

**TOWN OF NEW HAMPTON  
PLANNING BOARD  
MEETING MINUTES**  
Town Office 2<sup>nd</sup> floor meeting room  
6 Pinnacle Hill Road, New Hampton, NH 03256

June 20, 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. Katz, Mr. Mertz & Mr. Drake. Alternate members: Mr. Anderson and Mr. Vachon.

Mrs. Hiltz appointed Mr. Anderson to vote in place of Mr. Hays.

**OTHERS PRESENT**

Planning Assistant Mr. Pollock and resident Kate Bruning

**MINUTES**

Mr. Mertz made a motion, seconded by Mr. Broadhurst to approve the minutes of 5/16/23 with the following corrections:

1. Pg. 2, under Camarigg/Coughlin discussion, 2<sup>nd</sup> paragraph, last sentence: Clarify that Mr. Broadhurst asked if this could be made into a covenant/restriction.

Vote passed 5-0 with Mr. Katz, Mr. Drake and Mr. Vachon abstaining as they were not present on 5/16.

**CORRESPONDENCE**

1. Copy of Planning Board Letter to Lance & Linda Tibbetts on the 5/16/23 approval for their boundary line adjustment.

**SIGNING OF PLANS**

*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.*

As there would be no one present to discuss this Mr. Katz made a motion, seconded by Mr. Anderson to continue this discussion to 7/18/23 at 6:00 pm. Vote was unanimous.

**SIGNING OF PLANS**

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

There was no one present to discuss this and Mr. Pollock said the Tehans are working with NHDES on approval related to the septic system.

Mr. Katz made a motion, seconded by Mr. Anderson to continue this discussion to 7/18/23 at 6:00 pm. Vote was unanimous.

**OTHER BUSINESS**

As someone was present to meet with the Board Mr. Katz made a motion, seconded by Mr. Mertz to take them ahead of the remaining agenda items. Vote was unanimous.

Mark McDonough and Will Hess were present. Mrs. Hiltz recused herself from this portion of the meeting and appointed Mr. Broadhurst to act as Chairman during this time.

Mr. McDonough said they want to move the present Blue Box business to increase its visibility as the present location doesn't seem appropriate to get business. He wants to purchase and move the business to the Mixed Use District to the right of the Mobil Station on property belonging to Mike Sharp & Jeremy Hiltz where sheds were previously for sale. He provided handouts showing the area he is proposing and photos and a site plan of their present location in Pembroke.

The Board agreed this would be a permitted use. Mr. McDonough said he intends to stack them only 2 high, would improve the landscaping on the site and with typically only 5-6 trips per day. He said they would place a small, unmanned shed for storage on the site and confirmed the blue boxes would be empty. Filled boxes would be stored at their Pembroke facility but has containment precautions for any boxes that are filled. He said they don't pressure wash these so there is no run-off created. Mr. Mertz advised a new driveway permit would be needed from NHDOT. Mr. McDonough said there'd be no water or septic needed. Mr. Mertz said the Board would have to consider whether this was outside display or storage if an application was filed and any related regulations/ limitations. It was noted that a Variance may be needed relative to exceeding any limitations in the ordinance.

Mrs. Hiltz returned to the meeting as the Chair.

**Discussion on BC2, BC3 and Mixed Use Districts; Revision of Zoning Ordinance**

Mr. Katz said he provided some proposed changes to the zoning ordinance for the Planning Board to discuss and had contacted LRPC to see if they could help with a rewrite, but are lacking manpower. He said the changes he has made include changes proposed in 2022 that never went to the voters due to the number of warrant articles that would have resulted. He suggested work sessions to discuss a rewrite if possible, for 2024.

Highlights of the draft proposal:

- Change most of the Special Exception requirements under Table of Uses, into Permitted by Conditional Use permit.
- MU District be expanded along the south side of Route 104 to the Meredith town line to bring in more commercial uses to help offset taxes.
- Consider the MU District extending to the northern side of 104 where the BC3 District currently exists.

Discussion:

- Mr. Mertz asked what benefit there would be to having the MU District come all the way to the Meredith town line, as those properties in the GR district that would be added to the MU are already built up and include the Kelley Drake Conservation Area.
- Mr. Katz said the 2022 NHDOT traffic study reports 13,000 average annual trips per day. Mr. Mertz cautioned that the study may not have been done for all months of the year resulting in inaccurate data. Mr. Katz said that with these traffic counts and lack of water and sewer it is unlikely that any large commercial businesses would locate in New Hampton.
- Mr. Katz suggested a Feasibility Study to see about water and sewer being built along Route 104 if ARPA money was available.

- Mr. Mertz reminded the Board that they must look at the most recent survey completed by residents as to what their vision for New Hampton is and to be guided by the will of the people.
- The Board recognized the architectural standards in the Site Plan regulations can help guide the appearance of commercial structures.
- Mr. Katz said the positive to increasing the MU District would be to make it more desirable to prospective homeowners and business owners.
- Mr. Mertz advised the Board should carefully consider the “what ifs” when proposing changes to zoning.

Mr. Katz made a motion, seconded by Mr. Broadhurst that the Board accept the task of exploring various zoning options to help improve the development of Route 104. Vote was unanimous.

Work sessions were proposed for 6:00 pm on 7/11, 7/18 (reg mtg), 8/7, 9/5, & 10/10, possible public hearing 10/17.

### **Review of Standing Committees**

Mr. Katz advised the CIP subcommittee will start meeting, confirming members to be himself, Mrs. Hiltz, Mr. Shea, Mr. Broadhurst, and Mr. Vachon suggesting dates of 6/27, 6/29, 7/3 & 7/5, to meet with department heads and to confirm with Mr. Irvine.

Mr. Broadhurst said the Master Plan subcommittee met 6/12 and continue to work on revisions.

### **OTHER BUSINESS**

Mr. Pollock reminded the Board about the guidelines he has been providing to members for consideration during discussions on zoning changes.

Mrs. Hiltz advised that Land Use Administrator Mrs. Vose had discovered discrepancies between the listed items required for submission for Subdivisions/Lot Line Adjustments and Site Plans vs. the checklists attached to the regulations and the applications for each as shown on the marked-up changes sent via email. Mr. Katz made a motion, seconded by Mr. Mertz to table this to next month’s meeting so they could review the changes.

Relative to Site Plan Regs and determining whether a site plan can be considered for Expedited Review due to a change or expansion of its current use, Mr. Mertz suggested more detail should be required. He referred to a recent application for someone to change a use of a single-family dwelling to operating the home for short term rental use and as the applicant said “yes” it was a change in use, the Board voted by majority to allow its review to be expedited without taking time to consider all ramifications of the change. At the time Mr. Mertz objected to the expedited review as he thought more discussion was needed. Mrs. Hiltz suggested additional language for expedited review consideration. Mr. Pollock advised for each decision there should be a finding of fact. Relative to Site Plans for short-term rentals Mr. Katz said that the applicant mentioned, had already applied to the ZBA for which criteria was discussed and had to be met in order to obtain approval. For this reason, Mr. Katz suggested the Board could consider that short-term rentals do not need Site Plan review. Mr. Broadhurst agreed that additional discussion should be considered when there is a change in use. The Board

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agreed to take this under advisement and consider possible amendments to the regulations.

**ADJOURNMENT**

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

Respectfully submitted,  
Pamela Vose