



APPLICATION REVIEW COMMITTEE TOWN OF BELMONT, NH

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

Members Present: Town Administrator K. Jeanne Beaudin, Police Chief Mark Lewandoski, Public Works Director Craig Clairmont, Land Use Technician Richard Ball, Building Official Russell Wheeler, and Town Planner Sarah Whearty, PE.

Also Present: Assistant Town Administrator/Assessing Alicia Jipson and Assistant Fire Chief Deb Black.

Members Absent: Fire Chief Michael Newhall.

Others Present: Jeffrey Merritt, PE, Jon Rokeh, Craig Roeder, Sarah Burgess, Ward Peterson

S. Whearty 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.

Aranosian Oil Company: Request for 1 year extension of site plan approval for a gas station, convenience store and food drive thru window/lane. Property is located at 93 Daniel Webster Highway, Tax Lot 201-093-000-00 in the “C” Zone. # 01-22R.

Jeffrey Merritt, PE, Granite Engineering, was present for this application.

Lot: Property is located in the Commercial Zone.

Proposed Use: Use is permitted, Planning Board conditionally approved February 2021.

Mr. Merritt explained that since the project was approved last February, Granite Engineering has been working with NHDOT on a driveway permit for the gas station as well as the intersection improvements to Ladd Hill Road. This project includes off-site improvements of an expansion through the intersection. Mr. Merritt is hoping to secure a NHDOT driveway permit by late spring. R. Ball asked about what questions NHDOT had on the plans. Mr. Merritt explained that they want to adjust the traffic model and

that most of the comments were related to plan formatting, not a lot of design changes. There are small changes to the drainage based on NHDOT comments which have resulted in a more efficient system. There should not be any changes to the signal – mast arm or phasing.

S. Whearty reminded the applicant of some of the outstanding conditions of approval.

Staff Comments/Questions/Suggestions (*this section may include information not presented at the meeting*)

- Submit final plans (7 paper, 1 reduced). Submit one copy for approval prior to submitting all required copies. All conditions subsequent shall be incorporated as plan notes.
- Security (reclamation): Prior to any site work security shall be provided for closure in case of abandonment. Applicant shall submit engineer's cost estimate of closure costs to the Town for approval and the owner shall post required security in the form of a letter of credit or cash in an amount to be set by Town based upon engineer's estimate.
- Payment of Notice of Decision recording fee. Check made payable to BCRD in the amount of \$20.60
- Applicant shall sign and return copy of Land Use Inspection Schedule.
- Evidence of other agency permits obtained to include state and town driveway permits and all environmental and utility approvals.
- Submit draft of revised parking and snow storage easement for Planning Board approval
- A copy of the Quality Assurance Program and the Town's Inspection Schedule shall be provided to the site contractor(s) prior to work commencing.
- SWPPP if required.
- Occupancy/use of improvements requires submission of 2 paper original record (as-built) site plans including structures, utilities, roads, drainage, and other site improvements. Plans shall be reproducible in black/white, e.g. through the use of differentiating graphics (pre/post contours dashed/solid), identifying notes, etc.
- Dumpster must be on solid surface and shall be sized appropriately to contain all refuse, placed on an impervious surface, screened all sides. Lids kept closed at all times except during active use to minimize loss of refuse. Gates kept closed at all times except during pickup.
- Permits must be obtained for all signage, and signs for inactive, closed or abandoned uses shall be removed within 30 days.
- No changes shall be made to the approved plans unless application is made in writing to the Town.

Mr. Merritt inquired if there was a fee for the extension application to the Planning Board. Staff told Mr. Merritt they would look that up and get back to him.

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Craig Roeder: Request for Subdivision Review to subdivide one lot into two residential lots. Property is located in the Residential Single-Family Zone, at 60 Bean Hill Road, Tax Lot 218-004-001-000, #19-21R.

Craig Roeder was present for this discussion.

Lot: Property is located in the Residential Single-Family Zone, not within the Aquifer & Groundwater Protection Zone and not within the Floodplain. A portion of the property is presently in Current Land Use.

Proposed Use: Subdivide one lot into two and construct a new single-family home.

Staff reported the status of the existing lot to be compliant.

S. Whearty explained that this request complies with the Zoning Ordinance. Lots created in the RS district must be at least 1.0 acre and they must have at least 150 feet of frontage.

S. Whearty stated that the Planning Board agreed they would entertain a subdivision application provided it complies with all current regulations including adequate site distance for all lots.

Mr. Roeder stated that his dad tried to subdivide years ago but said he couldn't because of sight distance. Since then, Mr. Roeder has cut down the banking to improve sight distance. He has talked with a surveyor and the surveyor informed him that he would not be available until at least September.

Mr. Roeder mentioned that he has a plan dated October 13, 2005 but intends to create an updated plan.

Mr. Roeder stated that he will work with a surveyor to determine line of sight.

Mr. Roeder questioned if he would be able to submit a driveway permit and subdivision plan review application at the same time. Staff responded yes. That being said, the current proposal shows access to the newly created lot via an easement through the existing parcel which would require a Conditional Use Permit from the Planning Board (Alternative Access).

J. Beaudin mentioned Current Use and cautioned that ownership needs to remain contiguous otherwise lots under the 10 acre threshold will come out of current use. There was discussion about which lots Mr. Roeder owns and it would appear there is enough acreage for them to remain in current use under the current ownership.

Staff informed Mr. Roeder that there was no need to return to ARC unless his proposal changes substantially.

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Ward Peterson: Request for Site Plan Review to run a Contractor's Yard. Property is located in the Rural Zone partially within the Aquifer Protection District, at 661 Province Road, Tax Lot 226-074-000-000, #03-22R.

Ward Peterson was present for this discussion.

Lot: Property is located in the Rural Zone partially within the Aquifer Protection District, no Current Land Use with uses including: auto repair business (2) and single-family residence.

Proposed Use: Use is permitted, requires Planning Board approval.

S. Whearty explained that the application came to the Land Use Office through a Change of Tenant request. However, the change to add a Contractor's Yard as a permitted use will require a Special Exception from the Zoning Board and Site Plan approval from the Planning Board.

Mr. Peterson stated that he had a site plan and was granted a Special Exception in 1988. Those approvals expanded the garage and added a machine shop and autobody/auto repair business. Stephen's Frame has been a long-time tenant but he has decided to retire.

Mr. Peterson has been looking for a new tenant and explained that he is picky about his tenants. Currently, a tree service is interested in the unit. The tree service company wants to use the garage and yard for parking their trucks and equipment. They would have approximately 6 trucks, 4 of which would be parked in the garage. The large bucket truck cannot fit inside. The site has an existing building and gravel parking area.

R. Wheeler questioned if the unit in question is the unit on the right that he previously visited. Mr. Peterson confirmed.

Mr. Peterson stated that the tree service will not be bringing back trees or chips. There is a small office as part of the unit that they may use. No chemicals or pesticides will be stored on site. The tenant will likely perform maintenance on chainsaws and other tree cutting equipment but vehicles will not be serviced on site.

Mr. Peterson explained that he knows he needs to do a Site Plan. He did a Subdivision Plan recently that he received permission (from the surveyor) to mark up.

The original garage was built around 1980 but a Special Exception is required for the new use (Contractor's Yard).

R. Wheeler explained that he and Assistant Chief Black will take another walk through.

S. Whearty asked about floor drains. Mr. Peterson explained that there were 2 floor drains in the old section, 4 in the new section. Around 1990 all the drains were sealed.

S. Whearty asked if the parked equipment would be fenced or gated. Mr. Peterson said he was not sure but probably not.

Mr. Peterson confirmed there is already a dumpster on site.

S. Whearty asked if there would be vehicle/equipment repair or washing on site? Mr. Peterson was not certain. R. Ball commented that they would likely be well under the NHDES threshold of 30 cars per week. (Greater than 30 vehicles per week requires a NHDES Groundwater Discharge License.)

Chief Lewandoski mentioned that if the new tenant wants to put in an alarm system they should contact the Police Department.

Staff Comments/Questions/Suggestions (*this section may include information not presented at the meeting*)

- If restricting access (gate) will require Knox box or Knox lock.
- Building must meet required commercial standards (building fire life-safety).
- Building info (unit dimensions, fuel source, regulated materials, commercial upgrades, lighting) should be provided.
- A NHDOT driveway permit update will be required.
- The exterior storage of vehicles and equipment may require screening.
- The building will be required to have a connected fire alarm.
- It should be noted that no debris, unregistered/unroadworthy vehicles or loose trash are permitted to be stored on site.
- Outdoor storage behind the building should be defined (i.e. what business does it belong to?)
- Personal storage for the house should be moved to the house lot in the event the subdivision is recorded.)

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Lakes Landscape Materials, LLC: Request for Site Plan Review to run a retail landscape materials yard. Property is located in the Commercial Zone within the Aquifer Protection District, at 963 Laconia Road, Tax Lot 122-076-000-000, #04-22R.

Sarah Burgess was present for this discussion.

Lot: Property is located in the Commercial Zone within the Aquifer Protection District, no Current Land Use, vacant lot not previously developed.

Proposed Use: Use is permitted, requires Planning Board approval. The proposal is to run a retail landscape materials yard (retail store).

Ms. Burgess explained that they hope to open a small retail yard to sell things like landscape ties, fence posts, hay, plants, and hanging baskets.

R. Ball asked if they would be selling salt or sand in the winter. Ms. Burgess said not at this time. Ms. Burgess went on to explain that maybe they would expand to include mulch, gravel, and loam down the road but for now they will sell things like mums in the fall and Christmas trees in the winter.

Ms. Burgess stated that they were planning to be open Monday through Friday 7am to 7pm and shorter days on Saturdays and Sundays (9am-3pm or 8am-4pm). They are looking to put in a portable shed to serve as an office.

R. Wheeler questioned if they were planning to provide bathroom facilities. S. Whearty and R. Ball explained that the Town's Site Plan Regulations and RSA require septic/sewer and water for non-residential uses. It was asked whether this condition can be waived due to it being specified in RSA 147:8. S. Whearty and R. Ball will research.

C. Clairmont asked if there are electrical utilities on site. R. Ball stated that the site is vacant, no utilities and no subpanel exist on site.

Ms. Burgess stated there would be two (2) employees; the two (2) owners.

R Ball confirmed a dumpster would be required and it would need to be placed on an impervious surface and screened.

There was discussion about the location of municipal water in the road and that NHDOT permission would be required. There is a possibility they would require horizontal drilling which would be expensive.

S. Whearty asked about gates. Ms. Burgess said yes, they would have bar gates. S. Whearty commented that if they are locked, they will require Knox Locks so that emergency services can access the site.

S. Whearty informed the applicant that a NHDOT permit would be required.

R. Wheeler asked if they would be open to the public and if they would have equipment on site. Ms. Burgess said yes, they will be open to the public. Ms. Burgess also confirmed that they would have one (1) small backhoe as well as a truck on site for deliveries and loading materials. R. Wheeler requested that the backhoe be parked on a concrete pad to contain any leaks due to the site being located within the Aquifer Protection District. If any fueling is to take place on site, a Quality Assurance Plan will be required addressing what will happen in the event of a spill.

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Gilmanton Sand and Gravel: Request for Earth Excavation Review to add a new quarry area near the existing quarry. Property is located in the Industrial Zone within the Aquifer Protection District, at 28 Stone Road, Tax Lot 245-001-000-000 & 245-002-000-000, #05-22R.

Jon Rokeh was present for this discussion.

Lot: Property is located in the Industrial Zone, within the Aquifer & Groundwater Protection Zone, no Current Land Use with uses including: Earth Excavation w/retail & wholesale sales, Contractor's yard (Dumpster storage).

Proposed Use: Add a new quarry area near the existing quarry.

Mr. Rokeh explained the proposal to add a new quarry area (3 million cubic yards) adjacent to the other quarry. It will be much larger than the existing quarry area. They intend to start at grade, put in the detention pond, and then proceed to work on the rock. There are no wetlands in the area of the proposed new quarry, but an AOT permit will be required. It was confirmed that the AOT approval will be needed before plans are signed.

Mr. Rokeh stated that it is not a complicated application because the infrastructure is already in place.

C. Clairmont asked if there would be any other entrances. Mr. Rokeh responded no; it would be the same way as it is now.

R. Ball asked how the existing quarry is. Mr. Rokeh responded that it is almost tapped out.

R. Ball mentioned that Pike and the quarry on Hurricane Road have required hydrogeologic studies and suggested they should consider doing the same. Mr. Rokeh stated that they would likely use HydroSource.

R. Ball recommended that as they move the face, they will need to secure the top. Mr. Rokeh explained that the current quarry has an approximate face of 100 feet and the proposed quarry will likely be 160 feet when it is complete in 30 years.

Chief Lewandoski asked if they know when blasting will occur. He mentioned that there have been multiple occasions where quarries have not notified the police department before blasting. Mr. Rokeh noted that the proposed location for the new quarry is further from homes.

Staff Comments/Questions/Suggestions (*this section may include information not presented at the meeting*)

- Need to show proximity to all property lines for expansions.
- Test logs for 4' separation monitoring?
- Looking for all acreage counts (being worked/to be reclaimed, being used/to be reclaimed, being used/to stay open, already reclaimed, undisturbed/to be opened, undisturbed/to remain so).

Safety

- All existing slopes in excess of 1:1 are barricaded / fenced / danger signs

Construction

- Status of blasting/water reports – more blasting?
- Have you developed any data on the seasonal high-water table?
- Update acreage breakdown (open, being worked-to be reclaimed, being used).
- Description of anticipated blasting (same or different frequency, size?).

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

106 Realty Trust: Request for Site Plan Review to add a manager's quarters use. Property is located in the Commercial Zone, at 26 & 36 Laconia Road, Tax Lot 205-050-000-000 & 205-052-000-000, #06-22R.

Jon Rokeh was present for this discussion.

Lot: Property is located in the Commercial Zone, not within the Aquifer & Groundwater Protection Zone, no Current Land Use with uses including:

- 205-050 – Auto sales, self storage
- 205-052 – Auto repair, self storage
- 205-054 – Auto repair

Proposed Use: Add manager's quarters.

Mr. Rokeh stated that this request is to add manager's quarters to an existing approved site plan. There are no changes to the site plan, just an added use. They tried to add during the original site plan approval but the Planning Board told them to come back.

S. Whearty reminded Mr. Rokeh that a Conditional Use Permit is required for the manager's quarters. S. Whearty explained the proposed changes to the Zoning Ordinance but, if passed, these changes will not take place until after the March meeting. Mr. Rokeh said they hope to move faster than that.

R. Ball stated that a lot merger is required.

S. Whearty mentioned a condition of the original approval that stated sewer approval required for any expansion or change of use. J. Beaudin said the applicant should speak with Laconia.

Mr. Rokeh said there will be a bigger connection between the lots which will require a wetland permit.

Alfred E. Mitchell: Request for Site Plan Review to construct a new commercial building along with associated drainage, grading, parking, landscaping and lighting. Property is located in the Commercial Zone, at 28 Corriveau Way, Tax Lot 217-114-000-000, #07-22R.

Jon Rokeh was present for this discussion.

Lot: Property is located in the Commercial Zone, not within the Aquifer & Groundwater Protection Zone, no Current Land Use. The property is a vacant lot that previously had a residential use that has since been removed.

Proposed Use: The proposed use is office space and garage bays with manager's quarters.

Mr. Rokeh explained that the proposed commercial building will have as many as four (4) offices with garage bays in the back. It could be a single user. There is no proposed tenant lined up at this time. The property had a house that was serviced by a well and septic. The house has since been demolished. The intention is to re-use the well and install a new septic. Mr. Rokeh added that they will request a Conditional Use Permit for manager's quarters at this property also.

Mr. Rokeh noted the driveway is off NH-106 and will require a NHDOT driveway permit. There will be a gated emergency exit off Corriveau Way.

Mr. Rokeh continued to explain that the building will have on-building lighting, outdoor storage in the rear, and garage bays in the rear.

R. Ball asked if it would be similar to the building off Fruite Street? Mr. Rokeh responded yes.

There was a discussion about the Commercial Tax Credit. J. Beaudin stressed that the application should be submitted before any work is started and before Mr. Mitchell obtains a building permit.

106 Realty Trust: Request for Site Plan Review to construct a new commercial building along with associated drainage, grading, parking, landscaping and lighting. Property is located in the Commercial Zone, on Laconia Road, Tax Lot 217-108-000-000, #08-22R.

Jon Rokeh was present for this discussion.

Lot: Property is located in the Commercial Zone, not within the Aquifer & Groundwater Protection Zone, no Current Land Use. The property is a vacant lot with existing gravel parking, existing septic and well.

Proposed Use: The proposed use is office space and garage bays with manager's quarters for a single user (limo service).

Mr. Rokeh explained that the proposed commercial building will have office space with garage bays in the back. It will be used by a single user, limo service. The property was serviced by a well and septic. The intention is to re-use the well and septic. Mr. Rokeh stated that the septic is basically brand new. Mr. Rokeh added that they will request a Conditional Use Permit for manager's quarters at this property also.

S. Whearty asked if cars would be washed and/or repaired on site. Mr. Rokeh said he was not sure about washing but they would not be repairing vehicles. The garage will just be for parking.

D. Black asked how many vehicles they will have. Mr. Rokeh said maybe fifteen (15).

S. Whearty noted that the next application closing date is 4pm, Tuesday, February 8th for the Monday February 28th meeting.

There being no further question or comment, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Other Business:

Minutes:

MOTION: On a motion by R. Ball, seconded by J. Beaudin, it was voted unanimously to adopt the minutes of December 16, 2021 as written. (8-0)

Adjournment: The meeting adjourned at 9:16am.

Prepared by,



Sarah Whearty, PE
Town Planner