

1 **TOWN OF ALTON PLANNING BOARD**
2 **PUBLIC HEARING**
3 **Tuesday, October 18, 2022, at 6:00 P.M.**
4 **Alton Town Hall**

5 **MEMBERS PRESENT**

6 Andrew Carter, Chair
7 Roger Sample, Vice Chair
8 William O’Neil, Clerk
9 Douglas Brown, Member

10 Thomas Hoopes, Member
11 Lee Hillsgrove, Alternate Member
12 Brock Mitchell, Board of Selectmen Representative
13
14 Scott Williams, Member– excused absence
15 Mark Manning, Alternate Member – excused absence
16 Thomas Diveny, Alternate Member– excused absence
17

18 **OTHERS PRESENT**

19 Jessica Call, Town Planner
20 Tara Banford, consultant to Master Plan Committee – via telephone
21 Bob Riggan, Master Plan Committee
22 Paul LaRochelle, Master Plan Committee
23 Kelly Sullivan, Chair of the Master Plan Committee
24 Tom Hoopes, Master Plan Committee
25 Brett Wilder, Master Plan Committee
26 Sarah & Brett Marcimo, owners
27 Ronald J. Everitt, owner
28 Paul Zuzgo, Prospect Mountain Survey
29 Christopher Pongratz, applicant
30 Scott Frankiewicz, NH Land Consultants
31 Kimberly Pongratz, applicant
32 Keith Dube, applicant
33 Andrea Dube, applicant
34 Loren Carr, resident
35

36 **CALL TO ORDER**

37 Chair Carter called the meeting to order at 6:00PM
38

39 **REVIEW OF AGENDA**

40 Ms. Call stated the applicants for Case #P22-14 have requested a continuance; Case #P22-30 has
41 been withdrawn. Chair Carter stated in the future, applicant will need to provide a valid reason
42 for requesting a continuance.
43

44 Approval of minutes was postponed to the November 20, 2022 meeting.

45

46 **Mr. Sample motioned to approve the agenda as amended. Mr. O’Neil seconded the motion.**
47 **Motion passed unanimously.**

48

49 Chair Carter appointed Mr. Hillsgrove to sit on the Board as a full member in Mr. William’s
50 absence.

51

52 **1. Joint Meeting with the Master Plan Committee to present the complete draft of the**
53 **Master Plan**

54

55 Kelly Sullivan, Chair of the Master Plan Committee introduced members of the committee and
56 presented a draft of the Master Plan; she stated the committee began meeting in October 2020
57 then with the passage of a warrant article in March 2021 and March 2022, Tara Banford,
58 Community Planning Consultant was hired. Ms. Sullivan stated the draft was put together with
59 input from a town wide survey, discussions with business owners, associations, town staff and
60 citizens. She stated the Master Plan encompasses the entirety of the Town including natural and
61 historical resources, land use, and infrastructure.

62

63 Chair Carter suggested wording changes in regard to the “word cloud”; he stated the natural
64 resources section may be too wordy which can be a deterrent to readers. He stated he will also
65 share grammatical errors to be corrected.

66

67 Ms. Banford explained certain information needs to be included for use in grant writing; she
68 outlined the areas that were considered when developing the plan. It was suggested that more
69 detail be included with who is responsible for enforcing particular actions and points.

70

71 Mr. Sample suggested there be more definition for the rural residential zone and it should be
72 added back in. Ms. Banford noted the map goes with the text but the discussions for change can
73 be handled by the Planning Board. Chair Carter stated the specific details of how zones will be
74 managed isn’t part of this plan but it is simply a recommendation to follow. Ms. Banford noted
75 there are new districts being created with this plan and the recommendations need to be looked at
76 as a whole; it was noted more commercial area is being added. Ms. Sullivan stated the surveys
77 indicated most people want businesses and development in Town, but they don’t it right in their
78 neighborhoods. Mr. Sample asked how many people responded to the surveys. It was noted 812
79 surveys were received back. Ms. Sullivan stated surveys were sent to all homes in Town, noting
80 there was a greater response to the surveys than the number of people who voted on average. Ms.
81 Banford clarified the rural residential zone is not eliminated as it is not a type of use and is a part
82 of the future land use map. There was discussion by the Board about how the Master Plan can be
83 used to assist in making decisions in the future. It was noted they also have to follow State
84 regulations when it comes to commercial development and which types of businesses are
85 allowed or disallowed. It was also suggested to include a section which summarizes how the
86 Master Plan will guide growth and be used by the Planning Board. Ms. Banford noted there is a
87 purpose statement with vision and goals at the beginning and it was suggested this section be
88 expanded. Mr. LaRochelle stated once the Master Plan is accepted, it will also be helpful to the

89 Board of Selectmen and the Capital Improvement Planning Committee, as well as many other
90 Town boards and committees. It was noted this is a “living” document which can be updated and
91 reviewed throughout the next ten years.

92
93 The Board and Committee agreed to have a workshop meeting to work out final details and
94 revisions before moving to a public hearing.

95
96 **2. Public Hearing Continued from September 20, 2022**

Case #P22-14 Varney Engineering, LLC, Agent for Green Oak Realty Development, LLC, Owner	Map 5 Lot 72 NH Route 28/ 398 Suncook Valley Road	Excavation Permit Application Rural (RU) Zone
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97 *Proposal: To continue the existing excavation pit operation.*

98
99 *Continued to December 20, 2022.*

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Case #P22-25 Sarah & Brett Marcimo and Ronald J. Everitt, Owners	Map 11 Lot 13-2 229 Alton Mountain Road	Minor Site Plan Review Residential Rural (RR) Zone
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101 *Proposal: To operate a Family Group Child Care Home in an existing single-family home.*

102
103 Chair Carter stated this application was determined to be complete at the meeting of September
104 20, 2022; at that time it was determined a Site Walk was needed. The questions about the septic
105 were discussed with Mr. Dever and it was determined to be out of the purview of the Planning
106 Board as the Zoning Board of Adjustment has already ruled on the case. Chair Carter stated the
107 issue is the existing system is a 3 bedroom system for an existing 3 bedroom home; the
108 applicants’ intent is to not use two of the bedrooms but in exchange to have up to 10 children in
109 the in-home daycare. The ZBA declared that the two bedrooms cannot be used as long as the
110 childcare business is operating.

111
112 Chair Carter stated a Site Walk was done and the congestion of the driveway was made clear; he
113 stated he still has a real concern about the ability for up to 10 vehicles dropping of kids. The
114 Board agreed the parking area is tight. Ms. Marcimo presented a revised parking plan for review
115 by the Board. Chair Carter stated that after seeing the site, the suggestion of driving behind the
116 garage does not seem feasible. Mr. Marcimo stated they don’t anticipate all the drop-offs and
117 pickups to occur at the same time; he stated there is an area to the left of the garage which can be
118 used for additional parking. Ms. Marcimo explained that for quite a while, she would be the only
119 employee so will be limited to 6 children; she would be required to hire an additional employee
120 in order to have the maximum number of 10 children. Mr. Marcimo stated there is space near the
121 end of the driveway for parking a car and he plans to expand that area. Chair Carter asked if the
122 State of New Hampshire is aware the daycare facility will be located in the basement of the
123 house. Ms. Marcimo stated the State is aware through her application for licensure; the ages of
124 the children will be 3 and up and the stairway between the floors would only be used as an
125 emergency egress. She stated they agree to put in hardwired lighting as discussed at the last
126 meeting. It was clarified that the lights shown on the plan are solar powered, but the lights will

127 actually be hardwired. Mr. Hoopes noted the walkway and lights are not clearly indicated on the
128 plan and there was no walkway in place at the time of the Site Walk. Chair Carter stated those
129 items will be conditions of approval; he stated he is not comfortable with moving forward with
130 an approval due to the parking situation being an issue of public safety; he doesn't believe traffic
131 can safely come and go and staggering arrivals will be difficult to enforce. Mr. Hoopes noted
132 there are no measurements indicated on the parking plans and suggested changes be made that
133 show distances; he also suggested there be a handicap parking space. Chair Carter stated the
134 plans need to be to scale. Mr. Mitchell stated he is happy they are here trying to go through the
135 correct process and suggested they amend the application to 6 children, which will require less
136 parking. Ms. Call noted the ZBA approved the application for 10; she stated per the site plan
137 regulations, a parking space is required for each child and one for each staff. Mr. Hoopes stated
138 he also has concerns about two cars passing when there is snow. He stated the driveway needs to
139 be at least 14' wide.

140
141 Chair Carter summarized the issues discussed: the septic concerns have been resolved with Mr.
142 Dever; the landscaping is mature on the site; the traffic impact analysis is still a concern on the
143 property as well as Alton Mountain Road. Ms. Marcimo suggested she could assign pickup and
144 drop off times if need be. Mr. Mitchell suggested the Board have a few conditions but wants to
145 support the efforts of new residents and a new business in Town; he suggested a turnaround area
146 could be placed at the end of the driveway, so vehicles don't back out into traffic. Ms. Call
147 explained plans have to be signed before the applicants can go to the State for approval. The
148 Board discussed options for parking and making more space for vehicles to pass. It was the
149 consensus of the Board that the driveway needs to be widened from 10' to 14' feet; ground
150 lighting would not be adequate, and the lighting plan needs to be updated. It was clarified the
151 hours of operation would be 6:00AM to 6:00PM.

152
153 Chair Carter stated the plans need to be cleaned up, including a scale drawing and to indicate the
154 changes discussed. It was noted there is also a request for a sign; it was clarified there are no
155 plans to have the sign lit and the sign will not exceed 12 square feet.

156
157 Chair Carter opened the hearing to input from the public.

158
159 Kelly Sullivan, resident, stated she understands where the Board is coming from and appreciates
160 the applicants coming in for a permit, but she knows there are many daycares in Town without
161 permits; she stated she agrees lighting and parking is important, but the Board's concerns can be
162 worked out and would like to see the application approved.

163
164 **Mr. Hoopes motioned to approve the application for Case #P22-25 with the following**
165 **conditions:**

- 166 1. *Submit amended plans upon approval and proper plans with scale drawing showing*
167 *dimensions and location of the driveway, sheds, walkway and parking; also showing*
168 *where the driveway will have the additional space added to it.*
- 169 2. *Amend hours of operation on the application and Executive Summary.*
- 170 3. *On the Executive Summary, revise the number of parking spaces to 3.*
- 171 4. *Hardwire the lighting in the walkway and mount lighting on the house to shine down*

172 *to walkway and entrance as well as lighting for the parking areas.*

173 **5. Construct walkway from parking area to entrance of daycare door.**

174 **6. Adhere to any requirements from the Fire Department as listed in the Department**
175 **review.**

176 **7. Widen the driveway to a minimum of 14' with gravel.**

177 **Mr. Hillsgrove seconded the motion. Motion passed, 7-0-0.**

178
179 The Board took a five minute recess.
180

Case #P22-27 Prospect Mountain Survey, Agent for Bethal Builders, LLC, and Dexter & Holly Brown, Owners	Map 5 Lots 5 & 6 Stockbridge Corner Road	Lot Line Adjustment Rural (RU) Zone
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181 *Proposal: To adjust lot lines for two (2) lots of record, with Map 5 Lot 5 adjusted from 43.07AC*
182 *to 42.89AC, and Lot 6 adjusted from 0.97AC to 1.15AC.*

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184 Mr. Hillsgrove recused himself as he is an abutter in this case.
185

186 Mr. Zuzgo stated since the last hearing in September, this plan has been reviewed by the Zoning
187 Board of Adjustment to receive a variance to the minimum lot size, 200' of frontage and
188 contiguous upland for each lot. All variance requests were granted.
189

190 Ms. Call stated at the last meeting, the Board granted a waiver for 25.75 and suggested the Board
191 amend the motion to grant the waiver, to make it contingent on Zoning Board of Adjustment
192 approval; she explained the Planning Board should not have granted the waiver prior to ZBA
193 approval. Chair Carter stated he doesn't have an issue with amending it, noting the waiver was
194 granted unanimously. After discussion, the Board agreed to leave the motion as made.
195

196 The Board reviewed the application. It was confirmed the deed has been drafted and the
197 mortgage company has approved the lot line adjustment.
198

199 Chair Carter opened the hearing to input from the public. None was indicated.
200

201 Chair Carter closed the public hearing.
202

203 **Mr. Sample motioned to approve Case #P22-27 with the condition that the copy of the deed**
204 **and consent letter from the mortgagee be submitted with the conditions precedent and**
205 **subsequent. Mr. Mitchell seconded the motion. Motion passed, 6-0-0.**
206
207

Case #P22-28 Prospect Mountain Survey, Agent for Bethal Builders, LLC, Owner	Map 5 Lot 5 Stockbridge Corner Road	Final Minor Subdivision Rural (RU) Zone
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208 *Proposal: To subdivide Map 5 Lot 5 into three (3) lots of record. The parent lot would consist*
209 *of 38.35AC, Lot A would consist of 2.25AC, and Lot B would consist of 2.29AC.*

210
211 The Board reviewed the application for completeness. Chair Carter noted the road and driveway
212 profiles are not included; there are no sample deeds and State approval is pending. Mr. Zuzgo
213 stated two driveways are existing; both have gates and culverts. The third lot does not have a
214 profile as the future owner will get a driveway permit. Mr. Zuzgo stated there are no plans for
215 development planned at this time. He explained there is not enough remaining frontage to put in
216 another lot without building a road. The Board agreed the requirement for profiles could be a
217 condition of approval from the Road Agent; a New Hampshire Department of Environmental
218 Services approval would also be a condition precedent.

219
220 **Chair Carter motioned to accept the application for Case #P22-28 as complete. Mr.**
221 **Mitchell seconded the motion. Motion passed, 6-0-0.**

222
223 The Board reviewed the waiver requests for wetlands delineation, and all slopes over 25%. Mr.
224 Zuzgo stated the wetlands are shown on the plans for the subdivided lot.

225
226 **Chair Carter motioned to grant the waiver requested for Section VII.D.1.j as strict**
227 **conformity would be unreasonable for the rest of this lot. Mr. O’Neil seconded the motion.**
228 **Motion passed, 6-0-0.**

229
230 **Chair Carter motioned to grant the waiver requested for Section VII.D.1.n as strict**
231 **conformity would be unreasonable for the rest of this lot. Mr. O’Neil seconded the motion.**
232 **Motion passed, 6-0-0.**

233
234 The Board reviewed the plans presented. Chair Carter noted the lots all meet the size and
235 frontage requirements.

236
237 The Board reviewed the lot standards and findings of fact:

238
239 The proposed lot size meets the requirements.
240 There are adequate utilities.
241 Each lot is accessed by a driveway
242 The profiles are not shown but two lots have existing driveways, and the third lot
243 driveway location will require future approval.
244 All monuments used as property corners and designated right of ways meet the
245 requirements.

246
247 No comments or concerns were received from the Fire Department, Police Department, Water
248 Department, Highway Department or the Conservation Commission.

249
250 The Board agreed no Site Walk is necessary. Chair Carter stated the time frame for completion
251 of the subdivision will be 36 months.

252

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

254

255 Chair Carter closed the hearing.

256

257 **Mr. Sample motioned to approve the plans for Case #P22-28 with the conditions precedent**
258 **with the addition of no future development planned at this point and the subsequent**
259 **conditions presented. Mr. O’Neil seconded the motion. Motion passed, 6-0-0.**

260

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

Case #P22-29 Christopher Pongratz, Agent (and Co- owner) for Kimberly A. Pongratz Rev. Living Trust, and New Hampshire 354, LLC, Owners	Map 53 Lots 3- 2 & 3-3 Route 11D	Lot Line Adjustment Lakeshore Residential (LR) Zone
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263 *Proposal: To adjust lot lines for two (2) lots of record, with Map 53 Lot 3-2 adjusted from*
264 *1.49AC to 1.52AC, and Lot 3-3 adjusted from 5.64AC to 5.61AC.*

265

266 Mr. Hillsgrove rejoined the Board.

267

268 The Board reviewed the application for completeness. Ms. Call noted the plan overview reflects
269 an older set of plans, but an updated waiver list and plan was submitted and presented to the
270 Board for review. She stated she has not compared the changes yet.

271

272 Scott Frankiewicz, NH Land Consultants, stated the changes include the addition of another
273 waiver request; the addition of an abutters list; completion of the FEMA map and some line work
274 to meet regulations.

275

276 Chair Carter stated the changes appear minor enough to be accepted and were made with Ms.
277 Call’s suggestions.

278

279 Ms. Call stated she requested an authorization letter from the trustee, Kimberly Pongratz, as
280 Christopher Pongratz is not listed as a trustee in the assessing database.

281

282 **Chair Carter motioned to accept the application for Case #P22-29 as complete. Mr.**
283 **Mitchell seconded the motion. Motion passed , 7-0-0.**

284

285 The Board reviewed the three waiver requests. It was confirmed the boundary line is between
286 two developed lots. Mr. Frankiewicz stated a full boundary survey was done for the Pongratz’
287 abutting property and a complete survey is shown on the plans of the lot line adjustment.

288

289 **Chair Carter motioned to grant the waiver requested for Section VII.F.7.e as strict**
290 **conformity would be unreasonably burdensome for the rest of this lot. Mr. Mitchell**
291 **seconded the motion. Motion passed, 7-0-0.**

292

293 Chair Carter stated the reason for the next request is because there is no new construction
294 proposed on either parcel, and there would be no benefit to the applicant or Board.
295

296 **Chair Carter motioned to grant the waiver requested for Section VII.F.1.g for the reasons**
297 **stated. Mr. Mitchell seconded the motion. Motion passed, 7-0-0.**
298

299 **Chair Carter motioned to grant the waiver requested for Section VII.F.7.i for the reasons**
300 **previously stated. Mr. Mitchell seconded the motion. Motion passed, 7-0-0.**
301

302 Mr. Frankiewicz stated there are two locations for the lot line adjustment; one is on the frontage
303 to bring the frontage of the Pongratz' property into conformance with 50' of road frontage. The
304 other adjustment is on the lakeside where there are some improvements which the Pongratz'
305 would like to have on their property. A total of 1135 square feet would be transferred from New
306 Hampshire 354, LLC to the Pongratz property.
307

308 Chair Carter opened the hearing to input from the public. None was indicated.
309

310 Chair Carter closed the hearing.
311

312 **Mr. Hillsgrove motioned to approve the plans for Case #22-29 with the conditions**
313 **precedent and the subsequent conditions presented including the submission of written**
314 **consent from each lienholder. Mr. Mitchell seconded the motion. Motion passed**
315 **unanimously.**
316

Case #P22-30 Prospect Mountain Survey, Agent for Michelle Lee Penland & Rosaire Jr. & Joanne Carter, and Daniel Philip Lang, Owners	Map 14 Lots 1-1 & 1-2 Jesus Valley Road	Lot Line Adjustment Rural (RU) Zone
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317 *Proposal: To adjust lot lines for two (2) lots of record, with Map 14 Lot 1-1 adjusted from*
318 *50.97AC to 44.50AC, and Lot 1-2 adjusted from 15.64AC to 22.11AC.*
319

320 *Application was withdrawn.*
321
322

Case #P22-31 Piperdube, LLC, Owner	Map 2 Lot 12 Suncook Valley Road	Design Review Major Site Plan Amendment Rural (RU) Zone
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323 *Proposal: To amend the site plan approval of March 15, 2022, by adding two (2) structures to*
324 *the Self-Storage Facility, utilizing 1,100 s.f. of the Contractor's Yard.*
325

326 The Board reviewed the application for completeness. Mr. Dube stated they want to add 1100
327 square feet of self-storage to the plan; they want to utilize the driveway from the existing plan
328 and use more of the space for storage instead of the approved Contractor's Yard. The town
329 engineer has reviewed the storm water management plans and there are no changes and no

330 concerns. Mr. Aube stated he has also discussed traffic with NH DOT; the original plans have a
331 calculated 2.5 cars per day and the additional square footage would add 0.26 cars per day so well
332 under 3 cars per day which is what the Contractor's Yard is approved for. A new lighting plan
333 has been submitted for the new building as well as an elevation plan.
334

335 Ms. Call stated an email was received from the Town Engineer indicating there are no additional
336 storm water measures which need to be addressed and an email was received from NH DOT
337 about the driveway.
338

339 Chair Carter questioned if the Fire Department reviewed the plan, noting he doesn't believe a fire
340 truck could make the turn around the building. Mr. Aube stated the roadway remains 20' wide
341 and the Fire Department plans would not change with where they would pull in. Chair Carter
342 stated there appears that now there is a building where the originally approved pull in was
343 located. Mr. Aube stated the corner delineation hasn't changed. He stated there was previously a
344 Quonset hut and shrubs but those would be removed.
345

346 Ms. Call stated the Fire Department has not looked at this new configuration as its only a Site
347 Review plan.
348

349 Mr. Hoopes asked if there are any concerns from the abutter or how they will be affected. Mr.
350 Dube stated the lighting is directed towards the woods but there have been no concerns indicated
351 by abutters. He stated screens were put up to block headlights from shining into abutting
352 properties.
353

354 Chair Carter stated a letter was received from an abutter indicating they are not supportive of the
355 two additional structures. Mr. Dube stated he hasn't met these abutters; he stated he doesn't
356 understand the concern, noting their lot is undeveloped and nothing he is doing would affect
357 them as his development is at the opposite end of their property.
358

359 Chair Carter opened the meeting to input from the public. None was indicated.
360

361 Chair Carter stated they will need to receive input from the Fire Department and Mr. Dube can
362 move forward with the formal application process.
363

364 **Other Business:**

365 **1. Old Business:**

366 **a. ZAC Committee Update**

367 Ms. Call stated the committee is currently working on a variety of ordinances; a draft was
368 presented for review by the Board. She stated there will be another meeting of the committee
369 next week to finalize the draft.
370

371 **2. New Business:**

372 **a. Approval of Minutes:** Postponed.

373 **3. Correspondence for the Board's Review/Discussion/Action:**
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a. ***Follow up re: Letter dated August 17, 2022, from Jessica A. Call, Town Planner to John Jeddrey/Contractor’s Yard***

Ms. Call stated the letter was sent a second time, the first being sent in August to remind Mr. Jeddrey that he needs to come before the Board for a site plan approval; she asked how the Board wants to move forward. The Board agreed that since it has been two months since the first notice was sent, a letter from Mr. Dever should be sent, advising Mr. Jeddrey to respond within 30 days.

b. ***Board to motion to return the remaining funds in the Drainage/Stormwater Management escrow account in the amount of \$600, to Route28 Storage, LLC/Dave Fuller, re: Boat Storage facility at 436 Suncook Valley Road.***

Ms. Call confirmed the stormwater management plan has been completed with the Town Engineer.

Mr. O’Neil motioned to return the amount of \$600, to Route28 Storage, LLC/Dave Fuller, re: Boat Storage facility at 436 Suncook Valley Road. Mr. Brown seconded the motion. Motion passed unanimously.

4. Correspondence for the Board's Information:

Chair Carter stated a field observation report dated October 5, 2022 for the Robert’s Knoll Campground expansion was received; he stated overall it seems to be a positive report.

Mr. Hoopes stated the boat storage facility across from Prospect Mountain High School was not supposed to be using the two driveways which are blocked off, without a driveway permit; he stated three driveways are now being used instead of just the one which was approved for use.

Ms. Call stated the Planning Board budget was reviewed and approved by the Board of Selectmen; she stated the administrative assistant position will no longer be handling the meeting minutes, which will free them up to help her with other planning tasks.

Chair Carter opened the meeting to public input.

Loren Carr, resident, asked if there will be any more input from the Planning Board for the Master Plan before it goes to public hearing. Chair Carter stated the Board will have another meeting with the Master Plan Committee to address some concerns expressed earlier in this meeting. The Board discussed the purpose and definition of the Rural Residential zone.

David Hussey, resident, stated a comment was made earlier that the State has easements for snowmobile trails across all landowners’ property; he clarified that is not correct, noting he has trails across his property that he created but he has no agreements with the State of NH. Mr. Hussey asked if there will be a print copy of the Master Plan for the public to review. Ms. Call noted the Master Plan is 150 pages and isn’t sure how many physical copies she will be able to

420 provide.

421

422 Chair Carter adjourned the meeting at 9:37PM.

423

424 Respectfully Submitted,

425 *Jennifer Riel*

426 Jennifer Riel, Recording Secretary

APPROVED