PLANNING BOARD MINUTES

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

Present: Chairman Peter Harris; Richard Pickwick; Tyson Morrill; and Gary Grant
Absent: Selectmen's Rep Jon Pike; Michael LeClair; and Vice Chairman Ward Peterson
Staff: Karen Stuyniski, Town Planner and Susan Austin, Land Use Assistant
Zoom: None

6:00PM – Call to Order
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 asked that everyone be respectful to each other and the Board members, and to please direct all questions and comments to the Board. The public will be allowed the opportunity to address the Board during the public hearing.

1st Public Hearing – Amendments to the Town of Belmont's Zoning Ordinance.
Chairman Harris opened the first of two public hearings to discuss the proposed amendments. K. Stuyniski noted that in 2023, the town voted to add an RSA clause to Article 1 to allow the Planning Board to make changes as required by RSA after holding two public hearings at regularly scheduled Planning Board meetings.

The Board is proposing the following amendments:

PROPOSED Article 8:J Multifamily Development on Commercially Zoned Land

I. a. "Commercially zoned land" means land zoned for such commercial activities as retail and office space. *(Article 15: Commercial A use primarily concerned with the making of profit from the sale of goods or services.)*
b. "Mixed-use" means a type of development that combines residential, commercial, cultural, institutional, or entertainment uses within a single building or development area.
c. "Adaptive reuse" means the repurposing of existing buildings or structures in whole or in part for residential purposes.

II. Pursuant to RSA 674:80, the Town of Belmont shall allow multi-family residential development on commercially zoned land, provided that adequate infrastructure, including roads, water, and sewage systems, shall be available or provided to support the development.

III. Residential development is not permitted where industrial and manufacturing uses are permitted which may result in impacts that are incompatible with residential use, such as air, noise, odor, or transportation impacts.

IV. All available ground floor space must be dedicated to retail or similar uses.

V. Adaptative reuse of an existing building is exempt from requirements regarding setbacks, height, or frontage of a building being converted to multi-family or mixed-use through adaptive reuse, *provided that the building's floor area, height, and setbacks do not change.*

Proposed Short Term Lodging: Table of Permitted Uses

	Commercial	Industrial	Residential Multi-Family	Residential Single Family	Rural	Village
Residential Uses						
Short Term Lodging	N	N	P	P	P	P

Article 15: Definitions

Short Term Lodging:

Short-term lodging: any individually or collectively owned single-family house or dwelling unit or any unit or group of units in a condominium, cooperative, or timeshare, or owner-occupied residential home, that is offered for a fee and for less than 30 consecutive days.

Proposed Article 8:K Short Term Lodging

All short-term lodging units must provide documentation that the dwelling unit meets the following criteria:

a. The dwelling unit has the following life safety features:
    1. Smoke and carbon monoxide detectors must be installed in areas defined by the Town's adopted codes and must be functioning;
    2. All windows or doors designed to open must be able to be opened to provide emergency egress;
    3. No basement space must be used as sleeping areas unless there are properly sized egress windows and/or doors conforming to the Town's adopted codes;
    4. A functional fire extinguisher must be visibly installed in all kitchen areas.
b. No on-street parking is allowed;
c. The owner and all tenants must adhere to the Noise Ordinance.
d. No signage advertising the property as a short-term rental is permitted.
e. The owner must display their Meals and Rooms (Rentals) license issued by the New Hampshire Department of Revenue Administration in accordance with State laws and regulations.
f. The owner of a short-term lodging unit is responsible for the removal of trash in accordance with the Town's ordinance.

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

Public Hearing – 2027 CIP

Chairman Harris opened the public hearing for the 2027 CIP.
There were no public comments. Chairman Harris closed the public hearing.

MOTION: R. Pickwick moved to accept the Capital Improvement Plan for 2027 - 2032.
Second: G. Grant
Vote: All in favor, motion carried. (4/0)

Plan Submission and Public Hearing – Belmont Landing, LLC: (Continued from October) Applicant is seeking Site Plan Approval to construct 36 residential units on the upper floors of an existing mixed use commercial building. Property is located at 171 Daniel Webster Highway, Tax Lot 101-022-000-000, in the Commercial Zone. Planning Board Case # 20-26P
Jamie O'Hara was present to discuss his application.

Chairman Harris provided the Board with an overview of the application's progress to date.
The following waivers were granted on July 27, 2026

Section 5:D:3 Soils Map & Report;
Section 5:D:4 Topo Plan;
Section 5:D:5 Aquifer Plan
Section 5:D:7 Stormwater Management Plan
Section 5: E:6 Quality Assurance Program
Section 5:D:8 Roads and Sidewalks
Section 5:D:9 Landscape Plan

The Planning Board accepted the application of complete on July 27, 2026.

The Planning Board determined that it is not a Development of Regional Impact on July 27, 2026.

The department response was as follows:
Fire: Recommends third party review of fire and life safety plan; there is currently no fire lane, with addition of 36 residential units this causes concern for FD access.
Police: No comments.
Water/Sewer: No comments.
Public Works: No comments.
Town Administrator: No comments
Code Enforcement Officer: Units/building will need to meet Building, Fire and Life Safety codes including but not limited to means of egress. Building is proposed mixed use (commercial/residential) it needs to conform to the IBC requirements (not IRC).
Conservation Commission: No comments.
Land Use Technician: The property lacks adequate parking.
Assessing Administration: No comments.
Staff Comments:
Notes from Prior meetings:
674:80 Amendment to Zoning Regulations. (excerpt)
I. Notwithstanding any provision to the contrary, municipalities shall allow multi-family residential development on commercially zoned land, provided that adequate infrastructure, including roads, water, and sewage systems, shall be available or provided to support the development.

The current application does not meet parking requirements as outlined in the Site Plan Regulations Section 9:E. A traffic study was provided by the applicant however, the timing of the study (week prior to Memorial Day/Memorial Day) raises concerns. Staff is recommending a third-party traffic study be conducted. Additionally, parking is at a deficit with current tenants; not taking into consideration the potential use of the vacant units on the first floor.

Application indicates 104 parking spaces available; staff have totaled spaces finding a total of 96 parking spaces. Original approval in 2004 required 108 spaces (104 provided per plan – waiver granted for four spaces).

Plan sheet labeled "2nd Floor and Mezzanine Plan" indicates 29 units; actual unit count is 29 units on second floor plus 7 units on third (mezzanine) floor for a total of 36 units.

Dumpster currently on site may not be adequate to accommodate 36 dwelling units in addition to the commercial businesses on the first floor. – *Applicant will arrange for additional pick ups*

Current parking lot configuration does not contain a fire lane; in the event of an emergency fire apparatus may have difficulty accessing the property. – *Laconia Fire Department brought ladder truck to site; truck can pull in/back out.*

DOT Driveway permit may need to be upgraded due to proposed residential use.

Parking assessment contracted by applicant was received Monday, September 21,2026.

The parking assessment submitted utilized the same data from the Memorial Day weekend and does not provide a neutral assessment. The assessment also does not recognize the parking requirements as outlined in the Belmont Site Plan Regulations.

October 26, 2026 Meeting Notes:
Parking assessment with revision date of October 16,2026 was from the applicant October 19, 2026. Report utilizes same data set from Memorial Day week/weekend. Revised report includes traffic numbers going past the subject property on Route 3 (Daniel Webster Highway). To clarify a statement in the report, the Town of Belmont requires one parking space per residential unit; the change in State law has not yet been reflected in the printed regulations. The change in the law does not affect the commercial parking requirements outlined in the Site Plan Regulations.

November 23, 2026 Meeting Notes:
No additional materials have been received from the applicant. Applicant has requested that Jeffrey Dirk from Vanessa and Associates be allowed to recite/highlight his most recent Memorandum at the 11/23/26 Planning Board meeting.

Copy of the proposal form Fuss & O'Neill for third party parking study is enclosed in packet, with email questions from applicant's attorney and response from Fuss & O'Neill.

K. Stuyniski stated that since the Board packets went out, the applicant notified Staff that Jeffrey Dirk would not be at the meeting tonight.

J. O'Hara stated that because of that (Mr. Dirk not attending the meeting), he would request that his application be tabled until the December meeting.

Chairman Harris stated that the Board has stretched this application out for quite a while trying to come up with an answer as a Board. He stated that he'd like to propose a motion.

MOTION: P. Harris moved that the application of Belmont Landing LLC, seeking Site Plan Approval to construct 36 residential units on the upper floors of an existing mixed use commercial building. Property is located at 171 Daniel Webster Highway, Tax Lot 101-022-000-000, in the Commercial Zone. Planning Board Case # 20-26P **be denied** as it does not meet the parking requirements, 1 space per living unit (see RSA 674:16-a), for residential housing as required in the Belmont Site Plan Regulations, Section 9.E.

Second: R. Pickwick
Vote: Motion carried (3/1) G. Grant voted no.

Plan Submission and Public Hearing – Matt King: Applicant is seeking Site Plan Approval to build a 20'x 44' addition to the existing shop. Property is located at 995 Laconia Road, Tax Lot 125-048-000-000, in the Commercial Zone. Planning Board Case # 25-26P

Matt King and Matthew Moore, PE, were present to discuss this application.

Chairman Harris provided the Board with an overview of the application.

1. **History:**
   1/14/1985 – Building permit for foundation.
   2/13/1985 – Building permit for manufactured home.
   2/13/1985 – Building permit for addition to manufactured home.
   5/28/1985 – Building permit for commercial garage
   10/1/1994 – Building permit for porch
   3/21/1996 – Building permit for residential shed
   3/26/2003 – Auto dealer's license
   6/12/2008 – Zoning compliance letter
   5/26/2016 – PB Conceptual Discussion re: motor vehicle sales
   6/27/2016 – Site Plan approval for motor vehicle sales
   2/26/2018 – Change of Tenant; motor vehicle repairs (pre-existing use)
   3/15/2021 – Change of Tenant; motor vehicle sales & repairs (withdrawn)
   3/19/2021- Sign permit application (withdrawn)
   4/26/2023 - ZBA approval – Contractor's yard with existing 3 bed manufactured home
   5/15/2023 - Change of Tenant; contractors' yard.

Chairman Harris stated that unless otherwise determined by the Board, minor projects shall be those projects where: all structure construction or reconstruction does not exceed 600 sq ft - for the purposes of this section, reconstruction is defined as any work for which a building permit is required and/or converting the use of a structure from primary or accessory
residential use to non-residential use; and

2. where all disturbed areas do not exceed 20,000 sq ft; and
3. where no significant off-site impacts are generated.

Applicants for a minor project shall be exempt from the following requirements of these
Regulations, except in cases where the Board shall determine otherwise during the course of their review of the application.

- Section 5.D.3. - Soils Map and Report.
- Section 5.D.4. - Topographic Plan.
- Section 5.D.5. - Aquifer Plan.
- Section 5.D.7. - Stormwater Management and Erosion Control Plan and Report.

Waiver Requests:

- Section 5.D.3 – Soils Map and Report - *The proposed expansion is minimal and into gravel soils. NRCS description shown on plan. The site is a gravel site base, no wetlands to be delineated.*
- Section 5.D.7. - Stormwater Management and Erosion Control Plan and Report – *The proposed addition is only 880 square feet, 210 sf of that is pavement, impervious already, so there is only 670 sf of lawn being converted to impervious. I designed a 3' wide by 2' deep stone drip edge infiltrating the roof drainage into the existing gravel*

base. I've added a note on the plan to construct and maintain straw wattles around disturbed areas for erosion control.

- Section 5.D.9 – Landscape Plan – *The addition is only 880 sf, the rest of the already constructed site will remain unchanged.*

MOTION: G. Grant moved to grant the following waivers:

- Section 5.D.3
- Section 5.D.7
- Section 5.D.9

Second: R. Pickwick
Vote: All in favor, motion carried. (4/0)

MOTION: R. Pickwick 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 1/27/2027 subject to extension or waiver.

Second: G. Grant
Vote: All in favor, motion carried. (4/0)

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: T. Morrill
Vote: All in favor, motion carried.

Chairman Harris opened the public hearing.

M. Moore stated that this was a simple project. They are proposing a 20 x 44 addition to the building to store trucks. He stated that it will be heated, but will not have septic or water. The lot will be primarily accessed from Laconia Road, which is an existing driveway. There is no proposed construction near wetlands, as well as no outcroppings or stone walls will be disturbed. The exterior lighting is limited to an existing flood light headed to the end of the existing mobile home. The public existing utilities will be extended to the addition. He stated that he designed a 3' x 2' drip edge infiltrating the roof drainage into the existing gravel base.

K. Stuyniski asked where the bathroom facilities were located for the employees. M. Moore stated that the bathroom facilities were located in the main house.

There were no public comments.

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 10/21/2026.
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. Dumpster needs to be screened.
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 11/23/27. Active and Substantial development of the approved improvements shall occur no later than 11/23/28 and improvements shall be substantially completed by 11/23/30.
6. Compliance hearing shall be held by Board as necessary.

APPLICANT SHALL TAKE SPECIAL NOTICE: <u>NO USE/WORK</u> MAY COMMENCE UNTIL ALL PRE-CONDITIONS ABOVE HAVE BEEN SATISFIED. CONTACT THE LAND USE OFFICE WITH ANY QUESTIONS. COMMENCING WORK OR USE PRIOR TO TOWN AUTHORIZATION SUBJECTS THIS APPROVAL TO REVOCATION, 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 (if applicable), approved by Building Inspector & Fire Department.
9. Underground utilities (telephone, electric, etc.) required from the ROW if applicable.

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

10. Approved use: Contractor's Yard
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. (If applicable.)
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 11/23/27 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.

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.

Second: R. Pickwick
Vote: All in favor, motion carried.

Plan Submission and Public Hearing – STG Properties, LLC: Applicant is proposing to subdivide the existing lot into three lots. Property is located at 237 South Road, Tax Lot 243-009-000-000, in the Rural Zone. Planning Board Case # 26-26P

T. Morrill recused himself.

K. Stuyniski stated that because T. Morill had to recuse himself since he is the wetland scientist for this application, they no longer had a quorum, and would need to re notice this application for the next meeting.

Minutes
Amend/Approve prior meeting minutes of August 31, 2026 and October 26, 2026

MOTION: R. Pickwick moved to approve the minutes of August 31, 2026 as written.
Second: G. Grant
Vote: All in favor, motion carried (4/0)

MOTION: W. Peterson moved to approve the minutes of June 24, 2024, as written.
Second: G. Grant
Vote: All in favor, motion carried (4/0)

Staff Report

Master Plan
K. Stuyniski stated that they have signed a contract with Lakes Region Planning Commission to start work on the Master Plan. The Board will need to establish a steering committee in the near future.

Zoning Amendments
K. Stuyniski stated that the second public hearing for ordinance changes will be next month.

ADJOURNMENT

MOTION: On a motion made by T. Morrill, seconded by R. Pickwick, it was voted unanimously to adjourn at 6:50 pm.
Vote: All in favor, motion carried. (4/0)

Respectfully Submitted

Susan M. Austin, Land Use Assistant