

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, JUNE 15, 2021**

**APPROVED**

**Members Present:**

Drew Carter, Chairman  
Russ Wilder, Clerk  
Roger Sample, Member  
Tom Hoopes, Member  
Bill O'Neil, Alternate  
Tom Diveny, Alternate  
Virgil MacDonald, Selectmen's Rep.

**Others Present:**

Amelia Cate, Planning Secretary

**\*\*\*Chairman to announce that restrictions on public gatherings from "in-person" meetings to "remote audio only participation meetings", in regards to the COVID-19 State of Emergency, have been rescinded. The Board will continue to hold hybrid (in-person/Zoom) meetings until further notice. Please refer to "News and Announcements" on the Town's website, [www.alton.nh.gov](http://www.alton.nh.gov), to locate the conference number to listen in via audio only or for the link to register for Zoom, and for a live video stream on YouTube of the meeting in progress. You may also contact the office at [plansec@alton.nh.gov](mailto:plansec@alton.nh.gov), or by telephone at (603) 875-2162 between 8:00 A.M. - 4:30 P.M., Monday - Friday, for the conference number and Zoom link for each meeting.**

**Call to Order**

Mr. Carter called the meeting to order at 6:00 (+/-) p.m.

**Motion to Rescind**

**Board to motion and vote on rescinding the motion that passed at the May 12, 2020, Planning Board meeting to put a hold on the following two (2) agenda items: "Any Other Business to Come Before the Board" and "Public Input on Non-case Specific Planning Issues".**

**Mr. Hoopes MOVED to rescind the previous order by the Governor.**

**Mr. MacDonald seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Tom Hoopes, Aye; Roger Sample, Aye; Virgil MacDonald, Aye; Drew Carter, Aye; Russ Wilder, Aye.**

**Appointment of Alternate**

Bill O'Neil and Tom Diveny were appointed for tonight's meeting. Scott Williams and Bob Regan were not in attendance.

**Approval of Agenda**

Mr. Carter stated for the record that Case P21-14 had to go before the ZBA so it was being removed from the agenda for tonight.

Mr. Carter also added a letter from Kevin Leonard, P.E. of Northpoint Engineering under "Other Business".

**Mr. Hoopes MOVED to accept the June 15, 2021, agenda as amended.**

**Mr. MacDonald seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Tom Hoopes, Aye; Roger Sample, Aye; Virgil MacDonald, Aye; Drew Carter, Aye; Bill O’Neil, Aye; Tom Diveny, Aye; Russ Wilder, Aye.**

**1. Conceptual Consultation**

<b>Case #P21-13 Jeffrey Hertel &amp; Van E. Hertel, Sr., Owners</b>	<b>Map 15 Lot 9-3 NH Route 28, Miramichie Hill Road, &amp; Bowman Road</b>	<b>Conceptual Consultation/ Site Plan Residential Rural (RR)</b>
---	--	--

Mr. Carter read the case into the record.

Mr. Hertel joined the meeting via zoom.

Mr. Hertel went on to explain the proposal. He stated that he was proposing on this lot, located on Rt. 28, Miramichie Hill Road and the Class VI portion of Bowman Road, an indoor boat and RV storage facility. He stated he would be looking to do this in a couple phases.

Mr. Wilder asked about the Hammonds who had subdivided this lot some years ago. Mr. Wilder stated he thought Mr. Hertel would have to go get the lots merged back. Mr. Hoopes stated that he read in the packet that this property had been approved for a lot line adjustment back on 4/16/2019 and that included Lot 9, 9-1, & 9-2.

Mr. MacDonald stated that he would also have to build the Class VI road up to town standards. Mr. Hoopes stated that the only legal access could be from Miramichie Hill Road. Mr. Hertel questioned that. Mr. Hoopes stated that Route 28 was a limited access highway and unless it had been deeded, Mr. Hertel would not receive access. Mr. Hertel informed the Board that the State had already told him they would be able to get access. Mr. Hoopes stated that the Clough book needed to be referenced to find out if that part of Bowman Road had been discontinued. Mr. Hertel stated that it was still classified as a Class VI road. Mr. Hoopes stated he still thought the town needed to look in the Clough book, and that he looked at that property in the 70’s so he was somewhat familiar with it.

Mr. Carter stated that this proposal was identified as only storage and that there would be no repairs, service, or fuel storage associated with this. Mr. Hertel stated that was correct. It was just like his self-storage facility, but the buildings would be a little larger to accommodate boats.

Mr. Hoopes stated that outdoor boat storage was not allowed in that zone based on what Ms. Call wrote in the planner review. Mr. Hertel stated that indoor boat storage was allowed, just not outdoor. Mr. Carter stated that the ordinance does differentiate between indoor and outdoor storage. Mr. Hertel asked if he could speak. He stated that he met with Ms. Call and Mr. Dever (Code Official) about this project a few months back and indoor storage was allowed in that zone, and that according to Ms. Call it did not matter what it was, for example, household goods, boats or RVs, as long as it was contained in the building and not out for people to see, it was allowed in that zone.

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, JUNE 15, 2021**

**APPROVED**

Mr. Wilder asked for clarification on the access points to the property, and was Mr. Hertel looking to have two. Mr. Hertel stated he was still working out those details. He was aware that the Class VI portion of Bowman Road would need to be brought up to town standards, but he was also entertaining Miramichie Hill Road as an access point. Mr. Hertel stated he had been working with Randy Tetreault, LLS, and Steve Oles, LLS, at Norway Plains as well as George at the State of NH in regards to this. They did find it was a Class VI road, and that it had not been discontinued or subject to gates and bars. Mr. Hertel stated that with the discussion with the Board as to how he would go about that access, they would like to have access there with the understanding the road would have to be brought up to town standards.

Mr. Hertel also informed the Board that they already had been granted a permit for timbering the property from the Town and the road agent. He stated that they had already used an access point off Bowman Road to get onto the property.

Mr. Wilder asked how large the lot was. Mr. Hertel stated it was just under nine acres. Mr. Wilder then asked how many units he planned on putting on the property. Mr. Hertel told the Board that they again would like to do this project in phases and that they did not exactly know. To begin, he stated that they were looking at one (1) to two (2) buildings over the next two (2) years, which could incorporate 35-50 units depending on the exact size of the buildings. Mr. Carter asked Mr. Hertel about the building on the plan that looked to be about four stories high. Mr. Hertel stated that the building in question was something put on the plan as far as a future building but that it had not been planned on for the first phase of the project. Mr. Hertel did state that it was a thought because he would then be able to stack the boats high, indoors, like a marina would.

Mr. Carter asked if the designs on the plans were just generic pictures. Mr. Hertel stated, yes, they were. Ms. Call had asked him to put something together so that the Board would have an idea of what the storage buildings would look like. Mr. Hertel also stated that the building would look like his current storage facility building, or if the Board was familiar with Sheri Barsonti's, both on route 28. He stated that was what the buildings at this facility would look like, just a little larger and higher to accommodate boats. It would be a concrete pad, metal buildings. No water in the buildings but there would have to be electricity for the outside lighting, but basically the same as Mr. Hertel's self-storage units. He went on to state that at his other facility, he had people store house boats and vehicles in a couple of the units.

Mr. Hoopes stated he had a problem with the idea of making any more cuts off Route 28, and he stated that the concept of 28 being limited access for the flow of traffic does not coincide with making another cut in the road. He stated that there was another legitimate access off Miramichie Hill Road and he thought all the development should go off Miramichie. Mr. MacDonald stated that it would be the State and that the State had already given him access. Mr. Hoopes stated, yes, but the Planning Board had a right to comment to the State about planning and transportation. Mr. Hertel stated that they were not creating a new cut. Mr. Hoopes stated that they were because that cut had not been used in 70 years. Mr. MacDonald stated that he did not think it would be the Planning Board's place to say that they did not want any new cuts on Route 28. He thought it better to have commercial buildings off Route 28 rather than coming through town. Mr. Hoopes stated that the ideal circumstance would be to have one cut onto Miramichie and use only that. It was dangerous to have large boats and trailers on Route 28. Mr. Carter stated that the Board had to be cognizant that they had little room to speak if an applicant was willing to bring the Class VI road up to town standards. The Board agreed.

Mr. Carter stated he was interested in what the plan for a buffer zone between Route 28 and this property would be. He stated it looked like there were quite a bit of wetlands. Mr. Hertel stated that the building setback for Route 28 was 25 feet and he proposed a setback of about 150 feet off Route 28. Mr. Hoopes asked

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, JUNE 15, 2021**

**APPROVED**

about the buffering and if he would try to clear cut on the backside where the new houses were being built. Mr. Hertel stated, no, that was not the plan. Mr. MacDonald asked if he had plans to have a buffer behind the property to block that view from 28. Mr. Hertel stated that if he received approval for the larger of the three (3) buildings, there was now about a 100 foot setback from the rear property line to the back of that building. The homes were right along Old Wolfeboro Road, and he cleared those lots and then sold those homes. He stated he had left more than enough of a buffer to try to keep the residential/rural nature of the area. Mr. Hoopes stated that the real question was, how visible would the facility be along Route 28? Mr. Hertel stated as visible as he was allowed. Mr. Hoopes stated that would be a contrary one because the concept of keeping it a greenway would be difficult. Mr. Carter stated that was where this consultation comes in. He stated the Board was expressing that they would like this to stay as rural looking as possible and not be very visible from the road. Mr. Hertel stated he would follow the regulations and come to an agreement on the buffers and visibility to please the Town. Mr. Wilder stated that the logging was visible right now from Route 28, and that would be something to consider too.

Mr. Carter asked Mr. Hertel if he had put any thought into signage. Mr. Hertel stated that he would like to have some signage, but on his other facility, he had to put everything on the buildings. He would like a sign if possible to promote the business, but again he would have to meet all the regulations.

Mr. Carter asked if there were any other questions.

Mr. Carter stated that there was a lot more information the Board needed for an actual application but this was just an early schematic, conceptual kind of thing. He stated he thought as a general indoor storage of boats on this particular piece of land, the Board had no issues. Mr. Wilder asked how long the units would be. Mr. Hertel stated that the proposed building on the plan was 140 feet long by 36 feet deep. He stated that would accommodate a 24 foot boat with the trailer. He also stated that the 50 feet between the buildings that the plan showed, came from researching and looking at other boat storage facility schematics. Mr. Wilder stated the only other thing he could think of at the moment would be the lighting on these buildings because of the residential homes in that area. Mr. Hoopes also stated that he needed to keep in mind that the Board had a height limit when addressing the building that would be four stories high to stack boats. Mr. Carter asked if anyone had anything else. The Board did not have any further comments.

Mr. Hertel thanked the Board for their questions and comments. He stated that he now had an idea of what path to go down with his agents and he hoped to see the Board in a month or two.

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

<p><b>Case #P21-14 Donald S. "Ted" Wright, LLS, of White Mountain Survey &amp; Engineering, Agent for Carol C. Couture and The Rosenthal Family Trust, Robert Goldman &amp; Laura Hrasky, Ttees., Owners</b></p>	<p><b>Map 18 Lots 36-2 &amp; 36-3 78 &amp; 76 Shore Road</b></p>	<p><b>Lot Line Adjustment Lakeshore Residential (LR) Zone</b></p>
--	--	---

Proposal: To adjust lot lines for two (2) lots of record, with Map 18 Lot 36-2 adjusted from 38,000 sq. ft to 38,598 sq. ft., and Map 18 Lot 36-3 adjusted from 31,000 sq. ft. to 30,402 sq. ft..

**Applicant requested to continue to the July 20, 2021 meeting.**

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, JUNE 15, 2021**

**APPROVED**

<b>Case #P21-15 Douglas S. Brown &amp; Susan Sciotto-Brown, Owners</b>	<b>Map 17 Lot 7-1 1179 Mount Major Hgwy.</b>	<b>Minor Site Plan Rural (RU) Zone</b>
--	--	--

Mr. Carter read the case into the record.

Mr. Brown and Mrs. Sciotto-Brown attended in person to present the case. Mr. Brown moved to sit at the table for discussion.

Mr. Hoopes questioned the waiver. Mr. Brown stated that he had always submitted a waiver under a home business, but after speaking with Ms. Call he understood the process here to be different and no waiver necessary.

**Mr. Hoopes MOVED to accept the application for Case #P21-15 as complete.  
Mr. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Roger Sample, Aye; Virgil MacDonald, Aye; Bill O'Neil, Aye; Drew Carter, Aye; Russ Wilder, Aye; Tom Hoopes, Aye; Tom Diveny, Aye.**

Mr. Brown stated that he restored cars and then advertised the through Hemming's or a national standard or colleagues but there was no foot traffic at the business. He informed the Board it was also their residence and did not want the foot traffic to ensure they kept their privacy.

Mr. Hoopes stated the only thought he had, and it would be dealt with by the Building Inspector, was that when there was a garage attached to the dwelling, there had to be 5/8<sup>th</sup> retardant sheetrock. Mr. Brown stated that it did. He stated that John Dever, III, was in charge when all the permits went through.

Mr. Hoopes stated that everything was very well explained and that the application was very clear. Mr. Carter stated the only question he had was why he would want to put up a sign without any client base. Mr. Brown stated that it was a requirement by the State when registered with the Secretary of State for a home office. He stated it would be a 2' x 3' sign. Mr. Carter asked if there were any other questions. There were none.

Mr. Carter opened public input. No public. Public input was closed.

**After due hearing, Mr. Hoopes MOVED that the Alton Planning Board hereby approves Case #P21-15 for Douglas S. Brown and Susan J. Sciotto-Brown, for a Minor Site Plan Review for a Home Business for an automotive dealer/mechanical restoration in 1,000 s.f. of the existing finished basement/workshop at 1179 Mount Major Highway, Map 17 Lot 7-1, with the following conditions:**

**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, any corrections as noted at this hearing and any waivers granted.**

**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, 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 Home Business shall be 8:00 A.M. – 5:00 P.M., Monday – Friday.
3. The applicant shall comply with all of the Town of Alton’s Site Plan Review Regulations and the criteria for a Home Business from the Zoning Ordinance.
4. 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.
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. 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.

**ACTIVE AND SUBSTANTIAL DEVELOPMENT OR BUILDING AND SUBSTANTIAL COMPLETION OF IMPROVEMENTS:**

1. Within 24 months after the date of approval, the following items must be completed in order to constitute "active and substantial development or building" pursuant to RSA 674:39,I, relative to the 5-year exemption to regulation/ordinance changes:  
**The Board did not set a threshold.**
2. The following items must be completed in order to constitute "substantial completion of the improvements" pursuant to RSA 674:39,II, relative to final vesting:  
**The Board did not set a threshold.**

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. Carter called for a roll call vote:**

**Roger Sample, Aye; Virgil MacDonald, Aye; Bill O'Neil, Aye; Drew Carter, Aye; Russ Wilder, Aye; Tom Hoopes, Aye; Tom Diveny, Aye.**

**Other Business:**

**1. Old Business:**

**a. Discuss Town Engineer RFP submittals/schedule interviews**

Mr. Carter stated that the Board was looking to schedule the interviews right before the July 20<sup>th</sup> Planning Board meeting. Mr. Hoopes stated that he really hoped Mr. Williams would be present because of his expertise. Mr. Hoopes stated he did not feel qualified. He also stated that Ms. Call would be working side by side with whomever was hired so she also should have a say. Mr. MacDonald suggested to continue this until the July meeting so that Ms. Call and Mr. Williams could be present. Mr. Carter stated that Ms. Call had some recommendations. He also pointed out that there was a lot of reading material, but that they were sales tools and the important part was that they were qualified people and not hired solely on price. Mr. MacDonald stated that up until a few years back the Board did not have any problems with the engineers on the jobs; that did not start until the trainees started on the job.

Mr. Wilder read Ms. Call's email and it stated that her recommendation would be to have the Board interview KV Partners, Tighe & Bond, and HEB Engineers. Mr. Carter stated that he was familiar with the Gale company and that they were a fantastic outfit, but that they were extremely costly and out of Bedford. Mr. Carter stated based on Ms. Call's recommendation, he agreed that the three (3) listed should be called to interview. The Board agreed they did not need to postpone this decision. The Board stated that because Ms. Call did so much work with the engineers they thought they should go with her recommendation. The Board agreed.

**Mr. Hoopes MOVED to postpone this discussion until Ms. Call and Mr. Williams were available for the discussion.**

Mr. Carter stated that the interviews were to be scheduled for July 20, 2021, before the Planning Board meeting. The Board suggested to start the interviews at 4:30 pm so that there would be enough time. Mr. Hoopes asked how many members should be in attendance. Mr. Williams, Mr. Sample, Mr. Carter, and Ms. Call were suggested to be in on the interviews.

**b. Master Plan Committee: Update from the Chairman/announce upcoming town-wide survey**

Mr. Wilder stated that this week the first part of the survey postcards would be sent out. He stated that the Committee decided at their last meeting to make some phone calls to some community leaders to help get the word out; they came up with about 100 names. Mr. Wilder asked the Board to do the same thing with anyone they may know. He also stated that the Committee encouraged anyone to share it on their website.

**c. ZAC Committee: Reminder that ZAC starts on Wednesday, June 23, 2021**

Mr. Carter stated that next Wednesday would be the very first ZAC meeting.

**2. New Business:**

**a. Alternative Housing Committee: Update from the Chairman**

Mr. Sample stated that the Committee was currently researching all the ins and outs of tiny homes, cabin colonies, as well as open space subdivisions. Mr. Hoopes stated that HB 312 was working on this specifically and ways to make this easier for a town, and to not fight the towns. Mr. Sample stated that he tended to be the objector at the meetings. He stated that these places were just tool sheds. Mr. MacDonald stated that an objector was good to throw into the mix. Mr. Wilder asked if these would be considered an ADU. Mr. MacDonald stated that was what was trying to be figured out.

Mr. O'Neil stated that there were three (3) categories that the Committee came up with; leased land, condo association, and cluster colonies. The Committee talked about three (3) types: tiny homes, seasonal cabin colonies that included being open during the winter season for a few months, and also on a foundation. The Committee talked about tiny homes but more of an affordable housing perspective. The homes would be year-round and would sit on either private land or a conservation subdivision type community. At the Committee meeting, Mr. Dever spoke about tiny homes on wheels and if they were under 400 sq. ft. it was considered an RV, and that would fall under different regulations. Mr. O'Neil stated that the Committee talked a lot about how this would work and they had been throwing around cluster type developments. Mr. Sample stated that this issue, cluster developments, came before the town and the town did not like it at all. It was noted that this was coming and when it did come, the town had to have some kind of guideline for it. Mr. Sample thought it to be a fad.

**b. Discuss and approve citizen member applications for the 2022-2027 CIP Committee/Committee will start up in July.**

Mr. Carter stated the Board had two (2) applications and three (3) openings. Gabrielle O'Toole was one, and she currently worked for the town. Guy Maloney was the second applicant. Mrs. O'Toole was on CIP the year before last, Mr. Carter stated. Mr. MacDonald thought that Aimee Terravechia should be asked if she wanted to sit on the Committee again.

The Board unanimously approved both applications for the CIP Committee.

**3. Approval of Minutes:**

**a. Planning Board Meeting minutes of May 18, 2021**

**Mr. Wilder MOVED to accept the May 18, 2021, minutes as written.**

**Mr. Hoopes seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Roger Sample, Aye; Bill O'Neil; Aye; Drew Carter, Aye; Russ Wilder, Aye;  
Tom Hoopes, Aye; Tom Diveny, Aye. Virgil MacDonald abstained.**

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

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

**6. Other Business:**



- a. Letter from Kevin Leonard, P.E., of Northpoint Engineering, LLC

Mr. Carter stated that there was some correspondence Kevin Leonard, P.E. of Northpoint Engineering indicating that they had chosen not to submit a proposal. Mr. Carter stated that Mr. Leonard offered to stay on his current project until it was finished. Mr. Carter stated that the Board needed to keep in mind that if he did not stay on the project, a new engineer would charge all over again for the same thing that had been done already.

**Mr. Wilder MOVED to keep Northpoint on the current project.  
Mr. MacDonald seconded the motion.**

**Mr. Carter called for a roll call vote:  
Roger Sample, Aye; Bill O'Neil, Aye; Drew Carter, Aye; Russ Wilder, Aye;  
Tom Hoopes, Aye; Tom Diveny, Aye. Virgil MacDonald abstained.**

**Adjournment**

**Mr. O'Neil MOVED to adjourn the meeting at 7:20 p.m. +/-  
Mr. MacDonald seconded the motion.**

**Mr. Carter called for a roll call vote:  
Roger Sample, Aye; Virgil MacDonald, Aye; Bill O'Neil, Aye; Drew Carter, Aye; Russ  
Wilder, Aye; Tom Hoopes, Aye; Tom Diveny, Aye.**

Respectfully submitted by,

Amelia Cate, Recording Secretary

Minutes approved as presented: July 20, 2021