



## APPLICATION REVIEW COMMITTEE TOWN OF BELMONT, NH

Meeting Minutes  
Belmont Mill  
Thursday, August 17, 2023

**Members Present:** Town Administrator Alicia Jipson; Town Planner Karen Santoro; Assistant Fire Chief Deb Black; Building Official/Code Enforcement Mark Ekberg; Assessing Administrator/Administrative Assistant Colleen Akerman; and Land Use Tech Rod Cameron.

**Members Absent:** Assistant Public Works Director Brian Jackes; Police Chief Mark Lewandoski; DPW Director Craig Clairmont.

**Others Present:** Sarah Patno; Bernie Temple

K. Santoro opened the meeting at 8:00 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.

### **Review Meeting:**

**Fran and Sarah Patno:** Review of an application for a Boundary Line Adjustment that will take .07 acres from Lot 211-057 and give it to Lot 211-056. Property is located at 143 Province Road, Tax Lots 211-056-000-000 and 211-057-000-000. ARC case# 11-23R

Sarah Patno was present to discuss her proposal for a boundary line adjustment. She stated that her neighbor (Lot 211-057, showing 2.9 Acres on the Town of Belmont Tax Map) had the Lot surveyed and discovered that a portion of the Patno garage and driveway from Lot 56 was encroaching on Lot 57. Fran and Sarah Patno subsequently purchased Lot 57 from the previous owner and had the Lot and a portion of Lot 56 surveyed by N.H. Land Consultants, Northwood, NH. The survey revealed that Lot 57 is actually 3.16 Acres. The Plan of Land shows a lot line adjustment transferring 3,039 sq. ft. (0.07 Acres) to Lot 56 from Lot 57, thus eliminating the garage and driveway encroachment and leaving Lot 57 with 3.09 Acres in conformance with the minimum lot size for the Rural Zoning District, Zoning Ordinance, Article 5 - Table 2, Dimensional Regulations.

K. Santoro asked the Committee members if there were any questions or comments regarding the proposal. Seeing that there were none, K. Santoro stated that a definitive Boundary Line Adjustment Plan would have to be submitted to the Planning Board.

She thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

**Fran and Sarah Patno:** Review of application to allow Boat Storage-Exterior on Lot 211-057. Property is located at Province Road, Tax Lot 211-057-000-000. ARC Case #12-23R.

Sarah Patno presented her proposal to allow exterior boat storage on Lot 57. She stated that they would like to use Lot 57 for a boat storage site to obtain additional income. The lot is currently being maintained by mowing but not used for any other purpose. She presented a sketch showing the lot outline and two (2) areas – Parking Option A and Parking Option B for boat storage spaces. Sarah Patno indicated that each boat space would be twelve (12) feet by thirty-five (35) feet. She stated that the boats would be stored with white plastic shrink wrap. The sketch lacked any additional detail. Sarah stated that access would be through the existing driveway on Lot 56 from Province Road (State Highway Route 107). Boats would be transported to and parked at the Lot at the end of the boating season in the Fall and picked-up at the beginning of the boating season in the Spring. She did not anticipate any significant impact to traffic on Province Road. She did note that there might be a sight-line issue in the northerly direction on Province Road from the access driveway.

K. Santoro stated that the proposed commercial use (boat storage facilities - exterior) was not a permitted use in the Rural Zoning District, Zoning Ordinance, Article 5-Table 1, Table of Permitted Uses and that the proposal would require a variance form the Zoning Board of Adjustment in addition to submittal of a Site Plan to the Planning Board for Site Plan Approval.

A. Jipson asked if the proposed boat storage area would be visible from the roads adjacent to the Lot.

Sarah Patno responded that the boat storage would not be visible from Hicks Road east of the Lot because of a dense stand of trees but the proposed storage area would be clearly visible from Province Road.

M. Ekberg asked a number of questions including:

- How many boats would be stored on site?
- What will happen with the boat trailers during the boating season? Will they be stored on site?
- Will there be any signage proposed?
- Are there any plans to manage plastic shrink wrap debris?
- What is the proposed vehicle circulation on site?

Sarah Patno indicated that an operational plan has not been developed for the proposed use but that those issues would be addressed.

R. Cameron asked how the site would be maintained and suggested that a detailed site plan would be useful in identifying the actual number of boats that could be stored and how the site could be arranged for boat parking and site circulation.

Sarah Patno said that the site was maintained by mowing on a regular schedule and a detailed Site Plan would be prepared for the proposed use.

There being no further questions or comments, K. Santoro thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

**Walterlynnne 22, LLC:** Review of request to amend Site Plan approval to remove the requirement for a fence along the rear slope; several markers will be added along area where fence was originally proposed. Property is located at 1213 Laconia Road, Tax Lot 241-006-000-000 ARC Case #13-23R

Bernie Temple representing Walterlynnne 22, LLC was present to discuss a Site Plan Revision to remove the requirement for a chain link fence adjacent to a riprap drainage swale at the rear of the building that was noted on the original Site Plan. Bernie Temple stated that the site and building construction was essentially complete.

K. Santoro noted the she and R. Cameron had recently visited the site to inspection the progress of the construction and observe the proposed location of the chain link fence in question. It was observed, at that time, that a fence in that location was not necessary. However, it was agreed that some type of signage identifying the potential danger should be installed on the ridge adjacent to the sheer drop above the site.

D. Black note that there was, unfortunately, no emergency access around the rear of the building.

K. Santoro asked if there were any questions or comments. There being none, K. Santoro noted that the Walterlynnne 22, LLC would need to submit a revised plan to the Planning Board and thanked the applicant for attending.

**Minutes:** Amend/Approve prior meeting minutes of May 18, 2023

**MOTION:** M. Ekberg moved to accept the minutes of June 15, 2023 as written.  
D. Black seconded the motion.  
Vote: All in favor, motion carried (5-0)

*Meeting adjourned at 8:27a.m.*

Respectfully submitted,



Rod Cameron  
Land Use Technician