

**TOWN OF ALTON PLANNING BOARD  
PUBLIC HEARING  
Tuesday, April 18, 2023, at 6:00 P.M.  
Alton Town Hall**

**MEMBERS PRESENT**

Andrew Carter, Chair  
Roger Sample, Vice Chair  
William O’Neil, Clerk  
Lee Hillsgrove, Member  
Thomas Hoopes, Member  
Scott Williams, Member  
Nick Buonopane, Board of Selectman Representative  
Douglas Brown, Alternate Member  
Mark Manning, Member – excused absence  
Thomas Diveny, Member - excused absence

**OTHERS PRESENT**

Jessica Call, Town Planner  
Robin McClain, Planning Assistant  
Randy Tetreault, Norway Plains Associates  
Dana Huff, Town Engineer  
Stephanie Richard, Changing Seasons PLLC  
Christine O’Brien, resident  
Michael Lee  
Candice Lee

**CALL TO ORDER**

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

**Introduction of New Members and Appointment of Alternates**

The Board reviewed applications for Christine O’Brien & Douglas Brown to sit on the Board as alternates. Ms. Call explained Mr. Brown would be a returning member so could be appointed tonight; Ms. O’Brien would need to attend three meetings before an appointment is made.

**Mr. Hillsgrove motioned to appoint Douglas Brown as an alternate member of the Planning Board. Mr. Williams seconded the motion. Motion passed unanimously.**

**Review of the Agenda**

No changes were made to the agenda.

**Mr. Williams motioned to approve the agenda as amended. Mr. Hillsgrove seconded the motion. Motion passed unanimously.**

47 **1. Completeness Review of Application and Public Hearing if Application is Accepted as**  
 48 **Complete**

Case #P23-06 Changing Seasons Engineering, PLLC, Agent for James & Allison Brown, Applicants, and Thomas C. & Nancy C. Moore, Owners	Map 9 Lot 35 Moore Farm Lane	Final Major Subdivision Residential Rural (RR) Zone
---	---------------------------------	---

49 *Proposal: To subdivide Map 9 Lot 35 into 2 (two) lots of record. The parent lot would consist*  
 50 *of 187.8AC, and the proposed Lot would consist of 5.01AC.*

51  
 52 The Board reviewed the application for completeness. Mr. Hoopes noted they had been awaiting  
 53 a survey of the road, per the Design Review discussions. Ms. Call confirmed there are no other  
 54 outstanding items she is aware of; she noted the waiver request was discussed during the Design  
 55 Review. The Board reviewed the waiver request for scaling of drawing due to the fact the  
 56 property is large and won't fit on a single sheet.

57  
 58 **Chair Carter motioned to grant the request for the waiver based on the fact that strict**  
 59 **conformity would pose an unnecessary hardship to the applicant. Mr. Williams seconded**  
 60 **the motion. Motion passed, 8-0-0.**

61  
 62 The Board reviewed the waiver requests for Regulations VII,C.8.c and VII,D.3 for a soils map.  
 63 Chair Carter noted the soils were addressed and listed on Sheet 2 of the plans and are also  
 64 indicated on the lot. Ms. Call noted a soils report was provided so the waiver is for just a separate  
 65 soils map.

66  
 67 **Chair Carter motioned to grant the request for a waiver based on the fact that the**  
 68 **information is provided on the drawings and to create a separate soils map would be an**  
 69 **unnecessary hardship to the applicant. Mr. Williams seconded the motion. Motion passed,**  
 70 **8-0-0.**

71  
 72 The Board reviewed the waiver requests for Regulations VII,C.8.d and e; and VII,D.3, 4 and 5  
 73 relative to utilities and fire protection maps due to the breaking off of the lot is for family  
 74 members use and basic utilities are required. Mr. Williams noted a utility layout won't be  
 75 provided by the utility company until a foundation is in the ground. It was confirmed power  
 76 utilities are available. A note was received from the Fire Department, confirming the road is  
 77 adequate as it is and a comment about the confusion of road signs. Ms. Call noted at the  
 78 November 15, 2022 meeting, the Board requested utilities be indicated on the plans but she  
 79 doesn't see those included now. Chair Carter suggested tabling this waiver.

80  
 81 The Board reviewed the waiver requests for Regulations VII.C.8.f, g and h; VII.D.6, 7 and 8.  
 82 Ms. Call stated her question is that sheets 4, 5 and 6 all depict the same title of the plan and  
 83 should be specific what is being depicted. Mr. Williams suggested Ms. Richard go over these  
 84 with the Board. Chair Carter suggested tabling this waiver.

85

86 The Board reviewed the waiver request for Regulations VII.D.1q showing subdivision lot lines,  
87 intersecting streets and driveways within 200 feet of the parcel; the waiver is requested as the  
88 proposed subdivision will have no impact on surrounding lot lines, buildings or streets.  
89

90 **Chair Carter motioned to grant the request for a waiver based on the fact that the specific**  
91 **circumstances relative to the subdivision make it permissible. Mr. Buonopane seconded**  
92 **the motion. Motion passed, 8-0-0.**  
93

94 The Board reviewed the waiver request for VII.C.11, driveway site distance analysis. The Board  
95 agreed it is not necessary.  
96

97 **Mr. Williams motioned to grant the request for a waiver based on the fact that the specific**  
98 **circumstances relative to the subdivision make it permissible and there is only one other**  
99 **driveway on the road. Mr. Hoopes seconded the motion. Motion passed, 8-0-0.**  
100

101 **Mr. Williams motioned to accept the application as complete with two waivers being**  
102 **tabled. Mr. O’Neil seconded the motion. Motion passed, 8-0-0.**  
103

104 Chair Carter opened the public hearing.  
105

106 Stephanie Richard, Changing Seasons PLLC, representative for the applicant, explained the  
107 electric line is shown on sheet 5; the applicant tried to talk to the electric coop but they won’t  
108 come to the site until it is ready to go; the lines will be run underground from the pole and it will  
109 be inspected by the electric coop. The Board agreed the plans as presented are adequate.  
110

111 **Mr. Williams motioned to approve the request for regulation VII.C.8.d and e; VII.D.4 and**  
112 **5 based on the fact that the utilities company policy will determine placement. Mr. O’Neil**  
113 **seconded the motion. Motion passed, 8-0-0.**  
114

115 Ms. Richard stated there was previous discussion about storm designs and this was added to  
116 sheet 4 of the plans after she reviewed the drainage calculations. It was noted in the plans that  
117 Ms. Richard believes the vegetative buffer is sufficient to handle any runoff from the developed  
118 part of the land in the driveway. The intent is all the water shed will remain on the property and  
119 will be treated before getting to the wetland area. Chair Carter suggested making this issue a  
120 condition precedent and the water be pooled on the land and not out to the road.  
121

122 **Chair Carter motioned that regarding Regulation VII.C.8.f, g and h as well as VII.D.6,7**  
123 **and 8, having to do with drainage erosion, sedimentation and stormwater management, be**  
124 **approved with the understanding that site specific circumstances make it difficult to create**  
125 **such detailed drawing and the condition that the water be managed on the property and**  
126 **not out to the road and as a condition subsequent. Mr. O’Neil seconded the motion. Motion**  
127 **passed, 8-0-0.**  
128

129 Ms. Richard stated the applicant is looking to break off a five acre parcel for family members to  
130 build a house on. She stated most of the road has been extended; the Fire Department has  
131 reviewed the plans and road with no concerns.

132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171

The Board agreed this proposal would not have regional impact; it was agreed that completion of the subdivision would be constituted with placement of property pins and must be placed in two years.

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

Chair Carter closed the public hearing.

**Mr. Buonopane motioned to approve the application for Case #P23-06 as follows: After due hearing, the Alton Planning Board hereby approves the application for James M. and Allyson R. Brown as applicants and Thomas M. and Nancy C. Moore, owners, for a final major subdivision for a two lot subdivision on Map 9, Lot 35, Moore Farm Lane, with conditions precedent and subsequent as laid out in the Planner Review. Mr. O’Neil seconded the motion.**

**Chair Carter made amendments to the motion to include conditions precedent that the construction of the driveway should be so it doesn’t shed toward the road and keeps the water on the property; the Fire Department and Highway Department also need to sort out the signs in conjunction with E911; notes will be added to the plans indicating the property owners are responsible for maintenance of storm water systems.**

**Motion passed, 8-0-0.**

<b>Case #P23-10 Norway Plains Associates, Inc., Agent for Lee Family Revocable Trust, Michael &amp; Carolynn Lee, Trustees &amp; Owners</b>	<b>Map 9 Lot 19 401 New Durham Road</b>	<b>Final Minor Subdivision Residential Rural (RR) Zone</b>
---	---	--

*Proposal: To subdivide Map 9 Lot 19 into 2 (two) lots of record. The parent lot would consist of 9.6AC, and proposed Lot 19-A would consist of 5.4AC.*

The Board reviewed the application for completeness. Chair Carter noted the utilities plan and soil map report were not received nor were waivers requested. Ms. Call stated there are many instances where waivers are not requested for this type of information and several applications have been accepted without the waiver requests for these items.

**Chair Carter motioned to accept the application for Case #23-09 as complete. Mr. Williams seconded the motion. Motion passed, 8-0-0.**

The Board reviewed the waiver request for Regulation VII.D. to show complete boundary survey as the buildable portion of the property is already developed and the back is not being further subdivided or developed.

172 **Mr. Williams motioned to approve the request for a waiver as specific circumstances to the**  
173 **subdivision indicate the waiver is not necessary. Chair Carter seconded the motion. Motion**  
174 **passed, 8-0-0.**

175  
176 The Board reviewed the waiver request for Regulation VII.D.1.g.1 to show minimum contiguous  
177 upland area as the buildable portion of the lot is already developed and the back is not being  
178 further subdivided or developed.

179  
180 **Chair Carter motioned to approve the request for a waiver as specific circumstances to the**  
181 **subdivision indicate the waiver is not necessary. Mr. Williams seconded the motion. Motion**  
182 **passed, 8-0-0.**

183  
184 The Board reviewed the waiver request for Regulation VII.D.1.j to show jurisdictional wetlands  
185 as the back of the lots are not being developed.

186  
187 **Chair Carter motioned to approve the request for a waiver as specific circumstances to the**  
188 **subdivision indicate the waiver is not necessary. Mr. Williams seconded the motion. Motion**  
189 **passed, 8-0-0.**

190  
191 Randy Tetreault, Norway Plains Associates, representative for the applicants, stated they want to  
192 do a two lot subdivision, cutting five acres from a fifteen acre lot with almost 1100 feet of road  
193 frontage. He explained the back piece is an old pastureland that was part of the original lot and it  
194 will remain part of the existing lot which is already developed. Mr. Tetreault stated there is no  
195 need to have the sight features and perimeter in the back. He stated the proposed and remaining  
196 lots will each have over 500 feet of frontage; he stated state subdivision approval is not required  
197 although test pits were done and a 4,000 square foot area is shown as being suitable for a septic.  
198 There is a small area over 25% for steep slopes but it is not in the buildable area; Mr. Tetreault  
199 explained both lots will be within the required ratios. Mr. Tetreault stated the lot has been  
200 surveyed and the site features are shown for about 5 acres of the lot around the existing house; he  
201 stated the existing house has a state approved septic system and well; the new house will also  
202 have a septic and well. He stated there will be no further development in the land at the back of  
203 the lot; he stated the driveway has not been staked out yet but the proposed location has good  
204 sight distance.

205  
206 Ms. Call noted there was a correction to the name of a property owner on the plans.

207  
208 Chair Carter stated no concerns were noted by department heads. It is noted in the plans that the  
209 lot is not in an overlay district; there are already utilities on the lot; the lot monuments will be  
210 placed as needed and there are also stone walls on one side. Mr. Tetreault stated a deed won't be  
211 created until the lot is conveyed but the plan will be recorded.

212  
213 Chair Carter opened the hearing to input from the public. None was indicated.

214  
215 Chair Carter closed the public hearing.

216  
217 **Mr. Buonopane motioned to approve the application for Case #P23-10 as follows:**

218 After due hearing, the Alton Planning Board hereby approves the application for the Lee  
219 Family Revocable Trust, Michael and Carolyn Lee, trustees for a final minor two lot  
220 subdivision on Map 9, Lot 19, New Durham Road, Alton, New Hampshire with the  
221 conditions precedent and subsequent as laid out in the Planner Review and as discussed.  
222 Mr. O’Neil seconded the motion. Motion passed, 8-0-0.  
223

224 **Other Business:**

225 **1. Old Business:**

- 226 a. *Board to motion to Amend Something Previously Adopted, re: Case #P23-*  
227 *08, John Jeddrey, Jr., Contractor’s Yard. See Memo from Jessica A. Call,*  
228 *Town Planner.*

229 The Board reviewed and discussed the memo. Ms. Call stated in the Planner Review there is  
230 language that is recommended to be used for accuracy and consistency in the Board’s motions.  
231 She stated a motion was made to approve the site plan and the conditions subsequent and  
232 precedent were not noted. She explained because the details weren’t included, she could not add  
233 it to the Notice of Decision and it doesn’t guide the applicant to know the expectations for  
234 completion.  
235

236 Mr. Williams motioned to amend the motion previously adopted for Case #23-08. Chair  
237 Carter seconded the motion. Motion passed, 8-0-0.  
238

239 Mr. Williams motioned that after due hearing, the Alton Planning Board hereby approves  
240 the application for Case #P23-08, for John Jeddrey Jr. for a Contractor’s Yard located at  
241 Map 19, Lot 18-1, 1517 Wolfeboro Highway, New Hampshire Route 28, Alton, New  
242 Hampshire to include conditions precedent and subsequent as laid out in the Planner  
243 Review and any other conditions stated during the public hearing. Mr. O’Neil seconded the  
244 motion. Motion passed, 8-0-0.  
245

- 246  
247 b. *Discussion regarding election results of 2023*

248 Chair Carter stated all warrant articles passed except for the Welcome to Alton signs.  
249

- 250 c. *Reminder- NH Office of Planning & Development to hold free virtual*  
251 *workshops for their annual Planning & Zoning Spring Conference on April*  
252 *29<sup>th</sup> and May 6, 2023, from 9:00am to 12:00pm*  
253

254 **2. New Business:**

- 255 a. *Discussion re: Town Engineers’ Contracts*

256 Ms. Call stated in July of 2021, the Planning Board suggested hiring both Ty & Bond and K.V.  
257 Partners; she explained as of this year, K.V. Partners has been with the Town for nine years and  
258 Ty & Bond for two years; she stated both contracts are up and fees are subject to change. She  
259 stated she is very satisfied with both firms and are very diligent in their work. Chair Carter  
260 requested a copy of the previous proposals for comparison to the new one when moving forward  
261 with new contracts.  
262

263 3. **Approval of Minutes:** Meeting of March 21, 2023- Edits were made. **Chair Carter**  
264 **motioned to approve the minutes as amended. Mr. Williams seconded the**  
265 **motion. Motion passed, 8-0-0.**

266  
267 4. **Correspondence for the Board's review/discussion/action:** None.

268  
269 5. **Correspondence for the Board's information:** None.

270  
271 **Any Other Business to Come Before the Board**

272  
273 Ms. Call stated she will be drafting guidelines for the Master Plan Committee to help define the  
274 mission and purpose of the committee and hopes to have that ready for the Board's review in the  
275 next month.

276  
277 **Public Input on Non-Case Specific Planning Issues**

278 None.

279  
280 **Election of Officers for 2023 – 2024**

281  
282 **Mr. Sample motioned that the current officers continue in their positions on the**  
283 **Planning Board. Mr. Hillsgrove seconded the motion. Motion passed, 8-0-0.**

284  
285 **Committee Assignments (CIP, ZAC, Master Plan)**

286  
287 Mr. Williams stated he is willing to be the representative to the ZAC.

288  
289 Mr. Buonopane stated he is also on ZAC as a Board of Selectmen representative.

290  
291 Ms. Call suggested holding off on appointments to the Master Plan Committee until more details  
292 have been finalized for the committee.

293  
294 Mr. Sample and Mr. Brown are willing to serve on the CIP.

295  
296 **Mr. Brown motioned to adjourn. Mr. Sample seconded the motion. Motion passed, 8-0-0.**

297  
298 The meeting was adjourned at 7:44PM.

299  
300 Respectfully Submitted,

301 *Jennifer Riel*

302 Jennifer Riel, Recording Secretary