

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2016  
AUGUST 16, 2016**

Members Present:

- David Collier, Chairman
- Roger Sample, Vice Chairman
- Scott Williams, Member
- Russell Wilder, Member
- Virgil MacDonald, Selectmen Representative

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**

D. Collier asked if there had been any changes in the agenda. Nic Strong stated there were four items in bold under Other Business that had been added since posting the agenda.

- S. Williams moved to accept the Agenda as amended.**
- V. MacDonald seconded the motion, with all in favor.**

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

<b>Case #16-23 Amy Vachon</b>	<b>Map 15 Lot 35 Rural Residential (RR) Zone</b>	<b>Minor Site Plan 30 Gilmans Corner Road</b>
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N. Strong stated this was a Minor Site Plan application for a one chair Beauty Salon home business. There were three department reviews that had come in after the Planner Review was prepared and there is one letter dropped off by an abutter on August 11, 2016. The Board had the list of items that were needed to determine completeness of the application and there were no waiver requests.

Greg and Amy Vachon, owners, spoke to the application. G. Vachon stated he had brought amended site plans with the requested changes, he gave those plans to N. Strong. A. Vachon stated the applicant was proposing a one chair beauty salon in the basement of their new home. The home was currently being built. G. Vachon stated this was an established business on Chamberlain Road in New Durham prior to them selling that house and moving to Alton. S. Williams asked what type of egress would there be. G. Vachon stated it was a walk out, with a single step and would have French doors and that he had hard wired an “Exit” sign as requested by the Fire Department. D. Collier asked if there would be a sign and if so what would the

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dimensions be. G. Vachon stated there would be a three foot by two-foot oval sign hanging at the end of the driveway by the mailbox on a six-foot post.

R. Wilder stated there was a hand written letter, written by Linda Breese, an abutter, who opposes this application. L. Breese stated in her letter, that a beauty shop should not be allowed, next there would be liquor stores, tattoo shops or an automobile repair shop. S. Williams stated whatever was allowed in the zone was what could be approved. R. Wilder stated for the record this was an allowed use in the zone.

A. Vachon stated she had all her required licenses to operate the beauty salon.

**Virgil MacDonald moved to accept application Case P16-23 as complete.  
S. Williams seconded the motion, with all in favor.**

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

**S. Williams moved to approve Case P16-23:**

**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 Case #P16-23 for Amy Vachon for a Final Minor Site Plan Review for a Home Business from 320 s.f. of the existing dwelling as a one seat hair stylist salon at 30 Gilmans Corner Road, Map 15 Lot 35, 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 \_\_\_ 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.**

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- 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 August 16, 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, 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 salon are Tuesday, Wednesday, Friday 12 - 7 p.m. Thursday 12 - 4 p.m. Saturday 8 a.m. - 12 p.m. one Saturday per month**
- 3. The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations.**
- 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. 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.**

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- 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.**

**R. Sample seconded the motion, with all in favor.**

<b>Case #16-24 Gregoire Family Trust &amp; The Society for the Protection of NH Forests</b>	<b>Map 16 Lot 3 &amp; Map 16 Lot 1 Rural (RU) Zone</b>	<b>Lot Line Adjustment 157 Reed Road</b>
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Russ Wilder recused himself from the Board for Cases P16-24 and P16-25.

N. Strong gave an overview of the Lot Line Adjustment application that would take approximately 38 acres from the Gregoire Family Trust and add it to Forest Society land. Since the Planner Review was prepared three department reviews came in with no comment from the Water Department, Fire Department and Conservation Commission and a waiver request letter was received on August 10, 2016, which had been added to the Board's packet. The Planner Review lists the items needed for a completed Lot Line Adjustment application.

**S. Williams moved to grant the requested waivers for Subdivision Regulation Section IX. E. 7. e, g, h, i, and n.**

**R. Sample seconded the motion, with all in favor.**

**S. Williams moved to accept application Case P16-24 as complete.**

**V. MacDonald seconded the motion, with all in favor.**

Stephan Nix, Esq., stated he was the attorney representing both the Gregoire Family Trust and The Society for the Protection of NH Forests. S. Nix stated the application was a boundary line adjustment between the Gregoire Family Trust and the Society for the Protection of NH Forests. Wendy Weisiger and Tom Howe from SPNHF were also present to speak on behalf of the application. S. Nix, Esq., stated the proposal was to take approximately 38 acres from the Gregoire lot leaving a 13 ½ acre lot. There were no buildings on the site aside from a dilapidated building that will be removed by SPNHF, there is an existing driveway that goes up to a building site but there are no structures built on the site, the newly acquired acreage will have approximately 210 feet of frontage on the Class VI portion of Reed Road. S. Nix, Esq. stated that the plans have been amended to address all of the comments in the Planner's Review and now

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that the Board has granted the waivers he saw no problems or issues that could not be handled with a conditional approval.

S. Williams asked if the Lot Line Adjustment will create a new lot or would it become part of the Quarry Mtn. piece. S. Nix, Esq., stated that it would become part of the existing Quarry Mtn. lot, so there would be no new lot created.

D. Collier asked about Current Use status. S. Nix, Esq., stated that included in the packet was an aerial map that showed the current use. Originally on the Gregoire lot all but the frontage was in current use but with the new configuration all but about four acres of the lot was going to come out of current use, the applicants had met with the Town Assessor about this and decided that they would just pay the penalty so that the 13 acres will not be in current use at all.

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

**S. Williams moved to approve Case P16-24:**

**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 Case #P16-24 for the Gregoire Family Trust and the Society for the Protection of NH Forests for the above cited Boundary Line Adjustment/Annexation of Map 16 Lots 1 & 3, with the following conditions:**

**CONDITIONS PRECEDENT**

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

- 1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted by the Planning Board.**
- 2. Addition of a note to the lot line adjustment/annexation plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
- 3. Addition of a note to the lot line adjustment/annexation plan prior to plan signing by the Planning Board Chair: This lot line adjustment/annexation plan is subject to the Conditions of Approval itemized in the August 16, 2016, Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department.**

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4. **Submission of signed deeds to record with the Lot Line Adjustment/Annexation Plan and Notice of Decision within 60 days of conditional approval of the lot line adjustment by the Planning Board, unless extended by the Planning Board. Deeds to both lots are required that indicate the 38 +/- acre parcel of land being taken from Map 16 Lot 3 and annexed to Map 16 Lot 1.**

**SUBSEQUENT CONDITIONS:**

**Conditions Subsequent: The following conditions subsequent shall be met during construction and on an on-going basis:**

1. **The applicants shall comply with all of the Town of Alton’s Subdivision Regulations.**
2. **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.**
3. **A lot line adjustment 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.**

**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 precedent that are required prior to signing and recording the subdivision plat. 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 under Section IV, O. 2. of the Town of Alton Subdivision Regulations.**

**V. MacDonald seconded the motion, with all in favor.**

<b>Case #16-25 Gregoire Family Trust &amp; The Society for the Protection of NH Forests</b>	<b>Map 16 Lot 3 Rural (RU) Zone</b>	<b>Final Major Site Plan 157 Reed Road</b>
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N. Strong stated this application is for a Major Site Plan and the first waiver request is to allow this application to proceed to a final without doing a Design Review first. Since the Planner Review was prepared the Planning Department had received Department Head Reviews from the Water Department, Conservation Commission, with no comments and the Fire Department had a

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comment about emergency vehicle parking, an additional waiver request was received on August 10, 2016, and yesterday Mr. Wood dropped off a letter detailing his concerns about the proposal.

**S. Williams moved to grant the applicants' request to waive Design Review for the Major Site Plan Application.**

**V. MacDonald seconded the motion, with all in favor.**

**S. Williams moved to grant the requested waivers for 4.02 (F) 7, 9, 25, 26, 28, 29, 30, 35, 36, 39, and 47.**

**V. MacDonald seconded the motion, S. Williams moved to amend his motion to not include 4.02 (F) 47, Cost of Public Improvements, at this time. V. MacDonald seconded the amended motion, with all in favor.**

**S. Williams moved to accept application Case P16-25 as complete.**

**V. MacDonald seconded the motion, with all in favor.**

Stephan Nix, Esq., Attorney and agent for the Society for the Protection of NH Forests was present for this application. S. Nix, Esq., stated the proposal was to create a 20 space gravel parking lot and kiosk. Attorney Nix stated he wanted to clarify that the proposed parking lot was not going to pick up the overflow parking from Mt. Major from both a physical location stand point and because the trails require a more advanced type of hiker than those that typically hike Mt. Major. The proposed parking lot would be located off Rt. 11A and Reed Road and would give access to the Quarry Mountain area.

The Board stated their concerns for increased traffic once hikers are aware of the new parking lot. W. Weisinger stated their intention was not to have the amount of traffic as Mt. Major. SPNHF owns fifty trailheads across the state, and they do not see the amount of traffic as is seen at Mt. Major at their other remote locations and other remote hiking areas are not seeing an overflow of traffic once the Mt. Major parking area gets full. W. Weisinger stated SPNHF owns Mt. Monadnock and two remote trailheads on Gap Mountain, as well as areas in Marlborough and Dublin with similar remote trailheads on Class VI roads and they do not experience parking issues at any of those sites.

W. Weisinger stated she, Ken Roberts, Alton Highway Director, Bradley Woods, abutter and Mike Amicangioli, abutter had walked the proposed area and Reed Road to discuss possible issues with the road and traffic. W. Weisinger stated that SPNHF were proposing to install a gate just south of Mr. Amicangioli's driveway, where the main woods road pulls off Reed Road and enters the existing Quarry Mtn. Forest. At the suggestion of Ken Roberts they are proposing some area to create pull offs along Reed Road where the road is single lane and some delineator markers or reflectors along the culvert area drop off. B. Woods was concerned about the approximate 8' drop off where the two culverts for Alton Brook cross under the road. The Board also stated their concern for the culvert area and suggested some sort of barrier, such as wood or metal guardrail or rocks to be put in that area. W. Weisinger stated they were working out a

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permission with the Town of Alton to be allowed to do maintenance on the Class VI portion of the road.

The Board discussed the need for a Site Walk and asked the applicant to have some possible pull off areas marked along Reed Road for the Site Walk.

S. Williams asked N. Strong to research the Town's Driveway Regulations to determine what the requirements are for turn offs.

There was a brief discussion regarding signage and the desire to maintain the rural nature of the area without too much sign clutter. W. Weisinger stated that SPNHF would be monitoring the situation and would be happy to add more signage in the future if needed to address parking issues, etc., but would prefer not to put too many signs up at this point.

D. Collier opened for public input.

Brad Woods, abutter at 125 Reed Road, spoke to the Board. B. Woods stated there were two culverts that he was concerned about, and there was only one point of entrance for people that live on the other side of the brook and there had been previously flooding in that area. He noted there was a blind corner that he was concerned with due to overgrown brush and limited line of sight, if someone were to go off the road it was fairly deep, he would estimate 8' deep or so. He was also concerned about the turn around that he installed to get deliveries to his property, it looks like a parking lot so he was concerned people would use that area for partying. B. Woods stated he did not believe that rocks would work as a barricade due to the limited width of the road.

Michael Amicangioli, abutter, spoke to the Board. He lives at the end of Reed Road, past the proposed parking lot. M. Amicangioli asked W. Weisinger to clarify where they were asking the Town for permission to maintain the road to. W. Weisinger stated they were asking to maintain the entirety of the road to their property line. M. Amicangioli stated that would be past his property and W. Weisinger stated yes. M. Amicangioli stated all he wanted to see was the road maintained and he was concerned about the increased traffic causing the condition of the road to get worse, and what would happen if he was blocked from his property by a vehicle, could he call the police to have the vehicle moved. W. Weisinger stated that SPNHF's goal was to have a gate installed at their property line to keep vehicles out and to lessen traffic to discourage people from going past the parking lot. She noted there would be a "Gate Ahead" sign at the parking lot to discourage further travel on the road.

Raymond Howard asked if the parking lot was going to be used as a log landing in the future. W. Weisinger stated there were no plans to log the area in any near future and that there were existing log landings on the Quarry Mtn. property.

D. Collier closed public input.



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The Board scheduled a Site Walk on August 22, 2016 at 5pm.

**S. Williams moved to continue Case P16-25 to the September 20, 2016, Planning Board Meeting.**

**V. MacDonald seconded the motion, with all in favor.**

<b>Case #16-26 Sandra Hammond</b>	<b>Map 15 Lot 9 Residential Rural (RR) Zone</b>	<b>Final Major Subdivision Old Wolfeboro Road and Miramichie Hill Road</b>
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Russ Wilder rejoined the Board.

N. Strong stated the Board saw this application at Design Review. Since the Planner Review was prepared the Conservation Commission, Code Enforcement and Water Department submitted their reviews with no comment; the Fire Department submitted the same letter that the Board already had in their packets with their comments and the Board had a list of items that are required for a completed application and there were waivers to consider.

The Board had discussion on two of the waiver requests. The Board determined that Subdivision Regulation, XI.C.8.22 (e), "Town of Alton Rural Fire Water Resource Plan" would not be a requirement for this application and after some discussion by the Board and K. Fox, LLS, agent, it was decided by K. Fox, LLS, to withdraw the request for Subdivision Regulation, XI.C.15, Future Development.

**S. Williams moved to grant the requested waivers for IX. C. 8. (e), IX. C. 9, 10, 11, 12, 13 & 14.**

**R. Wilder seconded the motion, with all in favor.**

**S. Williams moved to accept application P16-26 as complete.**

**R. Wilder seconded the motion, with all in favor.**

Kerry Fox, LLS, agent for Duane and Sandra Hammond spoke to the application. The subject parcel, Map 15, Lot 9, was a fifteen-acre tract located within the Residential-Rural zone with a reservation for a cemetery in an early deed and on the survey plat they have held out a little under 4,200 sq. ft. for the cemetery area. The pins had been set around the cemetery area, it appears there was plenty of room around the cemetery to perform maintenance and they have also provided for a 15-foot easement coming from Old Wolfeboro Road into the cemetery and their attorney has prepared a deed for Lot 9 with that easement included. The Board asked N. Strong to have Attorney Sessler review the easement language.

D. Collier noted that the Wetland Scientist seal was needed on the plan. K. Fox, LLS, stated that Mr. Dorion, Wetland Scientist was on vacation but his seal would be on the final plan when submitted.

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K. Fox, LLS, stated he addressed the issues that were raised during the Design Review; a note has been added to the plan regarding 30-foot-wide entrance and culverts if needed for the driveways, the State Subdivision Approval for both lots under five acres had been granted, all monumentation has been set, they located all buildings within 200' of the project and he will change the note regarding current use to read all 15.22 acres are in current use. K. Fox, LLS stated in regards to the Planner Review comment about the width of street and pavement missing, that it is difficult to get all the information on a plan, but if it was something the Board really wanted on the plan he would add it, he did however note that the width of right of way at Rt. 28 was 150 ft., Miramichie has a 50 ft right of way and the westerly edge of Old Wolfeboro Road was 25 ft off center line, in every case they tried to do their best to create the 50 ft. right of way.

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

**R. Sample moved to approve Case P16-26:**

**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 Case #P16-26 for Sandra Hammond for a Final Major Subdivision Review for a four lot subdivision of Map 15 Lot 9, 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 Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted by the Planning Board.**
- 2. Addition of a note to the subdivision plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on 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 \_\_\_ 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.**
- 4. Addition of a note to the site plan prior to plan signing by the Planning**

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**Board Chair: This site plan is subject to the Conditions of Approval itemized in the August 16, 2016, Notice of Decision on file at the Town of Alton Planning Department.**

- 5. A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note on the plat prior to plan signing. This includes Subdivision Approval by NH Department of Environmental Services.**
- 6. Addition of a note to the plat prior to plan signing by the Planning Board Chair stating the total acreage of each Current Use Category for each lot where applicable.**
- 7. Approval of the language of the cemetery easement by Town Counsel.**

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

- 1. All subdivision improvements are to be completed as per the approved subdivision plat.**
- 2. The applicant shall comply with all of the Town of Alton's Subdivision Regulations.**
- 3. Driveway permits will be required to be obtained from the Town of Alton Highway Department in accordance with the Town of Alton Driveway Regulations.**
- 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 subdivision 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 subdivision plan, the applicant has twelve (12) months from the date of signing to start construction and, unless**

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**a different schedule is approved by the Board, must complete construction within thirty-six (36) months 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.**

**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:  
Setting of the monuments and receipt of driveway permits.**
  
- 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:  
Setting of the monuments and receipt of driveway permits.**

**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 precedent that are required prior to signing and recording the subdivision plat. 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 XI, C. 2. of the Town of Alton Subdivision Regulations.**

**S. Williams seconded the motion, with all in favor.**

**IV. OTHER BUSINESS**

**1. Old Business-**

- Discussion on the Town of Alton Excavation Regulations, Working Draft 6.17.16, distributed at the June 21, 2016, Planning Board Meeting.
  - D. Collier asked who had reviewed these regulations. N. Strong stated that once the Board had completed their reviews she would update them and send them to Town Counsel.
  - R. Wilder asked if the most recent Aquifer mapping information is referenced under the definition section. D. Collier asked N. Strong if she would check with

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Lakes Region Planning to see if there were any more current maps than the ones that are referenced in the regulations.

- R. Wilder stated on Pg. 4, the definition of Excavations, should include a more accurate picture of what is happening today, such as processing stumps and other material.
- R. Wilder stated there was a typo on Pg. 13, second paragraph up, the word “shall” should be “should”.
- R. Wilder asked how long these rules have been in place as State Statutes. N. Strong stated since 1989.
- R. Wilder questioned the standards in Sections 6 & 7. N. Strong stated the statute says that these sections are called minimum and express standards, so for projects in Town that require a permit, it is specified by statute what is required permits and then the Board can add Town standards further along in the Regulations. The section for express standards means that the types of excavations that the Town can’t require a permit for must comply with these standards and the Town cannot add additional requirements.
- The statutes were updated but the Town’s Regulations have not been and the statutes say the Town shall have the permitting authority excavation this and if the Town’s Regulations are not updated to include how the Town holds a hearing, and how the Town does the permitting, then the Town is not meeting statute.
- R. Wilder stated in Section 14, A, 6, he would like to have cemetery added to the list of items to be listed on the plan and the Board agreed.
- R. Wilder stated he would like to add that all Conservation Easements be added to the Plans and all roads and trails be added under 14, A, 8.
- R. Wilder stated on page 31 he would like to add “Licensed Professional Geologist” instead of “competent geologist.”
- After much discussion, the Board decided to recalculate the reclamation bond every five years; to reference “normal” business hours in accordance with the Town’s noise ordinance and to allow for operation 7-days a week; Excavation depth should be determined by referring to the Town’s Aquifer Protection Ordinance; Permits will be issued for 50 years, with compliance inspections being done every 7 years.
- Water quantity as well as quality should be referenced in Section 15, J.
- Discussion on the Town of Alton Subdivision Regulations, Working Draft 4.19.16, distributed at April 19, 2016, Planning Board Meeting.
  - The Board voted to Table until the September 20, 2016 Planning Board Meeting.

2. New Business-

- Discussion re: Chestnut Cove Subdivision, Map 15, Lot 15, lack of security and building permits.
  - N. Strong stated that at past meetings there were discussions by the Board in regards to put a hold on building permits due to lack of security. Attorney Sessler

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said the Board would need to make a formal motion to place a hold on building permits until proper security was received from the owner.

**S. Williams moved to have a letter written and recorded at the BCRD stating no new building permits will be issued until the proper amount of security is received from Ken Chase.**

**V. MacDonald seconded, with all in favor.**

- Discussion re: Stabilization Bond, Phase II, Ridgewood Subdivision, John Jeddrey.
  - N. Strong stated that J. Jeddrey had basically completed the wetland crossing that is close to Rt. 28. Mike Vignale, KV Partners, stopped by the Planning Office and said that it is stabilized. J. Jeddrey would like to transfer the \$13,000 in stabilization security for Phase I to add to the \$39,000 needed for Phase II. The Board agreed that would be fine as long as Mike Vignale, KV Partners, was willing to sign off saying Phase I was stabilized.

3. Approval of Minutes-

- a. Minutes of July 19, 2016, regular Planning Board Meeting.

**V. MacDonald moved to approve the minutes of July 19, 2016, as written.**

**R. Wilder seconded the motion, and it passed with V. MacDonald, R. Sample and R. Wilder in favor and S. Williams and D. Collier abstaining**

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

- a. Email from Traci Cameron, Secretary to Bradley Smith, Alton Bay Christian Conference Center, re: Notice of Decision September 15, 2015, Alton Bay Christian Conference Center, Time Extension request and Letter via email.

- R. Sample acting as B. Smith's agent recused himself from the Board. R. Sample asked the Board to approve a one-year time extension.

**S. Williams moved to approve a one-year time extension until 8/18/2017.**

**V. MacDonald seconded the motion, with all in favor.**

5. Correspondence for the Board's information:

- a. Email from James Sessler, Attorney to Nic Strong, Planner, re: Chestnut Cove Subdivision
  - N. Strong stated that Attorney Sessler has asked that John Dever, III or N. Strong should address issues before requesting him to write letters of enforcement.

- b. Memo from Nic Strong, Planner to John Dever, III, Code Enforcement, re: Alton Bay Christian Conference Center, Maserian Cottage.

- John Dever, III, Code Enforcement was working on this.

- c. Letter from Joe Spain, JH Spain Commercial Services, LLC, to David Collier, Chair, re: Woodland Subdivision for Joseph H Spain, JH Spain Commercial Services, LLC, Case #P14-12, Map 9, Lots 53-2 through 20.

- N. Strong stated that J. Spain had been before the Board to ask for an extension, but had not returned any of her emails and had now sent a letter stating he no

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longer wants to continue with the project. N. Strong was going to speak to Attorney Sessler as to the next steps the Town needs to take. The Board agreed.

d. Letter from George R. Fredette, P.E., SFC Engineering, to Nic Strong, Planner, re: Mountain View Estates Subdivision.

- N. Strong stated the inspection of the under drain flush and ditch line grades would be taking place soon.

e. Letter from NHDOT to Town of Alton, re: Response to Rumble Strips.

6. Any Other Business that may come before the Board:

- None

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

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

**VI. ADJOURNMENT**

**S. Williams moved to adjourn. The motion was seconded by V. MacDonald and passed without opposition.**

The meeting adjourned at 9:26 pm

Respectfully submitted,  
Traci Cameron, Recorder, Public Minutes

Minutes approved as written: September 20, 2016

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