PLANNING BOARD MINUTES

TOWN OF BELMONT, NH
Monday, May 18, 2026 6:00 P.M.
Belmont Mill 4th Floor Tioga Room
14 Mill Street & Zoom

Present:	Chairman Peter Harris; Vice Chairman Ward Peterson; Richard Pickwick; Michael LeClair and Gary Grant.
Absent:	Kevin Sturgeon and Selectmen's Rep Jon Pike.
Alternates:	Susan Irving and Tyson Morrill
Staff:	Rod Cameron, Land Use Tech.

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.

Plan Submission and Public Hearing – Harold and Lynn Lassonde - Proposed Subdivision: (Continued from March) Applicant is seeking Subdivision Approval to create two lots. Property is located at 255 Ladd Hill Road, Tax Lot 105-021--000-000, in the Rural Zone. Planning Board Case # 07-26P. This application was accepted as complete 3/23/2026. The Board voted that the proposed subdivision is not a development of regional impact on 3/23/2026.

Steve Heyliger, from Smith and Pospesil Land Surveying, and Lynn Lassonde were present to discuss the application. S. Heyliger stated that they had been in front of the Board in March. There were issues with tying the new lot into Town sewer and moving the utility wires underground. After lengthy discussions with Land Use Staff, they have determined that they will be able to tie into the Town sewer and put the utilities underground. He distributed larger plan sets to the Board, with edits suggested by Staff.

R. Cameron stated that when this new lot is transferred to its new owner, the applicant will need to update their current use map.

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

Conditions (precedent) 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. This action is based on a plan or plan set dated January 18, 2026.
2. Submit final plans (2 mylar, 5 paper, 1 reduced). Submit one copy for approval prior to submitting all required copies. Plan for recording at BCRD (mylar) should not have topographical lines.
3. Add/identify/include note on plan:
    a. Tax map/lot #s shall be: 45.45ac lot is 105-021-000-000; 5.10ac lot is 105-021-001-000.
    b. Show proposed driveway location with site distances
    c. All applicable pins to be set and all pin & bound info provided on plan.
    d. Submit one paper copy of plan showing existing current land use area.
    e. DES subdivision number (if applicable).
    f. Lot (105-021-000-000) must connect to municipal sewer if the existing septic system fails and must be replaced.

g. At the time of development:
   i. Underground utilities (telephone, electric, etc.) required.
   ii. USPS approved box/location.
   iii. 911 number request to be submitted to Land Use Department.
   iv. Updated driveway permit; 5' paved driveway aprons and culverts (if necessary) shall be installed and approved by DPW prior to the start of construction.
4. Payment of plan and notice of decision (TBD) recording fees.
5. Conditions precedent shall be completed no later than 5/18/27.
6. Compliance hearing shall be held by Board as necessary.

General conditions to be complied with subsequent to plan being signed and decision recorded:

7. Approved uses include: Two-lot subdivision with uses Permitted in the Rural Zone.
8. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
9. No changes shall be made to the approved plans unless application is made in writing to the Town.
10. Approval is subject to expiration, revocation and changes in the Ordinances. This conditional approval shall expire on 5/18/27 unless all conditions are met or an extension is applied for and granted in accordance with the Regulations. 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.
11. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.

Second: G. Grant
Vote: All in favor, motion carried. (5/0)

Plan Submission and Public Hearing -Glenn Martel Revocable Trust – Site Plan Review: Applicant is seeking Site Plan Approval to create overflow parking for the abutting business. Property is located at 1027 Laconia Road, Tax Lot 125-056-000-000, in the Commercial Zone. Planning Board Case #11-26P

Matthew Moore, PE and Glen Martel were present to discuss this application.

LOT HISTORY:
*The applicant presented this proposal to the Application Review Committee.
03-29-1990 – Sign permit
04/28/2022 - Junkyard permit
03/12/2026 – Correspondence (notice of failing septic)
04/21/2026 – Demo permit
04/23/2026 – ARC Application – Site Plan
05/18/2026 – Site Plan application

WAIVER REQUESTS:
Chairman Harris stated that the applicant has requested the following waivers:

1. **Seals/signatures are original. (Site Plan Regulations Section 5.D)**
   Applicant response: Survey for minor site plans is not necessary.

2. **Abutters Bk/Pg info & Abutting subdivision names (Site Plan Regulations Section 5.D.1.B)**
   Applicant response: Survey for minor site plans is not necessary

3. **Rock Ledges/ stone walls. (Site Plan Regulations Section 5.D.1.E)**
   Applicant response: This application is for a change of use, using the existing parking lot for commercial use (parking) no new structures will be added. – Staff supports this waiver request.

4. **Wells and radii/Cemeteries. (Site Plan Regulations Section 5.D.1.G)**
   Applicant response: Old dug well is up on the hill somewhere, to be abandoned. Cemeteries aren't nearby. -Staff supports waiver request.

5. **DES area for onsite disposal; Location of test pits/perc. tests & record. (Site Plan Regulations Section 5.D.1.H)**
   Applicant response: There is no structure proposed. On site disposal, test pits and perc tests are not needed. – Staff supports this waiver request.

6. **Location/Size/Number of parking spaces. (Site Plan Regulations Section 5.D.1.H)**
   Applicant response: Proposed commercial parking is for commercial vehicles; pickups, box trucks or tractor trailers. Size is based on daily use accommodating the existing paved parking lot. – Application is for overflow parking; any future changes will require site plan review.

7. **HC space location/size/#/markings; walkways/building access; parking spaces # onsite occupancy calculations. Site Plan Regulations Section 5.D.1.H)**
   Applicant response: This application is a change in us for overflow parking from the abutting lot, which has the same owner. The size of spaces will vary daily.

8. **Existing/Prop Light loc/fixture/intensity and cone of illumination. (Site Plan Regulation Section 5.D.1.I)**
   Applicant response: No lighting proposed. – Staff supports this waiver request.

9. **Location of proposed driveways w/sight distances. (Site Plan Regulation Section 5.D.1.K)**
   Applicant response: None - Driveway is existing and shown on plan. Waiver not required.

10. **Surveyor's statement or Municipal Signature. (Site Plan Regulation Section 5.D.1.N)**
    Applicant response: For a minor site plan, a survey is not required.

11. **Building Plan. (Site Plan Regulation Section 5.D.2)**
12. *Applicant response: This application is for a change in use for the use of the existing parking lot to a commercial parking lot. The existing building is being torn down and no new building is proposed. – Staff supports this waiver request.*

13. **Utilities/Fire protection plan existing and proposed. (Site Plan Regulation Section 5.D.4)**
    Applicant response: No utilities are existing or proposed. - Staff supports this waiver request.

14. **On site & w/in 400' surface water, wetlands (CWS), drainage patterns/watershed. (Site Plan Regulation Section 5.D.7)**
    Applicant response: No proposed construction or alterations. – Exempt (Minor project)

15. **Roads/Sidewalks. (Site Plan Regulation Section 5.D.8)**

Applicant response: No existing or proposed roads or sidewalks. – Staff supports this waiver request.

16. Design Requirements (Site Plan Regulation Section 9.A)
Applicant response: No proposed construction or alterations. – Applicant has requested waivers to appropriate sections of regulations; waiver request is unnecessary.

MOTION: M. LeClair moved to grant the following waivers based on Staff support:

- Section 5.D
- Section 5.D.1.B
- Section 5.D.1.E
- Section 5.D.1.G
- Section 5.D.1.H
- Section 5.D.1.I
- Section 5.D.1.N
- Section 5.D.2
- Section 5.D.4
- Section 5.D.7
- Section 5.D.8
- Section 9.A

Second: G. Grant
Vote: All in favor, motion carried (5/0)

MOTION: W. Peterson 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 in a timely manner to complete review and act on the application. The Board shall act on this proposal by 7/22/2026 subject to extension or waiver.
Second: G. Grant
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: P. Harris moved that the proposal does not have a potential regional impact.
Second: M. LeClair
Vote: All in favor, motion carried. (5/0)

OPEN PUBLIC HEARING:
There were no public comments.

Departmental Responses:

Fire: ..... No comments.
Police: ..... No comments.
Public Works: ..... No comments.
Assessing: ..... No comments.
Town Administrator: ..... No comments.
Code Enforcement Officer: ..... No comments.
Conservation Commission ..... No comments.
Building Official: ..... No concerns.
Land Use Tech: ..... No comments.

Discussion Items:

- Existing home to be removed. Dug well should be located and properly covered for safety.
- Portion of the lot that the proposed overflow parking is located is within Aquifer Protection district. Vehicles should be regularly monitored for leaks. Any leaks or spill to be remediated per NH DES standards.
- Property will require annual Aquifer Protection inspections.
- Draft of easement language (rights to pass/repass between lots) provided to Land Use Staff.
- Plan should be dated.
- District 3 should be contacted regarding state driveway permit.
- Where is proposed snow storage area?

MOTION: W. Peterson moved that the application 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 (precedent) 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. This action is based on a location plan or plan set to be dated
2. Conditions precedent shall be completed no later than 5/18/2027. Active and Substantial development of the approved improvements shall occur no later than 5/18/2028 and improvements shall be substantially completed by 5/18/2031 or shall be in accordance with the approved buildout schedule (if applicable).
3. Add/identify/include note on plan:
    a. Plan to be dated
    b. Add note: Annual aquifer inspection required.
    c. Indicate snow storage area
4. State driveway permit to be obtained (if necessary)
5. Compliance hearing shall be held by Board as necessary.

APPLICANT SHALL TAKE SPECIAL NOTICE: <u>NO USE/WORK</u> MAY COMMENCE UNTIL ALL PRE-CONDITIONS ABOVE HAVE BEEN SATISFIED. CONTACT THE LAND USE OFFICE WITH ANY QUESTIONS. COMMENCING WORK OR USE PRIOR TO TOWN AUTHORIZATION SUBJECTS THIS APPROVAL TO REVOCATION, AND OTHER ENFORCEMENT ACTION AND DAILY FINES.

6. Approved use is Contractors Yard (Auxiliary parking for existing business "Glenn's Truck Service" on abutting lot only). Any increase or change in use will require Site Plan review by the

Planning Board.

7. Fuel or fluid spills to be remediated per NHDES standards.
8. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
9. No changes shall be made to the approved plans unless application is made in writing to the Town.
10. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
11. Approval is subject to expiration, revocation and changes in the Ordinances. This conditional approval shall expire on 5/18/2027 unless all conditions are met or an extension is applied for and granted in accordance with the Regulations. 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.
12. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
13. Operational conditions of the Town and other agencies shall be met.

Second: G. Grant
Vote: All in favor, motion carried. (5/0)

Meeting minutes of April 27, 2026

MOTION: W. Peterson moved to approve the meeting minutes of April 27, 2026.
Second: G. Grant
Vote: All in favor, motion carried. (5/0)

ADJOURNMENT

MOTION: On a motion made by M. LeClair, seconded by W. Peterson, it was voted unanimously to adjourn at 6:30 pm.

Respectfully Submitted,

Susan M. Austin, Land Use Assistant