

**TOWN OF ALTON  
PLANNING BOARD MINUTES  
PUBLIC HEARING MEETING  
Tuesday, September 16, 2025, at 6:00 P.M.  
Alton Town Hall**

## **CALL TO ORDER**

Bill O'Neill, Chairman, called the Planning Board meeting to order at *no time spoken*

## **ROLL CALL OF BOARD MEMBERS**

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Bill O'Neill, Chair  
Doug Brown, Vice Chair  
Mark Manning, Member  
Tom Diveny, Member  
Christine O'Brien, Member  
Nick Buonopane, Selectmen's Representative  
Tom Hoopes, Alternate

## OTHERS PRESENT

Jessie MacArthur, Town Planner  
Christian Conrad  
Richard Couture  
Diana Couture  
Seth Garland  
Ernani Storlazzi  
Sorrentino  
Breann Thompson  
Jessie Pauley  
Paul Zuzgo  
Dan Devereaux  
Mercedes Warren  
Jeff Green  
Doreen Green  
Dick Shore

## APPOINTMENT OF ALTERNATES

Chair O'Neill appointed Tom Hoopes to fill in for Roger Sample.

## APPROVAL OF AGENDA

Ms. MacArthur, Town Planner, reported that there were some changes, Case P25-03, applicant Richard Lundy on Miramichie Hill, requested a continuance to October 21<sup>st</sup>. Case P-25-28, the applicant is withdrawn and they're requesting a refund for the application filing fee. **Motion: to approve the Tuesday 9/16/2025 agenda as amended. Motion by Nick Buonopane. Second by Doug Brown. Vote was unanimous.**

## Continued Application and Public Hearing

Case #P25-21	Map 4 Lot 13 Frank C Gilman Highway	Final Major Subdivision Rural Zone (RU)
TF Moran, Inc., Mr. Rosco, Agent for Treasure Coast SPE, LLC, Owner		

47 Proposal: To construct a 38-unit Manufactured Home Park to include 1 site area for a Single-Family Dwelling.  
48

49 Chair O'Neill introduced the case, noting that the application was for thirty-eight manufactured homes with  
50 an additional site area for a single-family dwelling. He explained that the applicant had submitted a soils  
51 report dated September 2, 2025, and that the Board had received materials requested at the prior hearing.  
52

53 Ms. MacArthur stated that the soils report and related information had been received and that she believed  
54 the applicant had addressed the Board's prior concerns. She noted that the Fire Department had also sent a  
55 review email, which she had not yet printed, but confirmed that the Fire Department was in communication  
56 with the applicant. Mr. Roscoe explained that Deputy Fire Chief Evan Turcotte had been unavailable, but  
57 that he had coordinated with him and submitted a response.  
58

59 Chair O'Neill stated that driveway permits and related state approvals remained outstanding but could be  
60 incorporated into the conditions of approval.  
61

62 The Board discussed thresholds for active and substantial development, and for substantial completion of  
63 improvements. Chair O'Neill asked what steps would constitute commencement of active development.  
64 Mr. Roscoe responded that the first work would be the installation of erosion and sedimentation controls,  
65 following completion of the alteration of terrain process. He emphasized that safeguards would be in place  
66 before active construction began. Ms. MacArthur asked what should be considered substantial completion  
67 of improvements. Mr. Roscoe replied that after erosion controls, the roads and drainage would be  
68 constructed. Utilities and wells would be roughed in before dwelling construction began.  
69

70 Mr. Buonopane asked whether units had been ordered. Mr. Roscoe replied that they had not, explaining  
71 that lead time for delivery was approximately ten weeks and that winter conditions limited the timing of  
72 excavation and concrete work. He hoped to have drainage, erosion controls, roads roughed in, wells drilled,  
73 and utilities in place within the first year, and to deliver approximately twenty homes within twelve  
74 months. He asked whether the deadlines were extendable if meaningful progress was shown. Ms.  
75 MacArthur confirmed that extensions were possible.  
76

77 Chair O'Neill summarized that the Board considered erosion and drainage to be the starting point, with  
78 roads, drainage, and utility rough-ins forming the basis for substantial completion.  
79

80 Board member Mr. Manning asked about the timing for the single-family house. Mr. Roscoe stated that the  
81 house had not been factored into the initial construction schedule and that he intended to complete  
82 infrastructure before beginning the dwelling.  
83

84 Mr. Manning also inquired whether state permits would be needed for timber bridge crossings. Mr. Roscoe  
85 replied that notification would be required but that the work would be done in accordance with DES  
86 requirements. Mr. Manning asked about the driveway permit from the state. Mr. Roscoe confirmed that  
87 DOT review was pending and that the agency was experiencing delays but had the application in hand.  
88

89 Mr. Brown asked about easements for firefighting water supplies. Mr. Roscoe explained that the easements  
90 would be finalized prior to final plan signature, once Fire Department requirements were confirmed.  
91

92 Chair O'Neill opened the hearing to the public.  
93

94 **PUBLIC INPUT:**  
95 Breann Thompson, a nearby resident, expressed concern about the intensity of development in a rural zone  
96 and cited the Master Plan goal of preserving rural character. She explained that she and her family valued

97 the night sky, with their children even named Skylar and Orion, and worried about light pollution. She  
98 asked the Board to consider the broader impact on rural character.  
99

100 Ernani Storlazzi of 685 Route 140 raised questions about the status of the driveway permit, traffic safety,  
101 and impacts of stream crossings. He described seasonal flooding on the property and expressed concern  
102 that development could redirect floodwaters onto neighboring parcels. He submitted photographs of the  
103 stream in different seasons and questioned whether DES approval had been obtained. He also noted clear-  
104 cutting of approximately forty-seven acres and questioned whether retention basins were sufficient. Mr.  
105 Buonopane responded that DES had reviewed the plans and would not allow the project to proceed if there  
106 were unresolved concerns. Mr. Storlazzi also stated that he had heard the project described as low-income  
107 housing with rents of \$2,500, which he disputed as affordable. He reiterated concerns about tree removal  
108 and flooding.  
109

110 Mr. Roscoe explained that lighting would be limited to house-mounted fixtures and motion detectors, with  
111 no streetlights planned. He emphasized that retention basins were designed to manage stormwater.  
112

113 Diana Couture of 500 Dudley Road asked whether the Board had already approved the project. Chair  
114 O'Neill clarified that while the application was complete, the plan had not yet been approved, and that state  
115 permits remained conditions of approval. Ms. Couture asked about the driveway location. Chair O'Neill  
116 explained that the original location posed a sight-line hazard and that the approved location required  
117 blasting for safety reasons. Ms. Couture questioned the lack of progress on state permits. Mr. Roscoe  
118 responded that local approval was a prerequisite for state review. State permits were in process but not yet  
119 issued.  
120

121 Hearing no further public comment, Chair O'Neill closed the public session.  
122

### **DISCUSSION:**

123 Mr. Brown asked whether the traffic study had been updated since July 2024. Mr. Roscoe replied that no  
124 new counts had been done but that the prior study projected growth over time. He confirmed that DOT had  
125 the materials under review.  
126

127 Ms. MacArthur advised the Board to review the conditions of approval to ensure clarity.  
128 Chair O'Neill read into the record:  
129

#### 130 Conditions Precedent -

- 131 1) The applicant must obtain and submit copies of the New Hampshire DES alteration of terrain  
132 permit, subdivision approval, and community water supply system permit.
- 133 2) Obtain and submit an amended New Hampshire DOT driveway road access permit.
- 134 3) Gain approval by the Board of Selectmen for all road names.
- 135 4) Adhere to the Fire Department review comments dated January 30, 2025.
- 136 5) Hold a pre-construction meeting.
- 137 6) Establish an escrow account with the Town of Alton for construction observation services.
- 138 7) Submit easements and rights of way, including those for firefighting water supplies for review  
139 by Town Counsel at the owner's expense.

#### 140 Conditions Subsequent-

- 141 1) Completion of subdivision improvements in accordance with the approved plat.
- 142 2) Comply with all Town of Alton subdivision regulations, zoning ordinances, and highway  
143 policies.

144 3) Approval is based on the plans, specifications, and testimony presented. Any alterations require  
 145 additional Planning Board approval. An approved plan may be revoked if the work performed  
 146 or use of land established fails to conform to the approval.

147 4) Once all conditions are met and the plan is signed, the applicant has twelve months to  
 148 commence construction and thirty-six months to complete it unless an extension is granted.  
 149 Normally, only one extension is permitted, for no more than six months and only for  
 150 reasonable cause.

151 5) Manufactured housing units must comply with HUD standards, and the park grounds and  
 152 facilities must remain under single ownership, subject to management sufficient to carry out  
 153 applicable performance standards.

154  
 155 Mr. Manning sought clarification on the variance allowing the single-family dwelling. Ms. MacArthur  
 156 explained that the variance was necessary because manufactured home parks are limited to manufactured  
 157 homes, and that the variance granted allowed a single-family dwelling within a designated site area, not a  
 158 separate lot. Mr. Buonopane added that the term "site area" was used intentionally to distinguish from a lot.  
 159 Mr. Manning accepted the clarification.

160  
 161 **Motion: to approve Case #P25-21 with conditions precedent and subsequent as outlined. Motion by**  
 162 **Mr. Buonopane. Second by Mr. Brown. Vote was unanimous.**

163 Case #P25-21 was approved subject to the conditions of approval as stated.

164  
 165 **Acceptance and Review of Application and Public Hearing if Application is Accepted and Complete**

Case #P25-27	Map 26 Lot 4 Suncook Valley Road	Minor Site Plan Residential Commercial (RC)
Jeffrey Green, LLS, Agent for Bucky & Joey Holdings, LLC, Owners		

166 Proposal: To allow Change of Use for an Automotive and Truck Motor Vehicle Washing Facility and a  
 167 Building Trade Shop for an **Offsite** Sandblasting business.

168  
 169 Chair O'Neill opened the acceptance and review of the application for public hearing. No waivers were  
 170 requested.

171 **Motion: No motion was heard. Second by Mr. Brown. Vote was unanimous.**

172  
 173 Jeff Green introduced himself and owner Dan Devereaux. Mr. Green explained that a similar layout was  
 174 presented in 2017 when the site operated as a used car dealership. The proposal is a change of use to permit  
 175 automotive detailing. He stated that detailing work, including interior and exterior cleaning and minor  
 176 aftermarket add-ons like visors or running boards, is performed almost entirely inside the shop. He  
 177 emphasized that this is not an automotive repair operation and that there is no on-site storage of oils or  
 178 similar fluids. The site layout, lighting, landscaping, and parking are to remain as previously approved,  
 179 with two former display/parking spaces removed near the open bay, leaving twenty-six spaces. He noted  
 180 the building has two units; the second had been used by a sandblasting contractor who operated off-site  
 181 only. Mr. Devereaux reported that the tenant has since vacated, and the rear unit may be re-rented in the  
 182 future only for approved uses such as contractor storage, with any new use seeking approvals if required.  
 183 Mr. Buonopane recounted observing outdoor sandblasting the prior year with dust drifting toward the  
 184 Merrymeeting River area. Mr. Devereaux acknowledged the concern but reiterated that the former tenant  
 185 has departed, rendering the issue moot for the present proposal.

186  
 187 The Board discussed classification of the use. Mr. Green and Mr. Devereaux clarified that while the  
 188 application language references "automotive and truck motor vehicle washing facility," the intent is  
 189 detailing, not a car wash. Mr. Manning recalled ZBA discussions and conditions specifying that any actual

washing be performed off-site at a car wash, with only clear-water rinsing occurring on site for dust control, and no floor drain is present in the shop. Ms. MacArthur confirmed the ZBA motions and amendment are captured in the plan review and that the zoning definition for washing facilities is brief. Board members stressed that approval should not authorize a car-wash operation or mechanical car-wash equipment.

Board members questioned stormwater and shoreline considerations. Mr. Green stated the proposal makes no ground disturbance; grades and drainage patterns remain as-is and the lot is generally flat with spot elevations indicating flow toward the designated snow storage area. He described the locus relative to the Shoreland zone around the Merrymeeting River and noted that shoreline permitting would only be implicated if physical site work altered grades, vegetation, or drainage. Mr. Manning referenced a Conservation Commission note describing an August observation of water running off the concrete apron toward Route 28 within the setback; the Board reiterated that any on-site rinsing must be minimal and handled so as not to create runoff impacts.

Regarding utilities and operations, Mr. Devereaux reported the septic system was inspected per ZBA request; there is no floor drain, and no effluent is discharged to septic from detailing activities. Typical hours discussed were by appointment, with agreement to establish set hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday. Signage will be the existing pylon/face on Route 28, updated only with a new face identifying "Extreme Auto Detailing," with no representation of a car-wash use. Snow will be pushed to the rear low spot of the lot as in prior operations. Mr. Green agreed to seek an amended NHDOT driveway permit if the State requires one due to the change of use.

Chair O'Neill opened Public Input

## **PUBLIC INPUT**

None

Chair O'Neill closed Public Input.

## **DISCUSSION**

Conditions of Approval –

- 1) Automotive detailing enterprise at the existing facility shall be consistent with the ZBA's prior conditions that prohibit operation as a car wash.
- 2) Adherence to the ZBA limitations that any full vehicle washing occurs off-site.
- 3) Only clear-water rinsing for dust control may occur on site.
- 4) No mechanical car-wash equipment may be installed.
- 5) Hours of operation are limited to 7:00 a.m. to 7:00 p.m., Monday through Saturday.
- 6) The existing sign may be refaced only to reflect detailing and not a car-wash use.
- 7) The previously inspected septic system shall remain in good standing with no floor drain connections.
- 8) Snow storage continue at the rear low area of the lot.
- 9) The applicant shall obtain any sign permit and an amended NHDOT driveway permit if required by the State.
- 10) Any future tenancy of the rear unit must conform to approved uses or return for additional approvals if the use changes.

***Motion: to approve Case #P25-27 with the conditions as discussed. Motion by Mr. Buonopane.***

***Second Mr. Brown. Vote was unanimous.***

Case #P25-27 was approved with conditions precedent and subsequent as outlined above.

<b>Case #P25-28</b> Prospect Mountain Survey, Paul Zuzgo, LLS, Agent for Elizabeth Gropman & Rached Kasem, Owners	<b>Map 11 Lot 12-1</b> <b>230 Alton Mountain</b> <b>Road</b>	<b>Minor Subdivision</b> <b>Residential Rural (RR)</b>
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239 Proposal: To subdivide the parent lot of 5.007AC into two (2) lots of record with the parent lot being  
 240 3.423AC and the new lot being 1.585AC.

241  
 242 Ms. MacArthur, Town Planner requested the board address a refund request for Case P25-28.  
 243 Case #P25-28 has been withdrawn. Applicant is requesting a refund for \$300 application filing fee.  
 244 There was a notation in the deed that no further subdivision of the property was possible.

245 Chair O'Neill verified that on the application it states it is non-refundable.

246 ***Motion: to not refund the application fee for Case#P25-28. Motion by Mr. Buonopane. Second by***  
 247 ***Mr. Brown. Vote was unanimous.***

248 Case #P25-28 was denied.

249

<b>Case #P25-29</b> Prospect Mountain Survey, Paul Zuzgo, LLS, Agent for Bethal Builders, Owner	<b>Map 5 Lot 3-2</b> <b>Stockbridge Corner</b> <b>Road</b>	<b>Minor Subdivision</b> <b>Rural (RU)</b>
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250 Proposal: To amend the original subdivision approval for Case P25-02, held on January 25, 2025 to make  
 251 condition #6 a subsequent condition of lot 3-2-1 only and release lot 3-2 from a condition of drainage study  
 252 and plan.

253 Mr. Buonopane commented that this update was intended to allow the property to be sold and the split  
 254 completed.

255 ***Motion: to accept Case #P25-29 as complete. Motion by Mr. Buonopane. Second by Mr. Brown. Vote***  
 256 ***was unanimous.***

257

258 Chair O'Neill - The following conditions must be satisfied prior to the signing of the plans:

259 Conditions Precedent -

- 260 1) As per the Highway Department's comments dated September 2, 2025, a drainage easement is  
 261 to be provided to the Town and sent to the Town Engineer for review at the applicant's  
 262 expense, for both Lot 3-2 and Lot 3-1.
- 263 2) The easement shall clearly define the responsibilities and rights associated with the existing  
 264 drainage swale.

265 Conditions Subsequent - The following conditions apply during construction and on ongoing basis:

- 266 1) Prior to issuance of a building permit, a drainage study for Lot 3-2-1 shall be completed,  
 267 submitted to the Building Department, and reviewed by the Town Engineer, at the owner's  
 268 expense.
- 269 2) Unless otherwise approved by the Board, the applicant shall have one year from the date of this  
 270 approval to complete all conditions precedent required for signing and recording the  
 271 subdivision plat. Failure to comply within the one-year timeframe shall invalidate the approval  
 272 unless an extension is granted by the Board pursuant to Section 9.A.1 of the Town of Alton  
 273 Subdivision Regulations.

274 Mr. Brown noted that the Highway Department's input on drainage was new since the last meeting.  
 275 Bethal Builders arranged for an attorney to draft the required easement, and he provided copies for Board  
 276 review, confirming that it was written in favor of the Town of Alton and the two affected properties.

277 ***Motion: to approve Case#P25-29 with the stated conditions precedent and subsequent. Motion by***  
 278 ***Mr. Buonopane. Second by Chair O'Neill. Vote was unanimous.***

279 Case #P25-29 was approved with conditions precedent and subsequent as outlined above.

280

**OTHER BUSINESS****1. OLD BUSINESS**

a. Discussion re: 2025-2026 ZAC Committee and 2026-2031 CIP Committee.

Ms. MacArthur stated the CIP met last night. The committee has two more department heads to hear from, which is highway and police. It appears that the department heads have been very frugal. The IT department has taken off an item which will be really helpful this year.

The ZAC will be meeting on Thursday for the first time to get down deep into the woods in a lot of changes that are taking place because of changes in law. Many amendments this year are going to be automatic.

**2. NEW BUSINESS**

a. **Approval of Minutes:** Planning Board meeting minutes of Tuesday, August 19, 2025

**Motion: to table the approval of the minutes to a subsequent Planning Board meeting, Motion by Mr. Brown. Second by**

**Doug Brown motioned to table the approval of the minutes to a subsequent planning board meeting. Second by Mr. Buonopane. Vote was unanimous.**

**3. CORRESPONDENCE FOR THE BOARD'S REVIEW/DISCUSSION/ACTION:**

a. Letter dated August 21, 2025, from Ryan Heath, Town Administrator, re: the construction of a new Public Works Facility at Map 15 Lot 49, 18 Hidden Springs Road

Members discussed that the proposal has been under consideration for some time. The plan calls for a new DPW building on approximately 14 acres, with storage for highway and water department materials, including sand, salt, and gravel piles. The Public Works Director was present to answer questions.

Board members clarified that the lot has not yet been cleared and that the \$140,000 previously mentioned was only partially allocated. Work to date has been limited to test pits for the alteration of terrain permit.

It was noted that the athletic fields shown on the plan will remain forested for now. Long-term plans include moving Highway and Water Department functions to the new facility, with the existing Highway building potentially repurposed for Parks and Recreation. The water building could eventually be taken over by the Fire Department. The vision includes relocating courts, creating new athletic fields, and consolidating town facilities over a 5–10-year period.

Questions were raised about access. It was confirmed that access will be from Hidden Springs Road, with the possibility of a future connection to the transfer station.

The Board discussed the need for covered equipment storage, long-term financial planning, and coordination with the CIP Committee. It was noted that costs have not yet been finalized, and the project remains in early stages.

**4. CORRESPONDENCE FOR THE BOARD'S INFORMATION**

None

**5. CORRESPONDENCE FOR THE BOARD'S INFORMATION ON STATE PERMITS**

None

330 **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

331 None

332

333 **PUBLIC INPUT FOR NON-CASE SPECIFIC ISSUES**

334 Public comment was heard. A member of the public asked whether basketball courts would be included in  
335 the long-term plan. The Board responded that it was too early to know specific details, though courts may  
336 be considered in future planning.

337 Additional public questions concerned upcoming Route 11 closures. It was explained that the state will be  
338 replacing a large culvert near Lakewood Drive, with traffic rerouted via Rand Hill Road and Route 140 for  
339 approximately 20 days.

340

341 **ADJOURNMENT**

342 ***Motion: to adjourn. Motion by Mr. Brown. Second by Mr. Buonopane. Vote was unanimous.***

343 The meeting was adjourned at *no time spoken*.

344

345 \* If there is foul weather or lack of a quorum, the Public Hearing on applications will be continued to  
346 Tuesday, October 21, 2025, at the Alton Town Hall starting at 6:00 P.M.

347

348 \*\*All meetings will last no longer than 10:30 P.M., with no new cases or hearings starting after 10:00  
349 P.M., unless extended by a majority vote of the members present. Any items remaining as unfinished  
350 business on the agenda will be given priority on the agenda of the next meeting.

351

352 Respectfully Submitted,

353 Laura Zuzgo

354

355

356 Minutes approved as amended December 16, 2025