

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES
NEW HAMPTON TOWN OFFICE
NEW HAMPTON, NH 03256**

April 16, 2019

MEMBERS PRESENT:

Regular Members: Mr. Kettenring, Mrs. Hiltz, Mr. MacDonald, Mr. Hays, Mr. Broadhurst, Mr. Katz, Mr. Mertz.
Alternate Members: Ms. Peterson, Mr. Shea

OTHERS PRESENT:

Permitting Assistant Bob Pollock

CALL TO ORDER:

Mr. Kettenring called the meeting to order at 7:00 p.m.

MINUTES

Mr. Katz made a motion, seconded by Mrs. Hiltz, to approve the minutes of 3/19/19 with the following amendment:

1. Page 4; 2nd to last paragraph: Correct spelling of Mr. Broadhurst's last name.

Vote was unanimous.

CORRESPONDENCE

- Request of project review by NH Division of Historic Resources for septic system at Dunkin Donuts – no historic resources at the location.
- Letter to Mr. & Mrs. Lawless: Inquiry of status of their appeal to ZBA relative to a Short-Term rental property.
- Wetlands Application for Dunkin Donuts
- Application for merging lots for tax assessment and land use purposes.

**SITE PLAN REVIEW - AMEND A
PREVIOUSLY APPROVED SITE
PLAN**

Continuation of Michael Sharp Public Hearing- Review status of State Permits and potential changes to the 2014 Site Plan, NH Rte. 104 & Riverwood Dr. Tax Map: 17 lot 55, proposed health facility two- 10,400 sq. ft. buildings.

In attendance; Mr. Brown representative for Mr. Sharp, discussed revisions made to the site plans: adjusted roof lines, added location of the sign and note about lot coverage (sheet 3). On sheet 12 there is change to detail of sign.

He provided a copy of the resubmission of traffic permit, Per Steve Purnaw– no improvements would be required for development given the amount of traffic. DOT disagreed. Adjustments will be made and resubmitted to DOT. Letter indicating that Mr. Brown is representing Mr. Sharp was put on record.

No questions from board.

No questions from audience, abutters or interested parties.

Mr. Pollock stated that review is still pending drainage review requested by the Board which was discussed last month. A bond is needed for the excavation.

Mr. Brown verified bond being requested as a reclamation bond and inquired about criteria. Mr. Pollock advised he would provide Mr.

Brown with the information. Pending response from Mr. Lang regarding drainage and reclamation bond amount.

Mr. Mertz requested clarification of obtaining the driveway permit. Mr. Brown stated that it was already part of the application that is currently being reviewed by the NHDOT.

Mr. Kettenring recommended having mylars at the next meeting to expedite process.

Application is complete, pending the above requested information.

Mr. Mertz made a motion, seconded by Mr. Katz to continue the application on 5/21/19 at 7:00 p.m.

Vote was unanimous.

Mr. Kettenring reviewed documents received: Application, letter from KGI authorizing Sean Stanley to speak and discuss the proposed space located at their center.

Sean and Paul Stanley were present.

Mr. Kettenring presents an overview of detailed information provided by the applicants: an expedited site plan review, building permit showing the interior renovations, site plan for the existing plaza parking area, copy of unit to be occupied, and letter from KGI.

Detail of interior building discussed. Mr. Mertz inquired about review from New Hampton Police (NHPD) and/or Fire Department (NHFD) to whether they had mentioned any concerns. Mr. Stanley stated that neither department could move further with review pending additional information. They have received a permit from the NHFD for their furnace installation.

Mr. Pollock mentioned that getting specific items checked off by NHFD will apply with an occupancy permit. Mr. Mertz mentioned in the past, letters are obtained from the NHPD and NHFD stating that there were no issues found. Mr. Kettenring advised to act on decision of the application pending receipt of said letters. Mr. Stanley asked if the board would like him to speak with the NHPD again. It was recommended to do so for further clarification. Mr. Pollock will discuss what is requested from NHPD with the new Chief. Mr. Stanley indicated that the certificate of occupancy will be signed off on once the NHFD has had a chance to complete their inspection. Mr. Mertz asked the applicants to obtain letters from Fire and Police Chiefs.

Mr. Katz asked if the property would store any hazardous materials. The applicants replied: No.

Mr. Kettenring recommended approving the application with the following conditions:

1. Letters from both the NHPD and NHFD;

Site Plan Review- Amend A
Previously Viewed Site

Sean and Paul Stanley on property owned by RTE 104 LLC, preliminary hearing submission of application 345 NH Rte. 104, Tax Map R4 Lot 90, Site Plan review to establish a mobile RV parts retail store at exit 23 plaza.

2. There will be no repairs or service on-site
3. RVs are not to be stored
4. Applicant is required to apply for a sign permit for their unit including kiosk sign that is located on NH Rte. 104, with no pennant signs are allowed.

Mr. Katz asked about anticipated seasonal traffic conditions, Mr. Stanley stated that they are unable to answer as most customers they service leave RV's at campsites while using their personal vehicle.

Mr. Katz made a motion, seconded by Mr. Broadhurst to accept the application subject to conditions noted.

Mr. Kettenring asked if there were any additional questions. Mr. Derry Leeman from Drake Rd. requested verification of the actual facility itself and if a new building was to be built or simply a renovation of section within the original building. Mr. Stanley verified that there were no new structures being built and that their servicing of RV's is provided as a mobile service to customer homes or campgrounds.

Mr. Katz made a motion, seconded by Mrs. Hiltz to approve the Site Plan with conditions as previously mentioned. Vote was unanimous.

Mr. Mertz made a clarification of the NHPD letter to address stipulations regarding "knox box".

Follow-up on Bonding Requirement:

Follow-up on bonding requirement for Ambrose Brothers, 188 NH Rte.132, Tax Map R11, Lots 23B, 23C & 23D - expansion of existing gravel pit.

Mr. Kettenring asked for a brief summary of the document package.

Mr. Pollock provided a synopsis of the discussion regarding the bond amount. The proposed amount for the bond is \$100,000 excluding delivery of manufactured topsoil as Mr. Ambrose's suggested exchanging sand for topsoil with RMI. Mr. Pollock said there is concern on a potential default with no guarantee the town would get RMI's topsoil. Manufactured Soil would amount to approx. \$48,000. This was presented to Ambrose Brothers requesting the bond amount to be \$148,000. An email dated 4/11/19 was read by Mr. Pollock from Ambrose Brothers agreeing to the amount of \$148,000. Mr. Pollock advised that said bond can be reviewed again over time based on change to land over the up-coming years.

Mr. Hays made a motion, seconded by Mr. MacDonald to accept the bond amount. Vote to approve was unanimous.

Report from the subdivision regulation update subcommittee on possible amendments

Mr. Katz mentioned that the subcommittee has discussed interaction between the ordinance and the site plan and the subdivision regulations in terms of technical specifications and requirements for clarification in regard to how the documents work together.

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Mr. Katz said the Subcommittee will work with Department heads and others to create a collaborative outline of how to streamline the Planning Board Review Process, then present it to the board. Public works Director Mr. Boucher will be invited to their next subcommittee meeting.

Mr. Mertz asked if there is a current checklist for use by applicants and if the subcommittee has seen it. Mr. Pollock said there was, and Mr. Katz said they were aware of it, but felt it should be clearer.

Mr. Katz indicated that the proposed outline would assist Planning Board in their review process.

**DISCUSSION ON THE NEW
HAMPTON MASTER PLAN
UPDATE:**

Mr. Mertz gave an overview of change of format for the town website, both the original and revision will be visible on-line.

Regarding the Population Section of the current Master Plan, Mr. Mertz indicated that it needed to be approved at a public hearing. The board agreed to hold a Public Hearing 5/21/19.

Mr. Broadhurst discussed update to the Master Plan survey and the best way to disseminate them.

The board discussed several changes to the draft survey.

There was discussion on how the survey will be used to assist in the Master Plan development based on the feedback. Mr. Pollock suggested that the survey should also reflect the younger demographic in New Hampton.

Mr. Mertz set date of 05/13/2019, 6:00 PM for Master Plan subcommittee meeting.

OTHER BUSINESS:

*Discussion of Town of New Hampton
Noise Ordinance.*

Copy of the Noise Ordinance draft was given to New Hampton Police Chief Stevens. Chief Stevens's feedback will be provided to the Town Selectman at a later date.

Mr. Katz recommended obtaining information regarding the actual numbers and types of noise disturbance.

Mr. Mertz recommended further discussion on special events and whether the ordinance is applicable to "family gathering" v. "a for profit event" held on a regular basis. Mrs. Hiltz suggested for profit private events on a non-regular basis.

Ms. Peterson suggested further discussion on short-term rentals and special events for commercial gain.

Mr. Mertz mentioned that there is discussion with the Selectman at this time in relation to short term rentals and potential special exceptions. He said for profit special events may be something to consider as

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permitted by special exception.

**Application to merge Tax Map
U4, Lots 3& 4 for Tax Assessment
and land use from the New
Hampton Community Church.**

Mr. Kettenring states that Selectmen have approved an application to merge lots. It is being presented to the planning board for review.

Mr. MacDonald made a motion, seconded by Mr. Broadhurst to recommend the Selectman approve the merger. Mr. Mertz recused himself from this vote.

Vote passed.

Mr. Katz noted the next Capital Improvement Program subcommittee meetings dates were designated for 5/9, 5/14, and 5/16 at 6:30 p.m.

ADJOURNMENT:

Motion to adjourn at 8:51 pm. by Mrs. Hiltz, seconded by Mr. Katz. Vote was unanimous.

Respectfully submitted,
Shana M. Martinez

DRAFT