

TOWN OF ALTON PLANNING BOARD
MINUTES OF 2021
TUESDAY, OCTOBER 19, 2021

APPROVED

Members Present:

Drew Carter, Chairman
Bob Regan, Vice Chair
Russ Wilder, Clerk
Tom Hoopes, Member
Roger Sample, Member
Scott Williams, Member
Virgil MacDonald, Selectmen's Rep.
Lee Hillsgrove, Alternate
Bill O'Neil, Alternate

Others Present:

Jessica A. Call, Town Planner

Others Present via speakerphone:

John Dever III, Code Official

Call to Order

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

Appointment of Alternate

Approval of Agenda

Mr. Williams asked if there had been any changes made since the agenda was posted. Ms. Call stated the applicants for Case #P21-21 asked for their case to be continued to the November meeting; Old Business C. was the addition of the latest invoice from Tara Bamford; Any Other Business to Come Before the Board was struck through because the Committee asked to continue the discussion to the November meeting.

Mr. Wilder **MOVED** to accept the October 19, 2021, agenda as amended.

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

1. Design Review (Continued from September 21, 2021)

Case #P21-21 Scott Lawler, P.E., of Norway Plains Associates Inc., Agent for Jeffrey F. Hertel & Van E. Hertel, Sr., Owners	Map 15 Lot 9-3 NH Route 28 N, Miramichie Hill Road (f/k/a Hogdon Road)	Design Review/Major Site Plan Residential Rural (RR) Zone
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Proposal: To construct a Self-Storage Facility consisting of two (2) storage buildings.

The applicant has requested to continue Case #P21-21 to November 16, 2021.

2. Conceptual Consultation (Continued from September 21, 2021)

Case #P21-23 Ryan L. Heath, LLC, Agent for Ron and Dorene Charles, Owners	Map 31 Lot 30 Wilbert Way	Conceptual Consultation/Site Plan Residential Commercial (RC) Zone
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Proposal: To construct four (4), six (6)-unit multi-family structures, serviced by municipal water and private septic.

The applicant has requested to continue Case #P21-23 to November 16, 2021.

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

Case #P21-25 Thomas W. Varney P.E., of Varney Engineering, LLC, Agent for Blomerth & Blomerth, LLC, Robyn Blomerth, Manager & Scott Blomerth, Member, Owners	Map 65 Lot 17 1 Locomotive Drive	Final Minor Site Plan Lakeshore Residential (LR) Zone
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Mr. Carter read the case into the record.

**Mr. Hoopes MOVED to accept the Application for Case #P21-25 as complete.
 Mr. Regan seconded the motion, and it PASSED unanimously.**

Tom Varney, P.E., agent, and Scott & Robyn Blomerth, owners came forward to present the case.

Mr. Varney stated that Mr. & Mrs. Blomerth were the present owners of Springhaven Campground, and they wanted to live year round in the exiting railroad building. An expansion was proposed to provide living space, which was indicated on the plan. The building would still provide bathrooms and laundromat services to campers. There is an existing septic system and a current water supply connection. All campsites were to remain seasonal. Pictures were also provided of the building. The previous site plan was approved in 2013, and everything that was on the land was depicted on that plan. Parking was indicated on the plan, and it indicated that there was a paved entrance to the campground.

There was a condition placed on the site plan approval in 2013 that the railroad building was restricted to be used as a residential use. Mr. Hoopes had some questions, but with the submission of Mr. Dever’s letter, it explained everything, and he had no issues. Mr. Regan noted that there were other campgrounds that had owners living on the property; he thought being consistent was important. Mr. Blomerth confirmed that statement and stated that they were the owners and it would only be the two (2) of them living in the building. Mrs. Blomerth thought that it would improve the property by them living on site. Mr. MacDonald asked about short-term rentals. Mr. & Mrs. Blomerth stated they would never rent out the building for that type of use. Mr. Carter thought that the owners living on site was a benefit; Mr. Williams and Mr. MacDonald agreed. Mr. Williams asked about the number of bedrooms; Mrs. Blomerth stated, one (1) bedroom.

Mr. Carter stated that the letter submitted by Mr. Dever outlined the situation clearly. Mr. Dever stated that he was familiar with the property. Since 2013, operations on the campground had run smoothly. He noted that the property was zoned Lakeshore Residential. He noted that the residential use would only be located on the first floor. The purpose of the addition was to provide storage space. Presently to access the basement, you would have to go outside and then come back in; the addition would resolve that issue. The floor space a little over 800sf. Mr. Williams inquired about the septic loading, the number of campsites, and how many washing machines there were. Mr. Varney stated there were 30 sites, there were two (2) septic systems that included the railroad building in the 2001 approval. Mr. Williams asked if the system calculated out 500 gallons/washer a day, because that needed to be verified. Mr. Hoopes stated the Board had to revoke the restriction.

Mr. Carter stated that the Fire Department required smoke and carbon monoxide alarms to be installed per code, as well as egress windows and the installation of a knox box if the building would become a short-term rental. Mr. Blomerth stated that there was already a knox box on the property. There was also a letter from

Judith Pennock, an abutter, stating that she was against the proposal. Mr. Blomerth state that Ms. Pennock did not get along with the previous owner, they were a whole new entity so there should not be any issues. Mr. Carter asked if this was a registered historic building. Mr. Williams stated, no, that building was moved to that current location.

Mr. Carter opened public input.

Carol St. Jean came to the table. She stated that she lived on Anniversary Hill Road and noted that Mr. & Mrs. Blomerth have been accommodating. She lived back to back with the Blomerths and she did not have a problem with anything. Ms. St. Jean stated she spoke with her neighbor and she voiced the same opinion that it would be beneficial for Mr. & Mrs. Blomerth to live there.

Mr. Carter closed public input.

Mr. Williams asked for the septic loading to be verified. Mr. Dever stated that he could verify the loading capacity. He stated that the septic was a fairly new system that had two (2) large fields.

After due hearing, Mr. Williams **MOVED** that the Alton Planning Board hereby approves Case #P21-25 for Blomerth & Blomerth, LLC, Robyn Blomerth-Manager and Scott Blomerth-Member, for an amendment to the approved Site Plan for Case #'s P06-107 and P12-26 to allow a rescind the previous restriction put in place on January 16, 2007, on a non-year-round use, and an expansion to, the railroad building located at Map 65 Lot 17, 1 Locomotive Drive, 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 Site Plan Review Regulations and that include all of the checklist corrections listed under "PLAN REVIEW" and "Other Plan Review Items", any corrections as noted at this hearing, and any waivers granted.
2. Verify septic loading capacity.
3. Limit occupation of the upper level train station as a full time residence for only the owners or a formally designated agent and that it shall not be used at any point as a short-term rental.

SUBSEQUENT CONDITIONS

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

1. Except to the extent expressly provided in this proposal, the terms and conditions of the previous approval for Case #'s P06-107 and P12-26 shall remain in full force and effect.
2. This approval limits the occupation of the upper level (Train Station) as a full time residence for only the owners, or a formally designated agent, and that it shall not be used at any point as a short term rental.

3. 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.
4. The applicant shall comply with all of the Town of Alton’s Site Plan Review Regulations, the NH Stormwater Manual dated December 2008 to be in conformance with construction standards and specifications, and the criteria for a Recreational Campground or Camping Parks from the Zoning Ordinance.
5. 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.
6. 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.
7. 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.

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

Case #P21-26 Steven M. Oles, LLS, of Norway Plains Assoc., Inc., Agent for Justin & Jessica Cooper, Owners	Map 10 Lots 6 and 6-1 through 6-11 Avery Hill Road	Lot Line Adjustment Rural (RU) Zone
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Mr. Carter read the case into the record.

Steve Oles, LLS, agent, and Justin Cooper, owner, came forward to present the case.

WAIVERS

- Letter dated September 28, 2021, from Steve Oles, LLS. (See attached)
- Waiver Requests for the following:
 - 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.7.i. showing minimum contiguous upland area for each lot excluding jurisdictional wetlands and areas with slopes in excess of 25%.**

Mr. Wilder stated that the Conservation Commission had comments about the waivers. The Commission's concerns were that if the slopes and wetlands were not shown, and with an access lot off Avery Hill Road leading towards the back of the larger lot, there was no way to know if the lot lines were set up in such a way that there would be a large impact to wetlands or not. Mr. Oles stated that there were wetlands delineated, but they were not complete when they submitted the plan. The wetlands delineation would be shown on the final plan. Mr. Oles pointed out that this was not a subdivision plan, it was a lot line adjustment. Mr. Hoopes pointed out that it appeared that in order to access the back side of the lot, three (3) wetlands areas would have to be crossed, and the Board could not tell where the steep slopes were located. Mr. Oles stated that there was access off Range Road, which was a Class VI road. Currently there was one (1) crossing located on the lot in question. Mr. Cooper stated that his long term goal was to build a home on the back part of the lot, and when that took place, he would inquire on how he could turn the Class VI road into his driveway. He had no intentions accessing the lot through the small pass off Avery Hill Road, that was only put in place in order to obtain his 200' of road frontage. Mr. MacDonald thought it made sense to take nonconforming lots and make them into conforming lots; Mr. Williams agreed. Mr. Williams stated that Mr. Cooper needed to research "Range Road", because that road already existed in town and it was located near McDonald's. Mr. Oles stated he would fix that.

Mr. Williams MOVED to grant the waivers requested for 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%; and Section VII, F.7.i. of the Subdivision Regulations as the Board has determined that specific circumstances relative to the lot line adjustment plan, or conditions of the land in such lot line adjustment plan, namely because the number of lots are being reduced, and will indicate the waivers will properly carry out the spirit and intent of the regulations.

Mr. MacDonald seconded the motion

Mr. Wilder wanted to be clear that if he was looking at the plan, it stated that the wetland delineation was completed on September 20, 2021, and he wanted to confirm that this was the plan that the Conservation Commission was provided to review for their comments; Mr. Oles stated, yes.

Mr. Carter asked for a vote, and it PASSED with Mr. Hoopes abstaining.

Mr. Hoopes MOVED to accept the Application for Case #P21-26 as complete.

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

Mr. Carter asked Ms. Call if she had any comments; she stated, no. She shared that she had gone over this proposal many times during the time that Mr. Cooper had come into the office to discuss a potential involuntary lot merger. Ms. Call also noted that Mr. Oles came in and sat with her and Mr. Dever before he submitted the application.

Mr. Oles showed the plan that highlighted the existing 12 lots. The proposal was to adjust the lot lines to create five (5) lots (three of the 12 lots were already sold off in 1950's/60's). There was a house on the parent lot that consisted of a driveway that was accessed from the abutting lot. Ms. Call stated that was a subdivision

that was created in the 1950's and, in fact, Brad Jones from Jones & Beach came into the office and shared the history of it.

Mr. Williams thought that this lot line adjustment would be a plus to the assessed value of the town.

Mr. Carter opened public input.

Terry Reiback, who owned 285 Avery Hill Road came to the table. He shared that he had no problems whatsoever with this proposal. He stated that Mr. Cooper was a stand up dude and he was doing a good job. The Board thought it was nice to hear from nice neighbors.

Mr. Carter closed public input.

After due hearing, Mr. Williams **MOVED** that the Alton Planning Board hereby approves Case #P21-26 for Justin & Jessica Cooper, for the above cited Lot Line Adjustment of Map 10 Lot 6 & 6-1 through 6-11, with frontage on Avery Hill Road and "Range 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 October 19, 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.
5. Certified Wetlands Scientist to stamp and sign the plan.

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. MacDonald seconded the motion, and it PASSED unanimously.

Case #P21-27 Stephanie Richard, P.E. of Changing Seasons Engineering, PLLC, Agent for Alton Bay Christian Conference Center, Bradley Smith	Map 34 Lot 33 Beacon Avenue	Design Review/Major Site Plan Residential (R) Zone
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Mr. Carter read the case into the record.

Stephanie Richard, P.E., agent and Brad Smith, director, came forward to present the case.

Mr. Sample recused himself for this case because he performed a lot of work for the Center. Mr. Williams noted that Ms. Richard had performed some work from him, but it had no basis on what was presented.

Ms. Call stated, upon reviewing the plan and the abutter’s list, she came across two (2) abutter that were not on the list, who should have been noticed for this meeting, and they weren’t. They were the original preparer of the plan (first two (2) pages), and the soil scientist who stamped the front page. She stated to the Board that they could not move forward with the presentation. Mr. Williams stated, exactly. Ms. Call stated that she gave Ms. Richard and Mr. Smith the opportunity to reach out to those two (2) individuals to send her an email up until 6:00 pm tonight as to whether they approved not being noticed on time, and she had not received anything.

Ms. Richard asked if she was able to withdraw plans Sheet 1 and Sheet 2 from the packet to eliminate them from the packet. Mr. Hoopes stated this was design review. Mr. Williams stated nothing was binding. Ms. Call stated that they could not move forward with the conversation without them being noticed. She stated that some of the information on the front page was part of the requirements on the checklist. Ms. Richard stated she updated a waiver request list if they were allowed to withdraw those plans. Mr. Wilder stated that the whole hearing was the factor in order to talk about this proposal; everyone would have to have been properly noticed who would be affected. Mr. Carter thought that the application should be presented at the following meeting, November 16, 2021, in order to make sure all of the proper notifications were sent out and the additional waiver requests were submitted.

**Mr. Williams MOVED that the hearing for Case #P21-27 be postponed to the November 16, 2021, Planning Board meeting.
Mr. Regan seconded the motion, and it PASSED unanimously.**

4. Voluntary Lot Merger

Case #P21-28 Town of Alton, Owner	Map 71 Lots 62 & 63 Alton Shores Road	Voluntary Lot Merger Rural (RU) Zone
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Mr. Carter read the case into the record.

Liz Dionne, Town of Alton Town Administrator, authorized to speak on behalf of the Town, came forward to present the case.

**Mr. Wilder MOVED to accept the Application for Case #P21-28 as complete.
Mr. Williams seconded the motion, and it PASSED unanimously.**

Mr. Carter asked Ms. Dionne to elaborate on why the town wanted to merge the lots. Ms. Dionne stated that the two (2) lots in question were tax deeded properties. She noted that next month, the Town was having an auction for tax deed properties in the meeting room. It was thought that with these two (2) particular lots, it may have been better to merge them together as one (1) parcel for the auction, because there were some minor issues involving the two (2) lots that it raised some concern. Mr. Williams asked if they were title issues; Ms. Dionne stated, no, the title were fine. Ms. Dionne noted that she had a copy of the tax map where the lots were indicated by the Code Official. Some of the issues were the fact that the two (2) lots were used by the previous owner as one (1) lot; their conduct would have indicated that it was used as one (1) lot. Ms. Dionne shared an example that there was a house located on Lot 62, which burned in 2012, however, the driveway to access the house was located on Lot 63, as well as the wellhead. Mr. MacDonald stated, both lots had frontage, right? Ms. Dionne stated there was also an issue with the septic. Mr. Dever could not determine which lot the septic was located on. No records existed in the Town showing a record of a septic located on either lot. Ms. Dionne stated it would neater to merge them together and sell them as one (1) lot; there would be water access, potential septic, and a driveway on a larger lot. Mr. Regan asked if the burned down cottage had been removed; Mr. Williams stated, yes, he did it.

Mr. Wilder asked if the lots on Alton Shores had beach access; Mr. Williams stated, yes, to several beaches. Mr. MacDonald stated that there was four (4) beaches they could access. Ms. Dionne stated that Alton Shores was within an Association in that area. Mr. Wilder asked if merging the two (2) lots would have any effect on the ability to hold beach rights. Mr. Williams stated it was not a mandatory association; he believed that they

had an undeveloped lot membership and a developed lot membership. The Association was also responsible for all the roads other than Alton Shores and whatever town roads. Mr. Carter thought it was a great question. Mr. Regan asked if the lake rights were part of the deeds; Mr. Williams thought it might be part of the Covenants. Mr. Wilder stated by merging the two (2) lots together, if they currently had access, maybe that was not a problem. Mr. Williams stated that those owners had access to both Sunset and Hills Pond.

Mr. MacDonald thought that since the property was being sent to auction, the Town would make more money selling two (2) lots separately. Mr. Hoopes stated on the other hand, the Town would have a much more saleable lot in that area by selling the two (2) lots as one, and he pointed out that the lots had been used in conjunction. Mr. MacDonald stated that the lots could not be merged until the Town merged them, or the owners of the lots came in wanting them to be merged; they currently existed at two (2) separate lots. Mr. Carter pointed out that the owner was in fact before the Board asking to merge the lots. Mr. MacDonald thought that should be the decision of the tax payers and not town hall. Ms. Dionne stated that the Board of Selectmen took a vote on September 23, 2021, to ask that these two (2) lots be merged together. Mr. Williams stated that was what the Board needed to deal with because that was what they said. Mr. Regan thought that would alleviate a problem; Ms. Dionne stated, yes. Mr. Williams stated that the Selectmen decided to merge the lots and that was what the Board had to react to, and that only. Mr. Hillsgrove asked if someone purchased the lot, could they turn around and resubdivide; Mr. Williams stated, no, because it would not meet the regulations.

Mr. Williams stated that the Board did not allow other people to merge lots without submitting plans. What was submitted was a tax map, which was not a legal document whatsoever. He was worried about the Board giving the Town something that a regular home owner could not enjoy the same thing; he thought that was the wrong thing to do. Ms. Call stated that there was never a need to have an official survey plan; it was not a requirement. Mr. Williams stated that they have had them. Mr. Wilder did not think that they had to see all the pieces on a plan. Mr. Carter wanted to be clear and stated that was not a requirement to have a surveyed submission. Ms. Call stated, correct. Mr. MacDonald asked why the Board made the people do it. Ms. Call stated, we don't. Mr. Wilder did not think that the Board did. Mr. Regan stated that if it was an adjustment, it would not be required. Ms. Call stated that if it was a lot line adjustment then, yes, if it was just to merge lots together, no. Mr. Regan asked, preexisting lots? Ms. Call stated, correct.

Mr. Hoopes MOVED to approve Case #P21-28 for a Voluntary Lot Merger for the Town of Alton for Map 71 Lots 62 & 63, Alton Shores Road, Alton, NH.

Mr. Wilder seconded the motion, and it PASSED, with Mr. MacDonald opposed.

Other Business

1. Old Business:

- a. A second is needed for Case #P20-20, Christian Camps & Conferences, Inc./Camp Brookwoods to grant their extension to start construction.

Mr. MacDonald seconded the motion.

- b. CIP Committee Update

Ms. Call stated that the Committee was meeting again this coming Thursday night to meet with the remaining departments heads. At a subsequent meeting, the Committee would

start crunching numbers. Ms. Call thought that the Committee had a tough go this year; there was a lot on the Plan. Ms. Williams thought that there might be a lot of push back because the assessments made a jump this year. The Board discussed that a lot of things were going up this year. Mr. MacDonald stated that the Town was looking into installing electronic door locks so they would know who was coming in and out of town buildings, and also installing cameras on town properties so they would stop getting stuff stolen.

Ms. Call stated that at the next Planning Board meeting was when the Committee planned on presenting the CIP Plan. She stated that she would send the Plan out ahead of time so they had a chance to review everything.

- c. Master Plan Committee Update
 - i. Invoice #2021-172 from Tara Bamford, Master Plan Consultant

Mr. Regan stated that the Committee did not meet last month. The committee received an outline of Chapters 1, 2, 3, and 4 that would be reviewed at their next meeting on November 3, 2021. He thought that the Committee would be in good shape to make a more detailed presentation to the Board at the November 16, 2021, Board meeting. Mr. MacDonald asked if the Board would be able to review the outline. Mr. Regan stated that Ms. Call would make that available to the Board. Mr. Hoopes asked Mr. MacDonald if he had seen the results of the survey; Mr. Mac Donald stated, yes, it was impressive, and he was surprised that the Committee got as many responses as they got. Mr. Regan stated that he was very happy with the work product so far, and he thought that there was a good foundation to build upon at this point. Mr. MacDonald asked if the Master Plan Consultant was good to work with; Mr. Regan stated that was very even handed. Mr. Williams asked Ms. Call if she thought that the Master Plan Consultant could assist with the small house and short-term rentals language, because the Committee was having a hard time getting traction on what to say; Ms. Call stated that she had already presented her budget. Mr. MacDonald thought that there could be a warrant article written up and explained at deliberative session. Mr. Hoopes stated that during conversations with Ms. Call, it looked like those discussions would have to take place in a separate Committee.

Mr. Carter asked how things were going with the allocated funds; Ms. Call stated that the remaining amount was \$12,950.01. Mr. Williams asked if the Committee was going to use all of it. Ms. Call stated, yes, the Master Plan Consultant asked the Committee if they felt that if she could do some of the writing, would they be interested in keeping her on Board. Mr. MacDonald asked if there was a run out date on when the warrant article was voted on. Ms. Call stated that the fund was good for four (4) or five (5) years, or whenever the money was spent. Mr. MacDonald asked if the Committee was going to add money to it. Mr. Wilder stated not right now. Mr. Williams stated that if the Committee asked for more, they would have to stay under the same pretense as the first time. Mr. MacDonald asked if the remaining \$12,000 would get the Committee where they wanted to be. Ms. Call stated that at the Committee meeting on November 3rd, that would be part of the discussion; where was the Consultant at, and what would be left over to do after she assisted with presenting the Plan in November of next year. That discussion would determine whether the Committee would ask for another warrant article.

d. ZAC Committee Update

Mr. Williams stated that the Committee has settled things at this point, with the exception of one proposal, which was the short-term rental ordinance. He noted that several people had attended their meetings and they thought that the Committee should have a separate committee on it. He thought that this might get misconstrued, and if the Planning Board put forward a proposal that was too long, the people may not vote in favor of it. Mr. Regan thought that if the Town aligned themselves along with the existing rules like with Airbnb and other organizations, that might be the way to go. Mr. MacDonald thought that NHMA might be able to help with some of the writing. Mr. Carter thought the most impressive thing that took place during these discussions was the amount of public present and their input provided at those meetings. There was a balance between the pros and the cons and the ones that were either for or against.

2. **New Business:**

a. **Approval of Minutes:** Planning Board Meeting minutes of September 21, 2021

Mr. Hoopes MOVED to approve the minutes of September 21, 2021, as amended. Mr. Wilder seconded the motion, and it PASSED with Mr. Regan, Mr. Sample, and Mr. Williams abstaining.

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

a. Board to review and approve an application from Amelia Cate to sit as a Citizen Member of the Master Plan Committee.

Ms. Call stated that she met with Ms. Cate today and she wanted to let them know that she missed working for the Town and wanted an opportunity to stay involved. Ms. Cate asked for an application so she could sign up to be a Citizen Member of the Master Plan Committee. There were some issues with submitting the application before the meeting, but she definitely was interested. Ms. Call asked if the Board could take that into consideration and make a motion. Mr. MacDonald thought that the more younger people they could get on Committees, the better off they were.

Mr. Williams MOVED to approve Amelia Cate's application to be a Citizen Member on the Master Plan Committee, subject to her submitting her application. Mr. MacDonald seconded the motion, and it PASSED unanimously.

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

Any Other Business to Come Before the Board

~~The Capital Improvement Program (CIP) Committee and the Master Plan Committee to discuss the Town's capital building needs based upon the input of the Town of Alton's Department Heads.~~

Public Input on Non-case Specific Planning Issues

**TOWN OF ALTON PLANNING BOARD
MINUTES OF 2021
TUESDAY, OCTOBER 19, 2021**

APPROVED

Adjournment

**At 7:25 +/- P.M., Mr. Williams MOVED to adjourn.
Mr. Regan seconded the motion, and it PASSED unanimously.**

Respectfully submitted,

Jessica A. Call
Town Planner

Minutes approved as presented: December 21, 2021