

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES
7:00 PM On-line Zoom Meeting
https://us02web.zoom.us/j/89428810837
NEW HAMPTON, NH 03256**

April 20, 2021

MEMBERS PRESENT: Regular Members: Mr. Kettenring, Mrs. Hiltz, Mr. Broadhurst, Mr. Katz, Mr. Hays, Mr. Shea, Mr. Shaw
Alternate Members: Mr. Mertz, Mr. Richard Green
Absent members: n/a

OTHERS PRESENT: Planning Assistant Bob Pollock, Town Administrator Neil Irvine, Mr. Joseph Green, Mr. Mike Muise, Mr. Peter Rudis, and Mrs. Shana Martinez for recording purposes via Zoom.

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

MINUTES **Mr. Katz made a motion to approve March 16, 2021 meeting minutes; seconded by Mr. Shea with the following amendments: Ms. Jill Dunkin was present at meeting. Mr. Peterson should be replaced with Ms. Peterson on page 3, and Mr. Mertz who is not an alternate should be removed from attendance. Vote was unanimous.*

NH State of Emergency Statement As Chair of the Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.[1] All members of the [Board, Council, or Commission] have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #1-253-215-8782, or by using the previously posted website address.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-707-6045 or email at: selectmen@new-hampton.nh.us

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law".

CORRESPONDENCE

Request for continuance from Mr. Kent Brown

**Mr. Katz made a motion, seconded by Mr. Broadhurst to grant request for continuance on this evening's agenda items 4, 5, & 6 to May 18, 2021 meeting. Vote was unanimous.*

Joseph Green, on property belonging to HEG NH Route 104 LLC (Mobil) – 309 NH Route 104, Tax Map R-4, Lot 92; determination on any Site Plan review requirements.

Mr. Green presented a plan to transform and upgrade current deli located within the Mobil station on NH RTE 104. They are planning to have an attached 1-16x8 bump out consisting of 2-8x8 areas for refrigeration and storage placed on the left hand corner of current building. He would like to confirm whether or not a site plan review will be necessary to move forward. There will be no changes to the footprint of the building or the parking spaces. Mr. Pollock advised that Mr. Green will need to obtain a sign permit; he indicated that he is intending to utilize the current signs. Mr. Mertz recommended an expedited review to allow Planning Board a chance to review lot coverage. Mr. Pollock advised that lot coverage would be 32% and still under the 50% maximum coverage requirement.

**Mr. Katz made a motion, seconded by Bob Broadhurst to waive any site plan review including expedited based on size of extension and the on the recommendation of Mr. Pollock. Vote was unanimous.*

Discussion on Access Management Memorandum of Understanding with NHDOT.

Mr. Katz brought for discussion revision “D” draft of Memorandum of Understanding (MOU). He outlined intention of each section. Draft will need to be signed by Board of Selectmen and Planning Board Chairman.

**Mr. Katz made a motion, seconded by Mr. Broadhurst to accept draft and forward to Board of Selectman and Public Works Director for further review and in concurrence recommends setting up meeting with District 3 Engineer. Vote was unanimous.*

Mr. Shea inquired about addressing speed limits. Mr. Katz advised MOU only involves infrastructure at this time. Mr. Shaw inquired about plan for legal review of the document. Mr. Irvine advised that document would be submitted for legal review prior to any finalization.

Request from Conservation Commission regarding Ground Water Protection Plan.

Mr. Kettenring read into record letter from New Hampton Conservation Commission advising Planning Board of drafting Ground Water Protection Ordinance. Mr. Irvine recommended Conservation Commission working with Ordinance Sub-Committee. Mr. Katz will advise Conservation Commission of upcoming meetings.

Review of Standing Committees and changes to Master Plan, Ordinance, and Rules be considered in 2021.

Mr. Katz advised that there were no meetings in April; they will be meeting via Zoom on Friday. Committee has created calendar of fixed meeting dates: May 11th, June 8, July 13th, August 10th, September 14th, Oct 12th, and November 9th at 6:00 p.m. at the New Hampton Town Office. He recommends combining meetings of Sub-Committees for both Regulations and Ordinances.

Mr. Broadhurst gave meeting dates for Master Plan Sub-Committee; he presented draft of updated Master Plan. Mr. Katz inquired about adding an Energy Chapter. Mr. Broadhurst advised that Sub-Committee will be creating a Transportation and Energy Section. Mr. Pollock recommended to reference RSA 647-2 regarding developing Master Plan and its guidance.

**Mr. Katz made a motion, seconded by Mrs. Hiltz to accept updated draft of Master Plan. Vote was unanimous.*

And any other business that may come before the board.

Mr. Muise introduced himself to the Board. He is interested in purchasing property 4, 7, 8 Apple Tree Lane located on Tax Map: U-9, Lot 3. Mr. Muise would like to know what the approved usages would be for the property. He advised that this property would not be a primary residence and he would like to use property for storage building for business purposes and keep current rentals. Board advised that property is currently a non-conforming lot located in BC-3 District which does not have mixed use and predates zoning variance for the area. Mr. Kettenring brought about for discussion past concerns regarding lot. Mr. Katz inquired about whether or not this would be considered “business use” as Mr. Muise will not be residing on the property. Mr. Mertz read aloud table of uses regarding BC3. The intentions of the property by Mr. Muise are not allowable under the BC-3 ordinance at this time. Mr. Kettenring advised that Mr. Muise would likely require a variance from the New Hampton Zoning Board. Mrs. Hiltz inquired about specific uses and potential traffic to and from property; Mr. Muise advised that he would use storage for overflow non-hazardous business materials and personal belongings. As this is an informational meeting Mr. Kettenring advised processes of both Zoning Board Variance Request and Planning Board Site Plan reviews. Mr. Irvine stated that submission deadline for Zoning Board Review has passed and Mr. Muise would need to arrange to meet with Zoning Board in June 2021. Permission from the owner/seller would be needed to discuss conceptual/informational with Zoning Board. Mr. Irvine will follow-up with an email to Mr. Muise with information discussed.

Mr. Kettenring inquired about having in-person meetings. Planning Board will start in person meetings at May 18, 2021 meeting at 7:00 p.m. Mr. Rudis via chat inquired about hybrid meetings. Mr. Irvine advised streaming meeting allowable, but public would be unable to comment as meeting would be considered in-person. Mr. Kettenring asked about having meeting at New Hampton Public Safety Building to allow Covid-19 protocols. Mr. Irvine will discuss with Chief Lang and follow-up with Board members regarding meeting place. Meeting place and information will be publicly posted.

Mrs. Hiltz recommended Mr. Shea as Planning Board secretary. Mr. Shea will consider it and discuss at next month’s meeting.

Adjournment:

***Mrs. Hiltz made a motion to adjourn, seconded by Mr. Shea to adjourn meeting at 8:34 p.m. Vote was unanimous.**

Respectfully submitted, Shana M. Martinez