



## APPLICATION REVIEW COMMITTEE TOWN OF BELMONT, NH

ARC Meeting Minutes  
Belmont Mill  
Thursday, December 21, 2023

**Members Present:** Town Administrator Alicia Jipson; Town Planner Karen Santoro; Fire Chief Deb Black; Police Chief Mark Lewandoski; and DPW Director Craig Clairmont.

**Members Absent:** Building Official/Code Enforcement Mark Ekberg; Assessing Administrator/Administrative Assistant Colleen Akerman; and Land Use Tech Rod Cameron.

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.

The members of the ARC introduced themselves to the applicants.

### **REVIEW MEETING:**

**Good Fortune Trust of 2022:** Review of an application for a Subdivision (3 Lots). Property is located at 11 Brown Hill Road, Tax lot 229-007-000-000, in the Rural Zone. ARC Case #23-23R

Richard Bjelf and his agent, Jaques Belanger of J. E. Belanger Land Surveying, were present to discuss this proposal. R. Bjelf stated that he would like to subdivide the property next to his property. He is planning on rebuilding a home that burnt down. These lots would be all frontage lots.

M. Lewandowski stated that DPW would want to know about driveways and sight distance.

*Craig Clairmont arrived to the meeting at 8:06 AM*

C. Clairmont stated that he would request a paved driveway apron during construction, in order to preserve the road. He stated that they would require a sight distance of a minimum of 300 feet.

R. Bjelf stated that the driveway is the same width as it was before the previous home was built

K. Santoro stated that the Land Use Tech could not be at the meeting, but she had his written comments.

*Good Fortune Trust of 2022 is submitting a Subdivision Application to the Application Review Committee to subdivide the thirteen-point four (13.4) acre Parcel # 229-007-000-000 into 3 lots. The Subdivision Plan was prepared by J. E. Belanger Land Surveying PLLC, 61 Old Hopkinton Road, Dunbarton, NH 03046, dated December 11, 2023, at a scale of 1-inch = 50-feet. The parcel has frontage on Brown Hill Road and Farrarville Road.*

*A previous survey of the original property (Tax Lot 9-17, Estate of Mary O. Regan, Book428, Page 85) entitled "Subdivision Plan for White Mountain Land Co., Brown Hill Road & Farrarville Road, Belmont, Belknap County, N.H." dated May 1994, by Harold E. Johnson, Inc. is recorded at the Belknap Registry of Deeds, Plan L21, Page23. This Subdivision Plan created lot #'s 229-001 through 229-007.*

*The Parcel is subdivided as follows:*

- *The proposed principal lot # 229-007-000, at the corner of Brown Hill Road and Farrarville Road, is 1.68± acres,*
- *Proposed lot # 229-007-001, fronting on Farrarville Road, is 2.24± acres,*
- *Proposed lot # 229-007-002, fronting on Farrarville Road, is the largest lot at 9.35± acres.*

*There is a house currently under construction on the parcel at the corner of Brown Hill Road and Farrarville Road. The house is being constructed in the same location as the original structure that was destroyed by fire. Proposed Lot #007 apparently has an existing well and septic system that will be used with the new structure.*

- *The parcel is in Residential Single Family Zone*
  - ◆ *Minimum lot size = 1 acre*
  - ◆ *Maximum dwelling unit per acre = 1dwelling unit*
  - ◆ *Minimum Frontage = 150 ft*
  - ◆ *Front Yard Setback = 50 ft*
  - ◆ *Side Yard Setback = 25 ft*
  - ◆ *Rear Yard Setback = 25 ft*
  - ◆ *Percent of Lot Coverage = 60%*
- *The majority of the 8.32 acre parcel is in the Aquifer Protection Zone*
- *A significant portion of the parcel is designated Wetlands*
  - ◆ *Wetlands Setback = 35 ft*

*The actual buildable area on the proposed lots #'s 007-001 and 007-002 is somewhat limited. In the case of lot 007-001, it is the proximity to existing wetlands. In the case of lot# 007-002, it is the steep slopes, both on and off the site. Sight distance may be an issue for lot# 007-002 because of the steep gradient on Farrarville Road to the north.*

D. Black stated that they would need to fill out an E911 form to receive a 911 address.

There being no further questions or comments, K. Santoro thanked the applicants for attending and encouraged continued contact with staff to the benefit of the proposal.

**MINUTES:** Amend/Approve prior meeting minutes of November 20, 2023

**MOTION:** M. Lewandowski moved to accept the minutes of November 21, 2023 as written.  
D. Black seconded the motion.  
Vote: All in favor, motion carried (5-0)

**MOTION:** D. Black moved to adjourn the meeting.  
C. Clairmont seconded the motion.  
Vote: All in favor, motion carried (5-0)

*Meeting adjourned at 8:25 a.m.*

Respectfully submitted,

Susan M. Austin  
Land Use Assistant