

**TOWN OF NEW HAMPTON  
PLANNING BOARD  
MEETING MINUTES  
NEW HAMPTON TOWN OFFICE  
NEW HAMPTON, NH 03256**

August 19, 2014

**MEMBERS PRESENT:**

Mr. Kettenring, Mr. Mertz, Mr. Luciano, Mr. Conkling, Mr. Irvine, and Mrs. Hiltz were present.

**OTHERS PRESENT:**

Town Administrator Mrs. Lucas, Deputy Fire Chief Lang

**CALL TO ORDER:**

Chairman Kettenring called the meeting to order at 7:00 p.m.

Mr. Kettenring appointed Mrs. Hiltz to vote in place of Ms. Gregg.

**MINUTES:**

7/15/14

Mr. Mertz made a motion, seconded by Mr. Luciano, to accept the minutes with the following change:

1. Under "Correspondence" as there was no correspondence item #1" be removed.

Vote was unanimous.

**CORRESPONDENCE:**

There was none.

**MASTER PLAN UPDATE**

Mr. Mertz advised that they held a meeting and decided that he should rewrite a few sections that they had not discussed previously which he will be working on. Other sections have been completed with the exception of having review from the entire board.

It was the consensus of the board to wait until all chapters that will be revised, are done.

**CAPITAL IMPROVEMENT PLAN**

Mr. Irvine advised that this was still on hold while waiting for completion of the Master Plan Update and submission of the CIPs from all department heads. It was noted CIPs have been received from the Town Clerk/Tax Collector and Fire Chief. Mrs. Lucas advised that as the Police Chief has changed, Chief Huckins will review what Chief Salmon had done, and make any changes he feels are necessary.

Mr. Irvine advised a sub-committee can be formed to address Capital Improvements. The board agreed to review any results from this sub-committee along with results from the Master Plan Sub-Committee.

**PUBLIC HEARING/ABUTTERS  
HEARING**

*Michael Sharp; NH Route 104 &  
Riverwood Drive; Tax Map U-17, Lot  
55 – Site Plan Review for health focus  
facility*

Mrs. Hiltz recused herself from this portion of the proceedings relative to Mr. Sharp's application.

Engineer Kent Brown and applicant Mike Sharp were present.

Mr. Kettenring read into record a letter from the Village Precinct Commissioners. Summarizing this letter, the commissioners advised that water, sewer, and electricity could come from the precinct as the property lies within the Village District. No service currently exists to

the northern side of Route 104, and connection to precinct services would be at the property owner's expense.

Mrs. Lucas advised that one of the commissioners had advised the Selectmen's Office today that electrical service could come from the precinct without too much expense and may be something for the applicant to consider as the rate for their power may be a savings. The property owner was advised to contact the village precinct if they were interested.

Mr. Kettenring read into record a letter from the Police Chief relative to the proposal. Summarizing this letter, it advised that NH DOT would review the driveway location for the safety of motorists, and that the Chief supported the plan.

Mr. Kettenring read into record a letter from the Fire Chief relative to the proposal. The letter requires:

1. A complete set of building plans be submitted to the department for review and approval prior to beginning of construction.
2. The facility is supplied with a complete fire alarm system for early detection of fire.
3. A Knox box be installed for emergency responders.

Mrs. Lucas advised that Engineer Gerald Lang had provided his initial technical review and has submitted an invoice for payment from the escrow account in the amount of \$1,387. She said more review will take place after further plan details are determined. Mr. Irvine made a motion, seconded by Mr. Conkling, to authorize payment to Mr. Lang. Vote was unanimous.

Mr. Brown advised that he, Mrs. Lucas, and Mr. Irvine attended a meeting with NH DOT relative to procedure on relocating the Class VI service road and submitting a driveway permit application. It was determined at that meeting that this would have to go through Right-of-Way District's office approval for the project, prior to any application. Mr. Brown said this has now been done. He explained the next step is for a written agreement between Mr. Sharp and the abutters, Ronald and Donna Olszak. From this document, Mr. Brown explained that an agreement will be written between Mr. Sharp and the Town of New Hampton prior to the town applying for the driveway permit. No comments can come from NH DOT on the location of the entrance until the permit application is submitted to them. Mr. Brown advised that for these reasons he has not yet responding to Mr. Lang's comments as there could be changes.

Mr. Irvine said that DOT had advised them at that meeting that without an agreement between Mr. Sharp and the Olszaks, DOT would not proceed with the consideration of the roadway relocation. He explained that the Selectmen and Mr. Sharp agreed to have Mr. Sharp complete his agreements with the Olszaks and DOT before the town begins discussion on the driveway application, then an agreement can be written on maintenance of the roadway.

Providing history, Mrs. Lucas explained that this road was laid out by

the commissioners as a service road for the Olszak property when I93 was constructed. The state is requiring:

- a) The highway layout be amended;
- b) Deed change to reflect the roadway relocation;
- c) Recordable plan;
- d) A very specific authorization from the Olszaks allowing access to the Sharp property.

She said this is also a Class VI road, turned over to the town by NH DOT.

Mr. Irvine asked what the timeline was for the board to make a decision on a site plan once it's been accepted as complete. Mr. Kettenring advised it was 90 days but that the applicant can authorize the board to extend that, noting that the application was considered complete on 7/15/14.

Mrs. Lucas reminded the board that relative to the relocation of the roadway the Planning Board must determine certain standards or levels of improvement that they will require Mr. Sharp to complete. The board would need to determine how detailed that plan would be, and any letter of credit for improvements. Mr. Kettenring suggested it should be to Class V standards and Mrs. Lucas pointed out that this relocation goes from the current roadway, along Route 104, to connect to Mr. Sharp's driveway access. She said that if this portion was improved it would not require the remaining portion accessing the Olszak lot be brought up to that same standard. This could be done by anyone owning the Olszak property if they wished to develop it in the future. Mr. Brown suggested that the relocated portion not be paved, as he felt it could negatively impact drainage which would outweigh any benefits to paving. He also expressed concern with having that section paved as it could encourage use by motorists. Mr. Mertz confirmed with Mr. Brown that the plan was to construct the driveway access to the facility to Class V standards.

#### **HAZARD MITIGATION PLAN**

*Driveway standards, major subdivisions, and safety codes*

Mr. Kettenring reminded the board that at a previous meeting, Fire Chief Drake had suggested there could be some improvements to driveway and turnaround standards. As Deputy Lang was present he advised that current NFPA standards provide information relative to new driveways. Mrs. Lucas said she had suggested to Chief Drake that Meredith's Town Manager be contacted as they recently reviewed NFPA standards relative to their regulations.

Mr. Mertz asked how any changes to driveway standards could be implemented if someone were to come to the Selectmen with a building permit application. Mr. Kettenring advised that any change would be to the ordinance and would likely be for new subdivisions, unless the Selectmen felt development of existing lots should be required to meet the same standards.

Relative to fire safety codes, Deputy Lang advised they inspect structures when building permits require an Occupancy Permit, but only enforce required smoke and carbon monoxide detectors in the affected areas or to inspect heating systems, when installed or replaced.

**OTHER BUSINESS**

*Paul & Amy MacDonald*

Paul & Amy MacDonald and Surveyor Colin Brown were present.

Mr. MacDonald reminded the board that they had been to see the Planning Board several months back to discuss two lots owned by the family along the Pemigewasset River. He advised that a portion of property known as Tax Map R12, Lot 4 has an area that cannot be accessed from the main access point, due to very steep slopes on either side of a brook. He said access could be accomplished through lot 10. He recalled the previous advice from the board which advised them to seek a 50' right-of-way to the lot or provide 150' of road frontage to this area. Mr. MacDonald pointed out that providing 150' of frontage risks creating a substandard size for lot 10.

Mr. Brown showed a drawing of what they were proposing, creating a minimum 50' access to the inaccessible section, through a boundary line adjustment. Mr. MacDonald explained that they did not want to create a deeded 50' ROW across lot 10 as it would encumber that property. He explained that they would not need 150' of road frontage to access it and would be better left to the cabin on lot 10. Mr. Conkling suggested a site visit. Mr. Kettenring suggested that if they were to review this further it should be after making application to the board.

Mr. Mertz asked Mr. Brown if he visited the site and has some idea of its soils and Mr. Brown advised that this proposal would likely maintain the required lot size for lot 10. Mr. Brown said this access may require a culvert, which would need a wetlands permit. Mr. Irvine suggested having the Public Works Director look at the site for driveway possibilities. The board agreed that they would likely want to perform a site visit if they submit an application.

It was the consensus of the board to give this proposal serious consideration upon application. Mrs. Lucas advised the MacDonalds that there are significant structure setbacks from the river and they may want to take that into consideration when looking at future possibilities for development of this portion of the lot. Mr. Brown asked what type of details the board would require for lot 10 when preparing a plan. The board agreed that as long as it could show that this lot meets the required lot size, it would be acceptable.

*Kevin Lacasse*

Kevin Lacasse was present.

He pointed out his house lot as Map R8, Lot 1A20, 1.44 acres on Lake View Drive, saying that they need more room for vehicles. He said he has spoken with the Porrazzos who own Map R7, Lot 1 to inquire about purchasing some of that lot, as it abuts their property. Mr. Lacasse said he was considering the purchase of 11 acres from the Porrazzos. His intention would be to take 1 acre, combine it with his house lot for the purpose of constructing a garage, incur the change use penalty, and then keep the remaining 10 acres for future use. He is proposing a lot line adjustment of 11 acres, then a subdivision to create the 10 acre lot.

It was noted that R7, Lot 1 does not have road frontage on Lake View Drive. Mr. Kettenring advised that as what he was proposing would not have road frontage, it could not be done. Mr. Lacasse suggested a 50' ROW from Straits Road, as Mr. Porrazzo was agreeable to grant one.

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When asked why he wanted the 10 acre lot as a separate one, Mr. Lacasse said it was so Mr. Porrazzo could hold a portion of the mortgage on the property. When asked how long this access might be from Straits Road it was determined to be approximately 1,800 feet. Mr. Kettenring suggested creating access from Lake View Drive through his house lot. Mr. Lacasse said he did not want to do that. Mr. Kettenring expressed concern with the length of an access, especially given the recent concerns of the Fire Chief. Mr. Lacasse offered that the subdivision could state that if the lot was developed this access would have to be brought up to Class V road standards. Mr. Lacasse pointed out that Lot 1D belonging to the Porrazzos does not appear to have access unless it had a ROW. Mrs. Lucas advised that the Porrazzo subdivision needs to be looked at as the access point to R7-1 may provide a ROW access to lot 1D, which may prevent this proposal. The board strongly suggested to Mr. Lacasse that he further consider access through his house lot. Mr. Lacasse asked if R7-1 was further developed and a road put in, would he then be able to have access to this proposed 10 acre lot and Mr. Kettenring said it may be a possibility.

Mr. Mertz had to leave the meeting at 8:12 pm.

The board agreed to review the original approval on the Porrazzo subdivision. Mrs. Lucas reminded Mr. Lacasse that there would also be an issue with a 1,800 foot driveway access to a newly created lot.

*NHS/Willingham*

Mrs. Lucas provided the board with the previously approved NHS/Willingham boundary line adjustment plans for their signatures. The board signed the plans

**ADJOURNMENT**

Motion to adjourn was made by Mr. Irvine, seconded by Mrs. Hiltz. Vote was unanimous. The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Pamela Vose