

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

September 15, 2015

MEMBERS PRESENT:

Regular members Mr. Kettenring, Mrs. Hiltz, Mr. Conkling, Mr. Love, Mr. MacDonald, Mr. Mertz, and alternate member Mr. Hays were present.

OTHERS PRESENT:

Town Administrator Mrs. Lucas, Fire Chief Drake and Deputy Chief Lang.

CALL TO ORDER:

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

Mr. Kettenring appointed Mr. Hays to vote in place of the vacant regular member position.

MINUTES

8/18/15

Mr. Love made a motion, seconded by Mr. Conkling, to approve the minutes of 8/18/15 as written. Vote was unanimous.

8/25/15

Mr. Mertz made a motion, seconded by Mr. Conkling, to approve the minutes of 8/25/15 as written. Vote was unanimous.

CORRESPONDENCE:

- Mr. Kettenring advised there was submission of a petition from Reno Rossi for a 2016 warrant article, which he read into record. It was noted this would have go to the voters as written and after a public hearing the Planning Board would vote whether or not to support it. The board agreed to review the petition to see if there was any portion they would want to incorporate into a zoning warrant article.

**(Cont) PUBLIC
HEARING/ABUTTERS
HEARING**

Michael Sharp; NH Route 104 & Riverwood Drive; Tax Map U-17, Lot 55 – Site Plan Review for health focus facility.

Mrs. Lucas advised there has been progress but not to the extent the applicant is ready for discussion.

Mr. Mertz made a motion, seconded by Mrs. Hiltz, to continue the hearing to 10/20/15 at 7:00 pm. Vote was unanimous.

**(Cont) PUBLIC
HEARING/ABUTTERS
HEARING**

New Hampton School, Dr. Childs Road, Tax Map U-3, Lot 12; construct a 36,000 sq. ft. indoor ice arena.

CCI's Jeff Downing, and Head of Finance Jill Duncan were present.

Mrs. Lucas advised that the town engineer Gerald Lang provided his comments to the town and NHS. NHS consultant Will Davis responded with his comments and recommendations. These were reviewed by Mr. Kettenring and forwarded to Mr. Lang. Mr. Kettenring read into record the subsequent response from Mr. Lang. He advised the recommendations relative to the swale catch basin, saying it was adequate to handle the slope and run-off concerns. Mr. Lang advised they direct a minimum of ½ the roof into the French drain. He said the remaining recommendations were sufficient and should be noted on the revised plans.

Correspondence from the Precinct to NHS and the town relative to their utilities stating that their comments #1-5 be implemented into the rink construction plans prior to accepting bids on the project.

Mr. Love recused himself from this part of the proceedings as he works for the school.

Mr. Downing advised he has an update for the Kennedy Field parking lot and responses to some of the concerns by the Fire Dept. 50' turn radius was added, 16' of clearance for vehicular travel along the bus parking locations. Due to Mr. Lang's concern with sheeting of water coming off the hillside, a drainage swale and catch basin have been added, and a French drain added to handle water from the roof.

Mrs. Lucas asked if demolition of the building would be removed from the site or if any items would be salvaged and stored and Mr. Downing advised most of it would be removed from the site, but items that can be reused will be salvaged.

Relative to the Kennedy Field parking lot Mr. Downing advised they walked the site with the Fire Chief and his Deputy for their input. A civil engineer and soil scientist will assist with the plans. A conceptual plan has been reviewed by NH DOT which created some changes to the access road, based on their concerns with drainage and curb cut location. Mr. Downing reviewed the 2 options with the desirable one bringing the access to the parking area through Caswell Lane. Two parking spaces would be lost on Caswell Lane, but those will be gained in the parking lot. The current plans have 79 spaces near the arena and 75 at the Kennedy Field parking lot, totaling 154. Mr. Downing advised that they would be creating catch basins and a treatment swale in the parking lot, and pond and treatment swale at the bottom of the access road, with all water flowing to the inside of the campus. Though concerned with access being through a residential area on campus, Mr. Downing said traffic can be directed at those times when this additional parking is needed.

Mr. Hays asked how they would maintain safety for the residents on Caswell Lane and Ms. Duncan advised that staff would direct traffic during these events, as they do currently on Dr. Childs Road. Mr. MacDonald asked if it would be gated and Ms. Duncan said it would not be, to allow for emergency access. Relative to the current access to Kennedy Field, Mr. Downing said they would probably decommission it, leaving the driveway to access the home on Main Street.

Mr. Downing advised that the parking lot creation will likely require an Alteration of Terrain permit through NH DES which will take some time.

Mrs. Lucas reviewed proposed conditions the Planning Board:

1. Fire Dept., Police Chief, Public Works Director, Town Engineer Gerald Lang and the New Hampton Village Precinct requirements to be met prior to occupancy permit being issued *with the exception the road to Kennedy Field may be reduced in width with the approval of the Fire Chief.*

Mr. Downing advised the plans currently show 18', unpaved, and will discuss this further with Fire Chief Drake. Mrs. Lucas explained that the town was trying to include the parking plan as part of the site plan review of the arena, therefore this issue

needs to be addressed prior to site plan approval. Ms. Duncan agreed they could satisfy the Fire Chief's requirements. (Note: Addition to condition #1 in italics after this discussion.)

2. Draft Easement for public access beyond the discontinued portion of town road to allow for turnaround for the public and town services, shall be submitted to the Board of Selectmen prior to submission of a building permit application and the easement executed prior to the issuance of the occupancy permit. NHS shall work with Public Works Director and Board of Selectmen to finalize right-of-way easement as per Warrant Article #20 at the 2015 Town Meeting.

Mr. Kettenring asked if the easement was addressed in the plan and Mrs. Lucas said it was not.

3. Submission of detailed construction plans for the Kennedy Field parking lot and access road for review and approval to the Fire Department and the Board of Selectmen by December 2015.
4. Prior to an Occupancy Permit being issued construction of Kennedy Field parking lot with paved access road and Arena parking lot off Dr. Childs Road will be completed. A minimum of 134 spaces total will be provided for this project and a net sum increase of 33 spaces campus wide, after the project. Completion by August 2016.

When asked when the school will begin using the new arena Mr. Downing advised it would be Nov. 2016 but the school would want to construct the Kennedy parking lot in the spring with finish possible by Aug. 2016.

5. Year round maintenance of the access road, Kennedy Field parking lot and walkway from Kennedy Field parking lot to Ice Arena.

Mrs. Hiltz made a motion, seconded by Mr. MacDonald, to approve the application contingent upon meeting the five conditions as listed above.

Mr. Kettenring asked for abutters or public input. There was none.

Vote was unanimous.

**DISCUSS POSSIBLE ZONING
CHANGES FOR 2016**

Mr. Kettenring advised area to be considered are the Mixed Use District, signage setback in Village District, and the building permit process and clarification on requirements for permits.

Relative to the building permit requirements and process Mrs. Hiltz advised she was still working on draft language.

Mrs. Lucas advised that Planning Assistant Mr. Pollock was working on the Village District signage language.

Mrs. Lucas reminded the board that the Mixed Use District change was relative to permitted uses, to allow for multiple uses in one building. Mr. Kettenring explained to the newer members the intent of the Mixed Use District when it was established, to have for example, a rental above a

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business; ie a residential use in the same structure as a commercial use. Mr. MacDonald offered to work on this language.

The board agreed to continue this discussion to 10/20/15. Mrs. Lucas said she would provide any draft language to members prior to that meeting.

OTHER BUSINESS

Mrs. Hiltz expressed concern with vehicles and vehicle parts being left on Main Street next to an empty travel trailer. Mrs. Lucas advised that the Permitting Assistant Mr. Pollock is working on this issue.

ADJOURNMENT

Motion to adjourn was made by Mrs. Hiltz, seconded by Mr. Conkling. Vote was unanimous. The meeting was adjourned at 8:26 p.m.

Respectfully submitted,
Pamela Vose

DRAFT