

**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

July 18, 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. Hays, Mr. Shea, Mr. Drake. Alternate members: Mr. Anderson and Mr. Vachon.

Mrs. Hiltz appointed Mr. Anderson to vote in place of Mr. Katz, until he arrives, and Mr. Vachon to vote in place of Mr. Mertz.

**OTHERS PRESENT**

Planning Assistant Mr. Pollock and resident Kate Bruning

**MINUTES**

Mr. Shea made a motion, seconded by Mr. Andrews to approve the minutes of 6/20/23 with the following corrections:

1. Pg. 2, near the bottom of the page, change "Dave" to "Mr. Katz".
2. Pg. 3, under Review of Standing Committees add Mr. Broadhurst's name to the CIP committee.

Vote was unanimous.

**CORRESPONDENCE**

1. NHDOT letter advising of bridge maintenance on Route 132 (Main Street) over the fish hatchery inlet.

**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.*

Mr. Hays recused himself from the Planning Board. He said there was nothing at this time and asked for a continuance to next month, as he had been representing the applicants at previous meetings on this amendment.

Mr. Broadhurst made a motion, seconded by Mr. Shea to continue this discussion to 8/15/23 at 6:00 pm. Vote was unanimous with Mr. Hays being recused.

Mr. Hays came back to the Board.

**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 it was noted that the Tehans are working with NHDES on approval related to the septic system.

Mr. Shea made a motion, seconded by Mr. Anderson to continue this discussion to 8/15/23 at 6:00 pm. Vote was unanimous.

**PRELIMINARY HEARING/SUBMISSION OF APPLICATION**

*Rudolph & Grace Matty, Old Bristol Rd, Tax Map R15, Lot 14B, Amendment to previously*

Surveyor David Krause was present to represent the Mattys. He advised the property located in the Pemi Overlay District, is bisected by Eversource transmission lines, and reviewed the slopes to the river. They are proposing to create 2 new lots with one lot being reached by access through another.

At 6:08 pm Mr. Katz arrived.

*approved subdivision for John & Allia Connors, Map R7, Lot 22.*

Mr. Pollock provided his report to Mrs. Hiltz on the submission items, which had also been provided previously to the Board members via email.

As there were not copies of driveway permits provided Mr. Krause advised that the Public Works Director had issued them but he did not have copies.

Mr. Krause explained where the houses could be located, including area for well and septic.

Abutters Wayne and Carol McKinnon were present. Mr. McKinnon said there is a deeded driveway easement which runs across their land (as shown on the plan) and accesses the Matty's property at the SW corner (lot #1 on the plan), which crosses a culvert along a steep slope. He said his driveway access runs across the easement near lot #1. With his driveway in place, which he keeps clear, he asked how to remove this easement and wants to avoid confusion with anyone thinking his driveway is accessing this subdivision. The Board advised this would be a civil matter. Mr. McKinnon said if driveway permits were issued for access to these lots this problem would be solved. Mr. Pollock recommended the driveway permits be submitted prior to any approval.

Based on Mr. Pollock recommendations Mrs. Hiltz advised that the plans should be stamped by Certified Soil Scientist. Additional requirements include larger signature block so all Board members can sign, copies of the driveway permits, draft driveway easement allowing the owner of lot #2 access across lot #1 as it is a shared driveway. Mr. Hays asked if the Board should have subsequent proof that a driveway easement was recorded and Mr. Pollock advised that it would be best.

Mr. Katz made a motion, seconded by Mr. Hays that this subdivision does not have a regional impact. Vote was unanimous. It was noted there was an error on the plan relative to some map & lot numbers.

The Board reviewed submission requirements (Section VI) to ensure all needed items were either provided, or were not applicable. Items needed:

- Larger signature block needed (B.3).
- Soil scientist stamp (B.9).
- State Subdivision for septic systems - Mr. Krause advised it was pending (C.2).
- Driveway permits (C.4).
- Draft Driveway Easement (C.7).

Other requirements were not applicable and items C.1, 3, 5-6, 8-9, were waived.

Mr. Katz made a motion, seconded by Mr. Broadhurst to accept the application as complete with the condition the items noted are to be submitted prior to any final approval. Vote was unanimous.

Mr. Katz made a motion, seconded by Mr. Hays to continue this hearing to 8/15/23 at 6:00 pm. Vote was unanimous.

**PRELIMINARY  
HEARING/SUBMISSION OF  
APPLICATION**

*Jeremy Hiltz Rev Trust & Linden  
Drake, Drake Road & 16 Drake  
Rd, Tax Map R4, Lot 88 and Lot  
79A, Boundary Line Adjustment*

Mrs. Hiltz recused herself from this portion of the meeting, appointing Mr. Broadhurst to act as Chair. Mr. Hiltz moved to the audience.

Mr. Hiltz and William Hess, Hess Engineering were present. Abutter Derry Leeman was also present. Mr. Hess advised that the Hiltz lot (79A) is a rear lot, with access being through abutting lot 79B. This adjustment will provide lot 79A with frontage on Drake Road. He said they will take .26 acres from lot 88, which will remain a 1-acre buildable lot per the soils and slopes calculations.

Mr. Katz made a motion, seconded by Mr. Shea that this does not have a regional impact. Vote was unanimous.

Mr. Katz reviewed the submission checklist for lot line adjustments to ensure all needed items were either provided, were not applicable, or were waived. All items were provided or were not applicable and nothing was waived. Mr. Katz made a motion, seconded by Mr. Hays to accept the application as complete. Vote was unanimous.

The Board asked if any abutters were present. Derry Leeman was present and asked what was being proposed on this lot. Mr. Hiltz said the present access to his lot is through an abutting lot belonging to Shaun & Dolores Batchelder and this will make that access unnecessary. Asked what the plan was for his property Mr. Hiltz said it has not been decided, but it is a small house lot. Mr. Broadhurst advised this application was only to make a boundary line adjustment.

Mr. Katz made a motion, seconded by Mr. Hays to approve the boundary line adjustment. Vote was unanimous. Mr. Hess said he would provide a mylar for the next meeting.

Mrs. Hiltz returned to the Board. Mr. Broadhurst reappointed Mrs. Hiltz as Chair.

ZBA members Mr. Newman and Mr. Tierney were present for the Zoning Ordinance work session.

**REVIEW OF STANDING  
COMMITTEES**

Mr. Katz advised the CIP subcommittee would be meeting with department heads on 7/24 at 10:00 am.

**WORK SESSION:**

*Revision of Zoning Ordinance*

The board continued their review of the proposed Zoning Ordinance as marked up by the Ordinance Subcommittee beginning with Article V, General Provisions.

At 7:00 pm Land Use Administrator Mrs. Vose was present.

Items to note:

- Off-street Loading & Parking -
  - B&B/Tourist Home, Hotels/Inns and Motels. The Board agreed to separate B&B/Tourist Home from Hotel/Inns & Motels due to staffing needs and other possible uses.

- Requirements for Hotels/Inns/Motels the Board agreed to 1 space for each sleeping unit, plus 1 space for every 300 sq. ft. of gross floor space.
- Restaurant – Change “1 space for every two seats, and ...” to “1 space for every three seats, and ...”.
- Signs
  - Sign definitions to be consolidated.
  - Allow static and non-static digital signage in the MU and BC Districts and add their allowance in the BI District. Permit illuminated signs in all Districts. Prohibit any animated digital signs in Town.
  - Temporary signs now limited to 1-time period of not more than 12 weeks unless an exception is granted by Selectmen.
- Minimum Lot Area will now be specified within each of the zoning districts.

Mr. Katz made a motion, seconded by Mr. Hays to recess the work session, continuing it to the next work session on 8/7/23 at 6:00 pm. Vote was unanimous.

#### **OTHER BUSINESS**

There was none.

#### **ADJOURNMENT**

Mr. Katz made a motion, seconded by Mr. Broadhurst to adjourn the meeting at 8:03 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose