



# PLANNING BOARD MINUTES

TOWN OF BELMONT, NH  
MONDAY, July 22, 2024 6:00 P.M.  
Belmont Mill 4<sup>th</sup> Floor Tioga Room  
14 Mill Street & Zoom

Present: Chairman Peter Harris, Vice Chairman Ward Peterson, Richard Pickwick, and Kevin Sturgeon, and Michael LeClair.  
Absent: Gary Grant and Selectmen's Rep Jon Pike  
Staff: Karen Santoro, Town Planner  
Zoom: None

Chairman Harris opened the meeting at 6:00 pm and welcomed those in attendance. He announced that any party experiencing any difficulty in accessing the meeting through Zoom at any point, should call 603-267-8300 x 101, and the meeting will be recessed until access can be restored for all parties.

Chairman Harris asked that everyone be respectful to each other and the Board members, and to please direct all questions and comments to the Board. The public will be allowed the opportunity to address the Board during the public hearing.

**Plan Submission Meeting and Public Hearing – 284 Property, LLC:** Request for Site Plan approval to construct a 4,950 square foot steel storage building. Property is located at 284 Laconia Road, Tax Lot 210-002-000-000 in the Commercial Zone. PB Case# 16-24P.

## C. LOT HISTORY:

1. 10/6/80 - NH DOT DW permit 039-148
2. 6/23/81 - building permit application for 50x40 metal and 50x20 addition Winni truck building. Building is non-conforming to front setback.
3. 9/27/82 - septic construction permit, garage/workshop w/office, 1,000ga H2O tank, pump system, 2 employees/100gpd, may require rebuild in place.
4. 4/15/83 - concrete pad sign
5. 2/1/85 - building permit addition to garage (22x32)
6. 8/18/87 - Site plan application – service & repair trucks
7. 8/25/16 – ZBA granted special exception for contractor's yard in commercial zone – unique conditions: Site plan approval required; No use of building until code enforcement officer and fire department approval are received.
8. 9/26/16 – Site plan approval for asphalt contractor's yard use including parking and storage of vehicles and equipment, aggregate and other related materials
9. Applicant attended ARC for this current proposal in March.

## COMPLETENESS OF APPLICATION

The site plan that was submitted with this proposal was created by overlaying new information (in red) on top of the approved site plan from 2016. It has been confirmed with Bryan Bailey, the creator of the original plan, that he has authorized this use of his plan. Staff is still waiting for written consent.

WAIVER REQUESTS:

*Utilities & Fire Protection Plan (Site Plan Review Section 5.D.6)* – Staff supports because the Building Inspector and Fire Chief will inspect the premises to ensure its safety and compatibility with other uses prior to issuing occupancy approval, and because additional information can be requested if deliberation reveals that more detailed plans are needed prior to rendering a decision.

MOTION: M. LeClair moved that the request to waive Utilities & Fire Protection Plan be granted.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

*Stormwater Management Plan & Report (Site Plan Review Section 5.D.7)*

K. Santoro stated that due to the size of the building, Staff does not support because physical alterations associated with this proposal shall occur entirely in a previously paved area. R. Page stated that on the plan it says regraded asphalt, but it's actually reclaimed asphalt. It is chunks of asphalt that has no binder. It is a permeable surface. K. Santoro stated that they may not need a full report, but something in writing stating that the current conditions can handle the runoff from the roof.

MOTION: M. LeClair moved that the request to waive Stormwater Plan and Report be denied due to the concerns of staff and the request for more information.

R. Pickwick seconded the motion.

Vote All in favor, motion carried (5-0)

*Street & Driveway Profiles and Plan (Site Plan Review Section 5.D.8)* - Staff supports this request because established parking areas and accessways which will not change.

MOTION: M. LeClair moved that the request to waive Street & Driveway profiles and plan be granted

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

*Landscape Plan (Site Plan Review Section 5.D.9)* – Staff supports because landscaping is installed/established. Proposed location of building is within existing storage area.

MOTION: M. LeClair moved that the request to waive Landscape Plan be granted.

K. Sturgeon seconded.

Vote: All in favor, motion carried (5-0)

*Soils Map & Report (Site Plan Review Section 5.D.3)* - Staff does not support waiver request due to the large footprint of the proposed building and its impact on drainage/runoff.

MOTION: K. Sturgeon moved that the request to waive Soils Map & Report be denied, due to the large footprint of the proposed building and the possible impacts on the surrounding soils.  
M. LeClair seconded the motion.  
Vote: All in favor, motion carried (5-0)

*Topographic Plan (Site Plan Review Section 5.D.4)* – Staff supports waiver request, topographic details are indicated on prior plan.

MOTION: K. Sturgeon moved that the request to waive Topographic Plan be granted.  
R. Pickwick seconded.  
Vote: All in favor, motion carried (5-0)

*Aquifer Plan (Site Plan Review Section 5.D.5)* - Staff supports because property is not located within the Aquifer Protection District.

MOTION: K. Sturgeon moved that the request to waive the Aquifer Plan be granted.  
R. Pickwick seconded.  
Vote: All in favor, Motion carried (5-0)

#### COMPLETE/INCOMPLETE

K. Santoro stated that Staff recommends the application is not complete for review; the plan provided is not to scale; it does not indicate required setback information. Additionally, staff will require a stormwater management report due to the size of the building, extent of proposed pavement, and impacts to existing drainage and nearby wetlands. A stormwater treatment system for the pavement runoff should be provided. Applicant may provide testimony, if necessary, limited to whether the application is complete for the Board's review.

MOTION: R. Pickwick moved that the application is not complete for the following reasons: the plan provided is not to scale; it does not indicate required setback information. Additionally, staff will require a stormwater management report due to the size of the building, extent of proposed pavement, and impacts to existing drainage and nearby wetlands. A stormwater treatment system for the pavement runoff should be provided. Resubmission is subject to review by the Land Use staff for completeness and requires renotification.

MOTION: R. Pickwick moved to continue a request for Site Plan approval to construct a 4,950 square foot steel storage building until August 26, 2024. Property is located at 284 Laconia Road, Tax Lot 210-002-000-000 in the Commercial Zone. PB Case# 16-24P.

M. LeClair seconded the motion.

Vote: All in favor, motion carried (5-0)

**Plan Submission Meeting and Public Hearing – Mountain Lake Village, LLC:** Request for an extension to an 18-lot open space single-family subdivision approval, along with previously granted waivers with internal roads and open space (Zoning Use Open Space Residential Subdivision) Property is located on Mile Hill Road, Tax Lots 202-012-000-000 & 202-015-000-000 in the “R” & “RS” Zones. PB #17-24P

Phil Brouillard was present to discuss his application for an approval extension. He stated that they have made a lot of progress with the project. They got the intermunicipal agreement signed between Belmont and Laconia, they have received their wetlands and Alteration of Terrain permits. Unfortunately, they are unable to connect the lots on the Belmont side to sewer, so they are in the process of doing test pits on the proposed lots. After they complete the test pits, they will move on to obtaining State subdivision approval. Even though things are moving right along, the worry is that they might not make the deadline of August 24 approval.

K. Sturgeon asked for clarification regarding a statement that Mr. Brouillard made that it was unfair to have one part of the subdivision have sewer, and the other part have higher rates? P. Brouillard stated that they have been working with the idea that these lots will be publicly sewered, but just when they got to that point, they found that they couldn't do it. It all comes down to dollars and sense. Laconia owns a large part, 40 % of the Winnepesaukee River plant. Belmont owns less than 5% of the plant. Belmont's rates are drastically lower. The Public Utility Commission will not allow residents of Belmont to pay more than the average Belmont resident for sewer. If the sewer goes through Laconia, then it's going to be at Laconia rates rather than Belmont rates for those lots in Belmont. It was all about the PUC and their regulations.

#### COMPLETENESS OF APPLICATION

##### MOTION:

M. LeClair moved that the application be accepted as complete for the purposes of proceeding with consideration and making an informed decision. However, additional information shall be requested as necessary and must be submitted to complete review and act on the application. Action on this proposal shall occur by 9/25/2024 subject to extension or waiver.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

#### DEVELOPMENT OF REGIONAL IMPACT

Chairman Harris stated that in order to provide timely notice, provide opportunities for input and consider the interests of other municipalities, the Board shall act to determine if the development has a potential regional impact as defined by RSA 36:55. Impacts may include, but are not limited to: relative size or number of dwelling units as compared with existing stock; proximity to the borders of a neighboring community; transportation networks; anticipated emissions such as light,

noise, smoke, odors, or particles; proximity to aquifers or surface waters which transcend municipal boundaries; shared facilities such as schools and solid waste disposal facilities.

MOTION: K. Sturgeon moved that the proposal does not have a potential regional impact.  
M. LeClair seconded the motion.  
Vote: All in favor, motion carried. (5-0)

Chairman Harris opened the public hearing: there was no public present.

MOTION: M. LeClair moved that the application for extension be granted Final, conditional approval as it appears to meet all of the technical requirements of the Ordinances and Regulations of the Town of Belmont with the following conditions:

Conditions to be complied with or secured (as appropriate) prior to plan being signed and decision recorded. No site improvements or approved uses shall commence and no building permit shall be issued until plan is signed and decision recorded.

1. Comply with all conditions of the original approval, subsequent amendments, and extensions and those as represented by the applicant during the public hearings on the proposal and within submitted printed documents including the approved plan. This approval requires that the project comply with the current Subdivision Regulations.
2. Extension is to 8/24/2025.
3. Submit revised plans and final stormwater report electronically to the Land Use Office. The Land Use Office will obtain an estimate for the stormwater analysis review (and for construction inspections). Additional funds may be required and should be submitted to the Land Use Office before review begins.
4. Compliance Hearing may be required.
5. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 8/24/2025 unless all conditions precedent have been met and the approval has been signed, the approval has been recorded or required security has been posted to begin the improvements, or an approval extension application is submitted and is granted. The Board is not required to grant additional extensions. Notice to the applicant and/or a public hearing are not required for the Board to determine that a conditional approval has expired. Reapplication in the case of an expired conditional approval requires a new application meeting all applicable Regulations.
6. Laconia utilities and roads required to support this project are to be approved and in place.
7. In accordance with the approved buildout schedule all documents sufficient for plan recording no later than 8/24/2025; Active and Substantial development of the approved improvements no later than 8/24/2026 and improvements shall be substantially completed by 8/24/2028.
8. No changes shall be made to the approved plans unless application is made in writing

to the Town.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

### Minutes

Amend/Approve prior meeting minutes of June 24, 2024.

**MOTION:** W. Peterson moved to approve the minutes of June 24, 2024, as written.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

### Staff Report

K. Santoro stated that next month she will be bringing the Board suggested ordinance changes for the 2025 warrant. The Board discussed possible changes they might want to look at this year.

The Land Use Department is still looking for a Land Use Clerk.

### ADJOURNMENT

**MOTION:** On a motion made by M. LeClair, seconded by K. Sturgeon, it was voted unanimously to adjourn at 6:33 pm.

Vote: All in Favor, Motion carried (5-0)

Respectfully Submitted



Susan M. Austin, Land Use Assistant