

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

October 15, 2024

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Regular Members: Mr. Broadhurst, Mr. Anderson, Mr. Shea, Mr. Vachon, and Mr. Drake. Alternate members: Mr. Katz, Mrs. Bruning, Mr. Van Lenten, and Mr. Ehmann.

Mr. Broadhurst appointed Mr. Van Lenten to serve in place of Mr. Hays and Mr. Ehmann in place of Mr. Mertz.

**OTHERS PRESENT**

Planning Assistant Mr. Pollock and Land Use Administrator Mrs. Vose.

**MINUTES**

Mr. Anderson made a motion, seconded by Mr. Shea to approve the minutes of 9/17/24 as corrected. Vote was unanimous.

**CORRESPONDENCE**

1. Copy of letter from ZBA to Christina Smith – Approval for two Variances.

**PRELIMINARY  
HEARING/SUBMISSION OF  
APPLICATION (cont.)**

*Wes Hays, on property  
belonging to John Sarabia &  
Maribell Jimenez, 2 Cabin  
Drive, Tax Map U9, Lot 9-1, Site  
Plan review for Condominium  
document revision*

Mr. Hays was not present to represent the application and had sent an email to Mrs. Vose asking for a continuation.

Mr. Anderson made a motion, seconded by Mr. Vachon to continue this application to 11/19/24 at 6:00 pm. Vote was unanimous.

**Discussion on possible  
amendments to the  
Subdivision Regulations**

Mrs. Vose advised the Board that the subdivision regulations state that it is a requirement to provide an electronic version of a plat prior to final approval. She said she would like to see it enforced, suggesting it should be added to the checklist so applicants are reminded it is a requirement. She said there is a reference to an incorrect section in the regulations, on the type of format that the electronic copy needs to be in. Mr. Ehmann made a motion, seconded by Mr. Van Lenten to authorize Mrs. Vose to make these changes as they are considered housekeeping. Vote was unanimous.

Under Appendix C: Road and Driveway Design and Construction Standards, Mrs. Vose had previously proposed some changes but as the highway department is working under an Interim Public Works Director, this be held for review by whomever becomes the Public Works Director.

Under Appendix C, relative to Existing Street Conditions, Driveway Standards, and Private Roads, Mrs. Vose said she had proposed some

changes for discussion but recently saw an article (NHMA Town & City magazine) by NHMA's attorney relative to RSA 674:41, titled "Subdivisions on Class VI or Private Roads" and would like to spend more time reading all the information. She reminded the Board that she had emailed this article to the members for their review.

Mrs. Vose provided the members with copies of some proposed language on submission requirements for subdivisions relative to calculations for total useable area. She pointed out that the Board requires engineers/surveyors to show a lot meets this requirement, but the Submission Requirements don't state it, therefore recently there have been some submittals that were missing this information, delaying approval. If the Board agreed to the change, after a Public Hearing, she recommended this be added to the checklist also. She said after speaking with a local surveyor, he advised that many towns don't require lot size calculations on lots of 10+ acres. She thought it may be sensible to have language that also allows the Planning Board the ability to require calculations on larger lots if there was concern on wetlands, ledge, or slopes. Mr. Katz said the Planning Board could always require lot calculations, but consider waivers by applicants, for providing them. The Board agreed that Mrs. Vose should find out how this requirement affects an applicant relative to additional cost. Mr. Pollock recommended the Planning Board should retain the option to ask for the calculations if they deem it necessary.

**REVIEW OF STANDING  
COMMITTEES** – Ordinance &  
Regulations subcommittee

Mr. Broadhurst asked if one of the members would be willing to takeover responsibility of the CIP subcommittee spreadsheets, as Mr. Katz will not have time. Mr. Anderson offered to take over this responsibility going forward and Mr. Ehmann said he would serve on this subcommittee.

Mr. Broadhurst said the Master Plan subcommittee was unable to get a quorum (attendance: Mr. Broadhurst, TA Mr. Davenport & Ms. Bamford) for the Zoom meeting with Planning Consultant Tara Bamford on 10/7. Next subcommittee meeting will be 11/18 at 6:00 pm.

**OTHER BUSINESS**

Mrs. Vose advised that someone had obtained a short-term Hawkers/Peddlers permit to operate a food truck on Main Street in front of NHS, but is looking to change to a long-term Hawkers/Peddlers permit, which requires site plan review per the regulations. She said that as the truck is not locating on a lot, but is parked in the state right-of-way, the Planning Board has no jurisdiction for site plan review, per legal advice she obtained. Mr. Vachon asked if the PD had provided an opinion and Mrs. Vose said the PD approved the short-term use. Mrs. Vose said she has advised the operator to check with NHDOT to ensure they have no concerns. Mr. Ehmann made a motion, seconded by Mr. Anderson that as the Planning Board has no jurisdiction on this use on a public street and to refer the applicant to NHDOT. Vote was unanimous.

Mrs. Vose provided copies of a draft amendment to the Zoning Ordinance for the Board to consider. She said currently there is a regulation that someone can use a manufactured home as an office, shop, storeroom, or to live in - while constructing a residence, through a Special Exception process for no more than 1 year. She said that more recently the Selectmen have

allowed for the use of an RV for living purposes. Mrs. Vose recommended that the language add “RV’s” to be permitted for this use, with some guidelines, and a definition for “Recreational Vehicle”. Mr. Katz confirmed with Mrs. Vose that adding the allowance for use of an RV during construction allows for more flexibility for property owners. Mrs. Vose confirmed that this change to the regulations would not affect someone recreating on their own property. Mr. Pollock said relative to language that once construction of the new dwelling is complete and the temporary living quarters are disconnected from utilities, it be changed to say “prior to” any Occupancy Permit being approved, to incentivize the applicant to disconnect, avoiding future enforcement issues. Mr. Drake said the Occupancy Permit just pertains to inspection for Life Safety requirements, though Mrs. Vose said it would also confirm that the home has power and a water source as it requires the applicant submit documentation attesting to power and water source (ie. invoice/bill). Mr. Broadhurst said someone could live in an RV without being connected to all utilities and Mrs. Vose said the language could be amended to allow some flexibility on use of utilities for an approval for this use. Mr. Katz asked if there should be a better definition of when a manufactured home or RV needs to be vacated for living purposes, suggesting it be based on when the newly constructed dwelling is ready for occupancy. Mr. Broadhurst expressed concern with the temporary living quarters turning into an ADU and Mrs. Vose said as the regulations are currently written this would not be allowed, with any approval for an ADU being through the Special Exception process with the ZBA. The Board expressed support for these amendments with Mrs. Vose to revise per the discussion, for discussion on 11/19/24.

**ADJOURNMENT**

Mr. Anderson made a motion, seconded by Mr. Ehmann to adjourn the meeting at 7:02 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose