

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES**
7:00 PM On-line Zoom Meeting ID: 87355161940
NEW HAMPTON, NH 03256

July 21, 2020

MEMBERS PRESENT:

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

OTHERS PRESENT:

Planning Assistant Bob Pollock, Town Administrator Neil Irvine.

CALL TO ORDER:

Mrs. Hiltz called the meeting at Town Office/Zoom Meeting to order at 7:04 p.m.

MINUTES

Ken Mertz made a motion, seconded by Wes Hays to accept the minutes with the following amendments: Mrs. Tania Hiltz should be listed as absent, under call to order Mr. Shea was chosen to vote for Mrs. Hiltz and not Ms. Peterson. Ms. Peterson is not on the CIP committee. Under pg. 2 section 1. "were" should be "where". *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

- ZBA- Notice of Decision for Traynor Belknap Realty Trust, Tax Map U13, Lot 14 - Denial of short- term rental
- ZBA- Notice of Decision for Thomas & Suzanne Cagle, Tax Map R1, Lot 19A - Approval of accessory dwelling unit.

(Planning Board, July 21, 2020)

**INFORMATIONAL/CONCEPTUAL-
426 NH Route 104, Tax Map R-4, Lot 8;
Hawkers/Peddler permit for outside
vending for food/retail services, Site Plan
Review.**

Mr. & Ms. Tehan introduced themselves. They would like to add some seating to their ice cream stand. They currently have a State license that allows seating for up to 24 people. At this time, they have placed a pop-up canopy to keep customers comfortable from the sun. Mr. Katz inquired about traffic in and out of the area, which Mr. Tehan mentioned as moderate flowing with no issues. Mr. Irvine clarified that applicants have obtained a 30 days Hawklers and Peddlers permit. The applicants have established a presence on 104 and have come before the Board to determine if a site review application is needed. Mr. Tehan advised that they have followed the recommendations given by New Hampton Fire Chief to add a commercial fire extinguisher, change out GFI electrical circuits, and to place cones to direct traffic away from customers. Parking currently does not appear to be an issue with ample overflow parking. Ms. Peterson inquired about submitted inspection. Ms. Tehan stated that they are pending an additional inspection to observe corrections of previous items on that report. At this time the board has agreed that a site visit is not necessary. The board advised the applicants to return next month for an expedited site plan identifying parking area and picnic area measurements.

Chairman Kettenring asked to move item 7 to accommodate Mr. Kevin Drake. Mr. Katz made a motion seconded by Mrs. Hiltz; ***Vote was unanimous.***

**DISCUSSION: Possible addition of
“wholesale/retail with low traffic
volumes” as a Permitted Use by Special
Exception in the Business Commercial
(BC2) District.**

Mr. Katz discussed information he has researched in regard to definition of “low traffic volume”. Mrs. Hiltz discussed potential of defining terms under special exceptions. Mr. Kettenring stated that the ordinance would need to define the definition and conditions for the BC2 and BC3 area. Mr. Pollock presented information matrix regarding annual daily trip counts for selected land uses. In regard to frontage roads, he referenced neighboring town traffic standards to use as a base to create conditions for Special Exceptions. Mr. MacDonald mentioned that new uses would have to address commercial retail section and have timeline scheduled to get new wording on 2020 Town Warrant. Mr. Irvine will assist with revision of timeline. Mr. Broadhurst discussed incorporating results/information from community surveys regarding town growth.

Mr. Kevin Drake introduced himself and indicated that he is supportive of plumbing business, small businesses, and small restaurants. Mr. Kettenring inquired about how he felt about operation hours of businesses. Mr. Drake advised that he is more concerned with large industrial facilities and expressed concerns about speed on NH RTE 104.

Mr. Mertz discussed architectural standards within the BC2 and BC3 area, which Mr. Irvine read off verbatim per current definition.

Board will review further information and item will be added to next month’s agenda.

**Mr. Hays recused himself from discussion. Mr. Kettenring assigned Ms. Peterson to vote in place of Mr. Hays.*

**INFORMATIONAL/CONCEPTUAL-
Wes Hays- 74 NH Route 132N, Tax Map
R-11, Lot 22; discussion on amendment
to 2007 Site Plan Approval.**

Mr. Hays referenced a site plan from 2007. He would currently like to start work on construction for two buildings. The first would be a 400sqft garage and the second a 26x30 office building. He is currently requesting

a permit for the garage. Selectmen referred him to Planning Board for information. At this time, he would like to place the 400 sqft. garage in an area where original plan had an 1180sqft office. There are no changes to setbacks. Mr. Irvine inquired about number of structures on the lot. The original plan has two approved structures however building permit that Mr. Hays is requesting has three structures including one temporary structure. Once office and garage construction is complete the temporary structure will be removed, therefore leaving two structures per original site plan. Mr. Kettenring asked of the Board any recommendations for Mr. Hays. Mr. MacDonald recommended an updated drawing with placement of temporary office trailer. Mr. Hays showed him current drawing with placement of trailer. Board has recommended that Mr. Hays provide a cleaner copy of the drawing with dimensions and placements. They have advised Mr. Hays to use the original site plan along with clearer drawing and submit to Selectboard for building permit approval.

REPORT FROM MASTER PLAN SUB-COMMITTEE: Updates to the Master Plan.

Mr. Broadhurst states that data processing has now been completed. They are currently consolidating information to create report for publication. Mr. Mertz mentioned that all responses will be preserved for future references. Committee will meet again on August 3, 2020 at 6:00 p.m.

OTHER BUSINESS/DISCUSSION:

Mr. Katz gave overview of CIP chart and discussed options for major CIP expenses e.g. replacement of the Brook Bridge. There was also discussion on funding and grants for projects. Mr. Katz states that next meeting will be July 28, 2020 at 6:00 p.m.

Mr. Irving discussed lot merger application for Tax Map: R8 Lots 1, 1R, 1S, 1V, 18 and 18A. He explained that the Conservation Commission is preparing to place a conservation easement on the above mentioned six town properties surrounding Bald Ledge. Application has been submitted to create one large lot to minimize costs. Mr. Katz made a motion, seconded by Mr. Hays to consolidate all six lots. **Vote was unanimous.**
**Mr. Mertz abstained from voting.*

ADJOURNMENT:

Mrs. Hiltz made a motion; seconded by Mr. Broadhurst to adjourn at 8:45 p.m. **Vote was unanimous.**

Respectfully submitted, Shana M. Martinez