



APPLICATION REVIEW COMMITTEE

TOWN OF BELMONT, NH

Meeting Minutes
Belmont Mill
Thursday, October 27, 2022 – 8am

Members Present: Town Planner Sarah Whearty, Land Use Technician Karen Santoro, Assistant Public Works Director Brian Jackes, Assessing Administrator/Administrative Assistant Colleen Akerman, Town Administrator Alicia Jipson and Assistant Fire Chief Deb Black.

Members Absent: Building Official/Code Enforcement Mark Ekberg, , DPW Director Craig Clairmont, and Fire Chief Michael Newhall, Police Chief Mark Lewandoski.

Others Present: Paul Gareau; Nick Golon, TF Moran; Don Grenier; Paul Zuzgo

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. **Paul Gareau:** Review of a Site Plan review request to establish an agricultural use and agritourism, including 3 campsites, on a property located at 9 Berry Road. The property is in the Residential Multi-Family Zone, Tax Lot 121-019-000-000, # 20-22R.

Paul Gareau outlined his application to the ARC. He informed them that over the past few years he and his family have been updating the small farm formerly known as “Smith Berry Farm”. He explained that they have three tent sites and advertise on the “Hipcamp” platform which is similar to AirBnB for campgrounds. P. Gareau also explained that they have rules that are given to each party when they arrive. He noted that agritourism is protected by RSA.

S. Whearty explained that the RSA allows for the use in any zone but it does not take away the requirement for a site plan. She noted that as part of the application the wetlands on the property would have to be delineated and noted that, if any of the campsites are in a wetland area, there may be additional wetlands permitting that would be required.

C. Akerman informed that applicant that Assessing is requesting a new current use map, the map on file is outdated and should be updated. She noted that the camp site areas may have to be taken out of current use and they are now developed. A. Jipson commented that they are currently reaching out to other Assessors regarding the definition of agritourism and the campsites and how they are handled in regard to current use.

D. Black asked about a bathroom/wash area. P. Gareau informed the committee that they have a port-a-potty on site that they rent from Best Septic for the approximately four-month camping season. K. Santoro asked about the availability of potable water to the campsites. It is noted in the application that water is pumped from one of the ponds. P. Gareau stated that they provide water jugs for the campers.

S. Whearty provided the applicant with a contact person (Lori Sommer, Wetland Mitigation Coordinator) at the NHDES to ask about the wetland-related questions. She also suggested calling NHDES Subsurface Bureau regarding the requirement for a bathroom.

S. Whearty outlined the requirements for the Planning Board application. She informed P. Gareau that he will need surveyed plans with the wetlands delineated for the meeting. It was noted that the Town cannot waive NHDES wetlands requirements and reiterated that he should reach out to the Wetlands Bureau. S. Whearty noted that the checklist for the application is extensive, there may be sections that do not apply to his application that he may request waivers for.

P. Gareau summarized the requirements for his application. The current use map needs to be updated whether he moves forward with the application or not; he needs to reach out to the Wetlands Bureau for their requirements; and reach out to DES regarding the septic and water. He commented that with all the requirements it may not be financially feasible to continue.

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, November 8th for the Monday, November 28th meeting.

- B. CJM Industries, LLC:** Request for Subdivision Review to subdivide two lots into eight residential lots. The properties are located in the Rural and Commercial Zones, at 45 Westview Drive and NH Route 3, Tax Lots 201-016-000-000 & 201-025-000-000, #21-22R.

Nick Golon of T.F. Moran outlined the application to the Committee. He noted that the site has some grade change challenges with nearly 100 feet of grade change across the lots. As he outlined the application, he informed the Committee that they worked hard to

meet the 8% (max.) grade requirement for the proposed road. N. Golon noted an error that will be corrected on the plan submitted, the radius where the proposed road intersects Route 3 is 20' on the plan, 30' is required, the correction will be made on future plans.

N. Golon stated that the existing house on Westview Drive will remain and access will continue to be from Westview Drive. The new lots will be accessed via the new road. He informed the ARC that they are proposing private water. He asked about septic versus sewer. B. Jackes noted that it is the sewer interceptor line that runs along the opposite side of Route 3, he will look into the requirements. Typically, per subdivision regulations, lots within 500' of the sewer line need to connect, however, this is the interceptor line so he will research if it is required to connect.

S. Whearty asked about the proposed road, is it intended that it will become a town road or will it remain private? If the intent is for the road to be accepted as a town road in the future it needs to be declared at the time of application. When constructed, there will be a higher level of inspections required to ensure that it is built to town road standards. She noted that typically a binder course is laid down (to allow construction of houses to begin) and a bond is set for the top coat to be laid after road has wintered.

N. Golon asked about the naming of the street. D. Black said that 911 will give the final ok to the street name. She commented that they try not to have street names that are too similar (e.g. Park Street and Park Road) or sound alike over the radio to avoid confusion in the event of an emergency.

S. Whearty asked about the overlapping well radii on the lots. N. Golon informed the ARC that he has worked with this before and it may require easement language but that it does work.

It was noted by S. Whearty that the access to lot 3 over lot 4 via a shared driveway will require a Conditional Use Permit. K. Santoro commented that the lots to the north may be within the 250' Shoreland Protection jurisdiction.

N. Golon thanked the ARC for their time. He noted that the anticipated timeline is to get permitting this winter to be ready for a spring build.

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, November 8th for the Monday, November 28th meeting.

- C. Grenier Family Revocable Trust:** Request for Subdivision Review to subdivide one lot into two commercial lots. The property is located in the Industrial Zone, at 401 Depot Street, Tax Lot 235-032-000-000, #22-22R.

Owner Don Grenier and surveyor Paul Zuzgo were present for the application. P. Zuzgo gave a brief overview of the application. S. Whearty reminded the applicant of the discussion that was held at the Planning Board meeting when he was approved for the current business, that if he subdivided the lot both lots would have to connect to the sewer

as they are within 500' of the sewer line on South Road. B. Jackes informed the applicant that due to the length of the run two manholes may be required.

D. Grenier informed the ARC that he does not currently have a buyer for the proposed parcel. S. Whearty explained that it may qualify as a minor subdivision, if the Planning Board deems it a minor subdivision it waives some requirements.

P. Zuzgo commented that they recognize that they will need a NH DOT driveway permit. K. Santoro noted that the PSNH easement was not labeled on the plans. P. Zuzgo noted that he will make the correction along with adding a couple other labels for clarification.

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, November 8th for the Monday, November 28th meeting.

Other Business:

No other business was discussed.

Minutes:

Minutes from August 25th will be reviewed at the next meeting of ARC.

Adjournment: The meeting adjourned at 8:48 am.

Prepared by,

Karen Santoro
Land Use Technician