



APPLICATION REVIEW COMMITTEE TOWN OF BELMONT, NH

Meeting Minutes
Belmont Mill
Thursday, September 2, 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; Assistant Public Works Director Brian Jackes; Police Chief Mark Lewandoski; DPW Director Craig Clairmont. and Land Use Tech Rod Cameron.

Members Absent: None

Others Present: Matt Menegas; Craig Roeder, and Nawaz Azam

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:

Matt Menegas: Review of an application for Site Plan Approval to add a 10X 20 ice cream stand to the front of the parking lot in the front setback. Property is located at 304 Daniel Webster Highway, Tax Lot 102-007-000-000, in the Commercial Zone. ARC Case #14-23R.

Mark Menugus was present to discuss his proposal. He stated that he would like to have an ice cream stand at Agway. He wants to outfit one of the sheds that Agway sells with the fittings to have an ice cream stand. It would be self-contained, like an RV with electric coming from Agway, as well as water. It would be open during the summer season from 12- 8PM daily.

K. Santoro stated that the shed cannot be in the right of way. M. Menegas stated that it would not be placed in the ROW. She also stated that the existing parking must remain sufficient for the existing retail store, and the shed must meet the setbacks.

M. Ekburg asked where the employees would use the bathroom. M. Menegas stated that they would have access to the Agway employee bathroom.

B. Jackes stated that since there is no municipal septic involved, the DPW has no concerns.

D. Black stated that they will need state permits for the food portion of the business.

C. Akerman stated that this will become a taxable structure.

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.

Review Meeting:

Craig Roeder: Review of an application for a Subdivision to subdivide one lot into two residential lots. Property is located at 60 Bean Hill Road, Tax lot 218-004-001-000, in the Residential Single Zone. ARC Case #15-23R

C. Roeder was present to discuss his application. He stated that he was proposing a two-lot subdivision, taking a 1.03 lot from the 11-acre parent lot. He stated has been here before a few years ago, and he is here again in order to update the board.

C. Clairmont asked if he was planning to pave the new driveway? C. Roeder stated that he wasn't planning on paving. C. Clairmont stated that he would like to see a paved apron to protect the road.

C. Akerman stated that the applicant might have to remove more acreage from current use.

K. Santoro asked if there were any questions or comments. There being none, K. Santoro thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal.

Review Meeting:

Nawaz Azam: Review of an application for a Site Plan to develop the lot for residential use, possibly multifamily housing. Property is located at 26 Perkins Road, Tax lot 237- 038-000-000, in the Residential Multi Family Zone. ARC Case #16-23R

N. Azam was present to discuss his proposal. He stated that the property is located at 26 Perkins Road. The lot is almost 9 acres, and he would like to build multifamily housing, ultimately, he'd like to have 4 buildings with 9 units each. He would like to start with two buildings, eventually adding two more.

K. Santoro noted that the lot is vacant with an existing driveway. N. Azam stated that he plans to use the existing driveway for now.

B. Jackes asked if he looked into water and sewer options yet? N. Azam stated that he has.

C. Clairmont stated that materials cost are significantly higher now. He suggests that the applicant get some real cost estimates. He also suggested that each unit have their own meter.

K. Santoro stated that Multifamily is an allowed use in this Zone. Permitted Density is 2 units per acre; lot is 8.76 acres. Permitted number of units without relief from the Zoning Board of Adjustment is 17. Applicant has proposed 36 units; a variance would be required prior to application to the Planning Board. Site Plan approval will also be required.

Minutes: Amend/Approve prior meeting minutes of August 17, 2023

MOTION: R. Cameron moved to accept the minutes of August 17, 2023 as written.
B. Jackes seconded the motion.
Vote: All in favor, motion carried (9-0)

Meeting adjourned at 8:57a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Austin".

Susan M. Austin
Land Use Assistant