

**TOWN OF ALTON PLANNING BOARD
PUBLIC HEARING
Tuesday, November 15, 2022, at 6:00 P.M.
Alton Town Hall**

MEMBERS PRESENT

Andrew Carter, Chair
Roger Sample, Vice Chair
William O’Neil, Clerk
Thomas Hoopes, Member
Brock Mitchell, Board of Selectmen Representative
Scott Williams, Member
Mark Manning, Alternate Member
Thomas Diveny, Alternate Member
Lee Hillsgrove, Alternate Member

Douglas Brown, Member – excused absence

OTHERS PRESENT

Jessica Call, Town Planner
Paul LaRochelle, Board of Selectmen
Paul Zuzgo, Prospect Mountain Survey
Stephanie Richard, Changing Seasons, PLLC
Justin Cooper
Loring Carr, resident
David Hussey, resident

CALL TO ORDER

Chair Carter called the meeting to order at 6:03PM

REVIEW OF AGENDA

Ms. Call added under New Business: invoice from Master Plan consultant; review of overlay map; correspondence from Zoning Consultant; email dated November 11 regarding a rewrite of HB 1021.

Ms. Call requested the correspondence review for the Chestnut Cove subdivision be postponed as the application is complicated and she is still doing research on the case.

Mr. Williams motioned to approve the agenda as amended. Mr. O’Neil seconded the motion. Motion passed unanimously.

Chair Carter appointed Mr. Diveny to sit on the Board as a full member in Mr. Brown’s absence.

- 1. Public Hearing on the Capital Improvements Program (CIP) of 2023-2028**
SEE SEPARATE NOTICE ATTACHED

Chair Carter read the public notice into the record.

Mr. Sample, Planning Board representative to the Capital Improvement Committee, gave an overview of the recommendations. He explained many of the departments are typically self-sufficient and pay for themselves and the recommendations mainly focus on the Highway and Fire departments. He stated the goal was to keep tax impacts as close to \$1 as possible and explained the purpose of the plan is to chart out a plan for goals over the next few years. Mr. Williams suggested they look into adjusting the replacement schedule of the Fire department requirement from 20 years to 25 years.

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

Loring Carr, resident, asked that the Planning Board put some sort of note that replacement of equipment should be based on factors such as hours of service or mileage as opposed to the CIP estimates of funding cycles. He stated a truck with 72,000 miles and ten years old was turned in based on the fact that it was on the replacement schedule, but he doesn't agree it should be replaced just because it's on the schedule. He explained there are recommendations from manufacturers and equipment associations out there that indicated many items can have a per manufacturing a 30 year life cycle and suggested that be looked at; he noted this was not considered at all by CIP. Chair Carter agreed it would make sense to look into that aspect. Mr. Carr stated it would also be worth looking into equipment for the Highway Department that could be rented instead of purchased, particularly for items used once a year. It was pointed out that the information is presented by department heads and the CIP only reviews information presented and makes recommendations. The Board discussed the role of the CIP and the recommendations.

David Hussey, resident, stated he has bought and sold equipment overseas for thirty years and age is not a consideration but rather they look age use, mileage/hours and overall condition; he stated he agrees with looking into renting machinery as well. Mr. Hussey stated the estimated length of ownership is way too short for the equipment and the CIP needs to look at the big picture.

It was suggested the Board make the recommendations to the Board of Selectmen that there are several things that could possibly be rented; research the condition and usability of existing equipment. It was also suggested to make the recommendation of looking into other places for purchases and auctions.

Chair Carter closed the public hearing.

Ms. Call outlined errors on the replacement schedule: rock crusher, HD 29, was moved up to 2026; HD32, pushed out to 2025.

Chair Carter motioned to submit the CIP Plan of 2023 as amended to the Board of Selectmen and Budget Committee for 2023 with the recommendation that replacement of equipment should be based on such factors as the hours of service, mileage and overall condition of any piece of equipment and also take into consideration the trade in value of

equipment, opportunity to rent equipment, and also other sources to purchase equipment such as government or auction houses. Mr. Diveny seconded the motion. Motion passed unanimously.

Paul LaRochelle, Board of Selectmen, stated he likes the suggestions he is hearing and agrees these options need to be pursued; he explained the Board of Selectmen rely on the CIP and Department Heads to keep them informed of what is needed; he stated they do look at mileage but he is open to taking other recommendations.

2. Joint Meeting with the Zoning Amendment Committee (ZAC)

The ZAC Committee will present their recommendations for proposed amendments to the Zoning Ordinance to the Alton Planning Board. Copies of the draft proposed zoning amendments are available online and from the Planning Department. Public Hearing date and snow date to be scheduled.

The Board reviewed edits previously discussed. Mr. Williams confirmed these amendments have been voted on by the Zoning Amendment Committee and voted to move the amendments to the Board of Selectmen for review and approval. It was noted a permit process would be developed for the short term rentals.

Chair Carter motioned to include Town Counsel’s wording recommendation in regard to short term rentals. Mr. Williams seconded the motion. Motion passed unanimously.

Ms. Call pointed out that allowing short term rental and accessory dwelling units, is contrary to the mission of trying to provide additional housing to assist with the housing shortage. The Board discussed the impact ADUs and short term rentals as well as the extent of the Town to tell property owners what to do with their property. It was agreed that ADUs provide additional housing and there are requirements and regulations to help preserve the character of the area.

Mr. Williams motioned to recommend the proposed amendments to go to public hearing and to include the attorney’s language for section 365, for December 20, 2022. Mr. Hoopes seconded the motion. Motion passed unanimously.

Mr. Hillsgrove recused himself from the following case.

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

Case #P22-32 Prospect Mountain Survey, Agent for Lee A. Hillsgrove Rev. Trust, Owner	Map 2 Lot 13 Dudley Road	Final Minor Subdivision Rural (RU) Zone
---	-------------------------------------	--

Proposal: To subdivide Map 2 Lot 13 into two (2) lots of record. The parent lot would consist of 252.9AC, and proposed Lot 13-1 (A) would consist of 5.074AC.

The Board reviewed the application for completeness.

Ms. Call noted there was no sperate utilities plan or no soils map, but those are shown on the topographic plan; there is no driveway site analysis and sample deeds will need to be provided. It was noted there is a waiver request for a wetlands setback.

Mr. Williams motioned to accept the application as complete. Mr. O’Neil seconded the motion. Motion passed unanimously.

The Board reviewed the waiver request for a complete boundary survey, regulation VII,D,1.b. It was agreed the lot is large and it would be onerous and necessary for the proposed lot.

Mr. Hoopes motioned that requiring a complete boundary survey would pose an unnecessary hardship to the applicant. Mr. O’Neil seconded the motion. Motion passed unanimously.

The Board reviewed the waiver request for a survey of existing lot lines, regulation VII,D,1.c,1. It was noted the area of the proposed lot has been surveyed.

Mr. Hoopes motioned that requiring a survey of all lot lines would pose an unnecessary hardship to the applicant. Mr. O’Neil seconded the motion. Motion passed unanimously.

The Board reviewed the waiver request for a survey of existing monuments around the lot, regulation VII,D,1.c.4. It was confirmed the monuments around the proposed lot have been located and the two back monuments will be placed and shown on drawings as such.

Mr. Hoopes motioned that requiring a survey of all lot monuments would pose an unnecessary hardship to the applicant. Mr. O’Neil seconded the motion. Motion passed unanimously.

The Board reviewed the request for a waiver of all jurisdictional wetlands, regulation VII,D,1.g; it was noted the wetlands are delineated on the proposed lot.

Mr. Hoopes motioned that requiring a survey of jurisdictional wetlands would pose an unnecessary hardship to the applicant. Mr. Williams seconded the motion. Motion passed unanimously.

The Board reviewed the waiver for VII,D,1.n, showing all slopes in excess of 25%. It was noted the slopes are indicated on the proposed lot.

Mr. Hoopes motioned that requiring a survey of all slopes over 25%, would pose an unnecessary hardship to the applicant. Mr. Williams seconded the motion. Motion passed unanimously.

The Board reviewed the waiver for VII,D,1.q, showing all lot lines intersecting streets. It was noted that all lot lines around the proposed lot are shown and additional would be a burden.

Mr. Hoopes motioned that requiring that all lot lines interesting streets would pose an unnecessary hardship to the applicant. Mr. Williams seconded the motion. Motion passed unanimously.

Mr. Zuzgo noted the wetland setback is shown on the plans, although its not required as the wetland area less than 10,000 square feet; he noted there is a low area to the right of the lot which collects water and another area is a man-made pond on the left had side; there is no culvert connecting the two.

Mr. Zuzgo noted the proposed lot is over 5 acres, so no approval is needed from the State. It was noted there is an existing driveway on the proposed lot; site distance is also shown on the plans. Mr. Zuzgo stated the lot monuments have been set on the front of the lot but not on the back yet.

Chair Carter stated the department reports indicate no concerns. It was clarified that the waiver for the wetlands buffer is not required.

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

Mr. Williams motioned to approve the request for a subdivision as presented for Case # Case #P22-32, Map 2, Lot 13, with subsequent conditions:

- Submission of deed.**
- Stamp of wetlands engineer.**
- Current use.**
- 12 months for substantial.**

Mr. Hoopes seconded the motion. Motion passed unanimously.

Ms. Call noted she does not have a written authorization on file for Mr. Zuzgo to speak on behalf of the applicant.

4. Design Review

Case #P22-33 Changing Seasons Engineering, PLLC, Agent for James & Allie Brown, Applicants, and Thomas M. & Nancy C. Moore, Owners	Map 9 Lot 35 Moore Farm Lane	Design Review/Major Subdivision Rural (RU) Zone
---	---	--

Proposal: To subdivide Map 9 Lot 35 into two (2) lots of record. The parent lot would consist of 187.8+/-AC, and the proposed Lot would consist of 5.01AC.

The Board reviewed the application for completeness. Ms. Call noted she does not have a written authorization on file for Mr. Zuzgo to speak on behalf of the applicant. She noted the Town is still waiting for the report from the Town Engineer.

Ms. Richards stated the applicants want to take a five acre lot off the parent lot; she stated Town Engineer is reviewing the cross section of the roadway. It was noted there is a significant change in elevation on the lot. Chair Carter noted a waiver was previously requested to not pave the

road. Ms. Richards stated that was handled by Mr. Zuzgo on a previous application. It was noted a motion was made by the Planning Board at one time, granting a waiver from paving the road. Ms. Richard stated the road from New Durham Road is gravel now and the intention would not be to pave it. Ms. Call noted the roadway plan and profile plan does indicate the existing materials. Ms. Richard stated some of the materials were taken from the site. Chair Carter clarified this road was built without any approval although it was done under the advisement of the previous Road Agent. Ms. Call stated the Town Engineer will take a look at the site and provide recommendations to the Board. She confirmed there is nothing in writing about this from the previous Road Agent. It was confirmed no borings have been done on the road. Chair Carter asked where the drip line infiltration trench will be. Ms. Richards replied it will be under the eaves of the house; the water will drain back into the ground. Chair Carter stated if the intent is to daylight it, that needs to be indicated.

Ms. Call noted they are still waiting for the report from the Town Engineer.

Mr. Williams motioned to continue the design review to the December 20, 2022 meeting. Mr. O’Neil seconded the motion. Motion passed unanimously.

There was discussion whether Ms. Richards could get a copy of the report so she can make the changes prior to the next design review meeting and agreed it would be forwarded to her when complete.

Other Business:

1. Old Business:

- a. Master Plan Committee update; *Invoice #2022-161; and Overlay map for proposed future land use/current zoning map.*

The Board reviewed the invoice and maps presented. Mr. Williams stated he’s not in favor of increasing setbacks and distances to be greater than the State requirements.

2. New Business:

- a. **Approval of Minutes:** Meetings of September 20 and October 18, 2022.

Postponed.

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

- a. **Case #P22-34:** Class VI Building Permit Request for Justin & Jessica Cooper, Owners, of property located at Map 10 Lot 6, Rural (RU) Zone, on the range road that connects Avery Hill Road to Davis Road.

The Board reviewed the permit request. Ms. Call explained these come to the Planning Board for a recommendation to the Board of Selectmen. The Board suggested research be done to see if the range road was discontinued; permission is also needed from the property owner across the road. There was discussion whether the range road is a road at this point or whether it is private property. Mr. Cooper explained he walked the lot with the Fire Chief, they discussed what he

would want to see changed, and noted that access from Avery Hill Road would require wetlands crossings.

Mr. Williams motioned that the Planning Board recommend approval of building on the Class VI road, subject to legal review. Mr. Hoopes seconded the motion. Discussion: Ms. Call confirmed that it is the recommendation of the Board to allow building on the Class VI road. **Motion passed unanimously.**

- b. Case #P04-21: Final Road Approval/Chestnut Cove Subdivision, Ridge Road, Map 15 Lot 15 - Postponed.

4. Correspondence for the Board's information:

- a. Memo dated October 19, 2022, from Jessica A. Call, Town Planner to the Code Official, re: Follow up to an August 17, 2022, letter from the Planning Department.

Ms. Call stated she talked to Mr. Dever who is working to square things away. Chair Carter noted it has been two months with no response. Ms. Call stated there has been talk that the property owner is interested in selling the gravel pit property and noted approval would be needed for a contractor's yard. It was the consensus of the Board

- b. Email dated November 11 regarding a rewrite of HB 1021.

The Board reviewed and discussed the email.

Mr. Williams motioned to adjourn. Mr. O'Neil seconded the motion. Motion passed unanimously.

The meeting was adjourned at 9:08PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary