

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES**
Fire Dept Training Room, 26 Intervale Drive
New Hampton, NH 03256

May 17, 2022

CALL TO ORDER

Chairman Kettenring called the meeting to order at 6:00 p.m. Mr. Mertz led the Board in the Pledge of Allegiance.

MEMBERS PRESENT

Regular Members: Mr. Kettenring, Mrs. Hiltz, Mr. Shea, Mr. Broadhurst, Mr. Katz; Alternate Member: Mr. Mertz

Mr. Kettenring appointed Mr. Mertz to vote in place of Mr. Hays.

OTHERS PRESENT

Town Administrator Mr. Irvine, Planning Assistant Mr. Pollock and Fire Chief Lang

MINUTES

Mr. Shea made a motion, seconded by Mr. Broadhurst to accept the 4/19/22 minutes with the following amendment:

1. Bottom of Pg 1, last section, 2nd sentence – clarify that Mr. Pollock was able to obtain an additional 20 feet of road frontage in addition to the existing 30 feet he had.
2. Pg. 4, condition e) – change “plan” to “plant” so it reads: “...Applicant shall *plant* and maintain a vegetative screen.”

Mr. Katz abstained as he had not been present. Vote passed.

CORRESPONDENCE

- Wetlands application for Judith Sewall Rev. Trust to repair banking, install retaining wall and patio area.
- Copy of a letter with photos sent to Selectmen relative to light trespass.
- NHDES permit for alteration of terrain for Eversource Energy transmission line rebuild.

ANNUAL ELECTION OF OFFICERS

Mr. Kettenring asked Mr. Mertz to chair the election and stepped down as Chair.

Mr. Mertz asked for nominations for Chair. Mr. Katz made a motion, seconded by Mrs. Hiltz to nominate Mr. Kettenring as Chair. Vote was unanimous.

Mr. Kettenring came back to Chair the meeting, asking for nominations for Vice-Chair. Mr. Katz made a motion, seconded by Mr. Shea to nominate Mrs. Hiltz as Vice-Chair. Vote was unanimous.

Mr. Kettenring asked for nominations for Secretary. Mr. Katz made a motion, seconded by Mr. Broadhurst to nominate Mr. Shea as Secretary. Vote was unanimous.

**INFORMATIONAL/
CONCEPTUAL**

Stephen & Heidi Sawyer, on property belonging to New

Mr. and Mrs. Sawyer were present. Mrs. Sawyer advised they want to rent the space next to the Subway restaurant and put in an antique/collectables store. Mr. Sawyer said he wants to utilize a space in the back of the store for office space for his business Newfound Cleaning, which is currently being run from

Hampton Route 104 LLC, 345 NH Route 104, Tax Map R4, Lot 90K; possible commercial use in Exit 23 Plaza.

their home. Mr. Kettenring confirmed that 2 businesses would be run from this location. Mr. Sawyer said he would have cleaning equipment in the office, would store vehicles at the Plaza, and there'd be no change to the layout of the unit. He advised they would obtain a sign permit for the antique/collectables business. He said the property owner has agreed to rent them the space.

Mr. Mertz stated his opinion that this is not approvable at this meeting without an application. Mr. Kettenring said the Town Office would have advised the Sawyers to meet with the Board to determine what level of Site Plan Review would be necessary, and Mr. Irvine said the submission deadline had already passed when the office became aware of this proposed use.

Mr. Sawyer said they have permission from the property owners to park 3 small company vehicles and a 10' trailer, allowing employees to come to this site to get a work truck, parking their personal vehicles in their place. Mr. Kettenring stated he would like to see the company vehicles parked in such a way on the lot that they do not become signs. Mr. Sawyer said employees for the cleaning business can access the office from the rear of the plaza. Mr. Katz advised this was a permitted use and suggested this be an expedited Site Plan Review.

The board reviewed criteria for an expedited site plan to confirm whether this use applies. Mr. Mertz asked if the cleaning supplies used were standard supplies and Mr. Sawyer said the actual supplies were kept at the businesses he cleans. Mr. Katz made a motion, seconded by Mr. Mertz to consider this for an expedited site plan. Vote was unanimous.

Mr. Mertz asked if the Board would consider a hearing prior to the meeting of 6/21/22. Mr. Mertz made a motion, seconded by Mr. Katz to hold a meeting on 5/31/22 at 6:00 pm, in the upstairs meeting room of the Town Office, for the purpose of holding a public hearing on a Site Plan Review application by the Sawyers.

2023 CAP (Capital Improvements Program)

Mr. Katz asked for volunteers to act on this subcommittee with Mrs. Hiltz, Mr. Shea and Mr. Broadhurst stating their willingness to continue as members. Mr. Kettenring reaffirmed these members to this subcommittee and meeting dates were set:

- 5/26/22 at 10am with Public Works Dept and Town Administrator – Town Office.
- 5/31/22 5pm with Fire & Police Dept. – Town Office.

Open issues on Planning Board Approvals for which conditions have not been met.

There were none at this time.

Review of Standing Committees

Master Plan Sub Committee:

Mr. Broadhurst said the Master Plan subcommittee met and discussed what may be updated next and reviewed the community survey to determine items that may need addressing. Next meeting planned for the fall. Mr. Katz suggested a possible Housing section as there was currently a great need in the area.

Zoning Ordinance and Regulations Review Sub Committee:

Mr. Katz advised the Floodplain Ordinance is undergoing legal review. Committee is considering allowances for detached ADU's.

Private events to be called Event Venues. Mrs. Hiltz provided some draft language after discussion with Town counsel, which would allow this use through a Special Exception process with the ZBA. Mr. Irvine asked why the subcommittee determined this would be allowed by Special Exception as that runs with the land, and not with a property owner/applicant. Mr. Katz said it would also require Site Plan Review where conditions are determined and would be revisited annually. Mr. Irvine said there would be no way to revoke this use allowed by a Special Exception. Mr. Katz said they had looked at allowing this with a Special Use Permit for each occurrence but thought that might be too much for the Town Office to process. Mr. Irvine advised he would rather deal with the use in that manner than to allow a property the right to an event venue, which cannot be revoked. It would be up to the Selectmen whether to permit Special Use one event at a time, or for a longer duration, such as a year.

Relative to detached ADU's Mr. Mertz advised that the regulations currently allow for detached ADU, but Mr. Katz said it limits the square footage and requires the ADU be attached to an accessory structure.

Other changes considered by the subcommittee: Revised definitions for rights of way and easements, subdivision duration limitations, lot size/area/etc. being consolidated for consistent terminology throughout the ordinance, definition of building height, Pemi Overlay District setbacks for any types of structures, address questions on the Village District zoning map that followed property lines which may have changed.

Subdivision regulations have not been discussed yet.

Mr. Katz wants to plan a work session in August for Planning Board discussion on amendments to zoning.

OTHER BUSINESS

Mr. Katz commended Mr. Mertz for being nominated and awarded LRPC's Community Service Award.

Mr. Mertz asked if this winter the Board can continue to have someone who isn't present in person - vote during meetings. Mr. Irvine advised with a physical quorum present a member can vote remotely with a roll call vote.

ADJORNMENT

Mr. Mertz made a motion; seconded by Mr. Katz to adjourn at 7:15 pm. Vote passed.

Respectfully submitted,
Pamela Vose