PLANNING BOARD MINUTES

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

Present:	Chairman Peter Harris; Vice Chairman Ward Peterson; Kevin Sturgeon; Richard Pickwick; and Gary Grant.
Absent:	Selectmen's Rep Jon Pike; and Michael LeClair
Alternates Present:	Susan Irving
Staff:	Karen Santoro, Town Planner and Susan Austin, Land Use Assistant
Members on Zoom:	None.
Public on Zoom:	Sharon Ciampi; Susan Roache; Kathryn McGlynn; Kip Cormier

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.

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 6:06 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.

Ethan Wood, Esq. with was present to discuss this application. He noted that there were a number of waivers with this application. He stated that they believe that this qualifies as a minor site plan as the existing area in which the activity will occur has been used in a similar manner for decades. The applicant is proposing to bring abandoned or repossessed vehicles to the site for up to 14 days at a time. The applicants have received a Special Exception authorizing this use from the existing driveway, and are now requesting site plan review. Tradz operates between 8am and 6pm. They expect a total number of trips a day not to exceed

eleven round trips a day, broken down into a maximum of four trips a day by flatbed trucks owned by the applicant, and three round trips by flatbed trucks not owned by the applicant. Given that this use is simply storage, will not be any increase to either water or sewage usage.

P. Harris asked what the maximum number of cars would be stored on the lot. E. Wood stated that they show 30 vehicles on the plans.

WAIVER REQUESTS:

MOTION: W. Peterson moved that the following waivers were not needed, as this application qualifies as a Minor Site Plan:

- Stormwater Management Plan & Report (Site Plan Review Section 5.D.7)
- Stormwater Management Plan & Report (Site Plan Review Section 5.D.7)
- Soils Map & Report (Site Plan Review Section 5.D.3)
- Topographic Plan (Site Plan Review Section 5.D.4)
- Aquifer Plan (Site Plan Review Section 5.D.5)

Second: R. Pickwick
Vote: All in favor, motion carried (6/0)

Building Plan -Elevation/Height/Layout (Site Plan Review Section 5.D.2) Building Plan—Elevation/Layout/Height. No new buildings, structures, additions, or replacements are being proposed.

MOTION: W. Peterson moved to grant a waiver to Section 5.D.2 (Building Plan – Elevation/Layout/Height.)
Second: K. Peterson
Vote: All in favor, motion carried (6/0)

Utilities & Fire Protection Plan (Site Plan Review Section 5.D.6) Utilities/Fire Protection Plan. The use of the premises is similar to the preexisting use and there are no improvements that contemplate a change in the location of the current location of utilities.

MOTION: M. LeClair moved to grant a waiver to Section 5.D.6 (Utilities/Fire Protection Plan).
Second: R. Pickwick
Vote: All in favor, motion carried (6/0)

Street & Driveway Profiles and Plan (Site Plan Review Section 5.D.8) Street and Driveway Profiles, Cross Sections and Details Plan. There are no streets being proposed and no new driveways being proposed. The only impact will be a widening of the existing driveway.

MOTION: M. LeClair moved to grant a waiver to Section 5.D.8 (Street and Driveway Profiles, Cross Sections and Details Plan)
Second: G. Grant
Vote: All in favor, motion carried (6/0)

Landscape Plan (Site Plan Review Section 5.D.9) Landscape Plan. The property has mature landscaping and the proposed plan does not contemplate the disturbance of existing landscaping feature or the addition of any new landscaping features. WP/ML vote 6/0

MOTION: W. Peterson moved to grant a waiver to Section 5.D.9 (Landscape Plan)
Second: M. LeClair
Vote: All in favor, motion carried (6/0)

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 in a timely manner to complete review and act on the application. The Board shall act on this proposal by 4/22/26 subject to extension or waiver.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

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: W. Pickwick moved that the proposal does not have a potential regional impact.
Second: G. Grant
Vote: All in favor, motion carried. (6/0)

OPEN PUBLIC HEARING
Chairman Harris opened the public hearing. There was no public comment.

Departmental Responses:
Fire: This may be more on the police side, however is the line of sight there good for traffic? Also, we have had one car fire there, the access isn't that good for apparatus to come up and around.

Police: I have, in the past, expressed concerns about vehicles/trailers parking on the side of the roadway, waiting to get into the driveway at this location. The site visibility is not great for someone who is trying to overtake a parked vehicle on the side of the road. I don't believe they have done anything to eliminate this issue. My opinion is if someone goes to this property without having been there before, they may be hesitant to pull in as it looks like a private home with no signs out front.

Assessing:

- Per RSA 79-A a Current Use map meeting all of the requirements of Cub 301.11 is required.

- Documented Current Use Stewardship Assessment requires the items listed under Cub 304.07; or in lieu of a forest stewardship plan, a completed Form CU-12 "Summary of

Forest Stewardship Plan for Current Use Assessment" may be submitted, as described in Cub 309.06.

Water/Sewer:.....No comment.
Public Works: .....No comment.
Town Administrator: The concern I have is the safety concern for the truck offloading the vehicles off that busy main road.
Code Enforcement Officer: My concern is the number of trucks backing out onto Rt.140 and on the property across the street.
Conservation Commission: ……No comment.
Land Use Technician: ……..…See Staff Comments.
Staff Comments/Discussion Items:
On November 19, 2025 the Zoning Board of Adjustment granted the amendment to the Special Exception for the use as a Contractor's Yard utilizing one upgraded driveway. It is noted that an upgraded driveway permit is/was required by NH DOT District 3 for the modification of use of the existing driveway.

Other Issues/Comments/Questions:

- Is the storage area fenced? No
- The plan provided shows space for 30 vehicles. Staff would suggest setting a maximum number of vehicles allowed at one time. This would also help keep the truck turn around area open.
- Does the Existing Shop Building footprint include the 24'x35' addition (11/23 building permit)
- Site plan does not appear to show the 14'x14' shed (12/24 building permit)
- Application narrative indicates "the maximum total number of auto trips involved in this site plan are eleven round trips per day, broken down in a maximum of four trips per day by four flatbed trucks owned by the Applicant, and three round trips per day by flatbed trucks not owned by the Applicant." This would indicate a maximum of 19 trips per day. Please clarify. E Wood clarified that the maximum trips would actually be 19.
- Are vehicles checked for leaking fluids before being placed in gravel storage area? Yes
- Delineate employee parking?

Tyson Morrill noted that the Conservation Commission had concerns about the wetland areas on the lot. E. Wood stated that there were not any wetland areas in the portion of the lot where any car storage was happening.

M. LeClair stated that there should be a limit on how long a car could be stored on the lot. K. Santoro stated that they could add that as a condition of approval. K. Santoro stated that the plan should also show the turn radius for the largest truck that the Belmont Fire Department has.

P. Harris stated that he suggests that annual groundwater protection inspections should be conducted.

MOTION: M. LeClair 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 1/2/2026.
2. Submit final plans (7 paper, 1 reduced). Submit one copy for approval prior to submitting all required copies. Add/identify/include note on plan:
    a. Evidence of other agency permits obtained.
    b. NH DOT updated driveway permit
    c. Belmont ZBA Special Exception. (Granted by ZBA 11/19/2025)
3. Conditions precedent shall be completed no later than 3/23/27. Active and Substantial development of the approved improvements shall occur no later than 3/23/28 and improvements shall be substantially completed by 3/23/30.
4. Compliance hearing shall be held by Board as necessary.
5. Submission of building plans, approved by Building Inspector & Fire Department if applicable.
6. Property owner shall install all required traffic control and fire and life safety facilities and systems required by the Board and/or by other applicable Codes and Regulations. All system designs required by the Fire Department shall be submitted under stamp of the appropriate professional.

In addition to the plan and related documents, operational conditions to which this approval is subject are listed below:

7. Approved uses include: Contractor's Yard (motor vehicle storage).
8. All vehicle loading/unloading must be done on the site.
9. All trucks must turn around on site, no backing into public roadway.
10. Fuel or fluid spills to be remediated per NHDES standards.
11. No sales and/or repair of vehicles to occur on the site.
12. The property owner shall be responsible to inspect, maintain and make immediate repairs to any stormwater management features to ensure they function in the manner intended and protect water quality.
13. Existing landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
14. All exterior lighting shall be downcast and shielded from abutters and traffic.
15. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
16. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
17. No changes shall be made to the approved plans unless application is made in writing to the Town.
18. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
19. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 3/23/27 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.
20. Where there is a conflict within the information submitted by the applicant, the town shall

determine the correct information to be applied.
21. Operational conditions of the Town and other agencies shall be met.
22. Maximum number of vehicles is 30
23. Identify parking in front of the building
24. Annual ground water inspection is required.
25. Indicate turn radius calculation for fire apparatus.
26. Maximum days that abandoned/repossessed vehicles are allowed to be stored on site is 60 days.
27. Identify employee parking in the front of building.

Second: W. Peterson
Vote: All in favor, motion carried (6/0)

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 235-058-000-000, 232-031-000-000, 236-014-000-000, 236-011-000-000 & 231-014-000-000. PB Case # 03-26P.

Chairman Harris stated that this application was withdrawn because it is a year too early.

Plan Submission and Public Hearing – Rt. 106 Realty Trust – Site Plan Review Extension: Request for Site Plan approval extension to construct and operate a self-storage facility. The original approval date was March 22, 2021, an extension was granted in March 27, 2023, March 25, 2024 & March 24, 2025. Property is located on Old State Road, Tax Lot 201-003-000-000, in the Commercial Zone. PB Case #04-26P.

J. Rokeh was present to discuss this application. He stated that the applicant has been working on getting the top of the hill cleared. He stated that he should be ready to start this year. J. Rokeh noted that they will need to extend the AOT permit.

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 5/27/2026 subject to extension or waiver.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

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: W. Peterson moved that the proposal does not have a potential regional impact.
Second: G. Grant
Vote: All in favor, motion carried. (6/0)

OPEN PUBLIC HEARING
Chairman Harris opened the public hearing. There was no public comment.

Staff Comments:
Approved use is interior self-storage facility. Application for extension was received prior to expiration of approval. There have been no changes to the Town of Belmont Zoning Ordinance or Site Plan Regulations that would affect this application.

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 plan set dated 7/2/2021
2. Compliance hearing shall be held by Board as necessary.
3. All original conditions of approval remain in place except as amended herein.
4. Payment of decision recording fee.
5. Compliance hearing shall be held by Board as necessary.
6. Approved use as an interior self-storage facility.
7. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
8. No changes shall be made to the approved plans unless application is made in writing to the Town.
9. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
10. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
11. Approval is subject to expiration, revocation and changes in the Ordinances. This one-year extension shall expire on 3/23/2027 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.

Second: G. Grant
Vote: All in favor, motion carried (6/0)

Plan Submission and Public Hearing – Rt. 106 Realty Trust - Site Plan Review Extension: Request for Site Plan approval extension to add a commercial 16 bay storage building with office and a Conditional Use Permit for a subordinate dwelling unit. The original approval date was March 22, 2024. Property is located at 457 Laconia Road, Tax Lot 217-108-000-000 in the Commercial Zone. PB Case# 05-26P

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 5/27/2026 subject to extension or waiver.
Second: G. Grant
Vote: All in favor, motion carried. (6/0)

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: G. Grant
Vote: All in favor, motion carried. (6/0)

Departmental Responses:
Fire:…….....No concerns.
Police: ..... No concerns.
Assessing: ..... No concerns.
Public Works: ..... No concerns.
Town Administrator: ..... No response.
Code Enforcement Officer/Building Official: ..... No concerns.
Conservation Commission ..... No response.
Land Use Technician: ..... No concerns.

Staff Comments/Questions/Notes:
Approved use is a 16-bay storage building with office and a Conditional Use Permit for a subordinate dwelling unit. Application for extension was received prior to expiration of approval. There have been no changes to the Town of Belmont Zoning Ordinance or the Site Plan Regulations that affect this application.

Chairman Harris opened the public hearing, there were no public comments.

MOTION: G. Grant moved that the application for a one-year extension of the approval of Route 106 Realty Trust for a 16-bay storage building with office and a Conditional Use Permit for a subordinate dwelling unit located on 457 Laconia Road Tax Lot 217-108-000-000 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 set dated 3/6/25
2. All original conditions of approval remain in place except as amended herein.
3. Payment of decision recording fee.
4. Compliance hearing shall be held by Board as necessary.
5. Approved use as 16 Bay storage building with office and Conditional Use Permit for a subordinate

dwelling unit.

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. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
9. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
10. Approval is subject to expiration, revocation and changes in the Ordinances. This one-year extension shall expire on 3/23/2027 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.

Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

Plan Submission and Public Hearing- Rt. 106 Realty Trust- Site Plan Review: Request for Site Plan approval for Contractor's Yard, commercial building (motor vehicle & trailer service, professional offices, light manufacturing, retail stores and service business), and Conditional Use Permit for a subordinate dwelling unit. Property is located at 346 Laconia Road, Tax Lot 217-114-000-000, in the Commercial Zone. Planning Board Case 06-26P.

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 in a timely manner to complete review and act on the application. The Board shall act on this proposal by 5/27/2026 subject to extension or waiver.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

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: M. LeClair moved that the proposal does not have a potential regional impact.
Second: K. Sturgeon
Vote: All in favor, motion carried. (6/0)

Departmental Responses:

Fire: No concerns at this time, depending on business size will depend on fire suppression. Along with E911 addressing
Police: ..... No response.
Assessing: ..... No concerns.

Public Works: ..... No concerns.
Town Administrator: ..... No response.
Code Enforcement Officer/Building Official: ..... No concerns.
Conservation Commission ..... No response.
Land Use Technician: ..... No concerns.

Staff Comments/Questions/Notes:
Approved use is a Contractor's Yard, commercial building (motor vehicle & trailer service, professional offices, light manufacturing, retail stores and service business), and a Conditional Use Permit for a subordinate dwelling unit. There have been no changes to the Town of Belmont Zoning Ordinance or the Site Plan Regulations that affect this application.

OPEN PUBLIC HEARING:
Chairman Harris opened the public hearing.

Bradley Corriveau, (67 Dutile Road) asked if the entrance to the lot on Corriveau was still going to be blocked and gated. J. Rokeh stated that it was.

MOTION: G. Grant moved that the application for Route 106 Realty Trust for a Contractor's Yard, commercial building (motor vehicle & trailer service, professional offices, light manufacturing, retail stores and service business), and a Conditional Use Permit for a subordinate dwelling unit located on Laconia Road & 28 Corriveau Way, Tax Lot 217-114-000-000 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 set dated 1/22/2026
2. All original conditions of approval remain in place except as amended herein.
3. Payment of decision recording fee.
4. Compliance hearing shall be held by Board as necessary.
5. Approved use as Contractor's Yard, commercial building (motor vehicle & trailer service, professional offices, light manufacturing, retail stores and service business), and Conditional Use Permit for a subordinate dwelling unit.
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. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
9. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
10. Approval is subject to expiration, revocation and changes in the Ordinances. This one-year extension shall expire on 3/23/2027 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.
Second: K. Sturgeon
Vote: All in favor, motion carried. (6/0)

Plan Submission and Public Hearing – Harold and Lynn Lassonde - Proposed Subdivision: 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.

Steve Heyliger and Lynn Lassonde were present to discuss their application. L. Lassonde stated that they would like to cut out 5 acres from their lot for their son. S. Heyliger stated that they have dug several test pits. The house will be about 450 feet from the front lot line.

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 5/27/2026 subject to extension or waiver.
Second: K. Sturgeon
Vote: All in favor, motion carried. (6/0)

DEVELOPMENT OF REGIONAL IMPACT
Chairman Harris state 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 move that the proposal does not have a potential regional impact.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

OPEN PUBLIC HEARING
Chairman Harris opened the public hearing. There was no public comment.

Departmental Responses:
Fire: .....No concerns.
Police: .....No concerns.
Water/Sewer:.....No response.
Public Works: .....No concerns.
Town Administrator: .....No concerns.
Code Enforcement Officer: .....No response.
Conservation Commission: .....No response.
Land Use Technician: ……See Staff 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.

Discussion Items:

- A plan without the topographic layer should be provided for recording at the Belknap County Registry of Deeds.
- Show proposed driveway location and indicate sight distances.
- Lot is within 500' of the sewer; all lots must be connected.

L. Lassonde stated that they were hoping to only put a portion of the utilities underground, and they plan to have a private septic system. K. Santoro stated that Belmont's Subdivision Regulation state that they must connect to sewer when they are within 500 feet, and all utilities must be underground. It was suggested that they table this until the next meeting.

MOTION: M. LeClair moved to table this application until April 27, 2026.
Second: R. Pickwick
Vote: All in favor, motion carried (6/0)

Plan Submission and Public Hearing – Kipco Properties, LLC – Site Plan Review: Request for Site Plan approval for a Contractor's Yard, a 26-foot-tall commercial building for storage and maintenance of excavation equipment, and a proposed paved driveway and gravel lot. Property is located on Field Lane, Tax Lot 241-002-000-000, in the Industrial Zone. Planning Board Case #08-26P.

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 5/27/2026 subject to extension or waiver.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

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. (6/0)

OPEN PUBLIC HEARING:
Chairman Harris opened the public hearing. There was no public comment. Chairman Harris closed the public hearing.

Departmental Responses:
Fire:……No response
Police: ..... No concerns
Water/Sewer:..... No response
Public Works:……No response
Town Administrator: ..... No concerns
Code Enforcement Officer/Building Official: ..... No concerns
Conservation Commission..... No concerns
Land Use Technician: ..... See Staff Notes
Assessing: ..... No concerns
Staff Notes:

- Applicant is proposing a contractor's yard, an allowed use in the Industrial Zone. The rear of the property abuts the Rural Zone. Due to this fact the rear setback is 50' (typical rear setback for the industrial zone is 15'), this must be reflected on the plan. It is noted that the parcel is located within the aquifer protection district, annual aquifer inspections will be required.
- Where is snow storage?
- Additional comments may be forthcoming upon receipt of additional application materials.

Dari Sasson and Jeremy Fisher from Brown Engineering were present to discuss this application. D. Sassan stated that the applicant is moving his excavator business to Belmont. He is proposing to build a 26-foot-tall commercial building for storage and maintenance of excavation equipment, and a proposed paved driveway and gravel lot.

FINAL APPROVAL:

MOTION: M. LeClair 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. The conditions placed upon the approval are as follows:
2. This action is based on a plan or plan set dated 1/26/2026
3. Submit final plans (6 paper, 1 reduced). Submit one copy for approval prior to submitting all required copies.
4. Add/identify/include note on plan:
    a. Sheet 1 – rear setback to be corrected to 50'.
    b. Indicate snow storage area(s)
    c. Dumpster location (on pad; screened)
5. Parking spaces and ADA parking space to be indicated on plan.
6. Payment of notice of decision recording fee, $20.73-check made payable to BCRD.
7. Evidence of other agency permits obtained.
8. Applicant shall sign and return copy of Town's Site Inspection Schedule.
9. Conditions precedent shall be completed no later than 3/23/27. Active and Substantial development of the approved improvements shall occur no later than 3/23/28 and improvements shall be substantially completed by 3/23/30 or shall be in accordance with the approved buildout schedule.
10. Compliance hearing shall be held by Board as necessary.

Construction conditions to be complied with once plan has been signed and decision recorded:

11. A copy of the Quality Assurance Program, approved plans and the Town's Inspection Schedule shall be provided to the site contractor(s) prior to work commencing.
12. Submission of building plans, approved by Building Inspector and Fire Department; shall comply with all applicable building, fire, health, and life safety codes. Property owner shall install all required traffic control and fire and life safety facilities and systems required by the Board and/or by other applicable Codes and Regulations.
13. Construction shall be monitored and certified by a consultant appointed by the Board at the applicant's expense if any.
14. Obtain successful milestone observations from Land Use Staff as listed on Land Use Inspection form and additionally and separately all required inspections by the Building Official, Fire Department and Public Works Department.
15. Shall erect orange construction fencing around entire perimeter of area to be disturbed. No encroachments outside of fenced area is permitted without prior approval of the Town in conjunction with review by project engineer.
16. Evidence of other agency conditions achieved.
17. Occupancy/use of improvements requires submission of 2 paper original record (as-built) site plans including structures, utilities, roads, drainage and other site improvements.

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

18. Approved uses include: Contractors yard with storage building.
19. Successful annual aquifer inspections required.
20. The property owner shall be responsible to inspect, maintain and make immediate repairs to stormwater management features to assure they function in the manner intended and protect water quality. A copy of the annual report/maintenance shall be submitted to the Town.
21. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
22. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
23. All exterior lighting shall be downcast and shielded from abutters and traffic.
24. Utilities must be underground.
25. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
26. No changes shall be made to the approved plans unless application is made in writing to the Town.
27. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
28. Approval is subject to expiration, revocation and changes in the Ordinances. This conditional approval shall expire on 3/23/27 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.
29. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
30. Operational conditions of the Town and other agencies shall be met.
31. Applicant work with snowmobile club

Second: K. Sturgeon
Vote: All in favor, motion carried. (6/0)

Meeting minutes of February 23, 2026

MOTION: K. Sturgeon moved to approve the meeting minutes of February 23, 2026.
Second: G. Grant
Vote: Motion carried. (4/0/2) M. LeClair and W. Peterson abstained.

Staff Report

K. Santoro stated that Susan Irving needed to be reappointed, and Tyson Morrill would like to be an alternate.

MOTION: M. LeClair moved to reappoint Susan Irving as an alternate to the Planning Board, with her term ending in 2029.
Second: K. Sturgeon
Vote: All in favor, motion carried. (6/0)

MOTION: K. Sturgeon moved to appoint Tyson Morrill as an alternate to the Planning Board, with his term ending in 2027.
Second: R. Pickwick
Vote: All in favor, motion carried. (6/0)

ADJOURNMENT

MOTION: On a motion made by M. LeClair, seconded by K. Sturgeon, it was voted unanimously to adjourn at 7:53 pm.

Respectfully Submitted

Susan M. Austin, Land Use Assistant