

APPLICATION REVIEW COMMITTEE

TOWN OF BELMONT, NH

Meeting Minutes
Belmont Mill
Thursday, June 23, 2022 – 8am

Members Present: Police Chief Mark Lewandoski, Town Planner Sarah Whearty, Land Use Technician Karen Santoro, and Assistant Fire Chief Deb Black.

Members Absent: Fire Chief Michael Newhall, Building Official Russell Wheeler, Assistant Public Works Director Brian Jackes, Assistant Town Administrator/Assessing Alicia Jipson, Assessing Administrator/Administrative Assistant Colleen Akerman and DPW Director Craig Clairmont.

Others Present: Jon Rokeh, Philip Brouillard

S. Whearty opened the meeting at 8:09 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.

Tap Public House Inc.: Request for Site Plan approval to amend a previously approved Site Plan to show upper parking lot, add parking spaces, add a deck to the Tap Public House, show proposed 62'x32' building, remove existing above ground 1,000gal. propane tank and existing jersey barriers and connect to unground tanks on-site. Property is located at 930 & 936 Laconia Road, Tax Lot 122-057-000-000 in the Commercial Zone. PB #2122P.

Mr. Jon Rokeh and Mr. Philip Brouillard were present for this application.

Mr. Brouillard outlined the application to the members. He updated staff on the issue with the parking lot and Right of Way issues that are being worked on with the NH Department of Transportation (DOT). He informed them that they have upgraded the parking lot, the lower parking lot has the binder course down, the intent is to wait until the upper portion is complete with the binder course, then do finish coat all at one time.

Mr. Brouillard outlined the site plan, he noted that the original application was approved in 1995 and commented that due to the fact that the approval was phased and the project is substantially complete that the third building is "grandfathered". The new application shows the new parking lot, proposed retaining walls and the new deck on the Tap that was approved by the Zoning Board of Adjustment. The application also included the removal of a 1000 gallon above ground propane tank, there are currently two underground tanks on the site that the Tap would connect to and be metered like the other tenants. Mr. Brouillard stated that they have vested property rights for the third building as it has been consistently shown on plans since 1995.

Mr. Brouillard discussed the issues that have occurred with the upgrade of the parking lot, he commented that the State does not agree with the survey. He stated that there has been no transfer of property. He is going to be talking to Craig Bailey (of Bryan L Bailey Associates, Inc) regarding the survey and have him confirm the information.

Chief Lewandoski noted that one of his questions was regarding the paving of the parking lot and when the topcoat would be in place, this was answered earlier in the meeting. Chief Lewandoski asked if the traffic flow (in from Route 106 and out onto Route 140) would remain the same. J. Rokeh noted that there are no changes to the traffic flow. P. Brouillard noted that the "Enter Only" sign was removed from the entrance during the construction but will be put back.

S. Whearty commented that she will be looking into all the correspondence and emails regarding the project and previous approvals. She also commented that she can reach out the Right of Way bureau at DOT to get an update.

S. Whearty and K. Santoro both commented on the parking calculations. Updated numbers for the current tenants at the plaza were requested. P. Brouillard noted that the Tap is not moving forward with the downstairs eating/drinking area which will help with the parking. He also commented that due to the Yolk being breakfast and lunch most of the traffic is in the morning, the Tap is lunch and dinner so their patrons are later in the day so they are not competing for parking spaces.

K. Santoro noted that two of the parking spaces shown on the plan are not located on the subject property. J. Rokeh noted that these were a carryover from an older plan, he will update it.

There being no further questions or comments, S. Whearty thanked the applicant for attending and encouraged continued contact with staff to the benefit of the proposal. S. Whearty noted that the next application closing date is 4pm, Tuesday, July 5th for the Monday, July 25th meeting. The application deadline for the ZBA meeting is 4pm, Wednesday, July 6th for the Wednesday, July 27th meeting.

Other Business:

No other business was discussed.

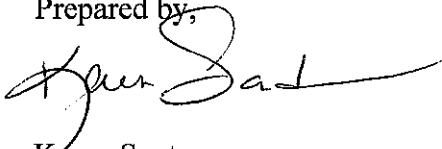
Minutes:

MOTION: On a motion by Chief Lewandoski, seconded by Assistant Chief Black, it was voted unanimously to adopt the minutes of February 24, 2022 as written. (4-0)

MOTION: On a motion by Chief Lewandoski, seconded by Assistant Chief Black, it was voted unanimously to adopt the minutes of May 26, 2022 as written. (4-0)

Adjournment: The meeting adjourned at 8:42am.

Prepared by,



Karen Santoro
Land Use Technician