



# PLANNING BOARD MINUTES

TOWN OF BELMONT, NH

MONDAY, November 27, 2023 6:00 P.M.

Belmont Mill 1<sup>st</sup> Floor (Corner Meeting House Room)

**TEMPORARY LOCATION** 14 Mill Street & Zoom

Present: Chairman Peter Harris, Jon Pike Ex-Officio, Richard Pickwick, Kevin Sturgeon, and Michael LeClair.  
Staff: Karen Santoro, Town Planner; and Susan Austin, Land Use Assistant  
Absent: Vice Chair Ward Peterson, Gary Grant and Dennis Grimes (alternate)  
Zoom: None

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 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.

## **Second Public Hearing – 2024 Zoning Amendments**

**MOTION:** J. Pike moved to hold the 2024 Zoning Amendment public hearing at the end of this meeting.  
M. LeClair seconded the motion.  
Vote: All in favor, motion carried (5-0).

**Plan Submission and Public Hearing – Gary and Elaine Cartier:** Request for Subdivision Approval to subdivide a single-family residential lot from Tax Lot 223-054-000-000. Property is located at 105 Hurricane Road, in the Rural Zone. Planning Board Case# 22-23P

## **LOT HISTORY**

223-054-000-000:

1. 04-10/1974: Subdivision (no action)
2. 04/06/1976: Right-Of-Way relocation (no action)
3. 02/27/2023: Driveway Permit
4. 08/18/200: Forestry Notification
5. 10/21/2003: Driveway Construction - DES Minimum Impact Expedited Application (Accepted)
6. 01/27/2004: Building Permit (Approved)
7. 08/29/2005: Building permit (Approved)
8. 11/27/2007: Accessory Apartment
9. 03/19/2008: Amended Current Land Use filing
10. 01/25/2011: Mechanical Permit - gas tank installation

11. 04/26/2021: Conceptual Meeting: Discussion re: two lot subdivision concept and frontage requirements  
 10/25/2021: Discussion of a request for waiver related to a two-lot subdivision

## COMPLETENESS OF APPLICATION

### WAIVER REQUESTS

The following waivers were requested:

**5.D.7 Road Profiles, Cross Sections and Details Plan.** The proposed private road will be placed at the existing driveway to the existing house. The only changes anticipated are that some select materials may be added to the existing driveway to meet the appropriate width and depth to match the Typical Cross Section on the plans.

**5.D.3 Soils Map and Report.** County soils map is depicted on the plan set and test pits have been provided. Proposed lot is greater than five acres and the test pits show that the soils are adequate to support the proposed single-family residence.

**5.D.1 Survey of the boundary of the entire lot.** The frontage of the entire lot along the property line that is affected by the proposed 5+ acre lot has been surveyed. The remainder of the parcel has been surveyed by others.

### MOTION:

M. LeClair moved to grant the following waivers:

- 5.D.7 Road Profiles, Cross Sections and Details Plan.
- 5.D.3 Soils Map and Report
- 5.D.1 Survey of the boundary of the entire lot.

K. Sturgeon seconded the motion.

Vote: All in favor, motion carried (5-0)

### MOTION:

J. Pike 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 2/21/2024 subject to extension or waiver.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

## 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.  
K. Sturgeon seconded the motion.  
Vote: All in favor, motion carried (5-0)

**Departmental Responses:**

Land Use Technician:

See Staff notes

Assessing:

- Assessing adjustments resulting from this proposal will occur only on the April 1<sup>st</sup> assessment date following the recording and/or commencement of project.
- Property is in Current Use. Town records indicate the Not In Current Use (NICU) acreage on file (0.53) does not match the surveyed NICU area (3.7) on the plan dated 10/18/2023. A Land Use Change Tax Penalty will be assessed.
- Newly created lot will be assessed a Land Use Change Tax Penalty only at the time of development or change in ownership.

Current Use:

A portion of Map/Lot 223-054-000-000 is in Current Use. An updated Current Use map showing the Not-in-Current-Use area(s) and any updated categorization change(s) will be required prior to development or change in ownership. (CU-18 Form may be required.) The Assessing Department should be contacted regarding questions about an updated Current Use map or any Land Use Change Tax Penalty process that may result from development or change in ownership.

Staff Comments:

Applicant is proposing a two-lot single-family residential subdivision. Original lot 223-054-000-000 is 68.36 acres; proposed lot 223-054-001-000 is 5.26 acres. Remainder of lot 223-054-000-000 equals 63.10 acres. Access will be via private right of way; utilizing an existing driveway.

Chairman Harris opened the public hearing portion of the meeting. There was no public comment for this application.

Rick Ball, of Bryan Bailey Associates, was present with the Gary Cartier, applicant. He stated that this is a 68-acre lot from which the applicant would like to subdivide a 5-acre lot for his daughter, to be accessed off of a private right of way. He stated that test pits have been dug and they can design a system for up to 4 bedrooms. The lot is in Current Use, although they found a discrepancy on the map with the current, it is in the process of being rectified. Once the new lot is developed or changes ownership, the Land Use Change Tax will be incurred.

**MOTION:** J. Pike moved that the application for Subdivision Approval be granted Final, conditional approval as it appears to meet all 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 set dated 10/18/2023.
2. Submit final paper plans (5 full size, 1 reduced, 1 pdf). Submit 2 mylar copies of sheet 1 and 3 suitable for recording. Submit one copy (preferably electronic) for approval prior to submitting all required copies.
3. Payment of decision recording fee. Check made payable to BCRD in the amount to be determined (mylar and notice of decision).
4. Submit final paper plans (5 full size, 1 reduced, 1 pdf). Submit 2 mylar copies of sheet 1 and 3 suitable for recording. Submit one copy (preferably electronic) for approval prior to submitting all required copies.

Add/identify/include/correct on plan:

- Correct minimum lot size to 3 acres
  - Correct wetland setback to 35'
5. Payment of decision recording fees. One check made payable to BCRD for Plan and Notice of Decision recording fee (amount to be determined) and second check made payable to BCRD for LCHIP fee \$25.
  6. Conditions precedent shall be completed no later than 12/18/24.
  7. Compliance hearing shall be held by Board as necessary.

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

8. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
9. No changes shall be made to the approved plans unless application is made in writing to the Town.
10. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 12/18/24 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.
11. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0).

**Plan Submission and Public Hearing – Raed Hertel Family Trust:** Request for Subdivision Approval to subdivide to subdivide 5 single family residential lots from Tax Lot 118-016-000-000. Property is located on Jamestown Road in the Residential Single-Family Zone. Planning Board Case # 23-23P.

#### **LOT HISTORY:**

1. The current owner purchased the property 2020.
2. Property is located in the Residential Single-family District, not within the Aquifer & Groundwater Protection Zone and not within the Floodplain.
3. The property is presently in Current Land Use. An intent to cut was recently filed. The land is currently vacant
4. 1/21/2021 - Application went before ARC
5. 7/26/2021 – Noticed for subdivision public hearing. No one in attendance. Board tabled public hearing to 8/23/21. Abutters to be noticed by applicant, first class mail.
6. No response. No noticing occurred.
7. 8/23/2021 – PB did not open public hearing as the required noticing by the applicant did not occur, denied w/o prejudice. No additional filing or per-lot fee is due to reapply.
8. 10/25/2021 – New application to subdivide into 5 lots. Application found complete. Waivers granted for ledge, walls, encroachments, manmade features, 5’ topo by on-site, wetland/water and soils limiting factors (the two large lots only) and, for all lots, showing off-site septic system and stormwater management plan and report. Denied without prejudice.
9. 12/20/2021 – New application to subdivide into 4 lots has been submitted, was tabled at the 1/24/22 meeting, and has now been withdrawn and replaced with this application.
10. 3/7/2022 – New application to subdivide into 7 lots has been submitted.
11. 3/28/2022 – Application was table to 5/23/22 to give the applicant time to submit a sewer design and stormwater report.
12. 5/23/2022 – Applicant requested to be continued to 6/27/2022.
13. 6/27/2022 – Requires re-noticing, table to 7/25/2022.
14. 7/25/2022 – Waivers were granted for topo and wetlands, application was found complete, and application was tabled to 9/26/22 to allow time for the sewer design to be reviewed and revised as necessary.
15. 9/26/2022 – Applicant is requested a continuation to 10/24/22
16. 10/24/2022 - Applicant is requested a continuation to 11/28/2022.
17. 11/28/2022 – Subdivision application denied without prejudice.
18. 11/20/2023 – Application went before ARC

#### **COMPLETENESS OF APPLICATION**

##### **WAIVER REQUESTS**

The following waivers were requested:

**Section 5.D.6 Stormwater Management Plan** – There is no road construction on the property. Sewer design plans takes it into consideration for sewer line construction. Board consensus was to

not grant this waiver due to the need for a storm management plan.

**Section 5.D.2 Topo Plan** – Requesting waiver for Topo Plan for two large lots

**Section 5.D.3 Soils Map** – Requesting waiver to not show wetlands on entirety of lots 16 and 16-1. Wetlands shown on plan for lots out front near Jamestown Road.

**MOTION:** M. LeClair moved to grant the waivers to Section 5.D.2 Topo Plan and Section 5.D.3 Soils.

J. Pike seconded the motion.

Vote: All in favor, motion carried (5-0).

K. Santoro stated that there were several missing materials from the application. A sewer plan was included in the application; however, the sewer calculation documents were not included. Staff also recommends that sewer plan and calculations be reviewed by third party engineer as plan has been modified since its last submission.

The narrative and a current deed were not included with application materials, but Staff received both items today.

Because of this, the Board can find the application substantially complete.

**MOTION:** M. LeClair moved that the application is substantially complete for the purposes of discussion. Resubmission is subject to review by the Land Use staff for completeness and requires renotification.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

#### **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.

K. Sturgeon seconded the motion.

Vote: All in favor, motion carried (5-0)

**MOTION:** M. LeClair moved to table the request for Subdivision Approval until January 22, 2024

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

**Plan Submission and Public Hearing – Christopher and Laura Gardner:** Request for a Boundary Line Adjustment for 1.09 acres to Lot 215-021-001-000 from Lot 215-021-000-000, and 1.12 acres to Lot 215-021-000-000 from lot 215-021-001-000. Properties are located on Hoadley Road, in the Rural Zone. Planning Board case # 24-23P

### **LOT HISTORY:**

215-021-000-000

1. 11/01/1977 – Proposed subdivision plan (on file).
2. 01/02/1979 – Proposed 7-lot Subdivision and Hoadley road improvements.
3. 04/28/1987 – Building permit to construct a new garage.
4. 06/06/2003 – Building permit to reconstruct 9’x16’ deck.
5. 02/17/2009 – Discussion about subdivision, plans submitted, incomplete application.
6. 12/13/2010 – Subdivide Lot 215-021 (17.13 Ac) to create Lot 215-021-001 (5.06 Ac) and Boundary Line Adjustment to transfer 0.04ac from Lot 215-021 to Lot 215-020 (0.96 Ac) creating remainder Lot 215-021 (12.03 Ac).
7. 07/26/2013 – Belmont Conservation Commission Wetlands Protection evaluation.
8. 02/13/2015 – Generator permit.
9. 05/08/2015 – Building permit to expand deck.
10. 06/28/2021 – Interior renovations including new load-bearing walls, new kitchen, bath, and bedroom.
11. 12/08/2022 - Boundary Line Adjustment adding 0.119 Ac from Lot 215-021 (12.03 Ac) to Lot 215-020 (10.94 Ac after adjustment) creating remainder Lot 215-021 (11.9 Ac).

### **COMPLETENESS OF APPLICATION**

#### **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 01/02/2024 subject to extension or waiver.

R. Pickwick seconded the motion.

Vote: All in favor, motion carried (5-0)

### **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.  
 R. Pickwick seconded the motion.  
 Vote: All in favor, motion carried (5-0).

**Departmental Responses:**

Fire: At this point it doesn't look like anything that will affect the Fire Department

Assessing:

- 1) Assessing adjustments resulting from this proposal will occur only on the April 1<sup>st</sup> assessment date following the recording and/or commencement of project.
- 2) Property is in Current Use. Town records indicate an updated Current Use Map was never provided per request in 2019. An updated Current Use map is required and it must indicate the Current Use area with assessment categorization, and the Not in Current Use area.
- 3) A Land Use Change Tax Penalty may be assessed at the time of development or change in ownership.

Land Use Technician:

Plan revisions required (see staff notes).

**Staff Comments:** The Plan submitted by the Applicant entitled "Boundary Line Adjustment Plan for Tax Map 215 Lot 21 and 21-1, Christopher and Laura Gardener, Hoadley Rd, Belmont, New Hampshire" dated 9/28/23 is inconsistent with the latest approved Property Plan for Lots 215-021 and 215-020, prepared by David B. Krause, LLS between Christopher & Laura Gardner and Donald E. Hurd, Hoadley Road, Belknap Co., Belmont, N.H.", dated November 4, 2022. The geometry, bearings and distances, areas and deed references of the subject lots need to be corrected.

- Updated Current Use map must be provided to Assessing. K. Santoro stated that this has been completed.
- Assessing adjustments resulting from this proposal will occur only on the April 1<sup>st</sup> assessment date following the recording and/or commencement of project.
- Single plan page without topo; current use; wetlands should be provided for recording at BCRD and tax mapping purposes.

Chairman Harris opened the public hearing portion of the meeting.

P. Zuzgo, LLS was present to speak for the applicant. He stated that his client, Todd Cote, rents the land from the Gardner family. He would like to purchase the lot, but before he does that, he would like to move the line in order to create a bigger buffer in order to have a shooting range.

Lawrence and Rachel French, 207 Hoadley Road. L. French stated that he was concerned about what the intent was with that property. He stated that it looks like the boundary that he is moving is already in wetland.

P. Zuzgo stated that the two lots of record's wetlands are delineated, and will meet setback.



**MOTION:** M. LeClair 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 September 28, 2023.
2. Submit final plans (2 mylar, 3 full size, 1 reduced). Submit one copy electronically for approval prior to submitting all required copies. Add/identify/include note on plan:
  - Correct plan to reflect 2022 Boundary line adjustment with Lot 215-020-000-000 (2022)
  - Provide single page plan without topo; wetlands; current use for recording at BCRD
3. Submit Current Use Plan to Assessing
4. Payment of decision recording fees. One check made payable to BCRD for Plan and Notice of Decision recording fee-\$46.63 (\$26 & \$20.63) and second check made payable to BCRD for LCHIP fee \$25.
5. Conditions precedent shall be completed no later than 12/18/24.
6. Final plans will not be recorded until transferring deed(s) have been approved by the Town and are also signed and ready for recording along with any subordination documents. Proposed transfer deed to be submitted to Town for review and approval prior to signing.
7. Compliance hearing shall be held by Board as necessary.

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

8. All representations made by the applicant during the public hearing are incorporated as a condition of this approval.
9. No changes shall be made to the approved plans unless application is made in writing to the Town.
10. Approval is subject to expiration, revocation, and changes in the Ordinances. This conditional approval shall expire on 12/18/24 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.
11. Where there is a conflict within the information submitted by the applicant, the town shall determine the correct information to be applied.
12. Correct plan labels with the two lots.

K. Sturgeon seconded the motion.

Vote: All in favor, motion carried (5-0)

**Second Public Hearing – 2024 Zoning Amendments**

Chairman Harris opened the public hearing. There were no members of the public present.

**Amendment 1:** Add 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 Planning Board may, by majority vote, after holding public hearings at two regularly-scheduled Planning Board meetings, make corrections throughout this Ordinance as required by changes to the RSA.

**MOTION:** J. Pike moved to send Amendment 1 to the 2024 ballot.  
K. Sturgeon seconded the motion.  
Vote: All in favor, motion carried (5-0)

**Amendment 2:** Incorporate statutory definition of alternative treatment center into Article 15 and add alternative treatment centers as uses permitted by special exception in the Commercial and by conditional use permit in Industrial District.

**Alternative Treatment Center - As defined in RSA 126-X:1, I.**

"Alternative treatment center" means a not-for-profit entity registered under RSA 126-X:7 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, and dispenses cannabis, and related supplies and educational materials, to qualifying patients, designated caregivers, other alternative treatment centers, and visiting qualifying patients.

	Commercial	Industrial	Residential Multi-Family	Residential Single Family	Rural	Village
<b>Commercial Uses</b>						
Alternative Treatment Centers	SE	CU	N	N	N	N

**MOTION:** J. Pike moved to send Amendment 2 to the 2024 ballot.  
K. Sturgeon seconded the motion.  
Vote: All in favor, motion carried (5-0)

**Amendment 3:** Incorporate statutory definition of cultivation locations into Article 15 and add cultivation locations as uses permitted by conditional use in the Commercial and Industrial Districts.

**Cultivation Location** - As defined in RSA 126-X: 1, IV.

"Cultivation location" means a locked and enclosed site, under the control of an alternative treatment center where cannabis is cultivated, secured with one or more locks or other security devices in accordance with the provisions of this chapter.

**MOTION:** J. Pike moved to send Amendment 3 to the 2024 ballot.  
 R. Pickwick seconded the motion.  
 Vote: All in favor, motion carried (5-0)

**Make Alternative Treatment Centers/Cultivation Locations a permitted use by CUP in Commercial & Industrial Zones**

	Commercial	Industrial	Residential Multi-Family	Residential Single Family	Rural	Village
<b>Commercial Uses</b>						
Cultivation Locations	CU	CU	N	N	N	N

**Amendment 4:** Amend number of allowed storage vehicles, trailers or shipping containers in the Commercial and Industrial Zones; Change Storage Vehicles and Trailers Use from Conditional Use to Permitted Use in Article 5 Table 1, Table of Permitted Uses in the Residential Multi Family; Residential Single Family and Rural Zone.

**Storage Facilities** - Vehicles, trailers, shipping containers, or other enclosures being primarily used for onsite storage shall be regulated by this Ordinance as to use and shall be considered a structure.

**Make Storage Vehicles, Trailers, and Containers a permitted use in the Rural Zone, Residential Single and Residential Multifamily Zones**

	Commercial	Industrial	Residential Multi-Family	Residential Single Family	Rural	Village
Storage Vehicles and Containers	P	P	<del>CU</del> P	<del>CU</del> P	<del>CU</del> P	N

**Add Footnote:** . Storage vehicles, trailers, and/or shipping containers shall be limited to a total of two (2) with a maximum of 640sf per lot in the Residential Multi Family, Residential Single Family, and Rural Zones. Storage vehicles, trailers, and/or shipping containers shall be limited to a total of ~~640sf per lot~~ four (4) with a maximum of 1,280sf per lot for lots less than five acres; and six (6) with a maximum of 1,920sf for lots five acres or greater in the Commercial and Industrial Zones. Storage containers shall not exceed 10 feet in height in any zone.

**MOTION:** J. Pike moved to send Amendment 4 to the 2024 ballot.  
 K. Sturgeon seconded the motion.  
 Vote: All in favor, motion carried (5-0)

**Amendment 5**

**Article 5 Table 1 & Article 15 Definitions:**

- **Agritourism**-add to permitted uses table and add definition (allowed in all zones per RSA)

**AGRITOURISM**, is defined as attracting visitors to a farm to attend events or activities that are accessory uses to the primary farm operation, including, but not limited to, being provided a meal, making overnight stays, enjoyment of the farm environment, education which shall be instruction or learning about the farm's operations, or active involvement in the activities of the farm.

	<b>Commercial</b>	<b>Industrial</b>	<b>Residential Multi-Family</b>	<b>Residential Single Family</b>	<b>Rural</b>	<b>Village</b>
<b>Agritourism</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

**MOTION:** J. Pike moved to send Amendment 5 to the 2024 ballot.  
 R. Pickwick seconded the motion.  
 Vote: All in favor, motion carried (5-0)

**Amendment 6**

**Article 5 Table 1 & Article 15 Definitions:**

- **Change Retail Stores to Retail Sales and add definition to Article 15**

**RETAIL SALES:** The sale of goods, services or merchandise to the general public and which may include rendering services incidental to the sale of such goods, principal services or merchandise

	<b>Commercial</b>	<b>Industrial</b>	<b>Residential Multi-Family</b>	<b>Residential Single Family</b>	<b>Rural</b>	<b>Village</b>
<b>Retail Stores Sales</b>	<b>P</b>	<b>P</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>P</b>

**MOTION:** J. Pike moved to send Amendment 6 to the 2024 ballot.  
 P. Harris seconded the motion.  
 Vote: All in favor, motion carried (5-0)

**Amendment 7**

**Article 5 Table 1:**

- Allow contractor’s yard in the commercial zone (change from allowed by Special Exception).

	<b>Commercial</b>	<b>Industrial</b>	<b>Residential Multi-Family</b>	<b>Residential Single Family</b>	<b>Rural</b>	<b>Village</b>
<b>Contractor's Yard</b>	<b>E P</b>	<b>P</b>	<b>N</b>	<b>N</b>	<b>E</b>	<b>N</b>

**MOTION:** K. Sturgeon moved to send Amendment 7 to the 2024 ballot.  
 J. Pike seconded the motion.  
 Vote: All in favor, motion carried (5-0)

**Minutes**

Amend/Approve prior meeting minutes of November 27, 2023.

**MOTION:** K. Sturgeon moved to approve the minutes of November 27, 2023, as written.  
 R. Pickwick seconded the motion.  
 Vote: Motion carried 4/0/1, M. LeClair abstained.

**Staff Report**

K. Santoro stated that she was requesting a consensus from the Board. She received a call from Cory Gucwa with Pike Industries. They are proposing a portable asphalt system at the Depot Street location. The system is portable in that all equipment is brought to the work site, no foundations or permanent structures. She would like the Board’s consensus as to if they would need to go in front of the ZBA for the use or would they consider the portable asphalt plant an ancillary use to the existing gravel pit. She stated that they will need a site plan amendment application. The Board stated that at a minimum they need to come for an amended site plan and it was the consensus of the Board that it would be an ancillary use to the existing pit.

**ADJOURNMENT**

**MOTION:** On a motion made by K. Sturgeon, by seconded by R. Pickwick, it was voted unanimously to adjourn at 7:15 pm.  
 Vote: All in Favor, Motion carried (5-0)

Respectfully Submitted



Susan M. Austin, Land Use Assistant