

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

September 17, 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. Mertz, Mr. Vachon, and Mr. Drake. Alternate members: Mr. Katz and Mr. Van Lenten.

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

OTHERS PRESENT

Planning Assistant Mr. Pollock and a few residents.

MINUTES

Mr. Shea made a motion, seconded by Mr. Mertz to approve the minutes of 8/20/24 as written. Vote was unanimous.

CORRESPONDENCE

1. Copy of letter from Planning Board to Andrew Moore Family Trust; re: approval of subdivision.
2. Copy of letter from Patriot Hydro to NHDES; re: Ayers Island Hydro Electric Project Intake Maintenance Dredging Wetland Permit application. Mr. Pollock as Conservation Commission Chair, advised that the commission reviewed it but found no issues with it.

PUBLIC HEARING –
Proposed amendments to Site
Plan Review Regulations.

At 6:06 pm Mr. Broadhurst opened the Public Hearing to discuss proposed amendments to the Site Plan Review Regulations and Subdivision Regulations.

Site Plan Review Regulations

Under **Section IV. Definitions:** To add definitions for “Active & Substantial Development”, “Dormant Site Plan” and “Substantial Completion”.

Under **Section XI. Revocation of Site Plan Approval:** To amend the period of time for a revocation from four to five years.

Under **Section XII. Administration and Enforcement:** To amend expiration of plans from four to five years.

Mr. Broadhurst asked for any discussion from Planning Board members, or the public and there was none.

Mr. Shea made a motion, seconded by Mr. Anderson to adopt these amendments as drafted. Vote was unanimous.

PUBLIC HEARING –
Proposed amendments to
Subdivision Regulations.

Subdivision Regulations

Under **Section III. Definitions:** To add definitions for “Active & Substantial Development”, “Dormant Site Plan” and “Substantial Completion”.

Under **Section XI. Performance Guarantee, B. Inspection:** To clarify language on allowing construction without an escrowed account.

Under **Section XII. Revocation of Planning Board Approval:** To amend

the period of time for a revocation from four to five years.

Under **Section II. Requirements for Soils and Wetlands Data in Subdivision / Site Plan Review Regulations**: To amend citations listed to include most current version or as amended.

Under **Section XIII. Administration and Enforcement**: To add language on Expiration of Approved Plans, to be consistent with the Site Plan Regulations.

Under (Appendix A) **Section II. Requirements for Soils and Wetlands Data in Subdivision / Site Plan Review Regulations**: To remove Table A 1: New Hampton Soils Characteristics as this updated information is now referred to on the Belknap County Conservation District website.

Mr. Broadhurst asked for any discussion from Planning Board members, or the public and there was none.

Mr. Shea made a motion, seconded by Mr. Vachon to adopt these amendments as drafted. Vote was unanimous.

At 6:12 pm, Mr. Broadhurst closed the Public Hearing on Site Plan Review and Subdivision Regulations.

PUBLIC HEARING – Capital Improvements Plan (CIP) 2025

At 6:13 pm Mr. Broadhurst opened the Public Hearing to discuss the 2025 Capital Improvements Plan that the subcommittee created, which will be forwarded to the Selectmen for their consideration. Mr. Katz briefly reviewed the plan.

Mr. Broadhurst asked for any discussion from Planning Board members, or the public and there was none.

Mr. Anderson made a motion, seconded by Mr. Shea to accept these recommendations for the Selectmen to consider during budget discussions. Vote was unanimous.

At 6:17 pm, Mr. Broadhurst closed the Public Hearing on the Capital Improvement Plan.

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.

Mr. Mertz made a motion, seconded by Mr. Anderson to continue this application to 10/15/24 at 6:00 pm. Vote was unanimous.

Discussion on possible amendments to the Subdivision Regulations

As there was someone present to speak under “Other Business” Mr. Mertz made a motion, seconded by Mr. Van Lenten to hear from them and table the next two agenda items. Vote was unanimous.

OTHER BUSINESS

Carl and Camille Knowlton, 152 West Shore Road, were present. He explained that they demolished and reconstructed a new home on a different

footprint. A variance was required, and approved, by the ZBA to exceed the impermeable area percentage in the Zoning Ordinance, on the condition that the percentage of impermeable area proposed, be no more than the existing percentage. Once the home was constructed an as-built plan was done by an engineer/surveyor, as required by the ZBA, and it resulted in the property having more impervious area than what was proposed, by approximately 1.6%. Mr. Knowlton said he met with the Selectmen who suggested he meet with the Planning Board to discuss a possible boundary line adjustment. Mr. Knowlton said he went to abutting neighbors Robert & Bonnie Emerson, to see if he could acquire additional land from them and add it to his lot by way of a lot line adjustment, which would give him additional land so the percentage of impermeable area would be reduced. He showed the Board a map of the lots near him and explained that he was on Tax Map U14, Lot #29. The Emersons own a house lot on lot #37, and a vacant, unbuildable lot #28. Lot 28 is the lot he could do a boundary line adjustment with, which has a seasonal stream running near the side property line, part of the reason the lot is unbuildable. Mr. Knowlton learned that if the Emersons were to merge their house lot with the substandard, unbuildable lot, it would increase their assessed value because the improved house lot would be assessed as waterfront. He said this would make lot #28 more non-conforming, but pointed out it is already non-buildable. The Emerson use lot #28 as their access to the lake.

After discussion that lot #28 would be made more non-conforming in size, requiring a Variance, the best course of action would be to apply to the ZBA, to either allow lot #28 to become more non-conforming, or to allow the impermeable area of lot coverage of the Knowlton's lot to increase by approximately 1.6%.

Mr. Mertz made a motion, seconded by Mr. Anderson to return to the agenda item #9. Vote was unanimous.

Discussion on Subdivision Regulation amendments

The Board reviewed possible amendments to the following:

- Under **Appendix C: Road and Driveway Design and Construction Standards, D. Existing Street Conditions**
The Board agreed that relative to “D. Existing Street Conditions”, with the current regulations stating that the Town would be responsible for improvements to an existing street where a new subdivision may be proposed, it should be amended to be the responsibility of the applicant to make any required improvements. Mr. Mertz pointed out that the language could be further amended to allow some leeway for the Town to expend funds to make improvements to a roadway (to accommodate a subdivision), if it was in the best interest of the Town and the Selectmen were agreeable. Mr. Mertz made a motion, seconded by Mr. Vachon to have the Selectboard provide their opinion on the matter. Vote was unanimous.
- Under **Appendix C: Road and Driveway Design and Construction Standards, III. B. Driveway Standards & V. Private Roads**
Relative to the amendments to existing street conditions it was noted that there should be a reference to the street where a subdivision would be proposed as needing to be to Class V or better standards, as currently required under III. Driveway Standard, B and V.

Relative to possible amendments to **Section VI. Submission Requirements** and Road frontage requirements as noted in several locations in the regulations, Mr. Mertz made a motion, seconded by Mr. Vachon to table discussion on the remaining proposed amendments to 10/15/24 at 6:00 pm. Vote was unanimous.

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

Mr. Broadhurst said the Master Plan subcommittee met with Planning Consultant Tara Bamford via Zoom on 9/9/24. Mr. Mertz advised that Ms. Bamford made a small recommendation to the draft Vision Chapter. Next meeting is scheduled for 10/7/24 at 6:00 pm, at which time they may be reviewing the Population Chapter.

OTHER BUSINESS

There was none.

ADJOURNMENT

Mr. Shea made a motion, seconded by Mr. Vachon to adjourn the meeting at 7:22 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose