

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

December 19, 2023

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Regular Members: Mrs. Hiltz, Mr. Broadhurst, Mr. Shea, Mr. Drake, Mr. Hays, and Mr. Mertz. Alternate members: Mr. Anderson & Mrs. Bruning.

Mrs. Hiltz appointed Mrs. Bruning to vote in place of Mr. Katz.

**OTHERS PRESENT**

Planning Assistant Mr. Pollock

**MINUTES**

Mr. Mertz made a motion, seconded by Mr. Shea to approve the minutes of 11/21/23 with the following changes:

1. Pg 1: Correction to where quotation marks began and ended.
2. Pg 3: Spell out New Hampton School instead of abbreviation.

Vote passed with Mr. Hays recusing himself as he had not been present.

**CORRESPONDENCE**

NHMA update – Changes to Planning & Zoning Law with highlighted information.

Copy of letter relative to Fair Share Allocations for Region Housing Needs Assessment from NH Housing Authority.

**SIGNING OF PLANS** (cont.)

*Keri Camarigg & Mary Ann Coughlin, Cedar Lane, Tax Map R7, Lot 22B, Amendment to previously approved subdivision for John & Allia Connors, Map R7, Lot 22.*

No one was present to represent this application but Mr. Hays who represented them during the hearing process said they are still waiting for a letter in lieu of getting new engineering plans. Mr. Hays was asked to check with the office to see if this agreement would need to be recorded and Mr. Pollock reviewed the original discussion and said it would need to be recorded. Mr. Broadhurst made a motion, seconded by Mr. Mertz to continue this discussion 1/16/24. Vote was unanimous.

**SIGNING OF PLANS** (cont.)

*Douglas & Doreen Tehan on property belonging to Filomena Rossi & CP Rossi Trust, 322 NH Route 104, Tax Map R11, Lot 10, Site Plan review*

Mr. and Mrs. Tehan were not present. Mr. Pollock advised the Tehans did not state they would be present tonight.

Mr. Shea made a motion, seconded by Mrs. Bruning to continue this discussion 1/16/24. Vote was unanimous.

**PRELIMINARY**

**HEARING/SUBMISSION OF**

**APPLICATION** (cont.)

*Randy Colby on property belonging to New Hampton Route 104 LLC, 337 NH Route 104, Tax Map R4, Lot 90A, Landscape & plant*

No one was present for this application.

Mr. Mertz made a motion, seconded by Mr. Broadhurst to table this discussion to the end of the meeting. Vote was unanimous.

*supplies/sales and storage for  
landscape equipment; Site Plan  
Review*

**PRELIMINARY  
HEARING/SUBMISSION OF  
APPLICATION**

*Joshua & Robi Tyrrell, 18  
Gordon Hill Road, Tax Map R3,  
Lot 9A, 2-lot subdivision*

Cardigan Mountain Land Surveys Scott Sanborn was present and stated the current property is more than 5 acres, with 3 acres going to the lot with current home, and to create a new 2-acre lot at the corner of Gordon Hill Road and Main Street. NHDES will need to approve the subdivision but this has been submitted. Mr. Sanborn submitted test pit data showing suitable location for a new septic system on the corner lot. He is requesting a waiver for site specific soil mapping as it is not needed due to the very good soil type involved. He has also obtained the required driveway permit.

Mr. Broadhurst made a motion, seconded by Mr. Mertz that proposal does not have a regional impact based on its size. Vote was unanimous.

The Board reviewed the submittal requirements.

1. Relative to the request to waive the site specific soil survey, Mr. Shea made a motion, seconded by Mr. Broadhurst to waive this requirement based on the soil types. Vote was unanimous.
2. Mr. Mertz made a motion, seconded by Mr. Shea that there be a condition the NHDES subdivision approval be obtained prior to approval of the subdivision. Vote was unanimous.
3. Relative to approval from Fire, Police and the Public Works Director, Mr. Pollock said if they each sign off on a checklist that they have no concerns, it would satisfy this requirement.

Mr. Broadhurst made a motion, seconded by Mr. Mertz to accept the application as complete. There was discussion that there were conditions and a waiver requested. Mr. Broadhurst withdrew his motion.

Mr. Mertz made a motion, seconded by Mrs. Bruning to accept the application as complete with the waiver requested and granted on the site specific soil survey requirement and the condition the NHDES subdivision approval be received and the department heads sign off their approval without concerns, on the subdivision. Vote was unanimous.

Mr. Mertz made a motion, seconded by Mr. Broadhurst to conditionally approve the plan upon submission of the NHDES subdivision approval. Vote was unanimous. Plan was held for all conditions to be met.

**PRELIMINARY  
HEARING/SUBMISSION OF  
APPLICATION**

*Edwin & Jeannette Huckins  
1997 Revocable Trust, 338 Dana  
Hill Road, Tax Map R16, Lot 19,  
2-lot subdivision*

Central Land Surveyors Colin Brown was present. Mr. Brown reviewed the subdivision plan which proposes an 11 acre lot off of the 115 acres, at the NE corner.

Mr. Hays made a motion, seconded by Mr. Mertz that this proposal creating one new lot does not cause a regional impact. Vote was unanimous.

The Board reviewed the submittal requirements. Mr. Mertz made a motion, seconded by Mr. Broadhurst to waive the requirement for a suitable septic location due to the size of the lot being more than 5 acres. Vote was

unanimous. Mr. Drake noted that a driveway permit would be needed as there is only an existing logging road.

Mr. Mertz made a motion, seconded by Mr. Hays to accept the application as complete with the waiver that the septic area is not required to be shown due to the lot size and that a driveway permit be obtained. Vote was unanimous.

Mr. Mertz made a motion, seconded by Broadhurst to approve the plan upon receipt of the approved driveway permit. Vote was unanimous. Plan was held for condition to be met.

**OTHER BUSINESS**

As someone was present for “other business” Mr. Mertz made a motion, seconded by Mrs. Bruning to take this agenda item ahead of other remaining items. Vote was unanimous.

*Smoke Rise Road, Map U8, Lot 36.*

Darold Dunham was present to discuss possible construction on a lot on Smoke Rise Road he was considering purchasing as he wants to ensure the lot is accessible. The parcel is on Tax Map U8, Lot 36 and the current roadway ends at the corner of the property he is interested in buying. He thinks he will have to improve and widen the access to get to the lot. He said the survey the Town approved was from 1979 and that it is noted in the covenants & restrictions that the road must be 50’ wide. Mrs. Hiltz asked members if they had an opportunity to drive by and look at the location, and several members said they had. Mr. Mertz said he saw that the paved portion turns to the left, with a house on the right hand corner, and that it appeared that there was a turnaround at a boulder and then there appears to be a path into the woods. Mr. Dunham said that is about where the property line is for the lot he’s interested in. He said the path is where the survey shows a continuation of the road. He said there appears to be pins marking the roadway. Mr. Mertz advised it would be up to the Board as to whether they would require the completion of the roadway as laid out in 1979. Mr. Pollock said he visited the site with the Fire Chief who said he would want the roadway completed so emergency vehicles would have appropriate access and turnaround. Mr. Drake pointed out that when this subdivision was approved it was prior to considerations on turning radii for fire trucks and therefore the plan may not be adequate. Mrs. Hiltz pointed out that there are additional lots that belong to the same owner of lot 36, that are past this point, which also need access for development purposes. She reviewed notes from Permitting Assistant Mr. Pollock, which state the remainder of the road should be built to town standards and that the lots should meet frontage requirements on a Class V or better road. It was noted that lot 37, which also has access on Route 104, may not be able to get an approved driveway permit from NHDOT, therefore its access may have to be from Smoke Rise and that there is also lot 35, which is off of Smoke Rise and beyond lot 36. Mr. Mertz said a taking of a portion of lot 35 may be needed to get the appropriate turnaround required. Mr. Drake said there may be the opportunity for a hammerhead turnaround but it would require the Fire Chief’s approval.

*Baldwin Avenue, Map U16, Lot 8.*

James Philippou was present and said the Selectmen’s Office had advised him he may want to listen to the discussion on the Smoke Rise development as he was interested in a parcel of land at the end of Baldwin Avenue, a

somewhat similar situation. Mr. Philippou said those lots, which were an approved subdivision for which the road was never improved, were recently merged and that is the lot he is interested in purchasing to build on. He said he would like to use the undeveloped road as his driveway. Mr. Philippou said the road ends at a gate. Mr. Mertz recalled approval of a building permit for a last house on the left and Mr. Drake said a permit was also approved for the last house on the right with the condition that they create a turnaround for fire apparatus. Mr. Drake said Baldwin Avenue was supposed to have a proper cul-de-sac. Mr. Philippou asked what the Town standard would be if he were to extend Baldwin Avenue to the last lot. Mr. Shea referred to the subdivision regulations but that it would not necessarily need to be paved. Mr. Drake said it would need to be under the direction of the Public Works Director. Mr. Mertz confirmed with Mr. Philippou that he was only constructing one dwelling on the lot and asked how long the driveway would be. Mr. Philippou said it would be about 1,000 feet. Mr. Shea advised that the regulations state that a driveway in excess of 500' needs approval of the Fire Chief. Mr. Drake asked whether there any plans for further development of the lot and Mr. Philippou said he has children that may want to build. Mr. Mertz advised there is a limitation on how many lots can come off a shared driveway or the driveway would have to be brought up to town specifications to create any additional lots. Mr. Pollock said that without 150' of road frontage, a proper cul-de-sac would be necessary to build off the end of Baldwin Avenue for which no cul-de-sac currently exists. Mr. Anderson said he interprets that the regulations require Mr. Philippou create the appropriate cul-de-sac and install the driveway off that.

Andrew Akers was present and said he was there as he is a new member on the Zoning Board of Adjustment and thought there may be discussion on zoning amendments. Mrs. Hiltz said that discussion would be tabled to the 1/16/24 meeting.

**OTHER BUSINESS**

Mrs. Hiltz advised that Mr. Colby has not arrived. Mr. Mertz made a motion, seconded by Mr. Broadhurst to bring up the discussion on Mr. Colby's application. Vote was unanimous. Mr. Mertz recused himself from this discussion. Mrs. Hiltz appointed Mr. Anderson to vote in place of Mr. Mertz. Mr. Broadhurst made a motion, seconded by Mr. Anderson to continue this application to 1/16/24. Vote was unanimous and Mr. Mertz returned as a voting member. Mr. Pollock to contact Mr. Colby to inquire as to his intentions and whether he plans to continue the application.

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

Mr. Broadhurst advised that the Master Plan subcommittee would begin work sessions in January 2024.

**ADJOURNMENT**

Mrs. Hiltz made a motion, seconded by Mr. Mertz to adjourn the meeting at 7:37 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose