improvements identified on the approved site plans that have not already been designed shall be submitted to the Town of Alton Planning Department prior to construction of those improvements. Review of the drawings may be required at the applicant's expense.**
- 5. A site plan which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.**

6. **Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within twenty-four (24) months.**
7. **Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.**
8. **No site may be occupied or used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Code Official in accordance with Section 1.22 of the Site Plan Review Regulations.**

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions that are required prior to signing the site plan. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board per Section 1.14 of the Town of Alton Site Plan Review Regulations

B. Curtin seconded the motion with all in favor.

VII. OTHER BUSINESS

1. Old Business- Chairman to sign: As Built Plan of Winnepesaukee Pavilion, A Condominium. D. Collier stated he would sign at the end of the meeting.

2. New Business- S. Williams suggested the Board should start thinking about the ZAC process. They should set goals and ask previous members if they would like to sit on the ZAC. The Board directed N. Strong to reach out to Tom Hoopes to gauge his interest on being on the ZAC. And to check with V. MacDonald to see if he would like to still be the Selectmen Representative on the ZAC.

The Board formally welcomed Russell Wilder to the Planning Board.

3. Approval of Minutes-

a. Minutes of February 16, 2016, regular Planning Board Meeting.

B. Curtin moved to approve these minutes as presented.

S. William seconded the motion with all in favor.

b. Minutes of February 23, 2016, CNA Holdings Inc., Site Walk.

B. Curtin moved to approve these minutes as presented.

S. Williams seconded the motion which passed with P. Bolster abstaining.

4. Correspondence-

- a. Pre-Construction Meeting Minutes, Ridgewood Estates Subdivision/Phase II/MacDuffy Road, Map 15, Lots 56-3, 56-4, 56-21, 56-23, 57, and 60-5 through 60-20, for the Board's information
- b. For the Board's information from the 3/2/16 TAC Committee meeting: LRPC-Biking and Walking Strategies At-A-Glance February 2016, Enhancing Bicycle Safety: Law Enforcement's Role (NHSTA); LRPC-Mid-State RCC; DOT Proposed Paving Schedule (2016-18)
- c. Revised Voluntary Lot Merger form and checklist, for the Board's review and discussion. The Board reviewed the forms. D. Collier said he felt they were complete and straightforward. The Board agreed. The Board directed the Planning Department to use the newly created forms and checklists for future applicants.
- d. Memo dated 3/14/16 from Mike Vignale, PE, KV Partners, LLC, Construction Site Visit Report, Ridgewood Subdivision, Phase II, for the Board's information.
- e. Meeting notes from Hazard Mitigation meetings 1/22/16 & 2/19/16 and associated information, plus discussion regarding public input to the Hazard Mitigation Plan at future Planning Meeting. N. Strong noted that as part of the update to the Hazard Mitigation Plan of 2010 public input to the plan was required. The Board agreed to add Hazard Mitigation Plan-Public Input to their next agenda after Approval of Agenda.
- f. Article from March/April 2016 Town and City, "*Non-Public Sessions Under the Right-to-Know Law-Practical Issues*", for the Board's information.
- g. Amended AoT Permit WPS-8380B, Stone Meadow Commons, Map 8 Lot 25, two-year time extension, with letter copy dated March 15, 2016, from Nic Strong, Town Planner to Ryan Heath, for the Board's information.
- h. Letter of Interest dated March 15, 2016, from Sean Landry, to the Alton Planning Board, regarding alternate position, with attached section copy of the Planning Board By-Laws, for the Board's action. The Board discussed the necessity of having an individual attend 3 meetings prior to becoming an alternate member, N. Strong pointed out that the By-Laws state "may" have the alternate attend three meetings, some Board members thought that was excessive while others thought it was still a good idea, specifically if the individual does not have any past experiences with Planning, so that they can get an understanding of the level of commitment and issues discussed at Planning meetings. The Board directed N. Strong to extend an invitation to Mr. Landry to attend next month's meeting.

5. Any Other Business that may come before the Board- none at this time.

VIII. PUBLIC INPUT ON NON-CASE SPECIFIC LOCAL PLANNING ISSUES:

Open to the public. None at this time. Closed Public session.

IX. ADJOURNMENT

B. Curtin moved to adjourn. The motion was seconded by S. Williams and passed without opposition.

The meeting adjourned at 9:08 pm

Respectfully submitted,
Traci Cameron, Recorder, Public Minutes