



# PLANNING BOARD

## TOWN OF BELMONT, NH

Monday July 25, 2022  
Belmont Mill, and Zoom  
Belmont, NH 03220

Present: Vice Chair Ward Peterson, Michael LeClair, Richard Pickwick, Kevin Sturgeon, Gary Grant,  
Jon Pike Ex-Officio

Members Absent: Chairman Peter Harris

Alternates Present: Dennis Grimes

Alternates Absent: Rick Segalini, Jr.

Staff: Sarah Whearty and Karen Santoro

Others: Craig Clairmont, DPW Director; Sharon Ciampi; Pastor Andrew Barnes; Lisa Morin;  
Jeff Hertel

Zoom: Lori Chase

The Vice Chairman opened the meeting at 6:00pm and welcomed those in attendance. He announced that any party experiencing any difficulty in accessing the meeting at any point, should call 603-267-8300 x 101, and the meeting will be recessed until access can be restored for all parties.

D. Grimes was seated as a voting member by Vice Chair W. Peterson.

1. **Plan Submission Meeting and Public Hearing – Paul Zuzgo for Raed Hertel Family Trust:**  
Continuation of a request for Subdivision Plan approval to subdivide one lot into six. Property is located on Jamestown Road, Tax Lot 118-016-000-000 in the “RS” Zone. PB #1122P

Applicant’s representative present: Mr. Jeff Hertel

The Board briefly reviewed the status of the current application and the waivers that are being requested. J. Pike read the list of waiver requests that were previously denied by the Board, the Board denied the request for waivers of the Stormwater Management Plan (Subdivision Section 5.D.6); Sewer connection & design (Subdivision Section 9.C.2); and the waiver of Fees (filing fee - \$500) (Subdivision Section 5.B).

M. LeClair read the current waiver requests and noted that staff supports the waivers for the remainder of lots 1 and 2 because no development is proposed at this time.

**MOTION:** M. LeClair made a motion that the request to waive Topography on remaining land of parent parcel (Subdivision Section 5.D.2) be GRANTED because no development is proposed at this time for the remainder of the parent parcel AND that the request to waive Wetlands on remaining land of parent parcel (Subdivision Section 5.D.3) be GRANTED because no development is proposed at this time for the remainder of the parent parcel.

Motion was seconded by D. Grimes.

Vote: All in favor, motion carried. (7-0)

The Board discussed what “complete” means in terms of accepting the application as complete. S. Whearty clarified that for acceptance as complete, it is a set of requirements that need to be met for the Board to accept the application and discuss it. It does not take into account design elements that the Board may require of the applicant.

**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 9/28/22 subject to extension or waiver.

Motion was seconded by G. Grant

Vote: All in favor, motion carried. (7-0)

J. Pike stated that he feels this project has regional impact and would like it put on hold until the sewer design is worked out. He said that if they had individual septic systems it would not be an impact. S. Whearty explained that regional impact would indicate an impact on other surrounding towns.

Jeff Hertel, representative for the applicant, indicated that the applicant did not want to invest the funds for a sewer plan review until such time as the Board accepted the application as complete. Now that the Board has done that, the applicant will move forward with the design review.

J. Pike reiterated he felt it has regional impact, if there is a septic failure it would affect the aquifer. G. Grant noted that at the current time, not nearly enough water flows into the treatment plant, this may put more needed water into the plant. J. Pike then asked about the drainage, where does the water go.

S. Whearty read the definition of regional impact and stated that in staff’s opinion the project does not meet the definition of having regional impact.

J. Hertel reiterated that now that the Board has officially accepted the application as complete, the applicant (Van Hertel) will move forward with funding the sewer design review.

**MOTION:** J. Pike moved to Table the Public Hearing on the application of Hertel Raed Family Trust request for subdivision approval to subdivide one lot into six, located on Jamestown Road, Tax Lot 118-016-000-000, to 6pm, September 26, 2022, at this location.

Discussion: It was noted that it was moved to the September meeting due to the deadline for the August meeting being a week away. By accepting the application as complete the 65-day clock has started, the September meeting is two days prior to the 65 days. If necessary, at that meeting the applicant may ask to waive the 65-day clock.

M. LeClair seconded the motion.

Vote: All in favor, motion carried. (7-0)

2. **Plan Submission Meeting and Public Hearing – First Baptist Church of Belmont:** Request for Exemption from Site Plan Review Regulations as they relate to finishing the thrift store and food pantry and creating a community teen center. Property is located at 45 Church Street, Tax Lot 122-021-000-000 in the “RM” Zone. PB # 2122P.

Applicant present: Pastor Andrew Barnes

S. Whearty outlined why the application was before the Board. She informed the Board that it was discovered that the application had expired and all the conditions had not been met. The remaining conditions at the time the Board declared the application expired were:

1. Submit final plans (6 full-sized, 1 reduced). Submit one copy electronically for approval prior to submitting all required copies. Add/identify/include/note on plan:
  - a. Show handicapped parking in proposed parking area.
  - b. No street-side parking.
  - c. Indicate location of any existing/proposed exterior lights in proximity of parking, walkway, and new building.
2. Update sewer, water, and driveway permits to non-residential.
3. Payment of decision recording fee - for Notice of Decision. Check made payable to BCRD.
4. Sign and return one copy of Town’s Inspection Schedule. (Has since been submitted)

Other conditions of the 2018 approval:

1. Must remain in same ownership as church as the thrift store and food pantry are considered accessory uses to the church.
2. Hours not to exceed 9am-7pm.
3. Church dumpster to be used.

S. Whearty noted that at the time of approval the teen center had been discussed as a future endeavor and they would like to move forward with that. She noted that due to the fact it is all internal renovations a new site plan would be the same as the plan submitted prior.

R. Pickwick asked if the teen center is proposed for the second floor (yes), he asked about fire safety such as fire alarm, fire escape, etc. S. Whearty informed him that this would all be reviewed by both the building official and the fire department at the time of the building permit application.

Pastor Andrew Barnes outlined the proposal for the teen center. The idea is to give teens a place to go after school and on Friday and Saturday nights. S. Whearty commented that currently there are set hours that the thrift store/food pantry can operate, this should be reviewed for the teen center.

R. Pickwick asked if the dumpster is enclosed. A. Barnes replied that it is currently not enclosed but that could be done. He noted that they currently have an 8-yard dumpster that is more than adequate for the church, thrift store and proposed teen center. The dumpster had been used by the church preschool that has since been closed.

Lori Chase, 24 Glen Ridge Road, an abutter to the church property (via Zoom) raised her concerns and questions about the teen center. Would it be open overnight? What are the proposed hours? What is the staffing ratio? She is concerned with kids running around, she said it is a good idea but needs supervision.

A. Barnes answered her questions. He stated that it is not overnight, their insurance prohibits it; he will confirm the current state regulations but when he worked with youth in prior years, the ratio was 1 adult to 7 children. A. Barnes informed the abutter and the Board that they follow all State regulations and guidelines. For the hours he was proposing until 8pm on school nights and 10pm on Friday and Saturday nights. The number of children would be determined by the Fire Department when they complete their occupancy calculation.

Lori Chase asked if they would be indoors or outdoors. A. Barnes responded that they would be primarily indoors. He lives on the premises and does not want kids running all over.

Lisa Morin, 18 Glen Ridge Road, an abutter to the property asked about the waiver of the site plan and the records being public. She is concerned that they will remove the trees that provide a buffer between the properties and she wants to protect the value of her property.

S. Whearty responded that the records are open to the public for review. She explained that there are no exterior changes planned and that parking is established at the church, no parking lot will be created on the Hope House parcel.

M. LeClair explained that it is more a change of use and that they will have to adhere to all local, state, and federal requirements and laws. They are not looking to make exterior changes.

R. Pickwick asked for clarification of the deck overlay. A. Barnes explained that they are proposing to close in an existing deck area for storage of items from thrift store. Currently they use the second floor but that would be allocated to the teen center so they need a place to sort items as they are received.

Sharon Ciampi, Cemetery Trustee, commented that she was noticed and that this proposal would have no impact on the abutting cemetery.

**MOTION:** M. LeClair moved that the proposed changes are exempt from the Site Plan Review Regulations under Section 1.E. with the following conditions:

Conditions (precedent) to be complied with or secured (as appropriate) prior to issuance of a Certificate of Occupancy:

1. Meet all the remaining conditions precedent of the 11/26/2018 approval, including:
  - a. Submit final plans.
  - b. Update sewer, water, and driveway permits to non-residential.
2. Payment of decision recording fee – for Corrected Notice of Decision. Check made payable to BCRD in the amount of \$20.60. A Corrected Notice of Decision will be recorded for the 2018 approval once all remaining conditions have been met.
3. All conditions of the 11/26/2018 apply including:
  - a. Must remain in same ownership as church as the thrift store and food pantry are considered accessory uses to the church.
  - b. Thrift store and food pantry hours not to exceed 9am-7pm.
  - c. Church dumpster to be used.
4. Hours of the teen center use not to exceed 9am-8pm Monday through Thursday and 9am - 10pm Friday and Saturday.
5. The ratio of teens to adults will be determined by State Regulations.
6. The project is subject to all local, state, and federal codes, including building and fire codes.
7. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
8. The existing dumpster is to be located on an impervious surface and enclosed on all sides as required by local regulations.
9. Remove the abandoned mailbox post along the road.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried. (7-0)

3. **Plan Submission Meeting and Public Hearing – Tap Public House:** Request to amend a previously approved Site Plan to show upper parking lot, add parking spaces, add a deck, show proposed building, remove existing above ground tanks and existing jersey barriers, and connect to underground tanks. Property is located at 936 & 930 Laconia Road, Tax Lot 122-057-000-000 in the “C” Zone. PB #2222P.

S. Whearty informed the Board that the applicant has requested a continuation to the August 22, 2022 meeting.

**MOTION:** M. LeClair moved to Table the Public Hearing on the application of TAP Public House to amend a previously approved Site Plan to show upper parking lot, add parking spaces, add a deck, show proposed building, remove existing above ground tanks and existing jersey barriers, and connect to underground tanks, located at 936 & 930 Laconia Road, Tax Lot 122-057-000-000, to 6pm on August 22, 2022 at this location.

K. Sturgeon seconded the motion.

Vote: All in favor, motion carried. (7-0)

4. Other Business.

A. Approval of minutes – 6/25/22

**MOTION:** K. Sturgeon moved to approve the minutes of June 25, 2022 as written.  
G. Grant seconded the motion.  
Vote: All in favor, motion carried. (7-0)

B. Staff Report.

1. Gale School.

The Gale School (new location on Concord St.) received approval on June 22, 2020. The engineer, John Kenney, and architect, Caroline Corriveau, contacted S. Whearty to ask about making minor changes to the Site Plan (parking, building, and accessibility). They are proposing to add an elevator and stairs on the back of the building and ADA accessibility including moving the ramp and handicap parking spaces to the rear of the building. These changes will result in a reduction of total parking spaces from 33 to 32 spaces provided where 28 are required.

Given that they are still meeting the parking requirement and that the changes are minimal, S. Whearty is proposing that the engineer provide the Land Use Office with the following in lieu of a formal Site Plan application to amend the Site Plan:

1. Show the changes on the as-built drawings which will be submitted prior to a certificate of occupancy being issued.
2. The design engineer shall provide to the Land Use Office with a memo confirming that the stormwater system will still function as intended and will not be impacted by the minor increase in impervious area.

**MOTION:** J. Pike moved that these changes are minor and that S. Whearty work with the applicant and engineers on the changes.  
M. LeClair seconded the motion.  
Vote: All in favor, motion carried. (7-0)

2. Fee schedule.

Due to the increase in postage, Staff is proposing an increase to the Notification Fee. S. Whearty explained that postage is not something the office has control over and it is continuing to go up. The Town is statutorily required to complete certain mailings and there are times the land use office must cover some of the fees. Since the notifications are related to specific applications, it is not a cost that should be borne by every tax payer. She noted that postage increase recently has been First class has gone from \$0.53 to \$0.57 and Certified Mail has gone from \$4.28 to \$4.58

The Notification Fee has been \$10.00 since at least 2013 without an increase. Additionally, Staff is spending increasingly more time assisting applicants in completing their applications which has been a drain on resources and time. This increase in the Notification Fee would help to offset some of the additional cost associated with assisting applicants and increased postage costs. Staff suggests increasing the Notification Fee to \$15.00 each effective August 1, 2022.

**MOTION:** M. LeClair moved to amend the Land Use Fee Schedule to reflect a change to the Notification Fee from \$10.00 to \$15.00 to be effective August 1, 2022.  
R. Pickwick seconded the motion.

Discussion: There is an upcoming deadline for applications, some applications have already been received and more are expected by the August 2<sup>nd</sup> deadline. M. LeClair suggested making the increase effective August 15<sup>th</sup>.

**MOTION:** M. LeClair amended his motion to be effective August 15, 2022.  
R. Pickwick seconded the amended motion.  
Vote: All in favor, motion carried (7-0)

C. New Business.

J. Pike informed the Board that at the Selectmen's meeting that morning proposed floor plans designed by S. Whearty and Town Administrator Alicia Jipson had been handed over to the engineers for the proposed future move to the mill.

D. Non-public Session - Non-public if deemed necessary 91-A:3 II (a - j) (non-Video item-only if otherwise using video)

None.

Adjournment:

**MOTION:** K. Sturgeon moved to adjourn at 6:55 pm.  
M. LeClair seconded the motion.  
Vote: All in favor, motion carried. (7-0)

Respectfully Submitted,



Karen Santoro  
Land Use Technician