

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2020  
Tuesday, December 15, 2020**

**APPROVED**

**Members Physically Present:**

Drew Carter, Chairman  
Roger Sample, Member  
Scott Williams, Member  
William O'Neill, Alternate

**Members Appearing Remotely:**

Bob Regan, Vice-Chairman, Home-Along  
Tom Hoopes, Member, Home-Along  
Russ Wilder, Clerk, Home-Along

**Others Physically Present:**

Jessica A. Call, Town Planner  
Lee Hillsgrove, Potential Alternate  
Tom Lee, ZAC Chairman  
John Dever III, Code Official

**Others Appearing Remotely:**

Amelia Cate, Planning Secretary

**Call to Order**

Mr. Carter called the meeting to order at 6:00 +/- p.m.

**Preamble**

Mr. Carter read the preamble into the record:

As Chair of the Alton Planning Board, due to the COVID-19/Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.

The Town of Alton has moved from "in-person" meetings to "remote audio participation meetings" until further notice, therefore, there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

***a) Providing public access to the meeting by telephone:***

Members of the public wishing to attend this meeting electronically may call the conference call number from home. Follow the instructions listed under "News and Announcements" on the town's website:

[www.alton.nh.gov](http://www.alton.nh.gov).

***b) Providing additional public access by video or other electronic means:***

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through the link that is listed under "News and Announcements" on the town's website: [www.alton.nh.gov](http://www.alton.nh.gov).

***c) Providing public notice of the necessary information for accessing the meeting:***

We previously gave notice to abutters and the public of how to access the meeting via telephone conference and by using Zoom.

***d) Providing a mechanism for the public to alert the public body during the meeting that a member of the public wishes to speak or be recognized during public input at a public hearing:***

If you are calling in by conference call, press the “star” sign and then “9” to “raise your hand” to request to speak to the Board. If you are using a computer, use the “raise hand button” to request to speak to the Board. Several members of the public may be conferenced in, and requests to speak will be handled sequentially, one at a time. The Zoom Moderator will allow you to speak when the Board opens public input.

***e) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:***

If anybody has a problem accessing the meeting, please call (603) 507-1002.

***f) Adjourning the meeting if the public is unable to access the meeting:***

In the event the public is unable to access the meeting via conference call, or there are difficulties with the Town’s equipment the following will take place: 1. **For applications**, the meeting will be adjourned and rescheduled to Tuesday, January 19, 2021; and 2. **For the 2021 Proposed Zoning Amendments public hearing**, the meeting will be adjourned and rescheduled to Tuesday, December 22, 2020, both meetings starting at 6:00 pm at the Alton Town Hall.

***You may call the Planning Department at (603) 875-2162 between 8:00 AM to 4:30 PM Monday through Friday for more information, and for the Dial-in Code and Meeting ID for each Planning Board meeting.***

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let’s start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is also required under the Right-to-Know law.

**\*Reminder: Any Other Business to Come Before the Board and Public Input on Non-case Specific Planning Issues have been put on hold until further notice as voted on at the May 12, 2020, meeting. If the public does have any input on those two items, they should contact the office to be scheduled at a future meeting.**

**Approval of Agenda**

Mr. Carter asked Ms. Call if there were any changes since the agenda was posted. Ms. Call stated, yes, #5.a. Correspondence for the Board's information: Construction Services Reports from Northpoint Engineering, LLC, dated July 23<sup>rd</sup> through October 30, 2020, re: W&W Ingalls Trust “Phase II”. Mr. Williams stated there was a correction, it was supposed to be W&W Ralph Trust, LLC, Mr. Williams stated that was the property owner. Ms. Call corrected the information. Ms. Call stated she had one other addition, under #6.b. Discussion about implementing Dropbox in order to share documents with the Board.

**Mr. Hoopes MOVED to accept the December 19, 2020, agenda as amended.**

**Mr. Regan seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye;**

**Bob Regan, Aye; Tom Hoopes, Aye.**

**1. Public Hearing on Zoning Amendments 2020-2021**

**SEE ATTACHED PUBLIC NOTICE**

The Chairman read the notice into the record.

Mr. Lee, Chairman of the ZAC Committee, stated that at the last meeting they went over the proposed amendments and changed what they thought to be appropriate. Mr. Lee stated at that meeting the Board had still been waiting for Attorney Sessler’s input. Any changes that Attorney Sessler made were in green bold italic text. Mr. Sample clarified that the green was included after the last meeting and this would be the first time the Planning Board had seen the Attorney’s comments. Mr. Lee stated, yes, that was correct.

The amendments to the Alton Zoning Ordinance proposed by the Alton Planning Board are outlined below. **Additions** are shown in **red bold italic text** and the ~~deletions~~ are shown in ~~strikethrough~~ text. Minor changes made by Town Counsel are shown in **green bold italic text**.

Amendments #1 - #6 are substantive amendments submitted for the voters’ consideration.

**PLANNING BOARD PROPOSED AMENDMENT #1:**

To amend Article 400 Zoning Districts Regulations, Section 401:D., 1. & D., 2., to **expand** the permitted uses, “Amusement Use - Indoor” and “Amusement Use - Outdoor”, in the Rural Residential (RR) and Rural (RU) Zones by Special Exception; and to amend Article 200 Definitions.

D.	Retail Business and Service	R	LR	RC	RR	RU	RS	Notes
1.	Amusement Use: Indoor	N	N	E	<del>NE</del>	<del>NE</del>	N	See definition in Sec. 200 (added by ATM 3/11/97)
2.	Amusement Use: Outdoor	N	N	E	<del>NE</del>	<del>NE</del>	N	See definition in Sec. 200 (added by ATM 3/11/97)

**Definition:**

“Amusement Use: Indoor – **Commercial recreational uses conducted in indoor settings such as, ~~P~~pinball/video arcade, dance hall, bowling alley, movie theater, tennis center, and ~~gymnasium~~ fitness center.**”

“Amusement Use: Outdoor - **Commercial recreational uses conducted in outdoor settings such as, ~~M~~miniature golf, drive-in theater, ~~eircus/carnival~~, **batting cages, zip lines, and go-kart track.**” **These uses typically require smaller areas than “Outdoor Recreation”, but do require more intense development of the site.****

**Rationale:** Currently, these uses are only permitted by Special Exception in the Residential Commercial (RC) Zone, which is at full capacity. The intent is to **increase** opportunities to expand these activities in other zones that have more open space. These uses typically require smaller areas than “Outdoor Recreation”, but do require more intense development of the site. **This amendment does not affect pre-existing businesses.**

**DISCUSSION:**

Ms. Call stated she had been looking through the Table of Uses and found a whole separate use that included health club, fitness center, and gym that had been added in 2018. She suggested to cross off “fitness center”

under this use. She stated she let Town Counsel know and he stated that it could be dropped all together. Mr. Lee explained these were just some examples as to what could be considered *Amusement Use: Indoor* and that it was not restricted to just those listed uses.

Mr. Lee further explained that last year when these Amendments were proposed there were many questions and concerns about preexisting businesses. The Planning Board wanted to add, “This amendment does not affect pre-existing businesses” to each Rationale.

Mr. Carter opened comments from the Board. No comments. Mr. Carter opened public comment. No public. Mr. Carter closed input.

**PLANNING BOARD PROPOSED AMENDMENT #2:**

To amend Article 400 Zoning Districts Regulations, Section 401:D., 18., to remove “Firewood Processing” as a permitted **commercial** use in the Residential Commercial (RC) Zone; and to amend Article 200 Definitions.

D.	Retail Business and Service	R	LR	RC	RR	RU	RS	Notes
18.	Firewood Processing	N	N	<del>EN</del>	E	E	N	(added by ATM 3/11/03)

**Definition:**

“**Commercial** Fire Wood Processing Site and/or Facility – A structure and/or site used for the **commercial** processing of logs into fuel wood **intended for sale**. Such site or structures include, but are not limited to, wood splitters, saws and wheeled vehicles used for moving the logs for processing”.

**Rationale:** A commercial use such as this needs space for operation. It must also have ample space to minimize the impact on neighboring residential properties. Unless the Residential Commercial (RC) Zone is expanded substantially, there is no area available to accommodate this commercial use nor does it fit the intent of the Residential Commercial (RC) Zone. **This amendment DOES NOT restrict the personal processing and consumption of firewood, nor does it affect pre-existing businesses.**

**DISCUSSION:**

Mr. Lee explained that there was no input from Town Counsel and in that regard it was positive because he agreed with what was proposed. Mr. Lee explained again that these warrant articles only lost by a few votes last year and now he believed with the new wording the public was now more educated on these matters. He stated he thought between all the Committee’s help, the amendments have been cleaned up a little bit since last year in order to make them easier to understand.

**PLANNING BOARD PROPOSED AMENDMENT #3:**

To amend Article 400 Zoning Districts Regulations, Section 401:D., 27., to permit “Lumber Yard” in the Residential Commercial (RC) and Residential Rural (RR) Zones by Special Exception; and to amend Article 200 Definitions.

D.	Retail Business and Service	R	LR	RC	RR	RU	RS	Notes
27.	Lumber Yard	N	N	<del>NE</del>	<del>NE</del>	Y	N	

**Definition:**

*“Lumber Yard - An establishment where the general public can purchase building supplies, such as a home center or hardware store.”*

**Rationale:** Presently, “Lumber Yard” is only allowed in the Rural (RU) Zone. We feel it would be appropriate to increase the use to allow it by Special Exception in the Residential Commercial (RC) and Residential Rural (RR) Zones. **This use DOES NOT allow the processing of raw materials to take place on site, nor does it affect pre-existing businesses.**

**DISCUSSION:**

The Board had no further discussion on this amendment. They felt this was clearly written.

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

**PLANNING BOARD PROPOSED AMENDMENT #4:**

To amend Article 400 Zoning Districts Regulations, Section 401:D., 39., to remove “Outdoor Recreation” as a permitted use in the Residential (R) Zone, and continue to allow it in the Residential Rural (RR) and Rural (RU) Zones by Special Exception; and to amend Article 200 Definitions.

D.	Retail Business and Service	R	LR	RC	RR	RU	RS	Notes
39.	Outdoor Recreation	<del>EN</del>	N	N	E	E	N	Min. 20 acres

**Definition:**

*“Outdoor Recreation - Commercial recreational uses conducted in a **minimum of 20 acres in a natural or semi-natural setting, such as hunting preserves, cross country skiing, mountain biking, trail horseback riding, and paintball games.** Outdoor Recreation does not include uses defined in this Ordinance as Amusement Use - Outdoor.” **“Amusement Use – Outdoor” are outdoor activities that do not require large areas to accommodate the uses, but do require more intense development of the site.***

**Rationale:** Presently, the use is permitted by Special Exception in the Residential (R), Residential Rural (RR), and Rural (RU) Zones. The note on the Table of Uses requires that the lot containing the use be a minimum of 20 acres in size. **There are no known lots of that size in the Residential (R) Zone compatible for the use. This amendment does not affect pre-existing businesses.**

**DISCUSSION:**

Mr. Hoopes stated that maybe just as a clarification the green additions from Attorney Sessler may actually confuse people more and maybe it should be distinguished more clearly and that they should be separated. He went on to state that “Amusement Use-Outdoor” is in the Zoning Ordinance as a separate use all together. Mr. Carter and Mr. Williams stated that they agreed, that the addition may be confusing the situation more.

Mr. Dever stated that we had to include them together because that had been the confusion last year. He stated the goal was to make sure that people understood that these were two very different uses. There was much discussion amongst the members on how to reword the Amendment to clarify this and not to make it more confusing.

Ms. Call clarified that if the Board did not accept the amendments as written tonight then it would be subjected to another public hearing, and there that there would be enough time to schedule another hearing. Mr. Sample stated they could also move the others forward and just have another hearing on this amendment. The Board agreed that rewording this to Mr. Devers’ prior suggestion would be best. Ms. Call asked for him to repeat it so that it was on record and correct when she made the changes.

Mr. Dever stated that the explanation of the difference in Amusement Use-Outdoor could not be moved to the Rationale because after the Town vote, the Rationale went away and the point was to reference the Amusement Use-Outdoor in this definition so that someone would see the difference in the two. Mr. Williams suggested just foot noting it at the end of the definition. Mr. Carter stated that maybe the addition in green from Town Council should be moved down to the Rationale because taking it out of the definition still triggered the public to look up the definition of Amusement Use-Outdoor.

Ms. Call reiterated what the Board was asking. Mr. Dever explained that the wording in green was being moved down to the first sentence of the Rationale. The Board then decided to scratch the sentence in green all together.

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

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**PLANNING BOARD PROPOSED AMENDMENT #5:**

To amend Article 300 General Provision, Section 327:A., 1. & 2. Setback Requirements, to clarify the “shoreland setback” and “roadside setback”; and to amend Article 200 Definitions.

**SECTION 327 SETBACK REQUIREMENTS**

- A. Building and structures, excluding septic systems, wells, *mailboxes*, and fences shall be setback a minimum of:
- 1 ***30 feet (50 feet on lots created after March 14, 1995)*** ~~50’ feet (30’ on lots created before March 14, 1995)~~, from the ***“Reference Line”*** of any river, perennial stream, lake, pond, *or* impoundment, ***as determined by the New Hampshire Department of Environmental Services under the authority of the Shoreland Water Quality Protection Act (RSA 483:B, as amended)***, excluding boathouses and wharves.  
~~Reference RSA 483:B~~

- 2 25 feet from the right of way line of any street or highway, whether public or private, ~~or the property line adjacent to the street or highway, whichever is more restrictive.~~
- 3 10 feet from all property lines not regulated by subsections 1. or 2. above, in all zones except the Rural zone.
- 4 **10 feet from the property line in the Rural zone (20 feet on lots created after March 11, 2003).** ~~20 feet from the property line (10' on lots created prior to March 11, 2003) in the Rural zone.~~

Definition:

~~“Reference Line - As defined in NH RSA 483-B:4, as amended.~~

**1. (Mean High Water Mark) The surface elevation as listed in the Consolidated List of Water Bodies of all lakes, ponds, and artificial impoundments greater than 10 acres in size, subject to the Shoreland Water Quality Protection Act (RSA 483:B, as amended), as determined by the New Hampshire Department of Environmental Services.**

**2. (Ordinary High Water Mark) The line on the shore running parallel to a brook, perennial stream, pond, or river, established by fluctuations of water level and indicated by physical characteristics such as a clear, natural line impressed on the immediate bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris, or other appropriate means that consider the characteristics of the surrounding areas. Where the ordinary high water mark is not easily discernible, the ordinary high water mark may be determined by the New Hampshire Department of Environmental Services.”**

**Rationale:** The purpose of this amendment is to make clear what is considered the “shore” in Section 327:A., 1., and to make clear where the roadside setback is measured from in Section 327:A., 2. The amendment to Section 327:A., 4., is administrative in nature to coincide with the wording in other ordinances to pertain to “after” instead of “before”.

DISCUSSION:

Mr. Lee explained that there were some deletions to this amendment. Mr. Williams asked about driveways in the exclusion and that he thought they discussed that before. Mr. Wilder made the statement that this amendment was talking about structures not driveways. The Board agreed it was fine the way it was, a driveway was not a structure.

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

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**PLANNING BOARD PROPOSED AMENDMENT #6:**

To amend Article 300 General Provision, Section 320:J., a., Non-Conforming Uses, Structures, and Lots, to clarify the threshold of increasing the number of bedrooms.

**SECTION 320 NON-CONFORMING USES, STRUCTURES, AND LOTS**

- J. Replacement of Nonconforming Structures that are Voluntarily Removed:  
Replacement of nonconforming structures that are voluntarily removed may be permitted if a Special Exception is approved by the Zoning Board of Adjustment if replacement complies with the following, in addition to the criteria outlined in Section 520:
- a. *There is no increase in the number of bedrooms ~~beyond a minimum of two (2) bedrooms~~; One bedroom structures may be increased to two (2) bedrooms with the installation of a NH Department of Environmental Services approved septic systems;*
  - b. *Structures with two (2) or more bedrooms shall not be allowed to increase the number of bedrooms;*
  - c. There is no increase in the nonconforming aspect of the structure;
  - d. The replacement structure shall not create a new nonconforming aspect to the structure;
  - e. The replacement structure shall be allowed to expand only within the building envelope as defined in Section 200 of this ordinance;
  - f. The replacement of a nonconforming structure voluntarily removed shall be relocated, to the extent feasible, to reduce the nonconforming aspect of the structure; and
  - g. "In kind replacement" shall not permit conversion from seasonal use to year-round use without installation of a year round domestic water supply and installation of a septic system approved by the NH Department of Environmental Services.

**Rationale:** The purpose of this amendment was to clarify that if a one-bedroom home was increasing to a two-bedroom, this would not mean that the septic system needed to be increased because septic systems are normally approved for two-bedrooms.

**DISCUSSION:**

Mr. Carter agreed that Town Counsel clarified this amendment much better with his input. The Board also agreed.

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

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\*This amendment is only administrative in nature.

To amend Article 200 Definitions to relist existing Child/Day Care Uses to make them easier to locate within the definition section when referencing Section 401:B Table of Uses #'s 2. and 6..



Child/Day Care Uses:

Day Care, Home - (Family day care home) An occupied residence in which child day care is provided for less than 24 hours per day, except in emergencies, for up to **six (6)** children from one or more unrelated families. The **six (6)** children shall include any foster children residing in the home and all children who are related to the caregiver except children who are 10 years of age or older. In addition to the **six (6)** children, up to **three (3)** children attending a full-day school program may also be cared for up to **five (5)** hours per day on school days and all day during school holidays.

Family Group Child Care Home - A child care program operated in a home in which the provider resides. In a family group child care home, one provider and one family child care worker or assistant may care for **seven (7)** to 12 preschool children plus up to **five (5)** children enrolled in a full-day school program. The number of children younger than 36 months of age that may be cared for is limited.

Group Child Care Center - A center-based child care program that cares for **one (1)** or more children ages **three (3)** to **six (6)** years of age, up to **four (4)** of whom may be younger than **three (3)** years of age, plus **five (5)** children enrolled in a full-day school program.

Infant/Toddler Program (Child Care Nursery) - A center-based child care program that cares for **five (5)** or more infants and toddlers under three **(3)** years of age. Night Care Program - A center-based, family, or family group child care program that provides care during the evening or nighttime hours between 7:00 PM and 6:00 AM. The type of center-based family will determine the limits on ages and numbers of children or family group child care program license issued.

Preschool Program - A center-based child care program that provides care and a structured program for children **three (3)** years of age and older who are not attending a full-day school program. Preschool programs can care for children up to **five (5)** hours per day.

Residential Child Care Program - A residential child care program that provides 24-hour care for **one (1)** or more children unrelated to the operator of the program and apart from the parents. Residential child care programs are required to have a qualified program director and may be licensed as a Group Child Care Home, Child Care Institution, or Independent Living Home.

School Age Program - A family or family group child care program that elects to care for **six (6)** or more school age children who are enrolled in a full-day school program, or a center-based child care program that cares for **six (6)** or more children ages **four (4)** years and **eight (8)** months of age or older who are enrolled in a kindergarten program or full-day school program. School age programs can care for children up to **five (5)** hours before or after school and all day during school vacations.

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\*\*This amendment is only administrative in nature.

To amend Article 400 Zoning Districts Regulations, Section 401:B., 2.:

1. To remove “Kindergarten” as a separate use. As of 2009, “Kindergarten” was mandated to be offered in all elementary schools in the State of NH. This use is regulated by the Department of Education and local SAUs, and the use falls under the existing definition of “School”;
2. To amend the use “Home Day Care” to mimic the existing definition, “Day Care, Home”; and
3. To remove the use “Nursery” from this section. “Nursery” is listed under Section 401:D., 32., and according to the definition, it refers to “A place where young trees or other plants are raised for transplanting elsewhere or for sale.”.

TABLE OF USES								
B.	Institutional Uses	R	LR	RC	RR	RU	RS	Notes
2.	<del>Kindergarten; Home Day Care, Home; Preschool Program; Infant/Toddler Program (Child Care Nursery) or Nursery</del>	Y	N	Y	Y	Y	N	(Amended 8 March 2016)

Mr. Carter closed public input for the hearing on the Proposed Zoning Amendments.

**Mr. Williams MOVED to forward the 2021 Proposed Zoning Amendments #1-6, including Attorney Sessler’s recommendations, to the ballot for a vote in March 2021, with the exception of Amendment #4, which was scheduled for a Second Public Hearing on January 15, 2021. Mr. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:  
Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

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

<b>Case #P20-20 Peter W. Howard, P.E., of Steven J. Smith &amp; Assoc., Inc., Agent for Christian Camps &amp; Conferences, Inc., c/o Rob Strodel, Owner</b>	<b>Map 18 Lot 15 34 Camp Brookwoods Road</b>	<b>Final Major Site Plan Lakeshore Residential (LR) Zone</b>
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The Chairman read the case into the record.

Mr. Carter reviewed the waivers:

- **Section 4.01 (F) 7.** Boundary survey showing all metes and bounds showing dimensions to the hundredths of a foot, bearings to at least minutes, and curve data;

- **Section 4.01 (F) 9.** Topography shown by 2' contour intervals.

Mr. Hoopes stated that he didn't see any problem with either of the waivers.

**Mr. Hoopes MOVED to grant the waivers for Section 4.01 (F) 7. and Section 4.01 (F) 9.  
Mr. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye;  
Tom Hoopes, Aye.**

Ms. Call stated that there were only a couple things that needed to be updated on the plan.

**Mr. Williams MOVED to approve the application for Case #P20-20 as complete.  
Mr. Sample seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan,  
Aye; Tom Hoopes, Aye.**

Mr. Strodel, owner, joined the meeting via Zoom. He introduced himself as the Executive Director of Camp Brookwoods and Camp Deer Run. He stated he had been the Executive Director for 27 years, and had attended camp there in the 60's. He stated he had been working with Peter Howard and Steven Smith out of Gilford. They had done a couple projects with them over the years and had always been very happy with their work. Peter Howard introduced himself and stated he was a Professional Engineer at Steven Smith and Associates.

Ms. Call went through the Planner Review and stated that this case was before the Board last month for a Design Review and they had submitted an additional plan that they did not have the last time, which was the Sewage Disposal System Plan. Ms. Call stated that there were some comments from three (3) abutters and that they were not read into the record last month but they could be read tonight. There were no comments from any of the Department Heads besides the Fire Department. Ms. Call stated she did discuss the lighting plan with the applicants as part of the Regulations. The lighting was for the building and not the surrounding grounds. Ms. Call stated that the Stormwater Drainage and Erosion Control report was submitted at the last meeting, however, the Board never stated whether or not they wanted the Town Engineer to review it or not, so that needed to be stated on record. Mr. Williams and Mr. Wilder agreed that this project was just a large house and that the Board did not need the Town Engineer to look at the drainage.

**Mr. Williams MOVED that no engineering consult would be necessary.  
Mr. Sample seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan,  
Aye; Tom Hoopes, Aye.**

Mr. Carter reviewed the abutter letters that were submitted. He stated that the letters were all in favor of the project. Ms. Call stated the Fire Department had comments but that they were normal procedural questions. Ms. Call asked the Board to set some thresholds for Active and Substantial Building. Mr. Carter asked Ms. Call what the normal thresholds would be. Ms. Call stated that clearing land could be a threshold. Mr. Sample and Mr. Williams suggested obtaining a building permit within 24 months after the date of approval would be for both thresholds.

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

**After due hearing, Mr. Williams MOVED that the Alton Planning Board hereby approves the above cited application for the Christian Camps and Conferences, Inc., for a Final Major Site Plan Review for a two-story residential building within the subject parcel on Map 18 Lot 15, 34 Camp Brookwoods Road, Alton, New Hampshire 03809, with the following conditions:**

**CONDITIONS PRECEDENT**

**The following conditions precedent 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, any corrections as noted at this hearing, any corrections that arise from the review of the Stormwater Management Plan, and any waivers granted.**
- 2. Addition of a note to the site plan prior to plan signing by the Planning Board Chair:  
“This site plan contains a total of XX sheets: [to be listed and dated by the applicant on the site plan itself]. In combination, these plans constitute in their entirety the site plan 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 site plan prior to plan signing by the Planning Board Chair:  
“This site plan is subject to the Conditions of Approval itemized in the December 15, 2020, Notice of Decision on file at the Town of Alton Planning Department.”**
- 4. Addition of a note to the site plan prior to plan signing by the Planning Board Chair stating that:  
“Best Management Practices shall be utilized during any timber cutting on site.”**
- 5. On the “Cover Sheet”, tax map 18-16-1 and tax map 18-16 should include “c/o R. Strodel” as indicated in the Town’s assessing database.**
- 6. The addition of a stamp by the Certified Wetland Scientist, Thomas E. Sokoloski, on “Sheet 1” and “Sheet 2”, or the submission of a report with an original signature.**
- 7. On “Sheet 2”, it should include that the structure is a “two-story”.**

8. Adherence to the Fire Protection items listed in the Fire Department's Department Head comments dated December 2, 2020.

**SUBSEQUENT CONDITIONS**

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

1. All site improvements are to be completed as per the approved site plans.
2. The applicant shall comply with all of the Town of Alton's Site Plan Review 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 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.
5. Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site 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 twenty-four (24) months.
6. Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, 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.
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.

**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:  
**Apply for a building permit.**
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:  
**Apply for a building permit.**

**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. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

<b>Case #P20-21 Paul F. Zuzgo, LLS, of Prospect Mountain Survey, Agent for Timothy, Stephanie, and Kelly Ann Erickson, Owners</b>	<b>Map 74 Lots 23, 24, and 25 Sleeper Island</b>	<b>Lot Line Adjustment Lakeshore Residential (LR) Zone</b>
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The Chairman read the case into the record.

Ms. Call stated she wanted to clarify for the record that the other lot owners on this case was the St. Germain Family Rev. Trust of 2013, Michael & Debbie A. St. Germain, Trustees; their names were inadvertently left off the case heading.

Mr. Zuzgo, agent, joined the meeting via Zoom.

Ms. Call stated that there were also some waivers. Mr. Carter read the waivers into the record:

- Waiver Requests for the following:
  - **Section VII.F.7.g.**, which requires a showing of all jurisdictional wetlands;
  - **Section VII.F.7.h.**, which requires a showing of all areas with slopes in excess of 25%; and,
  - **Section VII.F.7.i.**, which requires a showing of minimum contiguous upland area.

**Mr. Williams MOVED to grant the waivers for Section VII.F.7.g., Section VII.F.7.h., and Section VII.F.7.i., for Case #P20-21, and by granting the waivers it would not be contrary to the spirit and intent of the regulations.**

**Mr. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

Mr. Zuzgo introduced himself to the Board. He stated that this proposal was a pretty simple boundary line adjustment. He stated it was taking the lot between the two lots and splitting it down the middle and adding

half to each lot. Mr. Wilder asked what the purpose of the lot line adjustment was. Mr. Zuzgo stated it had been a vacant lot between the two lots and both parties purchased the lot together to split the land and add to their current property. Mr. Wilder stated one of the lots would end up with 180 feet of frontage and in that case the applicant would be able to put in a U-shape dock. The dock requirement was only 150 feet of frontage. Mr. Zuzgo agreed. Mr. Wilder agreed this appeared pretty simple. Mr. Hoopes stated he did not see any issues either; it gave the property owners some more privacy. Ms. Call asked Mr. Zuzgo if on the set of plans he dropped off earlier if the corrections from the Planner Review had been made because she had not had a chance to look at them before the meeting; Mr. Zuzgo stated, yes.

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

**After due hearing, Mr. Wilder MOVED that the Alton Planning Board hereby approves Case #P20-21, for Timothy & Stephanie Erickson and Kelly Ann Erickson; and the St. Germain Family Trust, Michael & Debbie A. St. Germain, Trustees, for the above cited Lot Line Adjustment of Map 74 Lots 23, 24, and 25, on Sleeper Island 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, any corrections as noted at this hearing and any waivers granted.**
- 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 December 15, 2020, 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. Corrections should be made to the plan as follows: a note should be added to the plan to reference that the property is located in the Lakeshore Residential (LR) Zone; and the following items on the plan should indicate "Map 74", and not "Map 73": the "Area Table"; the "Title Block"; the abutter for Lot 26; and the three (3) lots that are proposed for the lot line adjustment.**

**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. Regan seconded the motion.

Mr. Carter called for a roll call vote:

Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.

Case #P20-22 Paul F. Zuzgo, LLS, of Prospect Mountain Survey, Agent for Gregory A. Ward, Owner	Map 12 Lot 61 122 Powder Mill Road	Final Major Subdivision/ Final Minor Subdivision Rural (RU) Zone
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The chairman read the case into the record.

Mr. Zuzgo joined via Zoom as the Agent for Gregory Ward regarding a Final Major Subdivision/ Final Minor Subdivision.

Ms. Call informed the Board that when Mr. Zuzgo dropped off a Final Major Subdivision application, she informed him that a Design Review had to take place first. Mr. Zuzgo explained at that time that the application was very similar to a Minor Subdivision, but with a third lot. Ms. Call stated that if he felt like he



did not need the Design Review then he should file a Waiver. She told him at that time that maybe submitting a Waiver to make this a Minor Subdivision application may be an option. Mr. Zuzgo submitted both Waivers.

Ms. Call stated that upon research and reading the project narrative, she discovered there was a heavy equipment repair business that was doing business out of the garage and that there was no Site Plan approval, nor did she see a sign permit either. She stated the applicant would have to go in front of the Zoning Board to receive permission because that type of business was not allowed by right in that zone. She further stated that regardless of that, if he was to subdivide and end up with the garage as a principle dwelling on the lot he would need a Special Exception for that use. Either action needed to take place before coming to the Planning Board with a subdivision application. Ms. Call stated that in the meantime she had an email out to Town Counsel to determine if a subdivision, site plan, and Special Exception application could be done all at the same time, or what process would come first.

Ms. Call stated that it had gotten very involved during the research process and ultimately she thought a Design Review needed to happen first, and did not believe it was an easy subdivision. Mr. Sample stated he was confused because he thought a Major Subdivision was three or more lots and Mr. Ward was proposing four lots. Mr. Sample stated he didn't agree with that and that the Board had a three lot cut off for a reason. The Board also agreed that during the Design Review, the Board could hear the entire proposal and then make their decision based on the facts and if he was just coming in for a Final without the Design Review he may not get approval.

Mr. Wilder stated it seemed like he had a repair business but that it was not permitted. Ms. Call stated she could not locate a Site Plan nor a sign permit to verify that. Ms. Call also stated that when she looked at the building permit for the garage, it noted the garage was for residential use only. Mr. Carter stated that in short, the applicant was not permitted for a business. Ms. Call stated she spoke with Mr. Zuzgo earlier and he could confirm that Mr. Ward had a mobile business and that maybe it was not being run from the garage, but if he had a sign out front he needed a Site Plan. Mr. Williams stated that he had seen a lot of home businesses with a sign out front that never received site plan approval. Ms. Call stated that they should have if they had a sign out.

Mr. Carter stated that the recommendation was to deem the application incomplete. The Board agreed that everything needed to get straightened out before they could entertain this application. The Board discussed the items that would need to be done before the applicant could get back on the agenda, starting mainly with the ZBA.

**Mr. Sample MOVED that application for Case #P20-22 was incomplete.**

**Mr. Regan seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

<p><b>Case #P20-23 Randolph R. Tetreault, LLS of Norway Plains Assoc., Inc., Agent for Holmes Land Trust, c/o Richard Homes, Trustee, Owner</b></p>	<p><b>Map 2 Lot 23 Hollywood Beach Road New Castle Drive</b></p>	<p><b>Final Minor Subdivision Rural (RU) Zone</b></p>
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The Chairman read the case into the record.

Mr. Carter read the Waivers into the record.

The following waivers were submitted:

1. **Section VII, D.1.(j):** Show all jurisdictional wetlands as defined by the Zoning Ordinance and the 25 foot wetland Buffers required by the Zoning Ordinance; and,
2. **Section VII, D.1.(n):** Show all areas with slopes in excess of 25%.

**Mr. Wilder MOVED to approve the waivers for Section VII, D.1.(j) and Section VII, D.1.(n) for Case #P20-23, and by granting the waivers it would not be contrary to the spirit and intent of the regulations.**

**Mr. Williams seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

Mr. Oles from Norway Plains joined via Zoom on behalf of Mr. Tetreault who was attending a Planning Board Meeting in Wolfeboro.

Ms. Call stated that she had received the sample deeds and the acreage of land in current use from Mr. Oles earlier in the day. Mr. Oles stated that State subdivision approval was not needed because the lot was over five acres. Ms. Call stated that the soils map was not a separate map, but they were indicated on the Topo map. She stated that those were the major items but that there were a few other items that needed clarification on the plan. Mr. Oles read through the list in the Planner Review and stated that the property owner and address had been missing but had been added to the plan, that the property driveway was off New Castle Road in Barnstead, and the Soils Report were on the Topo Map, which was Page 2 of the plan.

Mr. Williams asked that since this bordered the Town of Barnstead, had Barnstead been noticed properly. Ms. Call stated that normally if there would be a regional impact then the town would be noticed but not normally with residential. Mr. Williams went on to state that there had been a project on Alpine Meadows that bordered Wolfeboro and Alton and that both towns were noticed. Ms. Call did not believe that there was regional impact to Barnstead, so no, they did not get noticed along with the abutters. Mr. Carter made the statement that this property was abutted by public roads and Mr. Williams stated it was basically a courtesy to that Town.

Ms. Call read:

***36:56 Review Required.** – A local land use board, as defined in RSA 672:7, upon receipt of an application for development, shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact.*

Ms. Call stated that it would be up to the Board to determine if there would be enough impact. Mr. Hoopes stated that he did not think there was enough impact to consider this regional. The Board discussed that there would be nothing changing in Barnstead, this was an existing driveway. Mr. Carter stated that as a courtesy, they could send Barnstead a letter stating that they did not find any regional impact. The Board agreed and Ms. Call stated she would write them a follow up letter.

Mr. Wilder asked Mr. Oles what the purpose of this subdivision was. Mr. Oles stated that the Holmes' wanted to create another lot further down on Hollywood Beach Road to separate the three (3) cottages on the lake away from the existing main house that had frontage on New Castle Road. Mr. Wilder asked if that was Lot 23-1; Mr. Oles stated Lot 23, and make them 23-A and 23-B. Mr. Wilder clarified that Lot 23-A would have the three (3) existing cottages and Lot 23-B would have the existing main house. He stated that there was another existing cottage on Lot 22 and that there was some sort of easement across this lot. Mr. Oles explained that it was an access easement across Hasenfuss Lane off Hollywood Beach Road. Mr. Wilder stated he could now see that with the cul-de-sac up there. He thanked Mr. Oles. Mr. Wilder stated it got a little funky down by the lake. Mr. Sample was a little confused with the Lot 22 and that it was an already existing lot.

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

**After due hearing, Mr. Williams MOVED that the Alton Planning Board hereby approves the above cited application for Holmes Land Trust, Richard Holmes, Trustee, for a Final Minor Subdivision for a two (2) lot subdivision of Map 2 Lot 23, Hollywood Beach Road/New Castle Drive, with the following conditions:**

**CONDITIONS PRECEDENT**

**The following conditions precedent 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, 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 December 15, 2020, 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.”**

**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:  
Set monument markers**
- 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:  
Set monument markers**

**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. Wilder seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

**Other Business:**

**1. Old Business:**

- a. Second meeting to approve amended Alton Planning Board By-Laws and Rules of Order.**

Ms. Call stated she had brought some copies that she marked up in red so that they could see what had been added and that she also brought a completed one to be signed after the meeting if the Board is to approve this tonight.

Ms. Call informed the Board that if there are rules and regulations not included in our by-laws then you are instructed to refer to Robert's Rules of Order and that the Department had ordered an updated Robert's Rules of Order and a second copy titled Robert's Rules of Order for Dummies. She went on to state that one didn't need to be an attorney or a scholar to read the "dummies" version and it was more understandable to a lay man.

Mr. Carter read the additions:

1. Members shall arrive at meetings on time and prepared by having read through all meeting materials prior to the start of the meeting.
2. Members wishing to speak shall address the Chairperson. All discussion shall only be directly related to the case currently before the Board. Disagreements or conflicts shall never be directed at an individual whether a member, staff, or the public.
3. Members shall respectfully listen, with an open mind, to others when they are speaking.

Mr. Carter opened for input. Mr. Williams stated that number six is open to individual interpretation. He went on to state that an opened mind was dependent on the person. Mr. Sample stated that it came down to two words... respectfully listen. Mr. Carter stated that Mr. Sample hit it right on the head and that was the point, to be respectful and listen.

**Mr. Wilder MOVED to accept the Planning Board By-Laws as amended.  
Mr. Regan seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

**2. New Business:**

- a. Update from the Master Plan Committee.**

Mr. Regan was available from the Master Plan Committee to give the update. He informed the Board that at the last meeting the committee had gone over the draft for the second time. He stated that the intention was to be able to finalize the RFP at the next meeting on January 6, 2021 and get it distributed by the second week in January. he also stated at the next meeting the committee will be reviewing the Vision statement and do a formal review on what may no longer be relevant, valid and any items that needs reworking. Mr. Regan stated that this will put the committee in a pretty good place when the consultant comes on board. Ms. Call stated that she had an appointment the next day with the Town Administrator to review the RFP since she usually helps drafting them. Mr. Regan stated that the committee has made quite a bit a progress in a short period of time. Mr. Wilder stated that the committee has some good diverse members in it. Mr. Carter asked how many members we had. Ms. Call stated there were eight members.

**3. Approval of Minutes:** Planning Board meeting minutes of October 20, 2020, and November 17, 2020

Ms. Call informed the Board that there were no minutes tonight and that she expected to be caught up very soon now that the Planning Department was no longer needed to fill in for the Building Department and the Conservation Commission since a secretary had been hired.

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

- a. Case #P20-24, Voluntary Lot Merger for Steve & Janet Boucher for property located at Minge Cove Road, Map 60 Lots 7-1 & 7-2. (*Continued to January 19, 2021*).**

Ms. Call stated that she was waiting for some paperwork and that this case would be heard at the next meeting.

- b. Approval of 2021 Meeting Schedule for the Town of Alton Planning Board.**

**Mr. Williams MOVED to approve the Planning Board's 2021 Meeting Schedule.  
Mr. Sample seconded the motion.**

**Mr. Carter called for a roll call vote:**

**Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye; Tom Hoopes, Aye.**

- c. Application dated November 30, 2020, from Lee A. Hills Grove with an interest in becoming an alternate member for the Planning Board.**

Ms. Call informed the Board that Mr. Hillsgrove had been contacted and a message left on his voicemail letting him know he could attend tonight's meeting however he was not in attendance. Mr. Williams stated that Mr. Hillsgrove is on the road a lot working. Ms. Call stated that he obviously had an interest and the office would reach back out to him to make sure and let him know the meeting schedule and that he has to attend three meetings in order to be sworn in as an alternate.

- d. Letter dated November 20, 2020, from NH DOT re: NHDOT West Alton Brook Bridge Maintenance, Project #43075.

Ms. Call informed the Board that NH DOT was looking to get some feedback from the Planning Board. They have asked eleven questions of the Board.

#3. Are there any natural resources of significance in the vicinity of the project? Are there any known wildlife quarters or habit strongholds in the vicinity of the project?

#4. Are there any cultural resources of significance in the vicinity of the project? Ex.; Stonewalls, cemeteries, historical or archaeological resources etc.

#5. Are there any public parks, recreation areas, conservation land, and wildlife / waterfowl refugees in the vicinity of the project? Have land and water conservation funds been used in the project area?

Ms. Call asked if the Conservation Commission had any input on this. Mr. Carter stated that he thought this should be directed to the Conservation Commission. Mr. Wilder asked Ms. Call to reach out to Gene, Chairman of the Conservation Commission to make sure.

#6. Are there locally or regionally significant water sources or related protection areas in the project vicinity?

#7. Are there any water quality concerns that should be addressed during the development of this project?

#8. Are you aware of any existing or potential hazardous materials or contaminants in the vicinity of the project? Are there any asbestos landfills or asbestos containing utility pipes located within the project limits?

#9. Do you have environmental concerns not previously noted ex; noise impact, farmland that you feel the department should be aware of for this project?

Mr. Wilder stated that believe it or not this was a trout stream and important in this situation. Mr. Carter recommended that this be forwarded to the Conservation Commission and after their review and comments, then have it come back in front of the Planning Board and they could try and fill in the blanks. Ms. Call stated she would send a copy over to Gene.

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

- a. Construction Services Reports from Northpoint Engineering, LLC, dated July 23<sup>rd</sup> through October 30, 2020, re: W&W Ralph Trust, LLC, "Phase II".

Ms. Call stated that another report came in last minute and would be included in a future packet.

**6. Any Other Business that may come before the Board:**

- a. Tom Hoopes and Scott Williams are up for reelection in 2021. January 20<sup>th</sup> through January 29, 2020, is the timeline to file with the Town Clerk.

Mr. Carter informed Mr. Williams and Mr. Hoopes about the filing deadlines.

- b. Implementing Dropbox

Ms. Call stated she would like to implement Drobox. She informed the Board that the ZBA was already using it. It was a program that enabled all the meeting documents to be dumped right into this program, and everyone would have access to look at all the documents at any time.

Ms. Call stated that there were many times that an email attachment was too big and it got kicked backed to the office, and then the member was not able to view the materials. She stated it was already attached to the Zoom information located on the Town's website for each specific meeting. Mr. Carter included that if Ms. Call was to add or make any changes, all the members will be notified automatically. Mr. Williams stated that it would enable Board members to bring in their personal tablet and view the documents at the meeting without all the paper copies. Ms. Call stated that she would not put anything in Dropbox if it contained personal information.

Amongst other things, this change came about due to Covid. Ms. Call noted that this would eliminate the mass amount of emails that were sent from the department. She also stated that if anyone had any problems with setting up an account that Mr. Monaco and herself could help walk them threw it to get set up.

Mr. Regan asked if paper packets could still be made for the other members. Ms. Call stated, yes, but hopefully that could be phased out in the future. Mr. Williams thought that by going a little further, the Board could use Google Calendar as well and that way as soon as a meeting was scheduled, it would show right up on everyone's calendar. Ms. Call shared that from now on, the department would be asking applicants to submit their plans and documents in .pdf form in the hopes it could cut back on expenses for the department as well as the applicant.

- c. Discussion on subdivision revocation.

Mr. Williams asked if Ms. Call had found anything out about Brad Hunter's subdivision. She stated that Mr. Hunter's subdivision was not the subdivision that was revoked in the recent past. There were some steps involved with that and she needed to perform some research. Mr. Carter stated that he thought what happened was that some subdivisions were recorded in error and now the Board needed to follow the proper channels to revoke it.



**Adjournment**

**Mr. Williams MOVED to adjourn.  
Mr. Sample seconded the motion.**

**Mr. Carter called for a roll call vote:  
Scott Williams, Aye; Roger Sample, Aye; Drew Carter, Aye; Russ Wilder, Aye; Bob Regan, Aye;  
Tom Hoopes, Aye.**

The meeting adjourned at 8:40 +/- p.m.

Respectfully submitted,

Amelia Cate, Recording Secretary

**ALTON PLANNING BOARD  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the **ALTON PLANNING BOARD** will hold a **PUBLIC HEARING** on **TUESDAY, December 15, 2020**, starting at **6:00 P.M.** in the **ALTON TOWN HALL, ALTON, NH**, to consider proposed amendments to the Alton Zoning Ordinance for 2021 ballot vote, as follows:

1. To amend Article 400 Zoning Districts Regulations, Section 401:D., 1. & D., 2., to **expand** the permitted uses, “Amusement Use - Indoor” and “Amusement Use - Outdoor”, in the Rural Residential (RR) and Rural (RU) Zones by Special Exception; and to amend Article 200 Definitions.
2. To amend Article 400 Zoning Districts Regulations, Section 401:D., 18., to remove “Firewood Processing” as a permitted **commercial** use in the Residential Commercial (RC) Zone; and to amend Article 200 Definitions.
3. To amend Article 400 Zoning Districts Regulations, Section 401:D., 27., to permit “Lumber Yard” in the Residential Commercial (RC) and Residential Rural (RR) Zones by Special Exception; and to amend Article 200 Definitions.
4. To amend Article 400 Zoning Districts Regulations, Section 401:D., 39., to remove “Outdoor Recreation” as a permitted use in the Residential (R) Zone, and continue to allow it in the Residential Rural (RR) and Rural (RU) Zones by Special Exception; and to amend Article 200 Definitions.
5. To amend Article 300 General Provision, Section 327:A., 1. & 2. Setback Requirements, to clarify the “shoreland setback” and “roadside setback”; and to amend Article 200 Definitions.
6. To amend Article 300 General Provision, Section 320:J., a., Non-Conforming Uses, Structures, and Lots, to clarify the threshold of increasing the number of bedrooms.

**Copies of the full text of the 2021 Zoning Ordinance Amendments proposed by the Planning Board are available free of charge from the Planning Department during regular business hours, are posted at the Post Office and Town Hall for viewing purposes only, and can be found on the Town of Alton website [www.alton.nh.gov](http://www.alton.nh.gov).**

If inclement weather or issues with the public accessing the electronic meeting necessitates cancelling the public hearing, then the public hearing will be continued to Tuesday, December 22, 2020, starting at 6:00 P.M. in the ALTON TOWN HALL, ALTON, NH. A notice shall be posted on the front door of Town Hall announcing the meeting cancellation on December 15<sup>th</sup> and the continued meeting date of December 22<sup>nd</sup>.  
12/4/2020 ALTON PLANNING BOARD

Respectfully submitted,

Amelia Cate, Recording Secretary

Minutes approved as amended: March 16, 2021