



MEETING MINUTES

of the

APPLICATION REVIEW COMMITTEE

TOWN OF BELMONT, NH

THURSDAY, FEBRUARY 18, 2021 – 8:00 AM
HELD REMOTELY THROUGH ZOOM

Members Present: Jeanne Beaudin (Town Administrator), Alicia Jipson (Assistant Town Administrator), Mark Lewandowski (Police Chief), Craig Clairmont (Public Works Director), Richard Ball (Land Use Technician), Russell Wheeler (Building Inspector) and Dari Sassan (Town Planner)

Others Present: Al Mitchell, Jon Rokeh, Terry Tran, Hank Tran, Mark (did not identify self), Colleen (did not identify self)

Introductions

Mr. Sassan opened the meeting at approximately 8:00 AM. He said that as Chairman of the Belmont Application Review Committee, he finds that due to the state of emergency declared by the Governor, this public body is authorized to meet using electronic means. Mr. Sassan said that notice was given to the public of the necessary information for accessing the meeting by either using Zoom, or by telephone, and that if any party experiences any difficulty in accessing the meeting at any point, please call 603-267-8300 extension 125, and the meeting will be recessed until access can be restored for all parties.

Mr. Sassan took a roll call attendance and he thanked everyone for attending. He explained that staff members comprising the Application Review Committee (ARC) are present to assist the applicants in a preliminary discussion regarding their proposals. He said that the discussion is non-binding on the applicants and the Town, and that the ARC has no regulatory authority. Mr. Sassan said 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. He said that staff members remain available to continue to provide assistance during the application process and that 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. Mr. Sassan said that the submission deadline for the March 22, 2021 Planning Board meeting is 4:00 PM March 1, 2021.

Case 03-21R – 106 Realty Trust – 201-003-000-000

Mr. Rokeh explained that the site was originally two parcels with multi-family units on each lot. He said that Mr. Mitchell has merged the two lots and removed the two multi-family units with the current intention of constructing a self-storage facility. Mr. Rokeh said that the plan is to relocate the existing driveway, moving it downhill to the southwest to provide better sight distance in both direction and a more direct approach to the proposed facility, which would be comprised of a series of commercial self-storage buildings. He said that a recent consideration, which was not included in the application, would be to allow for a condominium form of ownership of the units in the three buildings along the front of the facility. Mr. Rokeh said that another recent consideration, which was also not included on the application form, was the installation of bathrooms for the condominium garage owners on the end of one of the buildings.

Mr. Rokeh said that stormwater will be managed using open drainage, all directed to open swales along the north and west sides of the paved area which direct drainage toward a large detention pond with forebays and settling areas, eventually releasing through an existing outlet point. He said that the Alteration of Terrain

application has already been completed and accepted for review by the State. Mr. Rokeh asked about driveway permitting requirements. Mr. Sassan said that a town driveway permit would be required and that it is possible that DOT might require a driveway permit from the Town if it concludes that either of the two intersections of Old State Road and DW Highway would be significantly impacted. He suggested that the applicant speak with DOT District 3.

Mr. Clairmont noted that the portion of Old State Road upon which the facility is proposed is a gravel road, which should be taken into consideration, and that the water line is old, which should be taken into consideration if the road is improved.

Ms. Beaudin said that she shared Mr. Clairmont's concerns regarding the road, indicating that there are currently issues with the road, including dust during the summer months. Chief Lewandowski said that he did not have initial concerns and he noted that Mr. Mitchell has been good about having video surveillance and other security provisions, and that such provisions would also be important at this facility.

Mr. Wheeler asked who would be the responsible party for making necessary repairs to the condominiumized buildings. Mr. Mitchell clarified that the site would obtain water from an existing on-site well. He said that his goal is to eventually convert the entire facility to condominium ownership. Mr. Mitchell said that he intends to install the same type of video surveillance systems that he has at his other facilities, and that a condominium association would be formed. He said that if damages occurred, the cause could likely be confirmed using the surveillance system and that they would be covered either under tenant's insurance or the facility insurance, through the condominium association.

Mr. Ball asked about traffic generation associated with the facility and he said there could potentially be a recommendation to the Planning Board that Old State Road must be improved and he reiterated the recommendation that the applicant speak with DOT District 3. Mr. Ball questioned whether entirely open drainage would be acceptable and whether some subsurface drainage conveyance should be incorporated, and he said that he would recommend to the Planning Board that the drainage design be reviewed by a third-party engineer. He asked how much material would be removed and where it would all be taken. Mr. Rokeh said that some of the material would be used at another 106-Realty site.

Mr. Ball asked if the facility would be fenced. Mr. Mitchell indicated that fencing does not provide significant protection and he indicated that he may not fence the facility. Mr. Ball indicated that the trail runs behind the facility and he asked if the back storage buildings could be screened from the trail. Mr. Mitchell said that he would consider adding either fencing or evergreen trees. Mr. Ball asked about the possibility of creating access through the property between the trail and Old State Road. Mr. Mitchell said that he would not be interested in providing such access.

Ms. Beaudin said that condominium taxation creates some unique circumstances. She said that typically in a condominium the land underneath the condominium becomes common land and each individual owner has an interest in the land. Ms. Beaudin said that the individually owned units would likely be taxed individually once they are sold, but that it will be necessary to think about how taxation will be dealt with prior to all the units being sold. She asked Mr. Sassan how condominiumization would be approved by the Planning Board. Mr. Sassan said that condominiumization is considered a form of subdivision and it is subject to subdivision regulations and subdivision approval by the Planning Board. Mr. Ball said that the requirements for condominium subdivision plans are significant. It was discussed that in order to most efficiently obtain approval to begin operation, it might be best to seek site plan approval only at first, and then seek subdivision approval to undertake a condominium arrangement at some later date. Mr. Mitchell expressed that he would proceed in that direction.

Mr. Mitchell asked if it would be acceptable to provide trip generation data from his other existing self-storage facilities to provide estimates for traffic generation from this proposed facility. Mr. Ball said that would be acceptable.

Mr. Sassan asked if there would be any parking spaces. Mr. Mitchell said that there is plenty of room for parking, but that no designated parking spaces would be provided. Mr. Sassan asked about landscaping, and Mr. Rokeh said that he would put together a landscaping plan as part of the Planning Board submittal which would include landscaping on either side of the entrance and all across the front and back of the site. Mr. Rokeh said that he would also submit a lighting plan. Mr. Sassan restated that the application deadline for next Planning Board meeting is 4pm, Monday, March 1, 2021 for the March 22, 2021 meeting.

Case 04-21R – Phong N Tran – 201-068-000-000

Mr. Sassan explained that Mr. Terry Tran wishes to convert the first floor at 88 Ladd Hill Road into tow dwelling units, for a total of 4 in the entire building. Ms. Jipson, Ms. Beaudin and Chief Lewandowski indicated that they do not have questions or concerns at this time.

Mr. Clairmont asked if the existing driveway and parking lot would remain. Mr. Terry Tran said that they would, adding that all of the changes involve dividing up the space on the inside of the building. Mr. Clairmont said that there is an existing headwall associated with the driveway culvert which currently impedes snow removal operations and which should be removed. He said that mailboxes need to be installed in accordance with existing requirements. Mr. Sassan suggested that it might make sense for Mr. Tran and Mr. Clairmont to have a follow-up discussion following this meeting, possibly at the site. Both expressed interest in having such a discussion and Mr. Clairmont suggested that they do so after some of the existing snow has melted.

Mr. Wheeler said that he and Mr. Terry Tran have met and that he has suggested that Mr. Terry Tran work with a registered design professional. Mr. Wheeler said that he and the design professional could communicate to make sure all requirements are met. Mr. Terry Tran and Mr. Hank Tran said that hiring a design professional would be expensive and they said they would follow all requirements that Mr. Wheeler and the fire department require of them. Mr. Wheeler said that it is required for all construction projects in a commercial setting to involve a registered design professional. He advised that working with an architect is acceptable and that it is generally less expensive than working with an engineer. Mr. Wheeler reminded Mr. Tran that the Fire Department also has life safety requirements that must be met.

Mr. Ball asked how many bedrooms are in each unit, and Mr. Terry Tran said that each unit would include two bedrooms. Mr. Ball asked whether amenities, such as a play area, would be provided in case tenants have children. Mr. Hank Tran said that the yard is very large with plenty of room for amenities. Mr. Ball clarified that he was asking whether amenities would be provided, not whether there is adequate space for amenities and he asked if outside storage of personal items would be permitted. Mr. Terry Tran said that there is currently a basketball hoop and that no outdoor storage would be permitted, other than outside storage of cars, bikes and other vehicles.

Minutes

MOTION: On a motion by Mr. Ball, seconded by Mr. Wheeler, it was voted unanimously to adopt the minutes of January 21, 2021 as written.

Other Business

ARC Members briefly acknowledged a recently submitted Special Events Application for a multi-day Trail Riders event over the summer. Members agreed that the applicant should be invited to the next ARC meeting.

Adjournment

The meeting adjourned at approximately 8:58 AM.

Prepared by,

Dari Sassan
Town Planner