

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

September 18, 2012

**MEMBERS PRESENT:**

Mr. Kettenring, Mr. Irvine, Mr. Luciano, Mr. Love, Mr. Mertz, and were present.

**OTHERS PRESENT:**

Mrs. Lucas, Town Administrator was present.

**CALL TO ORDER:**

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

Mr. Irvine appointed Mr. Joseph to vote in place of Mr. Kettenring.

**MINUTES:**

8/21/12

Mr. Mertz made a motion, seconded by Mr. Irvine, to accept the minutes as written. The motion passed.

**CORRESPONDENCE:**

1. Letter from LRPC advising of a meeting on Sept. 24<sup>th</sup>
2. News release about KGI Properties proposal of a new town center, being built in conjunction with retail buildings, office space, and residential housing, in another town.

**INFORMATIONAL/  
CONCEPTUAL**

*Montessori School – Site Plan  
Review*

It was moved by Mr. Irvine, seconded by Mr. Kettenring, to hear from Robyn Van Landingham, Lakes Region Montessori School, prior to the remaining agenda items. Vote was unanimous.

Ms. Van Landingham said she was the director at the Montessori school on Shingle Camp Hill Road. She advised she was licensed as a child care center and would now like to be licensed as a school. They will offer a school and child care that will be preschool through grade 3; does not intend to change the occupancy of the building, or change the interior. She said the Fire Department and Health Officer have inspected and approved the use, and is asking the Town to allow for this use in this zone, for Dept of Education purposes.

Mr. Love advised that as NHS owns the property on which the Montessori school is located, and he works for NHS, he is recusing himself from this proceeding. Mr. Kettenring advised that as there would be no vote relative to this discussion but understood Mr. Love's decision.

Mr. Mertz asked if there were different regulations from the Dept of Education relative to building code or life safety issues

requiring more extensive review needed for this change in use. Ms. Van Landingham said there is nothing further required and the only issue was to get approval from the Fire Chief, Health Inspector, and town – relative to zoning.

Mr. Irvine pointed out that this proposed use is allowed in the Village District.

Mr. Kettenring asked Ms. Van Landingham to give a brief explanation as to how the Montessori school system works, and she did.

Mr. Irvine asked if there will be an increase in student capacity and she advised there would not be. She said that 40 children is the limit she currently has for day care and would be required to make many changes if she were to go over 50 children so she doesn't see her numbers increasing. She has 2 other staff members and would likely not be adding any more.

Mrs. Lucas advised that if the board determines that site plan review is not required, that the Fire Chief submit his approval for the change in use. She said she had spoken with Chief Drake who said they did not inspect for the school use, but did it for the day care. Mrs. Lucas asked Ms. Van Landingham to verify this with Chief Drake again.

After the board reviewed the site plan checklist, Mr. Irvine made a motion, seconded by Mr. Mertz that site plan review would not be necessary for this change in use. Vote passed.

Mrs. Lucas advised Ms. Van Landingham to contact Chief Drake directly.

*Kevin Lacasse*

As Mr. Lacasse was present for an informational/conceptual discussion, Mr. Irvine made a motion, seconded by Luciano, to hear from Mr. Lacasse, ahead of the other agenda items. Vote passed.

Mr. Lacasse advised that he was looking at the property on Route 104 next to Mike's Performance Cycle, currently belonging to 1625 Summer Street Ltd Partnership. He said he is presently located in the Conkling building and is looking to relocate. He advised that he is interested in U8-1B. He wants to construct one building with 3 office units in it, similar the Farm Family building in Ashland. He would like to locate their office in one unit and rent the other two. If these were filled he would construct an additional building with office space. The board advised that based on his representation and the allowed uses in that district he would only be allowed to have professional offices; no restaurants; no vehicle repair shops; no manufacturing. The board discussed what types of

businesses might fall under the “medical offices” use. Mr. Mertz advised that the intent of the ordinance in this BC-3 District, was to allow for uses that result in less traffic than the area closer to Interstate 93.

There was discussion that on a previous application for that lot and the abutting lot, that there would be only one curb cut off of Route 104 to access both lots. Mr. Lacasse was advised that an updated wetlands permit and driveway application would be necessary. There was discussion about the ROW needing to remain on the lot Mr. Lacasse was interested in, as the abutting needs it for access in accordance with the subdivision approval obtained in 2004. Mr. Lacasse asked about parking requirements and Mrs. Lucas advised those were in the regulations. The board pointed out that only one building was allowed, with the exception of an accessory building, without having to subdivide, so the board suggested Mr. Lacasse consider adding on to the building if the units were full. The board pointed out the maximum lot coverage allowed in the BC-3 District. Relative to sprinkler requirements, the board advised Mr. Lacasse to speak with the Fire Chief, keeping in mind any future construction. The board advised Mr. Lacasse the contact the State relative to setbacks of structures and/or pavement to any wetlands. The board told Mr. Lacasse he would need an engineer or surveyor to create plans and that the Fire Chief would want building plans for review of life safety issues. Relative to traffic impact studies, the board advised him that DOT may require it, but depending on the use of buildings the town may require it also, based on worse case scenarios.

**MASTER PLAN UPDATE FOR 2012:**

Mr. Mertz advised that the return rate is about 16%. The sub-committee decided to extend the deadline for submittal of the surveys.

Mr. Irvine said he was taking the submitted surveys home to begin compiling the data and that the subcommittee will meet again on October 2, 2012. He said they are hoping to bring preliminary results to the next Planning Board meeting. At the next sub-committee meeting he advised they would discuss what the survey results meant and to formulate a presentation for a public forum.

***Updated Capital Improvement Plan***

Mrs. Lucas advised she has the Highway Department and Conservation Commission, but is waiting for Fire and Police.

**OTHER BUSINESS:**

The board discussed the future use of the meeting space on the 2<sup>nd</sup> floor of the town offices. Mrs. Lucas advised that a 2<sup>nd</sup> egress may need to be added before the meeting room can be occupied.

*(Planning Board, September 18, 2012, cont.)*

**ADJOURNMENT**

Motion to adjourn was made by Mr. Love, seconded by Mr. Luciano. Vote was unanimous. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Pamela Vose

DRAFT