PLANNING BOARD MINUTES

TOWN OF BELMONT, NH
Monday, February 23, 2026 6:00 P.M.
Belmont Mill 4th Floor Tioga Room
14 Mill Street & Zoom

Present:	Chairman Peter Harris; Kevin Sturgeon; Richard Pickwick; and Gary Grant.
Absent:	Vice Chairman Ward Peterson; Selectmen's Rep Jon Pike; and Michael LeClair
Alternates Present:	Susan Irving
Staff:	Karen Santoro, Town Planner
Members on Zoom:	None.
Public on Zoom:	Jennifer Gauthier; Ronald Ouellette; Sharon Ciampi; Judy Normandin; and Tyson Morrill

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 appointed Susan Irving as a voting member for tonight's meeting.

Public Hearing – Amendments to the Town of Belmont's Zoning Ordinance.

1. To amend the Town's Zoning Ordinance Article 8:F and Article 5 Table 1: Table of Permitted Uses to align with RSA 674:71 to 674:73

    a. To change **DWELLING UNIT ACCESSORY TO RESIDENTIAL USE (ADU)** to a use permitted by right in the Residential Single Zone.

And

    b. To allow a detached **DWELLING UNIT ACCESSORY TO RESIDENTIAL USE (ADU)** as a use permitted by right in the Rural, Residential Single; Residential Multifamily and Village Zoning Districts.

Chairman Harris opened the public hearing at 6:05 pm. There were no public comments.

2. To amend the Town's Site Plan Regulations: Section 9:E:5 Parking and Loading requirements to Multifamily Residential 1space/unit + 1 space/5units to align with RSA 674:16

Chairman Harris opened the public hearing at 6:07 pm. There were no public comments.

Plan Submission and Public Hearing- Site Plan Review - Susan Condodemetraky Revocable Trust: Applicant is seeking Site Plan Approval for the expansion of the existing contractor's yard to include towing and temporary storage of repossessed or abandoned motor vehicles. Property is located at 194 Gilmanton Road, Tax Map 241-019-000-000, in the Rural Zone. PB Case # 01-26P.

Applicant was not present at the meeting.

MOTION: K. Sturgeon moved to continue PB Case #01-26P to the March 23, 2026 meeting.

Second: R. Pickwick
Vote: All in favor, motion carried. (5/0)

Plan Submission and Public Hearing - Boundary Line Adjustment - Paroma Condominium Association & Mallard's Landing Association. Applicants propose to transfer .16 acres from Tax Lot 109-005-000-000 to Tax Lot 110-002-000-000. Properties are located on Tucker Shore Road and Union Road. PB Case # 02-26P.

Gerald Fransen, the sites representative for Mallard's Landing was present to discuss this application. G. Fransen explained that this boundary line adjustment will correct an encroachment by Mallard's Landing Association onto property owned by Paroma Condominium Association. Currently two houses and other accessory structures encroach on the northern boundary line. The boundary line adjustment will make the existing structures more nearly conforming, although they will not meet current setback requirements.

Completeness of the application:

MOTION: K. Sturgeon 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 04/29/2026 subject to extension or waiver.

Second: R. Pickwick
Vote: All in favor, motion carried. (5/0)

Development of Regional Impact:

P. 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: R. Pickwick moved that the proposal does not have a potential regional impact.

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

Department Comments:

Assessing: Assessing adjustments resulting from this proposal will occur only on the April 1st assessment date following the recording and/or commencement of project.

Staff Comments:

- The boundary line adjustment submitted is presented to remediate an encroachment by Mallard's Landing Association onto property owned by Paroma Condominium Association. Currently two houses and other accessory structures encroach on the northern boundary line. The boundary line adjustment will make the existing structures more nearly conforming, although they will not meet current setback requirements.

- Shed located on 4 Third Street to be removed to remedy the encroachment.

- Fence installation over 6' in height require a building permit; No fence to be installed in wetland areas

- Title of plan incorrectly identifies the Mallard Landing lot. Correct map and lot are 110-002-000-000 (not 109-002-000-000)

- Assessing adjustments resulting from this proposal will occur only on the April 1st assessment date following the recording and/or commencement of project.

- Single plan page without topo; current use; wetlands should be provided for recording at BCRD and tax mapping purposes.

MOTION: G. Grant 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 plan dated November 13, 2025.
2. Submit final plans (2 mylar, 3 full size, 1 reduced). Submit one copy electronically for approval prior to submitting all required copies. Add/identify/include note on plan:

a. Correct Map number on Plan title to 110-002-000-000

3. Payment of decision recording fees. One check made payable to BCRD for Plan and Notice of Decision recording fee (TBD) and second check made payable to BCRD for LCHIP fee $25.

   Conditions precedent shall be completed no later than 2/23/27.

4. Final plans will not be recorded until transferring deed(s) have been approved by the Town and are also signed and ready for recording along with any subordination documents. Proposed transfer deed to be submitted to Town for review and approval prior to signing.
5. Compliance hearing shall be held by Board as necessary.

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

6. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
7. No changes shall be made to the approved plans unless application is made in writing to the Town.
8. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 2/23/27 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.
9. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
10. Remove shed located on 4 Third Street by May 1, 2026.

Second: R. Pickwick
Vote: All in favor, motion carried. (5/0)

Five Year Compliance Hearing – Pike Industries, Inc.: Applicant is requesting a Five-year compliance hearing for earth excavation permit conditions. Property is located at 308 Depot Street, Tax Lots 238-058-000-000, 232-031-000-000, 236-014-000-000, 236-011-000-000 & 231-014-000-000. PB Case # 03-26P.

K. Santoro stated that due to a noticing error, this application will be moved to the March agenda.

Meeting notes of January 29, 2026

MOTION: P. Harris moved to approve the meeting notes of January 29, 2026.
Second: K. Sturgeon
Vote: All in favor, motion carried. (5/0)

Lot Merger:
171 Daniel Webster Highway. Applicant is requesting to merge the individual units in the structure located at 171 Daniel Webster Highway into one unit.

The units are currently under condominium ownership as twelve separate units; all units are now owned by one individual and he wishes to merge the units back together and dissolve the condominium documents.

MOTION: R. Pickwick moved to grant the lot merger request for 171 Daniel Webster Highway to merge the twelve individual units into the original parent lot number, 101-022-000-000.

Second K. Sturgeon
Vote: All in favor, motion carried. (5/0)

Staff Report
K. Santoro reminded the Board that the Town Meeting (Voting) will be held on March 10, Tuesday from 7AM to 7PM.

ADJOURNMENT
MOTION: On a motion made by K. Sturgeon, seconded by G. Grant, it was voted unanimously to adjourn at 6:31 pm.

Respectfully Submitted

Susan M. Austin, Land Use Assistant