

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, AUGUST 17, 2021**

**APPROVED**

**Members Present:**

Drew Carter, Chairman  
Bob Regan, Vice- Chair  
Russ Wilder, Clerk  
Scott Williams, Member  
Virgil MacDonald, Selectmen’s Rep.  
Bill O’Neil, Alternate

**Others Present:**

Jessica A. Call, Town Planner  
Amelia Cate, Planning Secretary

**Call to Order**

Meeting was called to order at 6:00 P.M. +/-

**Appointment of Alternate**

Mr. Carter appointed Mr. O’Neil as a voting member for the night due to Roger Sample and Tom Hoopes’ absence.

**Approval of Agenda**

Mr. Carter asked if there had been any changes made since the agenda was posted. Ms. Call stated that Case P21-20 was clarified because the other owners were left off that heading, Miramichie Hill, LLC. Under Old Business, C., had been crossed off because they haven’t met since the last Planning Board meeting. Ms. Call also stated that was the same with the ZAC Committee. She also stated that E. was an email dated August 5<sup>th</sup> from Ms. Call to Carol Richardson regarding her voluntary lot merger. Under 3. B., Town Engineer contracts were signed by the Selectmen and Dana Huff, P.E., Tighe & Bond, was in the audience and wanted to watch how the Board functioned. The last addition was 3.C. which was a letter dated August 6, 2021, from NHDOT and they were looking for a Planning Board member to sit on a Corridor Advisory Committee.

**Mr. Williams MOVED to accept the August 17, 2021, agenda as amended.**

**Mr. MacDonald seconded the motion, and it PASSED unanimously.**

**1. Class VI Road Building Permit Permission Request**

Case #P21-18 Ashley Pinkham, Owner	Map 3 Lot 29 Africa Road	Class VI Building Permit Request Rural (RU) Zone
---------------------------------------	-----------------------------	---

Chairman read the case into the record.

Ms. Call informed the Board that they were responsible to review the comments provided by the Highway, Police, and Fire Departments, and recommend or not recommend the issuance of a building permit to the Board of Selectmen. Ms. Call stated that the Police Department did not have any comments but that Highway and Fire comments were attached. She stated she had sent Ms. Pinkham the comments and Ms. Pinkham was in attendance if the Board had any questions for her.

Ms. Call stated that there were already houses built further up past Ms. Pinkham and Robert Riendeau’s property and that that portion of the road had already been upgraded. Ms. Pinkham, from the audience, stated that was true. The Board invited Ms. Pinkham and Mr. Riendeau up to the table for discussion.

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, AUGUST 17, 2021**

**APPROVED**

Ms. Pinkham stated that on Africa Road where her property was, already had a turn around, and then Africa Rodd turned into the real Class VI. She stated where the driveway was going to come in, the turnaround was right there and it would be a big wide swoop in. Mr. Riendeau stated that everything had been pre-existing and that there was another house further down on this turn around area. He stated they did not plan on taking that out in any way. Just putting a driveway in. Ms. Pinkham stated that the road was the turnaround where it was already if you were to drive out there.

Mr. Williams asked if there was already a turnaround because he would not be in favor of a cul-de-sac. Ms. Pinkham stated that the turn-around is the driveway. Mr. Regan asked if the road was maintained and Ms. Pinkham stated, yes, because it's Class VI; the residents had to maintain it. She stated they all pitched in and helped with the maintenance, specifically plowing. The Board clarified this application was for a building permit and not a permit for the road or even the driveway so that some of the comments supplied from the department heads don't really apply at this point.

Mr. Riendeau stated that they had already been approved for the driveway. Mr. Williams stated that the report for the driveway had been included for the Board's packets tonight from the Public Works Director.

**Mr. Williams MOVED to recommend to the Board of Selectmen to approve the Class VI Building Permit Request, Case #P21-18.**

**Mr. Regan seconded the motion, and it PASSED unanimously.**

Ms. Call informed the applicant that at this point she would send the recommendation to the Selectmen and then the administration office would schedule the meeting in front of the Selectmen. Mr. MacDonald stated that it would take a couple weeks.

<b>Case #P21-17 Jeffrey F. Hertel &amp; Van E. Hertel, Sr., Owners</b>	<b>Map 15 Lot 9-3 NH Route 28 N, Miramichie Hill Road (f/k/a Hogdon Road)</b>	<b>Class VI Building Permit Request Residential Rural (RR) Zone</b>
--	---	---

Chairman read the case into the record.

Ms. Call stated that this road has had several names that were discovered throughout her research.

Mr. Hertel along with Scott Lawler, P.E., agent, came to the table for discussion. Mr. Carter asked the agent for a quick rundown of the plan.

Mr. Lawler stated that the Hertels were looking to get a building permit from the Board of Selectmen for the proposed site plan and that required driveway access off Hogdon Rd. Mr. Lawler stated that they had contacted the Public Works, Fire and Police Departments, they were proposing a 24 foot wide paved up to town standards driveway that would come in up the road about 175 feet to a T- turnaround; at that point it would serve as just a driveway access to Mr. Hertel's commercial venture.

Mr. Williams asked if the access would be coming from Route 28 or Old Wolfeboro Road; Mr. Lawler stated, Route 28.

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, AUGUST 17, 2021**

**APPROVED**

Mr. Regan asked what DOT's position was on this in reference to having access directly to Rout 28. Mr. Lawler answered that the road had been shown on DOT plans since back in the 1950's and then again when it was redone in 2004. He stated that the applicants would have to submit a DOT driveway permit application to the DOT for the expansion of the Class VI road. That application would be signed by the Town as part of the application process because essentially the Town was seeking the upgrade at Mr. Hertel's expense.

Mr. Williams asked if there had been an original access that was paved off that road; Mr. Lawler stated, yes, there was still the original paved entrance.

Ms. Call asked Mr. Lawler, if in his experience had he done many of these applications in any other towns; a commercial building application off a Class VI road? He stated, yes, he just did it for Two Rod Road in the City of Rochester, which was what people referred to as the Tractor Supply Driveway off Route 11. He stated he had also done it for Tractor Supply back in 2015. He stated they went through this same process where they had to have the city sign the DOT driveway permit and then they had to submit it on behalf of the city. Tractor Supply paid for the upgrade of that road and at that time was in relatively the same condition as Route 28 is now. Concurrently, the same process was being done in Rochester as well for a credit union that would be going in on Two Rod Road and Route 11, and this was also the same DOT permit application which would be going in front of the City Council in Rochester in a couple of weeks.

Mr. Wilder asked if this road was to stay private or would they be looking to have the Town take over in the future. Mr. Williams stated that it could be, with an application, however, the Board of Selectmen did not have to accept it if they chose not to do so. Mr. MacDonald stated that it would stay a Class VI road regardless and the Town wouldn't maintain it.

Mr. Wilder stated that his concern was DOT and adding another access point on 28 that close to an already existing one. Mr. MacDonald stated they were 200 feet apart. Mr. Wilder stated, yes, he knew that but just didn't know how DOT would feel with the speed on that road, the corners, and the amount of access ways in one area. Mr. MacDonald explained that 28 was limited access but that this road had always been there, in fact, it use to be the main access road.

Mr. Williams asked if they'd be paving the access. Mr. Hertel answered, yes. Mr. Williams then asked if they'd be using specs? Mr. Lawler stated they would be building to Town Standards, 12 inches of bank on gravel, 6 inches crushed gravel. Mr. Williams then stated this would be a Class V road spec. They stated basically, yes, that was right.

Chairman asked if the Board had any other questions or comments.

Mr. Carter opened public input.

Mrs. Fairman came to the table. She stated that, yes that had always, since the 1950's, been an access, and that made sense to come in where they were proposing instead of the other end where there were residential properties. She was speaking in favor of this proposal stating it was sort of ideal.

Mr. Alden Moore came to the table. He stated he lived on Bowman Road and that was next to Mr. Hertel's current location and now would be across the street from this location. Mr. Moore stated that he had no

objections. He stated that the Town needed some advancement in development and that Mr. Hertel had his vote.

Mr. DeJager came to the table. He stated he thought that road at one time was called Bowman Rd. Extension, and that it had been there since before Route 28 was created. Mr. DeJager asked what the width of the access would be. Mr. Lawler stated that because the road had stonewall bounds on either side that it varied. Mr. Williams stated that 50 ft. would be the ideal width in a new development. Mr. MacDonald explained that Alton went by wall to wall and some were not very wide. Mr. DeJager stated that with that, a few years ago when they improved old Wolfeboro Rd., a drainage culvert had been moved down and a pretty good amount of water drained down that road. His property was a bit lower than that; he stated he knew the Board would take all this into consideration but that he just wanted to state his concern and maybe get some kind of assurance from the developer that precautions would be taken. Mr. Williams stated that by law they could not increase any water flow onto someone's property. Mr. MacDonald stated that was Town and State Ordinance. Mr. DeJager stated that he also thought this would be the best use for this property aside from residential and that he supported the project.

Mrs. Hammond came to the table. She stated she lived on Rines Rd. She was looking for clarification on where the access entry was going to be. The Board explained it was across from Bowman Rd. and not off Miramichie Hill Rd.

Mr. Carter closed public input.

Mr. Williams made the comment that one thing the Board always tried to do was to have 90 degree corners to the site and this one had a diagonal access. He thought they should have this one squared off and could make the apron bigger. Mr. Wilder agreed that this was valid and that in the future this road could be built up and developed further. Mr. Hertel said they would be fine with whatever the Board decided.

**Mr. Williams MOVED to recommend to the Board of Selectmen to approve the Class VI Commercial Building Permit Request, Case #P21-17.**

**Mr. Regan seconded the motion, and it PASSED unanimously.**

**2. Design Review**

<p>Case #P21-21 Scott Lawler, P.E., of Norway Plains Associates Inc., Agent for Jeffrey F. Hertel &amp; Van E. Hertel, Sr., Owners</p>	<p>Map 15 Lot 9-3 NH Route 28 N, Miramichie Hill Road (f/k/a Hogdon Road)</p>	<p>Design Review/Major Site Plan Residential Rural (RR) Zone</p>
--	---	--

Mr. Carter read the case into the record.

Mr. Carter stated this case was for the same lot they just discussed above. Ms. Call wanted to clarify that at the Conceptual Consultation she had written in her planner review that Boat Storage was not an allowed use in this zone. She went on to state that the proposal could not specify Boat Storage, but what was represented on the plan and at this hearing, by definition, was a Self-storage Facility. Ms. Call stated she just wanted to clarify that by the town's definition Mr. Hertel was building a Self-storage Facility. If Mr. Hertel wanted to specify Boat Storage, he would have to go before the ZBA for a Variance. Ms. Call just wanted to make it clear that

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, AUGUST 17, 2021**

**APPROVED**

this was a Self-storage Facility proposal and not Boat Storage. Mr. Hertel stated that these buildings would be just like his other facility. All attached to a building and not separate, but bigger units to accommodate bigger items.

Mr. Regan asked if this proposal implied that the person who owned the boat would be the one storing it in the unit and that there wouldn't be any employees helping. Mr. Hertel stated, yes, there would be no employees and that the owner would have to move their items into the unit themselves. Mr. Carter stated he was really confused and how was this not being called Boat Storage when it was clearly going to have units with boats. Ms. Call stated that was what she was trying to get at earlier and how did the cat get put back in the bag.

Mr. MacDonald asked if Ms. Call was saying that if Mr. Hertel wanted to have boats stored at his facility he would have to go to the ZBA for a Variance or there cannot be any boat storage. Mr. Regan stated that Mr. Hertel cannot put a boat into a unit but that the occupant of that unit could put their boat inside it. Ms. Call stated she agreed this was a Self-storage Facility but that if boats were being stored there then she felt like it constituted a ZBA Variance. Mr. Hertel stated that he was strictly offering unit rentals and not a service of storing a boat for a renter. The renter would be responsible for moving and removing the boat from the unit.

Mr. MacDonald asked if there were any plans that represented the sizes and height of the building. Mr. Carter stated, no, they did not provide any. Mr. Hertel stated that the plans had not been completed yet and that the designs would be coming from Heritage Building Supply. Mr. Williams asked Mr. Hertel if he was aware of the 35 ft. rule; Mr. Hertel stated, he was.

Mr. Wilder referenced the plan and asked Mr. Hertel if he was looking at a 24 foot entrance and then it widened to 50 feet and all paved; Mr. Hertel stated, that was right. Mr. Wilder asked about the area depicted on the plan that showed a retaining wall around the building to keep out of the wetland was all grass area; Mr. Hertel stated, yes. Mr. Wilder asked Mr. Hertel if when plowing snow, would it be pushed right down to the end? Mr. Hertel said, yes. Mr. Wilder asked if the lighting would be down lighting. Mr. Hertel stated, yes, and would be all LED and attached to the buildings.

Mr. Carter stated he didn't see any landscaping or any natural vegetation on the plan. Mr. Lawler stated there was currently an average of about 100 feet between where the State's right-of-way was and where the edge of the clearing was. A little past that where the pond would be constructed the vegetation buffer would decrease some, but around the buildings would be an average of 100 feet of natural vegetation. Mr. Carter asked what kind of vegetation it was currently. Mr. Lawler stated it was mostly mixed hard wood and pine. Mr. Williams stated that the Board would probably be looking for something to literally screen the building.

Mr. Wilder asked about the proposed future 100' X 140' four (4)-story building, and stated that may be too big. Mr. Hertel stated he understood that and that was why they weren't proposing that anymore. Mr. Lawler stated the reason was because they wanted to account for it in the stormwater management system and the impervious surface so that in the event that the applicant wanted to build in it the future he wouldn't have to redo the management system, although the applicant knew he would have go in front of the ZBA to construct this building.

Mr. MacDonald asked if the base of the road was already in. Mr. Hertel stated, no, it was not, that Roger Garland from Garland Lumber had done an upgrade because DOT requested it when they timbered the lot.

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, AUGUST 17, 2021**

**APPROVED**

Mr. Lawler stated it was more like a construction exit and it would be removed and replaced to meet Town Standards.

Ms. Call asked if the self-storage was primarily for long term storage. Mr. Hertel stated that it was really 50/50. Some people were long term but some only used it temporarily. Ms. Call asked what would stop someone from using their unit like a garage, or someone pulling their boat out to use for a weekend and then bringing it back in and out over and over. How could the in and out traffic be kept to a minimum? Mr. Hertel stated he didn't know. There would be no power in the buildings so that would deter that and he couldn't really control that. Ms. Call asked if there would be enough lighting at night if it were going to be accessed 24 hours a day. Mr. Williams stated it had to be dark sky lighting. Mr. Hertel stated, yes, it would be to both questions.

Mr. Williams read John Dever, III, Code Official's, Staff Review:

This project is for individual storage units that will be used in the same manner as any previously approved self-storage facilities, which can include storing RV's, furniture, motor vehicles, etc."

Mr. Hertel stated that was what was discussed when he met with Mr. Dever and why he was here with this application. Mr. Carter stated he wasn't sure he was on board with that; Mr. Williams agreed.

Mr. Carter asked if there would be air conditioning in the building, HVAC, etc. Mr. Hertel stated, no, that was why it's called indoor cold storage. Mr. Wilder stated that as a matter of observation, there was a residential neighborhood behind the proposed facility and to keep this in mind when it came to noise. Mr. Hertel stated he was aware and understood.

Mr. Regan asked about any security issues. Mr. Hertel stated not that he could see. He stated his other facility down the road, had been there since 1999, never had a gate, and never had any issues. He stated that the facility would have cameras but as far as gates he didn't see it necessary. Mr. Williams asked if the buildings would be kept under 12,000 sq. ft. Mr. Hertel stated, yes. Mr. Williams stated that would be a good move and that also the Town would request a Knox box. Mr. Williams asked who would have ultimate access. Mr. Hertel stated that it would be their lock, their key, their business, unless they don't pay. Mr. Williams asked if the units were all single doors on the outside to access in or would there be one main entrance. Mr. Hertel stated, they would be all individual and accessed from an individual outside door.

Mr. Wilder asked if they would be addressing the drainage tonight as well. Ms. Call stated that Mike Vignale, P.E., Town Engineer, was in possession of the drainage report and site plan and would share that information once the money was placed in escrow. Mr. Hertel explained that Mr. Hertel, Sr., had been out of town and returned late last night but that they would get that reviewed and signed and a check sent in for the escrow. Ms. Call explained that normally the Board would be reviewing all those things at a Design Review hearing but things are a little behind.

Mr. Hertel stated that he and Mr. Lawler spoke before the meeting tonight about revising this plan to say on it that it was Self-storage because it would not be strictly advertised as boat storage. He stated he would have to ask Mr. Hertel, Sr., about his thought on the ZBA application but that he didn't think they would be looking to acquire only boat storage.

Mr. Lawler stated that they would revise all the plans to reflect Self-storage Facility and not Boat Storage. Ms. Call stated that she had to rely on the Code Official and his determining factor in deciphering the definitions

and what they meant. She stated she didn't want to step on his toes because she may feel the definition meant one thing but that may not be the case.

Mr. Carter asked Mr. Hertel if he thought it would be a hinder to the business if he couldn't advertise as Boat Storage. Mr. Hertel stated that he thought ultimately at the end they would be coming in front of the ZBA for Boat Storage, but he could build a facility like the one he owned down the road and they'd be rented tomorrow. He stated he did not believe this would slow the business down at all.

Ms. Call asked if there would be an office of any kind. Mr. Hertel stated, no, all business would be conducted from Calef Drive, which was where his other facility was located.

Mr. Carter opened public input.

David Slade introduced himself from the audience. He stated he was the owner of the property all across the other side of Route 28. He wanted to compliment Mr. Hertel on the land clearing and the great job he's done. He stated he admired the way the natural buffer and foliage had been kept. Mr. Slade asked what they meant earlier when they stated there might be an exception and were looking for some clarification. Mr. Lawler pointed out on the plan where the stormwater management system pond was going to be located and at that same point on the land, the vegetative buffer would be minimal. He stated that was further down from where the building would be located. It would be visible from the road but that there would be a bit of a berm and they would plant some trees along the top of the berm. Mr. Slade stated that didn't sound too ugly.

Mr. Secinero came to the table. He stated he was an abutter on the Old Wolfeboro Road side. He stated he had a request, there was a big tree that came down onto his property and it's hung up in his other trees like a widow maker. Mr. Hertel stated he would take care of that. Mr. Secinero stated he had some concerns about the large boat storage building and the buffers, but since that would be left for the future he would address that then. He stated that he abutted the location where that large building was and there was absolutely no buffer, it was clear cut right up to their property line and that would need to be addressed if the large building was going in. Mr. Williams stated the applicants would have to do a landscaping plan. Mr. Secinero stated that he would like to see the color of the buildings able to blend with the area; maybe a stockade fence between the properties he said would be fine. He stated he was just looking for a little consideration. Mr. Hertel stated that he understood and he would be looking to design them the same as his other buildings, tan with dark green. Mr. MacDonald stated they could definitely work this into the landscaping plan. Mr. Secinero stated other than that concern, this would be a great use for the property.

Mrs. Fairman returned to the table. She stated that she had been a bit confused, she asked if the 35 ft height limit in town was correct; the Board stated, yes. She stated she was under the impression that these units were going to be just like other units just much larger, not taller, and not like a rack storage building for boats. Mr. Hertel clarified that on the original plan they had drawn a large unit with rack shelving that was four rows high because they were going to propose that but he stated they were no longer proposing that building. Mrs. Fairman stated she understood and that they were bigger buildings for bigger items that people needed stored for like a boat, a Winnebago, a car, a trolley, whatever they would want, but just like a normal storage building. Mr. Hertel stated, that was exactly right, and that he thought they wouldn't even be 35 feet in height.

Mr. Carter asked if there were any more comments.

Ms. Call stated she had some. She stated she just wanted to point out that with a major site plan, when a road was built there were bonding requirements and construction observations done, but with this project and the Class VI building permit in front of the Selectmen, the Selectmen could also request a bond to be put on the project. She stated she was unsure where that would fall, either on the Board or the Selectmen. Mr. Williams stated that there was a build or bond requirement for the Planning Board. Ms. Call stated that was why she was pointing that out because the Planning Board had a different type of bond requirement than the Selectmen would require. Mr. Wilder stated that essentially what the applicant would be doing was using a piece of Town property and that the Selectmen should decide whether they needed to put a bond on it. Mr. Carter stated that was a great way of putting it. The Board agreed.

Ms. Call stated that since there were no building plans, and that was a requirement at the design review phase, she suggested the design review hearing be continued until September, if that would give Mr. Hertel time to submit the plans. She stated that would also be helpful for Mr. Hertel to get in front of the Selectmen by then.

**Mr. Williams MOVED to continue Case #P21-21 until the regularly scheduled Planning Board Meeting, on September 21, 2021.**

**Mr. Regan seconded the motion, and it PASSED unanimously.**

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

<p><b>Case #P21-19 Steven Oles, LLS, of Norway Plains Associates Inc., Agent for Jones Family Revocable Trust, Rhona B. Jones, Trustee, Owner</b></p>	<p><b>Map 15 Lot 31-B Drew Hill Road</b></p>	<p><b>Final Minor Subdivision Rural (RU) Zone</b></p>
---	--	---

Mr. Carter read the case into the record.

Ms. Call stated the following waivers were requested:

**WAIVER REQUESTS:**

- Section VII, D.1.(g) To show the minimum contiguous upland area excluding jurisdictional wetlands and steep slopes in excess of 25% for the larger lot.
- Board note: There is an item in the checklist with an indication that a waiver has been requested but it is not included in the waiver request letter, which is for:  
Section VII, D.1.(g), 1) To show jurisdictional wetland boundaries. The wetlands have been delineated on the smaller lot, and the contiguous area is indicated in Note #9 on the plan.

Ms. Call stated that there had been a waiver listed on the checklist however there wasn't an actual waiver.

**Mr. Regan MOVED to grant the waiver for Section VII., D.1.(g) To show the minimum contiguous upland area excluding jurisdictional wetlands and steep slopes in excess of 25% for the larger lot.  
Mr. Williams seconded the motion, and it PASSED unanimously.**

Mr. Carter asked about the following waiver but didn't see an issue with the Board moving ahead with that.



Mr. Regan **MOVED** to grant the waiver for Section VII., D.1.(g, 1., To show jurisdictional wetland boundaries on the larger lot.

Mr. MacDonald seconded the motion, and it **PASSED** unanimously.

Mr. Williams **MOVED** to accept the Application for Case #P21-19 as complete.

Mr. Wilder seconded the motion, and it **PASSED** unanimously.

Mr. MacDonald stated he had a question for Ms. Call. He asked about the aquifer protection area note. Ms. Call stated that was a regulation that stated the note needed to be located on the plan. Mr. MacDonald asked if that should have been on the plan for the above Design Review. Ms. Call stated, yes, every plan needed it noted.

Mr. Oles stated the plan on the easel included Ms. Call's changes from the planner review. Mr. Wilder questioned the cemetery on the plan and stated that there would have to be some sort of way to let the families access the cemetery. Mr. Oles stated that there was a note on the plan giving easement rights to gain access to the cemetery. Ms. Rhona Jones introduced herself and came to the table. She stated there was only a little piece of her property that would be accessed so that it was an understanding that it had been public access. Mr. MacDonald stated that if for some reason if the town had to maintain perpetual care they had to have access to be able to do so. Ms. Jones stated she was sure the proposed purchasers were aware of it and were ok with it. She stated in fact the husband had been maintaining the paths and checking the woods for years and he was very well aware of that. Mr. Oles stated Note #15 on the Plan addressed the easement issue.

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

Ms. Call asked the Board what they wanted for active and substantial development thresholds. Mr. Williams stated twelve months and monumentation. The Board agreed.

After due hearing, Mr. MacDonald **MOVED** that the Alton Planning Board hereby approves Case #P21-19 for Jones Family Revocable Trust for a Final Minor Subdivision for a two-lot subdivision of property located at Map 15 Lot 31-B, Drew Hill Road, Alton, NH, 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 Subdivision Regulations and *that include all of the Checklist corrections listed under **PLAN REVIEW** in this Planner Review, any corrections as noted at this hearing, and any waivers granted by the Board.*
2. Addition of a note to the subdivision prior to plan signing by the Planning Board Chair to state the following:  
"This subdivision plan contains a total of \_\_\_ sheets: [this is to be listed and dated by the applicant on the subdivision plan itself]. In combination, these plans constitute in their entirety the subdivision 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 subdivision plan prior to plan signing by the Planning Board Chair to state the following:  
“This subdivision plan is subject to the Conditions of Approval itemized in the August 17, 2021, Notice of Decision on file at the Town of Alton Planning Department.”
4. Addition of a note to the subdivision plan prior to plan signing by the Planning Board Chair to state the following:  
“Best Management Practices shall be utilized during any timber cutting on site.”
5. Submission of NHDES Subdivision approval.

**SUBSEQUENT CONDITIONS**

The following subsequent conditions 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. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.
4. A 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.
5. 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 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:  
Place monumentation

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:  
Place monumentation

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.

Mr. Williams seconded the motion, and it PASSED unanimously.

<p><b>Case #P21-20</b> Steven Oles, LLS, of Norway Plains Associates Inc., Agent for Marilyn V. Slade Trust, Marilyn V. Slade &amp; David R. Slade, Trustees, Owners</p>	<p><b>Map 15 Lots 7 &amp; 10</b> 41 &amp; 53 Miramichie Hill Road</p>	<p><b>Lot Line Adjustment</b> Residential Rural (RR) Zone</p>
--	---	---

Mr. Carter read the case into the record.

Ms. Call stated that there were some waivers being requested and that she had a question about completeness. She stated that the checklist noted "no" under the mortgage holder and she wasn't sure what that meant. Mr. Oles stated, that would be because there was no mortgage.

The Board questioned what Class road Miramichie Hill Road was. Mr. Oles stated that it was Class V until the Slade's driveway and after that point it turned into a Class VI road.

Mr. Carter read the following waivers into the record:

- Section VII, F.7.e. requiring a complete boundary survey for each of the properties;
- Section VII, F.7.g. showing all jurisdictional wetlands and the 25' buffer;
- Section VII, F.7.h. showing all areas with steep slopes in excess of 25%;
- Section VII, F.8. providing proof of written notice to mortgage holders.

Mr. Carter stated that F.8 can be scratched off since there is no mortgage holder. Ms. Call stated that she thought a waiver for the minimum contiguous upland area; VII F.7.i should be included. Mr. Oles stated he had it with him.

**Mr. Williams MOVED to grant Waivers VII, F.7.e., VII, F.7.g., VII, F.7.h., VII, F.7.i. for Case #P21-20.**

**Mr. MacDonald seconded the motion, and it PASSED unanimously.**

**Mr. Williams MOVED to accept the application for Case #P21-20 as complete.**

**Mr. MacDonald seconded the motion, and it PASSED unanimously.**

Mr. Oles stated that there was 50+ acres that wrapped around back, there's a little bit of frontage, roughly 91 ft. on Bowman Rd. He stated they were taking 1.49 acres from Lot 7 and merging it with the 50+ acre parcel of Lot 10.

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

**Mr. MacDonald MOVED that the Alton Planning Board hereby approves Case #P19-20 for the Marilyn V. Slade Trust and Miramichie Hill, LLC, for the above cited Lot Line Adjustment of Map 15 Lots 7 & 10, with frontage on NH Route 28, Miramichie Hill Road, and Bowman Road, Alton, NH, with the following conditions:**

**CONDITIONS PRECEDENT**

The following conditions precedent 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 listed under PLAN REVIEW in this Planner Review, any corrections as noted at this hearing, and any waivers granted by the Board.*
2. Addition of a note to the lot line adjustment plan prior to plan signing as follows:  
"This subdivision plan is subject to the Conditions of Approval itemized in the August 17, 2021, Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department."
3. Addition of a note to the lot line adjustment plan prior to plan signing by the Planning Board Chair as follows:  
"This lot line adjustment plan contains a total of \_\_\_ sheets. (List number of sheets included with the plan). In combination, these plans constitute in their entirety the lot line adjustment plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department."
4. Bounds should be set on the final plat or a separate certification of bounds set will be required to be recorded at the Belknap County Registry of Deeds at the applicant's expense.

**SUBSEQUENT CONDITIONS**

The following subsequent conditions 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. Approval of the lot line adjustment by the Planning Board constitutes recognition that the lot configurations are in conformance with local land use regulations. To complete the lot line adjustment, deeds must be transferred and recorded and this is the applicant's responsibility.
3. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.

4. A 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 IX, A. 2. of the Town of Alton Subdivision Regulations.**

**Mr. Williams seconded the motion, and it PASSED unanimously.**

**Other Business:**

**1. Old Business:**

**a. CIP Committee Update**

Ms. Call stated that since Mr. Sample was not available she would give the update. She stated that CIP Committee this year was meeting with all the departments regardless of whether they would be submitting anything for the CIP. She stated that the next CIP meeting the Committee would be meeting with the Police Department, Solid Waste, and the Library. She stated they were coming in for a conversation and to inform the Board of any of their own revolving funds and how they worked. She stated the meeting was next week.

**b. Master Plan Committee Update**

Mr. Regan stated that the Committee met August 9th and at that time the Committee went over the draft goals; that information came from the survey that was given. He stated the dates of the three virtual workshops during the month of September were taking place on the 10<sup>th</sup>, 17<sup>th</sup> & 24<sup>th</sup>. Mr. Regan stated that was the starting point and that there would most likely be more workshops to come. He stated there was a lot of work to do but that the Committee was coming along well.

Ms. Call stated the she and her secretary, Amelia Cate, manned the Master Plan Committee table at the Block Party for Old Home Week. She stated that there were some people that came by the table that didn't know anything about the survey and they were given that information along with encouraging them to sign up for the workshops. She stated that Kelly Sullivan, a member of the Committee, walked around the event and handed out flyers. Ms. Call stated that the preliminary number of the survey showed about 800 people participated so far. Mr. Williams stated that basically followed the voting numbers in town.

Mr. Regan stated he'd like to inform the Board on record that somewhere in the future there should be a joint Master Plan and CIP Committee meeting because CIP will be a major partner in this Master Plan update. Mr. Regan stated he wanted to make sure that everyone knew that connection needed to happen. The Board agreed that made sense.

c. Alternative Housing Committee Update

Ms. Call stated that she just wanted to let the Board know that her and Mr. Dever had a conversation regarding putting the committee on hold for a bit. Ms. Call explained that it was the Planning Board's busy season and adding any more committees was a lot. Mr. Williams stated that he would like to see the Alternative Housing Committee start running again through the winter because there was a lot that needed to be pulled together. Ms. Call stated that she and Mr. Dever were both passionate about what they did and wanted to be able to give it the attention it needed. Ms. Call stated the Committee would be looking to start back up in October.

~~d. ZAC Committee Update~~

e. Email dated August 5<sup>th</sup> from Ms. Call to Carol Richardson regarding the voluntary lot merger

Ms. Call asked if the Board had any questions in regards to her memo; the Board had no questions.

2. **New Business:**

a. **Approval of Minutes:** Planning Board Meeting minutes of July 20, 2021

Mr. Regan and Mr. Wilder recused themselves since they were not present at the July 20, 2021.

**Mr. MacDonald MOVED to approve the July 20, 2021, Planning Board minutes as presented.**

**Mr. Williams seconded the motion, and it PASSED unanimously.**

Mr. Williams pointed out that the Planning Department did a great job on the meeting minutes.

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

a. Memo received August 4, 2021, from the Board of Selectmen re: Tax-deeded properties up for auction in 2021, second request.

Ms. Call stated that all the properties were highlighted to reflect their location on the tax maps provided. Mr. MacDonald asked why one of the properties listed had a real estate sale sign in the picture provided if it was town owned. Ms. Call stated the picture was from 2007 so that could be why. She informed the Board that their role was to recommend to the selectmen what should be done with these properties, sell, keep, put into conservation.

Mr. Regan asked about any minimum bid. Mr. MacDonald stated that the Town would put them out at absolute auction.

**Mr. Regan MOVED to recommend that all of the tax-deeded properties be put in the auction by the Board of Selectmen.**

**Mr. O'Neil seconded the motion, and it PASSED unanimously.**

- b. Town Engineer contracts were signed by the Selectmen on Monday, August 9, 2021.

Ms. Call stated that Dana Huff, P.E., Town Engineer, was present at the meeting tonight to get familiar with the Board and have a conversation about questions that were asked during the interview process. Mr. Huff came to the table and introduced himself. He thanked the Board for bringing his company on board with the town. Mr. Huff stated he talked to the firm about adjusting some of the fees they had submitted at the interview, and what the principles stated that they did not want to change the rates. Mr. Huff stated that they would be willing to work with the Town on the rates and what they would do is not charge for any mileage or travel time since he lived locally, and he stated that Ms. Call asked about attending site visits and would not charge for any of that. He stated he wanted to save the town as much money as he could along with showing Ms. Call some tricks of the trade and educate her on things in this business. Mr. Huff also stated that the company would lock the Town into these rates that they provided. He stated that the company also had certified planners in-house and that if they saw that something could be done a different way, then they recommend it to their planners. He stated they were always trying to find a better/easier way for things to get done. The Board agreed they would love new ideas. The Board thanked Mr. Huff for his time.

- c. Letter dated August 6, 2021, from NH DOT, re: Corridor Advisory Committee.

Mr. MacDonald explained that the Selectmen were asked for three (3) members to volunteer to be part of the study of Minge Cove to Ellacoya on this advisory Board. The Selectmen thought it would be important to get someone from Planning, Conservation, and the Selectboard to have three (3) different views. Mr. Williams volunteered and Mr. Carter stated he would also. Ultimately, Mr. Carter signed up to volunteer.

#### 4. Correspondence for the Board's information:

Any Other Business to Come Before the Board  
Public Input on Non-case Specific Planning Issues  
Adjournment

At 8:00 +/- P.M., Mr. Williams MOVED to adjourn.

Mr. MacDonald seconded the motion, and it PASSED unanimously.

Respectfully submitted,

Amelia Cate, Planning Secretary

Minutes approved as amended: September 21, 2021