

Members Physically Present:

Roger Sample, Chairman
Scott Williams, Vice Chairman
Virgil MacDonald, Selectmen's Rep.

Members Remotely Present:

Russ Wilder, Clerk
Bob Regan, Member
Drew Carter, Member
Tom Hoopes, Member

Others Physically Present:

Jessica Call, Town Planner
Josh Monaco, IT Department

Others Remotely Present:

John Dever, III, Code Official
Amelia Cate, Planning Secretary

Ms. Call started by making everyone aware that the meeting was being recorded via audio and video as well as streamed live on the Town's website.

Call to Order - by current Chairman

Mr. Sample called the meeting to order at 6:02 p.m.

Mr. Williams asked if there were any changes to the agenda. Ms. Call stated there were not.

Mr. Williams MOVED to accept the May 12, 2020 agenda as presented.

Mr. Sample called for a vote, and it PASSED unanimously.

Mr. Sample read the declaration for electronic meetings into the record.

As Chair of the Alton Planning Board, due to the COVID-19/Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone:
- b) Additional public access by video or other electronic means will be available as follows:
- c) Providing public notice of the necessary information for accessing the meeting:
- d) Providing a mechanism for the public to alert the public body during the meeting that a member of the public wishes to speak or be recognized during public input at a public hearing:
- e) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call (603) 507-1002.

f) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting via conference call, or there are difficulties with the Town's equipment, the meeting will be adjourned and rescheduled to Tuesday, May 19, 2020, at 6:00 pm.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is also required under the Right-to-Know law.

Roll Call

Scott Williams, Town Hall with Josh Monaco, Jessica Call, Roger Sample, and Virgil MacDonald

Virgil MacDonald, Selectmen's Representative

Roger Sample, Chairman

Russ Wilder, Home, Alone

Bob Regan, Home, Alone

Tom Hoopes, Home, Alone

Drew Carter, Home, Alone

Mr. Sample read into the record:

UNTIL FURTHER NOTICE: To keep our members and staff safe, and to comply with RSA 91-A, the COVID-19 State of Emergency, and the Governor's Orders on restrictions at public gatherings, the Town of Alton is moving from "in-person" meetings to "remote audio participation meetings". To remotely attend the meeting (audio only) visit our website: www.alton.nh.gov for telephone access and remote access instructions listed under News and Announcements on the home page (you can access an audio/video livestream there as well), or telephone the Planning Department's Office at (603) 875-2162 between 8:00 AM to 4:30 PM for more information, and for the Dial-in Code and Meeting ID for each Planning Board meeting.

Election of Officers for 2020 - 2021

Mr. Hoopes MOVED to nominate Drew Carter as Chairman of the Alton Planning Board.

Mr. Regan seconded the motion.

Mr. Sample asked if there were any other nominations for board chairman, no further nominations.

Mr. Sample called a roll call vote:

Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye; Scott Williams, Aye; Roger Sample, Aye; Virgil MacDonald, Aye; Drew Carter, Aye

Mr. Carter was appointed the Alton Planning Board Chairman.

Mr. Sample called nominations for Vice-Chairman.

Mr. Wilder MOVED to nominate Bob Regan for Vice-Chairman.

Mr. Hoopes seconded the motion.

Mr. Sample **MOVED** to nominate Scott Williams for Vice-Chairman.

Mr. Sample called a roll call vote for **Bob Regan** for Vice-Chairman:
Russ Wilder, Aye; Tom Hoopes, Aye; Drew Carter, Aye; Bob Regan, Aye

Mr. Regan was appointed to Alton Planning Board as Vice-Chairman.

Mr. Sample called nominations for Clerk.
Mr. Wilder stated he'd be happy to remain as the Clerk.

Mr. Hoopes **MOVED** to nominate Russ Wilder for Clerk.
Mr. Carter seconded the motion.
Mr. Sample called a roll call vote.
Russ Wilder, Aye; Bob Regan, Aye; Drew Carter, Aye; Tom Hoopes, Aye; Virgil MacDonald, Aye; Scott Williams, Aye; Roger Sample, Aye

Mr. Wilder was appointed Alton Planning Board Clerk.

Temporarily Waive: "Other Business: #6. Any Other Business that may come before the Board" & "Public Input on Non-Case Specific Local Planning Issues"

Ms. Call informed the Board that there were two (2) portions of the agenda where there normally would be other input accepted and suggested that the Board temporarily waive those portions. However, if there is anything that someone would like to address they can contact the planning office. It will then be brought to the Board at a subsequent meeting. All members approved.

Ms. Call noted that since Mr. Carter was remotely attending the meeting, she thought it would be easier if Mr. Sample sit for the remainder of the meeting as Chairman.

Mr. Williams **MOVED** to have Mr. Sample remain as Chairman throughout the remainder of the meeting.
Mr. Hoopes seconded the motion, and it **PASSED** unanimously.

1. Continued from February 18, 2020

Case #P20-03 Thomas W. Varney, P.E., of Varney Engineering LLC, Agent for Diane Loudon, Owner	74 Davis Road Map 7 Lot 14	Final Minor Site Plan Rural (RU) Zone
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The Chairman read the case into the record.
Thomas Varney and Diane Loudon attended the meeting electronically via zoom and could be viewed by all on the screen. Mr. Varney attended at home with his daughter, Kate Varney. Ms. Loudon attended from her home office, alone.

Ms. Call stated she would go through the planner review and address the outstanding items, and that the Board should jot down their questions and hold off asking them until she was finished.

Ms. Call listed the items that had not yet been added to the plans: snow storage area, indicate the lighting where the pathway to and from the parking lot will be, indicate where the drop off area was located, indicate in a note on the plan that any music played outside the barn would only be acoustic.

Ms. Call stated there were also a couple items that needed to be listed on the Executive Summary: clarify maximum capacity of guests as noted on plan, and clarify that there would be no long term food storage.

Ms. Call stated that there were also some additional abutter input and asked the Board if they wanted to address that now or at the end. Mr. Wilder stated they should wait until the end.

Ms. Call stated there were some important notes and guidelines that needed to be followed per the Fire Department's letter so she kept the Fire Protection portion listed. The Traffic Impact Analysis and off street parking had been discussed at the site walk and the parking looked adequate. Ms. Loudon had stated she would expand the parking if she needed to. Ms. Call stated there had been a question as to whether an outhouse could be counted as a bathroom. Ms. Call stated she spoke with Mr. Dever, Alton Code Official, and he stated if it were an outhouse with just a hole in the ground, it would not be able to be used for a commercial business.

Ms. Call stated there was also a question about solar lighting being used in parking lots. She stated that Mr. Dever stated that solar lights could, in fact, be used as long as they were bright enough and could stay powered for the duration of the event. Ms. Call stated that during the site walk Mr. Varney noted there would be an additional swale installed around the parking lot for storm water drainage.

Ms. Call stated handicap and parking lot signs had been added to revised plan. Hours of operations were not specific however the Executive Summary did indicate this would be a part time venue and the Board may deem that to be sufficient.

Mr. Sample stated there had been a question about a fence on Ms. Loudon's property that fenced her horses and it might become a safety issue if not moved back. Ms. Loudon stated that she had already moved the fence line back as she had stated she would do during the site walk.

Mr. Sample asked Mr. Varney where we were at as far as the outstanding items Ms. Call listed. Mr. Varney stated he could address the items and had diagrams to go with it. Mr. Varney showed the site plan and stated that snow removal/storage could go everywhere and he would reflect that on the amended site plan. He also stated that during the site walk they took a tour through the path that went from the parking lot up to where the drop off and handicap area was and Mr. Varney indicated where on the path the lighting would be and he would also add that to the revised site plan. He also added the solar lights location around the parking lot on the amended plan. Ms. Loudon also added the proper signage for the parking lot and its location was noted on plan. Mr. Varney added that the solar lights were completely wireless and they were 600 lumen which he believed to be sufficient for a parking lot. He also stated he would add the food storage note and 100 people maximum note to the Executive Summary, along with the acoustic music note. Mr. Carter stated the acoustic music note should be added to the Executive Summary as well as noted on the site plan. Mr. Varney stated he would do that as well. Mr. Varney showed the Board a plan of a new septic design as back up in case of current

septic failure. Mr. Varney stated that Ms. Loudon could add anything that he may have missed. Ms. Loudon stated the Mr. Varney had covered everything and she had nothing else.

Mr. Carter asked about the solar lighting fixtures being put out for each event so that they wouldn't get destroyed by weather. Mr. Varney and Ms. Loudon stated that she would leave them out through the summer and store them inside for fall and winter. If she were to have a winter event she stated she would place them above the snow so that they were highly visible. Mr. Williams asked how they knew the solar lighting was sufficient for lighting her parking lot. He stated he didn't see any engineered lighting plan and he wondered if the lights were dark sky compliant. Ms. Call stated that they supplied a picture and description of the lights. Mr. Williams stated that neighboring houses wouldn't like lights shining into their windows if they were not dark sky compliant. Mr. Carter stated that there were also code regulations for foot lighting in the areas Ms. Loudon was proposing to put them, and that a lumen study really needed to be conducted. Ms. Call asked if the Board wanted that to be added to the Conditions Precedent. Mr. Williams and Mr. Carter agreed it should be.

Mr. Carter asked about the Fire Departments list of requirements and if they had been completed. Mr. Sample stated he thought they had all been addressed and fixed when they were at the site walk. Ms. Loudon stated that was correct. Mr. MacDonald stated that once Ms. Loudon gets a permit to open the fire department will have to go and inspect again as well.

Mr. Williams jumped backed to the lighting and stated that 3000K is the preferred color of the solar lighting, meaning it's a warm white not a harsh yellow light and that's what the Town requires. Mr. Sample addressed the letters from the abutters. Mr. MacDonald stated he would have Ken Roberts, Highway Department, put speed limit signs up on Davis Rd.

Mr. Sample opened public input. No public input. Mr. Sample closed public input.

Mr. Varney stated he can provide a lumen study for the Board from the store he gets all his lighting from.

After due hearing, Mr. Williams MOVED that the Alton Planning Board hereby approves Case #P20-03 for Diane Loudon, for a Minor Site Plan Review for a Commercial Function Facility in 2,280 s.f. of an existing barn and the surrounding grounds, located at 74 Davis Road, Map 7 Lot 14, with the following conditions:

CONDITIONS PRECEDENT

The following conditions precedent 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, any corrections as noted at this hearing and any waivers granted.**
- 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 _____ sheet(s): (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 May 12, 2020, Notice of Decision on file at the Town of Alton Planning Department.

4. Adhere to the items listed in the Fire Department's letter dated January 10, 2020.
5. Indicate on the plan where lighting will be installed on the pathway.
6. Indicate on the plan the areas for snow storage.
7. Indicate on the plan where the drop-off area is located.
8. Indicate in a note on the plan and in the Executive Summary that music being played outside the barn will only be acoustic.
9. In the Executive Summary, clarify the maximum capacity of guests as indicated on the plan.
10. In the Executive Summary, clarify that there will be no long-term food storage.
11. Submission of a "Lighting Study", which should comprise of 3,000K lighting.

SUBSEQUENT CONDITIONS

The following subsequent conditions 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, prior to the issuance of any Certificate of Occupancy per this Notice of Decision and Section 1.22 of the Site Plan Review Regulations.
2. The approved hours of operation for the proposed Commercial Function Facility shall be 10:00 am through 10:00 pm.
3. Maximum capacity of occupants for events shall not exceed 100, as stated during the hearing, and must be adhered to.
4. The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations and the criteria for a Commercial Function Facility from the Zoning Ordinance.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

Mr. MacDonald seconded, and it PASSED unanimously.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Bob Reagan, Aye; Tom Hoopes, Aye; Drew Carter, Aye; Virgil MacDonald, Aye; Scott Williams, Aye; Roger Sample, Aye

Case #P19-23 James & Allison Brown, Agents for William L. Moore, Thomas M. Moore, and Nancy C. Moore, Owners	31 Moore Farm Lane Map 9 Lot 35	Conceptual Consultation for Minor Subdivision Residential Rural (RR) Zone
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The Chairman read the case into the record.

Ms. Call informed the Board that the Brown's withdrew from the Conceptual Consultation because they were submitting a Minor Subdivision Application with a waiver to a Major Subdivision Application.

Other Business:

1. Old Business:

- a. Discussion re: Town Engineer contracts, Northpoint Engineering, LLC, & KV Partners, LLC.

Ms. Call informed the Board that Mike Vignale had no rate change and Northpoint went up a \$1.00. Mr. Wilder stated he thought we should keep them for another year.

Mr. Wilder MOVED to recommend to the Board of Selectmen that Northpoint Engineering, LLC and KV Partners, LLC, should stay as the Town Engineers for another year.

Mr. Williams seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye; Drew Carter, Aye; Virgil MacDonald, Aye; Scott Williams, Aye; Roger Sample, Aye

- b. Received estimate for road maintenance surety dated January 31, 2020, from Mike Vignale, P.E., re: High Point Road/Brad Jones; Board to determine an expiration date for the bond.

As a follow up from the January 2020 Planning Board meeting, Ms. Call informed the Board they were supposed to set a date 18 months from now that would become the expiration date of the maintenance bond. Mr. Sample asked why we need to bond it now that the road is already finished. Ms. Call and Mr. MacDonald stated that it is a requirement of the Subdivision Regulations, and it needed to be enforced. Mr. Williams stated he thought this needed to be looked into further. Ms. Call read the bonding regulation to the Board. Mr. MacDonald asked if we could send the Town

Engineer out to inspect the road. Ms. Call noted that the road had already been inspected and that Mr. Jones had already received final road approval.

Mr. Williams MOVED to table this matter until the June 16, 2020, meeting.

Mr. Sample seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye; Drew Carter, Aye; Virgil MacDonald, Aye; Scott Williams, Aye; Roger Sample, Aye

2. New Business:

- a. Planning Department's new Facebook page: Alton, NH Planning Department.

Ms. Call informed the Board that she has set up a Facebook page for the Planning Department and that it is strictly a venue to post information for the public. Commenting on posts was encouraged to take place by contacting the office either via telephone or email. With the current state of the world, everyone has been pushed to social media and online communication so it only makes sense to reach out to the community in this way and potentially reach more of the community than we can now. This will be very helpful when it comes not only to the Planning Department but with Zoning Amendments, CIP, ZAC, and the Master Plan as well.

- b. Board to schedule additional Planning Board meetings.

Ms. Call stated that there was not a large backup of applications. One was the Rand Hill Conceptual Consultation that the Board could get this done at the next meeting since they had been waiting since February. Mr. MacDonald, Mr. Wilder and Ms. Call stated that they believed there would be a lot of public input due to the nature and size of the proposed project. Ms. Call went on to state that there are two (2) Lot Line Adjustment applications as well and then there was the Brown's subdivision application that had just been submitted earlier in the day.

The Board decided on the next meeting being held May 26, 2020, and then June 16, 2020, which would be a regular scheduled meeting. The Board suggested to add another meeting at the beginning of June. Ms. Call stated that there wasn't enough time between the proposed meetings to notice everyone and get minutes done and that only one other meeting should be scheduled between tonight and the next regularly scheduled meeting in June. The Board decided to have another meeting scheduled for June 2, 2020. Ms. Call stated that the problem scheduling multiple cases for the same meeting pose the issue of having too many people come to the remote location and not being able to adhere to the right to know laws. Ms. Call stated the next meeting on May 26, 2020 should only contain the Rand Hill Realty application. The Board stated they wanted to add the two (2) Lot Line Adjustment applications to the agenda for the May 26, 2020, meeting as well. Mr. Carter and Mr. Wilder stated they thought the May 26, 2020, meeting should be dedicated strictly to Rand Hill Realty.

Mr. Williams MOVED to have the two (2) Lot Line Adjustment applications heard along with the Rand Hill Realty application on May 26, 2020.

Mr. MacDonald seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Nay; Bob Regan, Nay; Drew Carter, Nay; Tom Hoopes, Nay

Ms. Call reiterated that the May 26, 2020, meeting will consist of the Rand Hill Realty Conceptual consultation, and the June 2, 2020, meeting will consist of the two (2) Lot Line Adjustment applications, and then the Brown's subdivision application will be heard on June 16, 2020. The Board stated they wanted to add the subdivision application to the meeting on June 2, 2020.

3. **Approval of Minutes:** Special Meeting minutes of December 12, 2019, & January 7, 2020; and Planning Board minutes of December 17, 2019, & January 21, 2020

Mr. Carter **MOVED** to accept special meeting minutes of December 12, 2019, as written.

Mr. Regan seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Bob Regan, Tom Hoopes, Virgil MacDonald, Scott Williams, Roger Sample all vote Aye.

Mr. Carter **MOVED** to accept special meeting minutes of January 7, 2020, as written.

Mr. Wilder seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Bob Regan, Aye; Scott Williams, Aye; Roger Sample, Aye
Tom Hoopes, Abstain; Virgil MacDonald, Abstain

Mr. Carter **MOVED** to accept meeting minutes of December 17, 2019, as written.

Mr. Williams seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Bob Regan, Aye; Drew Carter, Aye; Scott Williams, Aye; Tom Hoopes, Aye;
Roger Sample, Aye
Virgil MacDonald, Abstain

Mr. Wilder **MOVED** to accept meeting minutes of January 21, 2020, as written.

Mr. Sample seconded the motion.

Mr. Sample called a roll call vote.

Russ Wilder, Aye; Drew Carter, Aye; Bob Regan, Aye; Roger Sample, Aye
Tom Hoopes, Abstain; Virgil MacDonald, Abstain; Scott Williams, Abstain

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

5. **Correspondence for the Board's information:**

- a. NHDOT Policy Regarding UAS (drones) Use on State Highways.
- b. Received Appeal on February 20, 2020, re: Green Oak Realty Development, LLC V. Town of Alton, et al.

- c. Notice of Acceptance of Permit Application dated March 3, 2020, re: Subsurface Systems Bureau Application for Subdivision of Land, Fallon Way - Map 8 Lot 3-12, and Ingalls Way - Map 8 Lot 13-10, W&W Ralph Trust.

Adjournment

Mr. Carter MOVED to adjourn.

Mr. Regan seconded the motion.

Mr. Carter called a roll call vote.

**Russ Wilder, Aye; Bob Reagan, Aye; Tom Hoopes, Aye; Drew Carter, Aye; Virgil MacDonald, Aye;
Scott Williams, Aye; Roger Sample.**

The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Amelia Cate, Recording Secretary