



APPLICATION REVIEW COMMITTEE TOWN OF BELMONT, NH

Meeting Minutes
Belmont Mill
Thursday, August 25, 2022 – 8am

- Members Present: Police Chief Mark Lewandoski, Town Planner Sarah Whearty, Land Use Technician Karen Santoro, DPW Director Craig Clairmont Town Administrator Alicia Jipson and Assistant Fire Chief Deb Black .
- Members Absent: Building Official Russell Wheeler, Assistant Public Works Director Brian Jackes, Assessing Administrator/Administrative Assistant Colleen Akerman and Fire Chief Michael Newhall.
- Others Present: Daniel Clair; Brian Pratt, Fuss & O'Neill; Peter Palmer; Angelo Palmer; Atty. Stephan Nix.

S. Whearty opened the meeting at 8:03 a.m. She thanked everyone for attending and explained that staff members comprising the Application Review Committee (ARC) are present to assist the applicant in a preliminary discussion regarding their proposal. The discussion is non-binding on the applicant and the Town. The ARC has no regulatory authority. The meeting is intended to allow staff to gain a better understanding of the proposal and to provide applicants with early input on their proposal. Staff members remain available to continue to provide assistance during the application process. The meeting is a public meeting, but not a public hearing and staff is not authorized by local or State law to accept public comments as part of this review. The following is a brief synopsis of the property discussions held.

The members of the ARC introduced themselves to the applicants.

1. **Review Meeting:**

- A. **Daniel & Karlene Clair:** Review of a Boundary Line Adjustment request. The proposal includes demolition of the existing building, construction of a new residence and developments to bring the lot more near to conforming to NHDES Shoreland requirements, including the installation of pervious pavers and other drainage improvements. The properties are in the Residential Single-Family Zone located at 62 & 64 Sunset Drive, Tax Lots 104-045-000-000 & 104-046-000-000, # 18-22R.

Brian Pratt of Fuss & O'Neill, agent for the applicant, outlined the proposal. He explained that the first application is for a Boundary Line Adjustment (BLA). Lot 104-046 currently is just over an acre in size, the proposed BLA would create a lot that is less than one acre

in size. The applicant is applying for a variance to create a lot smaller than allowed. Minimum lot size in the RS zone is one acre, the lot would be .91 acres. Lot 104-045 (known as 64 Sunset) currently does not have frontage on Sunset Drive. The BLA adjustment would provide approximately 81 feet of frontage, making the lot more nearly conforming.

B. Pratt explained that the second part of the application packet is the proposed demolition of the existing house and garage and the construction of a new single-family home with an attached garage. It was clarified by S. Whearty that due to the fact it is a complete demolition and rebuild it will need a Variance, not a Special Exception.

C. Clairmont asked if they will be installing a new driveway. D. Clair explained that the driveway exists that services both 62 and 64 Sunset Drive. They will just switch the easement from one property to the other. There were no other concerns raised by the members of the ARC regarding the boundary line adjustment at this time.

B. Pratt and D. Clair outlined the proposed new single-family home. The proposal is to demolish the existing home and build a new structure. The proposed structure would be no closer to the water than the existing structure and would be farther from the side property line. B. Pratt noted that the current structure is approximately 2' from the property line, the proposed structure is approximately 13' from the side property line. The applicant noted that they are also planning to remove some of the driveway and replace it with permeable pavers including in the low spot on lot 104-046-000-000.

K. Santoro noted that for the proposed new single-family home there is no dimension for the northwest corner to the property line. She requested it be added to the plan for clarity. D. Clair asked if there was a water supply in the area (for fire protection). C. Clairmont informed the applicant that it is a private water supply, not a municipal one. There were no other comments from the committee regarding the new house.

There being no further questions or comments, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal. S. Whearty noted the application deadline for the PB meeting is 4pm, Tuesday, September 6th for the Monday, September 26th meeting.

- B. Peter M. Palmer:** Review of a Subdivision request to create a buildable lot with frontage on a Class VI Road. Property is located at 66 Diane Drive in the "R" Zone, Tax Lot 201-052-000-000. #19-22R

Attorney Stephan Nix, agent for the applicant, outlined the proposal. He informed the committee that the applicant received a Variance at the Zoning Board meeting on August 24, 2022 to create a lot that does not have frontage on a Class V road or better. He noted that the proposed lot size is between 15-20 acres, they are waiting on a surveyor, that will determine the exact lot size. Atty. Nix commented that they are coming to ARC early in the process to get feedback from the departments.

Atty. Nix explained that the current portion of the Class VI road is hard packed gravel, and currently has two houses on it. He also informed the committee that there is an driveway off of Old Ladd Hill to access the back fields of the existing 60 acre lot, this will be the approximate location of the driveway for the proposed house. There are utilities in place that service the existing two homes.

C. Clairmont noted that the Town plows to the golf course clubhouse and turns around. P. Palmer asked about maintenance on a Class VI road in regard to tree removal. He noted that he and the neighbors currently maintain the road itself (plow, grade, etc). S. Whearty said she will look into the process; permission may be needed from the Town. The committee had no other comments on the application.

There being no further questions or comments, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal. S. Whearty noted the application deadline for the PB meeting is 4pm, Tuesday, September 6th for the Monday, September 26th meeting.

Other Business:

No other business was discussed.

Minutes:

MOTION: On a motion by A. Jipson, seconded by Chief Lewandoski, it was voted unanimously to adopt the minutes of July 21, 2022 as written. (6-0)

Adjournment: The meeting adjourned at 8:38 am.

Prepared by,

Karen Santoro
Land Use Technician