

**TOWN OF ALTON PLANNING BOARD
PUBLIC HEARING
Tuesday, September 19, 2023, at 6:00 P.M.
Alton Town Hall**

MEMBERS PRESENT

Andrew Carter, Chair
Roger Sample, Vice Chair
Scott Williams, Member
Tom Diveny, Alternate Member
Tom Hoopes, Alternate Member

OTHERS PRESENT

Jessica Call, Town Planner
Robin McClain, Planning Assistant
Shaina & Daniel Laurin, Owners
Steve Oles, representative for owners
Tom Varney, Varney Engineers
John & Susan Volpe, Trustees
Jeffrey Hertel

CALL TO ORDER

Chair Carter called the meeting to order at 6:01 PM.

Chair Carter appointed Mr. Hoopes and Mr. Diveny to sit on the Board as full members for this meeting.

Review of the Agenda

Ms. Call outlined two changes to the agenda: Other Business: letter from NH DOT regarding request for top 10 mitigation efforts throughout the town; Changes to Planning and Zoning Laws in 2023.

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

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

Case #P23-20 Shaina & Daniel Laurin, Owners, and Agents for Christine & Joseph Perella, Owners	Map 25 Lots 33 & 13 Baxter Place Road	Lot Line Adjustment Rural (RU) Zone
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Proposal: To adjust lot lines for two (2) lots of record, with Map 25 Lot 33 adjusted from 17.56AC to 16.93AC, and Lot 13 adjusted from 0.63AC to 1.08AC.

The Board reviewed the application for completeness. Ms. Call noted there is no letter in the file indicating Mr. Oles is a representative for the owners; she stated if the Board agrees to go

42 forward, they will need to submit an appropriate agent letter. Ms. Laurin stated the Perellas
43 weren't able to attend and she didn't understand a letter was needed. The Board agreed to permit
44 Mr. Oles to speak on the owners behalf but any decisions will be subject to receipt of the agent
45 letter.

46

47 **MOTION: To accept the application for Case #P23-20 as complete. Motion by Chair**
48 **Carter. Second by Mr. Williams. Motion passed 5-0-0.**

49

50 Mr. Oles stated the proposal is for a boundary line adjustment of roughly 27,000 square feet from
51 the Perellas to the Laurin's. He explained there have been wetland delineations done and the
52 Laurin's lot is very restricted by the wetlands; the Perellas have agreed to a lot line adjustment
53 and maps were presented for review. Mr. Oles stated this adjustment will make the lot buildable,
54 allow for a proper well and septic, as well as meet all setbacks to the Merrymeeting Marsh and
55 Brook as well as wetlands. Mr. Diveny noted there is a waiver request for the wetlands. Mr. Oles
56 stated the 17 acre lot remaining will have the wetlands. Mr. Williams stated there are numerous
57 wetlands violations in this area and a house was placed on the parent lot, in the middle of a
58 wetland; he stated the road situation is horrible and upgrades are needed. Ms. Call stated when
59 the Laurin's build, they will need to file and record a waiver of liability for building on a private
60 road and will include a maintenance agreement. Ms. Laurin stated their lot is not in the same area
61 of the road as Mr. Williams is referring to. Mr. Williams stated his problem is with the lack of
62 following the rules of the road in this area and repairs should be made to the road before any
63 more is done on this lot. Ms. Call stated if there are concerns with the foundation on the parent
64 lot, those need to be directed to the Building Inspector. Mr. Diveny noted the wetlands are not
65 delineated on the remaining 17 acre lot and should be as it is part of this application. It was
66 confirmed the area being proposed to be annexed to the Laurin's existing lot, has not been
67 delineated.

68

69 **MOTION: To approve the request for a waiver to Article 7.F.7.G.H.I: To waive on the 17**
70 **acre portion of the parcel, the wetland delineation but to provide it for the lot merger**
71 **portion of the area. Motion by Mr. Williams. Second by Chair Carter. Motion passed 5-0-0.**

72

73 Mr. Williams stated there is no association for Baxter Road and there are no easements in writing
74 regarding the road; he stated over the years, people have donated time and resources trying to
75 flatten the road. Mr. Laurin confirmed they have not found any documents regarding the road.
76 Chair Carter stated he isn't in favor of granting the waiver as more information is needed; it was
77 noted there are a lot of unknown details particularly with the road, right-of-way and driveway of
78 abutter.

79

80 There was discussion and clarification of the ownership status of the lots. Ms. Laurin stated they
81 own lot 25-13 but they don't own lot 25-33 yet; lot 25-13 is a nonconforming lot but they are
82 improving it with this proposal. It was confirmed they have already gone before the Zoning
83 Board of Adjustment for approval of a nonconforming lot.

84

85 **MOTION: To deny the request for a waiver to Article 7.F.7.1: To show the location of**
86 **existing and proposed easements and areas affected by the existing proposed covenants,**
87 **reservations, restrictions, benefiting or bordering the property as additional information is**

88 **required for the Board to review: easement for the road and for the power company.**
89 **Motion by Chair Carter. Second by Mr. Hoopes. Motion passed 5-0-0.**

90 The Board reviewed the waiver request for meets and bounds for the remaining portion of the lot
91 in order for the Board to consider granting the waiver based on the reason that it would be costly
92 to the Laurins.

93
94 **MOTION: To approve the request for a waiver to Article 7.F.7.E: For meets and bounds**
95 **for the remaining portion of the lot. Motion by Mr. Hoopes. Second by Mr. Diveny. Motion**
96 **passed 5-0-0.**

97
98 The Board reviewed the waiver request for Article 7.F.8 which requires review of the application
99 by Town Counsel but no waiver request was found. Ms. Laurin stated she was in the process of
100 getting the sample deed completed but the title company had questions on the wording. Chair
101 Carter stated the previous items such as the easements will aid in completing the sample deeds.

102
103 Mr. Williams stated they also need to request the previous wetland delineations because what is
104 being done with this lot is affecting the parent lot.

105
106 Chair Carter confirmed the Highway, Fire, Police, and assessing departments had no concerns;
107 the Conservation Commission had comments that there is insufficient data provided to make
108 reasonable judgments regarding wetlands, test pits, and no site plan. Ms. Call confirmed the
109 Commission was provided with the plans that are before the Board; test pits were done on lot 13
110 but not on the additional square footage.

111
112 **MOTION: To continue the application to the next meeting, October 17, 2023. Motion by**
113 **Chair Carter. Second by Mr. Hoopes. Motion passed 5-0-0.**

114

Case #P23-21 Varney Engineering, Tom Varney, Agent for Volpe Family Revocable Trust, John & Susan Volpe, Trustees and Applicants for ABCA, Owners	Map 34 Lot 33 1 Manchester Road		Minor Site Plan Residential (R) Zone
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115 Proposal: To amend an existing site plan to include the demolition and replacement of an
116 existing cottage with a new, larger cottage.

117
118 The Board reviewed the application for completeness. Ms. Call confirmed with Jeffrey Green,
119 the surveyor, that he is aware they are using his plans to present tonight and is okay with not
120 being noticed for this meeting.

121
122 **MOTION: To accept the application for Case #P23-21 as complete. Motion by Chair**
123 **Carter. Second by Mr. Williams. Motion passed 5-0-0.**

124
125 The Board reviewed the waiver request to Article 3.021G.9 regarding deed restrictions for this
126 specific location of the subject property.

127 **MOTION: To accept the waiver request to Article 3.021G.9 regarding deed restrictions for**
128 **this specific location of the subject property. Motion by Chair Carter. Second by Mr.**
129 **Williams. Motion passed 5-0-0.**
130

131 The Board reviewed and discussed the plans presented. It was clarified the kitchen is on the
132 second floor; the new cottage will be further from abutting cottages than the existing cottage.
133 Chair Carter stated he has concerns about the proximity to the adjacent structures. Mr. Volpe
134 stated there was extensive discussion with the Building Inspector at the ZBA meeting where
135 variances were approved with input from the Building Inspector. Ms. Call confirmed the plans
136 were reviewed by the Fire Department; Mr. Volpe met with the Fire Chief on the property for a
137 site walk; initial concerns by the Fire Chief were withdrawn after the site walk. The access for
138 fire vehicles is not being changed. Chair Carter asked if the primary existing structure is used
139 year-round. Mr. Volpe stated the new home will not be their primary residence but it can support
140 year-round use.

141
142 The Board worked through the checklist to ensure the plans meet all the requirements. Chair
143 Carter confirmed there were no concerns indicated by any town departments.
144

145 Chair Carter opened the hearing to input from the public. None was indicated.
146

147 Chair Carter closed the public hearing. The Board reviewed and discussed the project thresholds.
148

149 **MOTION: To approve Case #23-21 with conditions precedent and subsequent. Motion by**
150 **Mr. Williams. Second by Mr. Hoopes. Motion passed 5-0-0.**
151

152 **Other Business:**

153 **1. Old Business:**

154 **2. New Business:**

155 **a. Review RFP for Town Engineer Review Services-**
156

157 Ms. Call stated the background information has been updated; the only other changes in the
158 document are dates and deadlines.
159

160 **MOTION: To accept the RFP and authorize Ms. Call to release it. Motion by Chair Carter.**
161 **Second by Mr. Williams. Motion passed 5-0-0.**
162

163 **b. Request for extension of approval dated August 16, 2023, from Jeffrey Hertel,**
164 **re: Case #P22-04 Self-Storage Facility**
165

166 The Board reviewed and discussed the extension request which indicates the reason being to
167 secure financing. Ms. Call confirmed the request was submitted in a timely fashion.
168

169 **MOTION: To approve the request for extension for Case #P22-04 by eighteen months to**
170 **February 21, 2025. Motion by Mr. Williams. Second by Mr. Hoopes. Motion passed 5-0-0.**
171

172 **c. Discussion re: CIP and ZAC Committees**

173 Mr. Williams asked if the fire department has determined the life span of equipment; he stated it
174 used to be 25 years but now they are saying its 20 years. Chair Carter asked the timing for the
175 review and recommendations regarding CIP. Ms. Call stated the CIP Committee is scheduled to
176 appear at the October meeting and will present the plan to the Board at that point; the public
177 hearing will be scheduled for November. The Board discussed replacement schedules and capital
178 reserve funds.

179
180 **3. Approval of Minutes:** Planning Board meeting minutes of July 18, 2023 –
181 Postponed.

182
183 **4. Correspondence for the Board's information: Letter from NH DOT** – The Board
184 reviewed and discussed the letter received. The Board suggested looking into being
185 part of the Lakes Region Planning Commission. Ms. Call stated it will need to be
186 presented to the Boar of Selectmen for inclusion in the budget.
187

188 **MOTION: To have Ms. Call talk with the Public Works Director and the Board of**
189 **Selectmen to investigate rejoining the lakes Regional Planning Commission. Motion by Mr.**
190 **Williams. Second by Mr. Hoopes.**

191
192 **Chair Carter amended the motion to include a renewing membership. Second by Mr.**
193 **Williams. Amended motion passed 5-0-0.**

194
195 Ms. Call gave an update on the changes made to state statutes which affect Planning Boards
196 including HB 252, HB 48, HB 246, and SB 78.

197
198 **Any Other Business to Come Before the Board**

199 *1. Information update regarding the short-term rental permitting process* – Ms. Call gave an
200 update on the permitting process. She explained some edits are needed to include specification
201 for length of stays. She suggested proposed zoning amendments will be needed. She explained
202 the policy is in place and property owners have until December 31, 2023 to comply. The Board
203 suggested some sort of notification be sent to residents as they don't know who is operating short
204 term rentals.

205
206 **Public Input on Non-Case-Specific Planning Issues**

207 None.

208
209 The meeting was adjourned at 8:20 PM.

210
211 Respectfully Submitted,

212 *Jennifer Riel*

213 Jennifer Riel, Recording Secretary