PLANNING BOARD MINUTES

TOWN OF BELMONT, NH
Monday, June 22, 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:	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 –DDI Commercial #3 LLC.: Applicant is seeking Site Plan Approval to construct a 10,200-sf industrial building. Property is located at 32 Eastgate Park Road, Tax Lot 217-102-000-000, in the Commercial Zone. Planning Board Case # 12-26P.

Peter Howard and Dave Sanborn were present to discuss this application.

WAIVER REQUESTS:
5.D.1.H – Onsite/Adjacent surface water/Wetlands – Applicant response: The site is developed and redevelopment is within previously disturbed areas. *Staff supports this waiver request.*
5.D.3 – Soils Map and Report - Applicant response: All proposed work will be conducted in previously developed and paved areas. No work is proposed outside this developed area where soils and wetland information would be necessary. – *Site is developed; staff supports this waiver request.*
5.D.4 – Topo Lines extend 100' off site – Applicant response: Proposed work and need for contour lies within previously approved and disturbed areas. *Staff supports this waiver request.*
5.D.7 – Stormwater Management Plan – Applicant response: The proposed work will tie into the existing stormwater management plan. The proposed work will not create any increase in stormwater. *Staff supports this waiver request.*
9.Q – Stormwater Management and Erosion Control – Applicant response: Stormwater is being treated already on this site and we are not increasing flow. Post development coverage is actually slightly less than pre-development coverage. *Staff supports this waiver request.*

MOTION: W. Peterson moved to grant the following waiver requests:
- 5.D.1.H – Onsite/Adjacent surface water/Wetlands
- 5.D.3 – Soils Map and Report
- 5.D.4 – Topo Lines extend 100' off site
- 5.D.7 – Stormwater Management Plan
- 9.Q – Stormwater Management and Erosion Control

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

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

8/26/2026 subject to extension or waiver.
Second: K. Sturgeon
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)

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

DEPARTMENTAL RESPONSE:
Fire: No concerns
Police: No concerns
Water/Sewer: No comments
Public Works: No comments
Town Administrator: No comments
Code Enforcement Officer: No concerns
Conservation Commission: No concerns
Land Use Technician: No issues with the proposed development.
Assessing Administration: Assessing adjustments resulting from this proposal will occur only on the April 1st assessment date following the recording and/or commencement of project.

Peter Howard and Dave Sanborn were present to discuss this application. P. Howard stated that the applicant is proposing to build a new building on the lot that will be utilized as a machine shop. There is an existing well, as well as an existing septic system. They have received state septic approval. There will be no new proposed lighting other than building mounted lighting. The proposed plan will be decreasing the impervious area.

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. The approved use shall not commence until Notice of Decision is signed and recorded.

1. This action is based on a plan dated 6/01/2026.
2. Payment of decision recording fee (TBD) for Notice of Decision.
3. Compliance hearing shall be held by Board as necessary.

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

4. Construction may be monitored and certified by a consultant appointed by the Board at the applicant's expense if any.

5. Units shall comply with all applicable building, fire, health, and life safety codes.
6. As-built plans required prior to occupancy/use.

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

7. All existing prior approval conditions remain in effect.
8. 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.
9. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
10. Landscaping shall be maintained, shall be kept in a sightly manner and not allowed to deteriorate.
11. All exterior lighting shall be downcast and shielded from abutters and traffic.
12. Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
13. No changes shall be made to the approved plans unless application is made in writing to the Town.
14. The Planning Board shall have the power to modify or amend its approval upon its own motion to do so.
15. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 6/22/27 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.
16. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
17. Operational conditions of the Town and other agencies shall be met.
18. Maintenance of stand pipe area.

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

Plan Submission and Public Hearing -Mountain Made Materials: Request for Five-year compliance hearing for earth excavation permit conditions. Property is located at 224 Hurricane Road, Tax Lot 231-014-000-000 in the "R" Zone. Planning Board Case # 13-26P.

Jon Rokeh was present to discuss this 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 8/26/2026 subject to extension or waiver.
Second: M. LeClair
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: W. Peterson
Vote: All in favor, motion carried. (5/0)

Chairman Harris opened the Public Hearing. There were no public comments.

DEPARTMENTAL RESPONSE:
Fire: No concerns
Police: No concerns
Water/Sewer: No comments
Public Works: No comments
Town Administrator: No comments
Code Enforcement Officer: No concerns
Conservation Commission: No comments.
Land Use Technician: No issues with the compliance hearing request.
Assessing Administration: No issues or concerns.

Staff Notes:

- Well monitoring has been occurring as required.
- No blasting occurred in 2024 and 2025
- No change to operations.
- Caution to avoid transporting invasive species onto the property. Removal of such growth is regulated by the State of NH.
- Conformance to prior conditions of approval. Required 5-year NH DES Progress Plan has been submitted.
- Staff believes the site to be in conformance with original approval and current Regulations.
- Operational impacts of the project conform to the description and commitment offered during the prior review process.
- Quality Assurance plan is in place.

MOTION: W. Peterson moved that the application be found substantially in compliance with the following items:

1. Conformance with the prior conditions of approval.
2. Operational impacts of the project conform to the description and commitment offered during the prior review process.
3. Required security in place.
4. As a condition of this finding:
5. Submit report on 2026 NH DES progress plan review.
6. All existing conditions remain in effect. No amendment was made by this action.
7. Application for the next compliance review hearing shall be submitted to the Board no later than March 31, 2031.

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

Plan Submission and Public Hearing – Parent Sand and Gravel: Applicant is seeking Site Plan Approval for a contractor's yard with two storage/warehouse buildings. Property is located at 98 Wareing Road, Tax Lot 245-016-000-000, in the Rural Zone. Planning Board Case # 16-29P.

Jon Rokeh was present to discuss this application.

LOT HISTORY:

10-26-2015 – Site Plan Amendment
06-26-2017 – Site Plan Amendment/Earth Excavation Reclamation Plan Amendment
04-17-2025 – Driveway permit granted
07-05-2017 – Driveway permit granted
07-23-2025 – Special Exception granted

COMPLETENESS OF APPLICATION:

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 8/26/2026 subject to extension or waiver.
Second: M. LeClair
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)

DEPARTMENTAL RESPONSE:

Fire: No concerns
Police: No concerns
Water/Sewer: No comments
Public Works: No comments
Town Administrator: No comments
Code Enforcement Officer: No concerns
Conservation Commission: No comments.
Land Use Technician:

- The Belmont wetland setback is 35 feet. The site plan calls out a 25-foot setback. The site development needs to accommodate the 35-foot setback.
- Whereas the initial use of the site is for a sand & gravel operation and the use is changing to a storage facility, a final reclamation plan must be included in the site plan set and

executed in its entirety prior to the completion of the project and building occupation signoff by the Town.

Assessing Administration: No issues or concerns.

Chairman Harris noted that the Land Use Technician stated that this project fell into the wetland setback. J. Rokeh stated that they are wedged in between setbacks on both sides. He stated that the way the site is laid out with the new buildings they have allowed room to get turned into each one of the units, and that put them right into and against the setback. K. Santoro stated that the applicant was granted a variance for the use, not for any setbacks. The applicant would have to go back to the Zoning Board to obtain that relief. She stated that the Board can hear the proposal tonight, but in order to move forward the applicant would need to continue this application until they get the Zoning relief. J. Rokeh stated that they could also obtain a wetland dredge and fill permit and fill the wetland. T. Morrill asked if it was possible to get information on this wetland? If it is natural or manmade? That may change the decisions about prioritizing wetlands.

Chairman Harris opened the public hearing.

Deb Wareing (Wareing Road) D. Wareing stated that she was concerned about any drainage that goes onto her lot. She stated that she owns both sides of the brook. She wants to protect the water. Her concern is that a bunch of strangers will be dumping things into the water. J. Rokeh explained that the drainage would not be onto her lot. She also stated that there are a lot of kids on that road, so her concern is with traffic. She also asked if the road would be bonded. J. Rokeh stated that the bond will remain in place.

Ruth Mooney (South Road Cemetery Association) R. Mooney stated that she was there representing the South Road Cemetery Association. The members are concerned with all of the digging taking place, as well as the reclamation. It might not be necessarily this spot in particular, but that is a concern with this piece of land. There have been inquiries as to how much material and how close it is to the property line. Who is monitoring that for the town? Should they be considering hiring someone to monitor that? They ae concerned with what precautions are being taken. J. Rokeh stated that this is a separate parcel from the pit. R. Mooney stated that they are concerned with the reclamation of the pit. If it's all the same entity, this is why they would like to go on record stating their concerns. K. Santoro stated that the pits go through 5-year compliance hearings. Those records are kept in the Land Use Office.

William Nutter (114 Wareing Road) W. Nutter asked if the existing slopes would not be disturbed. J. Rokeh stated that was correct. B. Nutter stated that there is a well on the applicant's property that he has the right to use and maintain. It's not shown on the plan, and it is adjacent to the infiltration basin. He stated that he has some concerns about the distance away from the infiltration basin. J. Rokeh stated that the wellhead needs to be at least 35 feet away. He will add that to the plan.

Chairman Harris closed the public hearing.

MOTION: W. Peterson moved to continue Case # 16-29P until July 27, 2026.
Second: M. LeClair
Vote: All in favor, motion carried. (5/0)

Plan Submission and Public Hearing – IDH Realty, LLC.: Applicant is seeking Site Plan Approval for a contractor's yard with a dwelling unit subordinate to nonresidential use. Property is located at 121 Laconia Road, Tax Lot 205-069-000-000, in the Commercial Zone. Planning Board Case # 14-26P.

K. Santoro stated that the applicant has requested to continue this application in order to address some concerns by Staff.

MOTION: M. LeClair moved to continue Case #14-26P until July 27, 2026.
Second: W. Peterson
Vote: All in favor, motion carried. (5/0)

Plan Submission and Public Hearing – Trish Beauchesne: Applicant is seeking Site Plan Approval to establish a veterinary clinic/boarding kennel (canine daycare and boarding). Property is located at 677 Union Road, Tax Lot 222-047-000-000, in the Residential Single-Family Zone. Planning Board Case # 15-26P.

Trish Beauchesne

LOT HISTORY:
5-1977 Subdivision
5-1977 Septic application & plan
6-1982 Building permit (addition)
8-1999 Pete's Automotive questionnaire for business listing
2-2009 Email from S. Dalton re: Pete's Automotive no longer in business
2-2021 Application for Home Occupation Business for dog daycare (denied – does not meet Home Occupation requirements)
12-2022 Letter from Town Planner RE: ongoing operation of dog daycare without required approvals
1-2023 Application Review Committee Application for dog daycare
9-2023 Letter from Town Planner RE: follow up to ARC application; ongoing operation of dog daycare without required approvals.
10-2023 Variance for veterinary/boarding kennel (canine daycare & boarding)
4-2025 New septic system approval

K. Santoro stated that this project was considered a Minor Site Plan.

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 8/26/2026 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:
Vote: All in favor, motion carried. (5/0)

Chairman Harris opened the Public Hearing. There were no public comments.

DEPARTMENTAL RESPONSE:
Fire: No concerns
Police: No concerns
Water/Sewer: No comments
Public Works: No comments
Town Administrator: No comments
Code Enforcement Officer: No concerns
Conservation Commission: No comments.
Land Use Technician: No issues with the proposed development.
Assessing Administration: No issues or concerns.

Discussion items:
What are the hours of operation for the daycare? T. Beauchesne stated that the hours would be 7 am until 6 pm. Kennel is two stories; what is second floor being utilized for? T. Beauchesne stated that the second floor would be used for office space and storage.

T. Beauchesne stated that she has dogs that stay during the day. They also take dogs overnight. The staff is made up of 4 people. M. LeClair asked what the limit would be for the number of dogs she could take in. T. Beauchesne stated that they can hold 25 dogs at a time. M. LeClair asked how she would handle noise complaints. T. Beauchesne stated that they work with the dogs to keep the noise down, and they also have tree growth surrounding the areas where they keep the dogs. The property is also at a higher elevation than their neighbors, so the noise doesn't travel as well. M. LeClair asked how she deals with the pet waste. She stated that she contracts with Cassella to dispose of the waste.

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 6/1/2026.
2. Submit final plans (6 paper, 1 reduced, 1 pdf). Submit one copy for approval prior to submitting all required copies. Add/identify/include note on plan:
    a) Add note that the waste removal contract remain in place.

3. Payment of decision recording fee. Check made payable to BCRD in the amount TBD.
4. Evidence of any other agency permits obtained as applicable.
5. Conditions precedent shall be completed no later than 6/22/27. Active and Substantial development of the approved improvements shall occur no later than 6/22/28 and improvements shall be substantially completed by 6/22/30.
6. Compliance hearing shall be held by Board as necessary.

APPLICANT SHALL TAKE SPECIAL NOTICE: **NO USE/WORK** 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, OTHER ENFORCEMENT ACTION AND DAILY

FINES.

7. Construction conditions to be complied with once plan has been signed and decision recorded (shall comply with full standards of the Town's Project Security/Construction Process):
8. Submission of building plans, approved by Building Inspector & Fire Department.
9. Underground utilities (telephone, electric, etc.) required from the ROW.

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

10. Approved use: veterinary clinic/boarding kennel (canine daycare and boarding only); any expansion of use will require further review from the Planning Board.
11. Occupancy/use of improvements requires submission of 2 paper original record (as-built) site plans including structures, utilities, roads, drainage and other site improvements. Plans shall be reproducible in black/white.
12. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
13. 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. 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 6/22/27 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. A maximum of 25 dogs may be on the business premises at any time. (does not include personal animals.)

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

Meeting minutes of May 18, 2026

MOTION: M. LeClair moved to approve the meeting minutes of May 18, 2026.
Second: P. Harris
Vote: All in favor, motion carried. (5/0)

Staff Report

Building on Class VI Roads

K. Santoro stated that on July 1, a new law regarding building on a Class VI Road. Prior to this law, an applicant who wanted to build on a Class VI Road would have to come before the Planning Board. Applicants will only be required to file a Waiver of Municipal Liability with the Belknap County Registry of Deeds. They will also have to provide proof of insurability.

Land Use Office Hours

K. Santoro stated that the Land Use Office will be closed to the public on Tuesdays to allow for the department to catch up on paperwork.

Food Truck Applications
K. Santoro stated that she was looking for the Board's consensus to allow Town Staff to review these applications rather than having the land owner come in front of the Board to change the site plan. She presented the Board with the draft food truck application. The Board discussed different circumstances that might require an applicant to come before the Board, and made a few changes to the draft application.

Gale School Ribbon Cutting
K. Santoro stated that the Gale School will be holding a ribbon cutting on Tuesday, June 30 at 11:00 am.

Out of State Business Road Side Signs
M. LeClair stated that he was starting to see signs advertising transient companies. K. Santoro stated that they are only allowed to place signs out when they are working at a particular address, but not all over town. She stated that she will touch base with DPW about them.

T. Morrill asked about conflicts of interest commenting on Planning Board cases as a Conservation Commission member. Discussion ensued about the conflicts that can arise when someone is a member of two Land Use Boards.

ADJOURNMENT
MOTION: On a motion made by M. LeClair, seconded by K. Sturgeon, it was voted unanimously to adjourn at 7:30 pm.

Respectfully Submitted,

Susan M. Austin, Land Use Assistant