



PLANNING BOARD MINUTES

TOWN OF BELMONT, NH
Monday, April 27, 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; Selectmen's Rep Jon Pike; Michael LeClair and Gary Grant.
Alternates: Susan Irving and Tyson Morrill
Staff: Karen Santoro, Town Planner

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.

K. Santoro stated that the applicant has requested to continue this case until the May meeting.

MOTION: M. LeClair moved to continue Case 07-26P until May 18, 2026.
Second: R. Pickwick
Vote: All in favor, motion carried (7/0)

Plan Submission and Public Hearing - Proposed Subdivision – Ktirio Bel, LLC: Applicant is seeking Subdivision Approval to create two lots. Property is located at 223 Daniel Webster Highway, Tax Lot 101-028-000-000, in the Commercial Zone. Planning Board Case # 09-26P.

COMPLETENESS OF APPLICATION

WAIVER REQUESTS:

Soils Map & Report (Site Plan Review Section 5.D.3)

Soils Map & Report: The properties will be served by public sewer. – *There is no proposed disturbance at this time. Staff supports this waiver request.*

Utilities/Fire Protection Plan (Site Plan Review Section 5.D.4)

Utilities/Fire Protection Plan: The project does not alter the existing utilities or fire protection system. - *There is no proposed development at this time. Staff supports this waiver request.*

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

Stormwater Management Plan: The project does not disturb any land or create new impervious cover. - *There is no proposed disturbance at this time. Staff supports this waiver request.*

Stormwater Management and Erosion Control (Site Plan Review Section 9.D)

Stormwater Management and Erosion Control: The project does not disturb any land or create new impervious cover. *There is no proposed disturbance at this time. Staff supports this waiver request.*

MOTION: W. Peterson moved to grant the following waivers:

- Soils Map & Report (Site Plan Review Section 5.D.3)
- Utilities/Fire Protection Plan (Site Plan Review Section 5.D.4)
- Stormwater Management Plan (Site Plan Review Section 5.D.7)
- Stormwater Management and Erosion Control (Site Plan Review Section 9.D)

Second: K. Sturgeon
Vote: All in favor, motion carried. (7/0)

MOTION: R. Pickwick move 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 7/1/26 subject to extension or waiver.

Second: K. Sturgeon
Vote: All in favor, motion carried. (7/0)

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: R. Pickwick
Vote: All in favor, motion carried. (7/0)

Chairman Harris opened the public hearing. There was no public comment.

Jason Hill from T. F. Moran, Inc. and Jim Clifford, representative for the applicant, was present to discuss this application. J. Hill stated that this application is for the existing Dunkin located on Route 3. He stated that they got site plan approval to convert this site to a Dunkin in 2023. He stated that the property is a little over two acres. He presented the Board with several aerial and street views of the property. He stated that this was a pad site that was created for development purposes. They are not proposing to infill that site with anything, rather they would like to subdivide it to create a new one-acre parcel, utilizing the existing driveways on the property. There is one driveway at the south end which is shared with the abutter, and there is another curb cut in front of Dunkin. The plan is to strike a line down the middle of the lot and divide this into two. There is sewer available, but not public water. The new lot will have sewer service and a private well. In addition, they are reserving some of the parking on the new lot to go with that lot. There is no end user at this point, so they would have to come back for site plan approval whenever they have an end user. They will provide the new lot reciprocal cross access easement to preserve the existing curb cuts. Because of the way the drainage is laid out, and some of the utilities, there will be private easements on the new lot that benefit the Dunkin parcel with regards to the drainage and a gas line that crosses through there. Those would be finalized by the subdivision. At this point there is only the sewer service and the well, there are no proposed other improvements for the project. They have sent

a driveway permit update to NHDOT, and they did not have any issues granting an updated permit for the subdivision.

MERITS OF APPLICATION:

Departmental Responses:

Fire:.....No comments.

Police:.....No comments.

Assessing:

- 1) Assessing adjustments resulting from this proposal will occur only on the April 1st assessment date following the recording and/or commencement of project.
- 2) Map/Lot numbers shall be as follows:
 - a. "Proposed Lot 2" (Dunkin 1.07 ac) as labeled on plan shall remain map/lot 101-028-000-000, 223 Daniel Webster Highway
 - b. "Proposed Lot 1" (Vacant 1.01 ac) as labeled on plan shall become map/lot 101-028-001-000, Daniel Webster Highway
 - c. Subdivision plan with properly numbered map/lots, acreage and dimensions must be provided as part of the plan set

Water/Sewer:.....No comments.

Public Works:No comments.

Town Administrator.....No comments.

Code Enforcement Officer:.....No comments.

Conservation Commission:No comments.

Land Use Technician:See Staff Comments.

Staff Comments/Discussion Items:

Applicant should provide plan without details (parking, buildings, etc.) for recording at Belknap County Registry of Deeds. Plan for recording should include lot dimensions; lot size (pre and post subdivision) and Map/Lot numbers (as indicated by Assessing).

FINAL APPROVAL

MOTION: R. Pickwick 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 7/17/2025; Revised 4/1/2026.
- 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. NH DOT updated driveway permit, if applicable
 - b. Note 10 on both sheets: Correct Map/Lot from 106-016 to 102-016
 - c. Provide mylar with lot size(s) pre and post subdivision; lot dimensions and Map/Lot numbers for recording at the Belknap County Registry of Deeds
- 3. Payment of plan and notice of decision recording fees (TBD).
- 4. Conditions precedent shall be completed no later than 4/27/27. Active and Substantial development of the approved improvements shall occur no later than 4/27/28 and

- improvements shall be substantially completed by 4/27/30.
5. Compliance hearing shall be held by Board as necessary.
 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: Use to be approved upon submittal and approval of Site Plan application.
8. 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.
9. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
10. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
11. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
12. No changes shall be made to the approved plans unless application is made in writing to the Town.
13. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
14. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 4/27/27 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.
15. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
16. Operational conditions of the Town and other agencies shall be met.

Second: K. Sturgeon

Vote: All in favor, motion carried. (7/0)

Plan Submission and Public Hearing- Site Plan Review – Ktirio Bel, LLC Applicant is seeking an amendment to Site Plan approval to create 12 new parking spaces and reconfigure emergency vehicle access. Property is located at 223 Daniel Webster Highway, Tax Lot 101-028-000-000, in the Commercial Zone. Planning Board Case # 10-26P.

COMPLETENESS OF APPLICATION

WAIVER REQUESTS

Soils Map & Report (Site Plan Review Section 5.D.3)

Soils Map & Report: The properties will be served by public sewer.

Lighting Plan (Site Plan Review Section 5.D.1.J)

Lighting Plan, Existing/Proposed Light Cone Illumination: The project does not involve any changes in lighting.

Utilities/Fire Protection Plan (Site Plan Review Section 5.D.4)

Utilities/Fire Protection Plan: The project does not alter the existing utilities or fire protection system.

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

Stormwater Management Plan: The project does not disturb any land or create new impervious cover.

Landscape Plan (Site Plan Review Section 5.D. 8)

Landscape Plan: The project does not disturb any land or create new impervious cover.

Parking Design (Site Plan Review Section 9.E)

Parking Design: Project provides 17.7 ft, maintaining existing access way. Project provides vehicle overhang with no sidewalk intrusion to allow for the additional depth. Increasing parking to 18 ft would create additional impervious cover with minimal gain due to the fact the cars can overhang the curb line.

MOTION: M. LeClair moved to grant the following waivers:

- *Soils Map & Report (Site Plan Review Section 5.D.3)*
- *Lighting Plan (Site Plan Review Section 5.D.1.J)*
- *Utilities/Fire Protection Plan (Site Plan Review Section 5.D.4)*
- *Stormwater Management Plan (Site Plan Review Section 5.D.7)*
- *Landscape Plan (Site Plan Review Section 5.D. 8)*

Second: W. Peterson

Vote: All in favor, motion carried. (7/0)

M. LeClair asked J. Hill to explain the rationale for the parking design waiver request. J. Hill stated that they are proposing to convert the former fire lane to parking to support the Dunkin site. The existing geometry gives them the 17.7-foot dimension, while leaving the driveway at its current width, which is 18.1 feet. In order to meet the Town regulation of 18 feet, they feel that their design meets the spirit of the regulation because it is minimizing unnecessary land disturbance, as they have parking that is provided which is a few inches short, but it also doesn't have a sidewalk connected to it so a vehicle can overhang the curb line, so effectively it is an 18-foot parking space. For those reasons alone, the uniqueness of this project along with those factors and the desire to not disturb more ground than necessary, have led him to ask for a waiver. There won't be any harm to the public by granting the waiver, so therefore, they'd like to proceed that way.

J. Pike stated that he doesn't agree with those reasons. He stated that 62% of the vehicles driven in New Hampshire are pickup trucks.

J. Hill stated that they have met with the fire chief, and they gave their okay. W. Peterson asked how they would get around the building? J. Hill stated that it was the same pattern as before. The Fire Department has access around the building, and they have reviewed the plan. Their concern was if they could get the truck around the building, which they can. Because of that zone, they are left a few inches shy of the 18-foot requirement. K. Santoro clarified that the waiver would be only for those spaces. All of the remaining spaces meet the 18-foot length. She stated that the plan removes the existing fire lane and leaves the drive thru. She stated that she went to the site with the Fire Chief and a tape measure and they can still fit the largest truck the Laconia has in that turn. J. Hill stated that there will be 12 spaces in that area. W. Peterson

stated that if they have a short parking space and a drive thru lane that goes right by that, a truck would be sticking out into the drive thru lane. J. Hill stated that they are asking for 3 inches of relief. If the waiver is denied, they can just pave a strip along the edge to make parking compliant.

T. Morrill asked if they could move the subdivision line 3 inches? J. Hill stated that the subdivision line does not depend on any waiver. Many things went into the consideration of the layout of the subdivision, the dumpster location, and trying to keep improvements consolidated, as well as lot coverage. P. Harris stated that he would like to see comments from the Fire Chief. K. Santoro stated that she can confirm the comments from the Fire Chief.

MOTION: M. LeClair moved to deny the waiver request for Section 9.E, Parking Design.
Second: J. Pike
Vote: All in favor, motion carried. (7/0)

MOTION: J. Pike 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 7/1/26 subject to extension or waiver.
Second: W. Peterson
Vote: All in favor, motion carried. (7/0)

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: G. Grant
Vote: All in favor, motion carried. (7/0)

Chairman Harris opened the public hearing. There were no public comments.

Departmental Responses:

Fire:.....No comments.

Police:.....No 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.

Map/Lot numbers shall be as follows:

- d. "Proposed Lot 2" (Dunkin 1.07 ac) as labeled on plan shall remain map/lot 101-028-000-000, 223 Daniel Webster Highway
- e. "Proposed Lot 1" (Vacant 1.01 ac) as labeled on plan shall become map/lot 101-028-001-000, Daniel Webster Highway

- f. Subdivision plan with properly numbered map/lots, acreage and dimensions must be provided as part of the plan set

Water/Sewer:.....No comments.
Public Works:.....No comments.
Town Administrator:.....No comments.
Building/Code Enforcement Officer:.....No concerns.
Conservation Commission:No comments.
Land Use Technician:See Staff Comments.

Staff Comments/Discussion Items:

Proposed parking spaces in fire lane to be removed could exit into oncoming traffic (it is one way for the drive through); additional signage should be installed to inform driver to exit in the correct direction.

There are typographical errors that need to be corrected:

- a. Existing conditions “Notes”
 - i. Note 3 correct map to Map 101 Lot 28
 - ii. Note 10 correct map to Map 102 Lot 16
- b. All Sheets: change “Trough” to “Through”
- c. Sheet C-2 label for Lot 101-027 is cut off
- d. Sheet C-2 Notes #3 remove/update note.

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. This action is based on a plan dated 4/1/2026.
2. Submit final plans (4 full size, 1 reduced, 1 pdf). Submit one copy for approval prior to submitting all required copies. Make the following corrections to the final plans before submitting:
 - a. Existing conditions “Notes”
 - i. Note 3 correct map to Map 101 Lot 28
 - ii. Note 10 correct map to Map 102 Lot 16
 - b. All Sheets: change “Trough” to “Through”
 - c. Sheet C-2 label for Lot 101-027 is cut off
 - d. Sheet C-2 Notes #3 remove/update note.
3. Payment of Notice of Decision recording fee. Check made payable to BCRD in the amount of \$20.60.
4. Conditions precedent shall be completed no later than 4/27/27. Active and Substantial development of the approved improvements shall occur no later than 4/27/28 and improvements shall be substantially completed by 4/27/30.
5. Compliance hearing shall be held by Board as necessary.
6. Submission of building plans, approved by Building Inspector & Fire Department if applicable.
7. 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:

8. Approved uses include: Diner/Restaurant/Tavern (with drive through lane).
9. All prior conditions of approval remain in effect except as amended by this application.
10. 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.
11. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
12. All exterior lighting shall be downcast and shielded from abutters and traffic.
13. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
14. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
15. No changes shall be made to the approved plans unless application is made in writing to the Town.
16. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
17. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 4/27/27 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.
18. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
19. Operational conditions of the Town and other agencies shall be met.
20. Show 18' parking spaces on the plan.
21. One-way directional signage is required with new parking spaces.

Second: J. Pike

Vote: All in favor, motion carried. (7/0)

Meeting minutes of March 23, 2026

MOTION: M. LeClair moved to approve the meeting minutes of March 23, 2026.

Second: G. Grant

Vote: Motion carried. (6/0/1) J. Pike abstained.

Staff Report

K. Santoro stated that the Land Use office has received several calls regarding a site on Route 106 with the treated soils. The current owner has been screening the materials and treated soils. She stated that they have not heard back from the owner yet. M. LeClair asked where the treated soils came from. K. Santoro stated that there was a plant in Loudon that treated the soils. Per an agreement made by the prior owner, the treated soils are not supposed to be removed from the site.

K. Santoro stated that there have been a few Home Occupation applications that have come in to the Land Use office. One of them may end up in front of the Planning and/or Zoning Board.

Election of Officers

MOTION: M. LeClair moved to appoint Peter Harris as Planning Board Chairman.

Second: J. Pike

Vote: All in favor, motion carried. (7/0)

MOTION: M. LeClair moved to appoint Ward Peterson as Planning Board Vice Chairman.

Second: J. Pike

Vote: All in favor, motion carried. (7/0)

ADJOURNMENT

MOTION: On a motion made by M. LeClair, seconded by W. Peterson, it was voted unanimously to adjourn at 6:58 pm.

Respectfully Submitted,



Susan M. Austin, Land Use Assistant