

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

September 25, 2012

**MEMBERS PRESENT:**

Mr. Kettenring, Mr. Irvine, Mr. Luciano, Mr. Joseph, Mrs. Gregg (7:01 pm), and Mr. Love (7:39 pm) 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. Kettenring appointed Mr. Joseph to vote in place of Mr. Conkling.

**INFORMATIONAL/  
CONCEPTUAL**

*Twin Tamarack Condominium  
Association, Campground Road,  
Tax Map U9, Lot 8A; Site Plan  
Review requirements*

Robert Deleault was present and advised they owned unit #8 in Twin Tamarack. In 1986 they obtained a building permit to add 8 feet off the front, a foundation under the building, and a deck on the east side. In February he submitted a building permit to tear down the current structure and replace it with a new structure, expanding on that structure to the west and back side, within the limited common area for his unit. He had obtained approval from the condo association but relative to the building permit, was told by the Selectmen that a variance was necessary as the addition on the northwest corner would encroach into the setback from the right of way. He appealed to the ZBA and during the hearing process a site visit was performed. Mr. Deleault said the ZBA suggested he move or pivot the footprint of the new structure. When he resubmitted the building permit with the changes to the building footprint, it showed an extension 2 feet out of the limited common area, towards the lake. He said there had been discussion with the Selectmen as to what condo association documents needed to be amended and registered. Town counsel advised that a new site plan would be required to amend the limited common area.

Mr. Deleault's confirmed that plan showed some additional stairs and a bow window. Mrs. Lucas advised that as the addition of the proposed bow window does not extend to the footprint of the house, this area is not considered as extending past the limited common area. Mr. Irvine asked if there would be removal of stairs and a ramp that are shown on the drawing and Mr. Deleault advised the stairs and ramp would be reconstructed off the new construction. Mrs. Lucas showed the 1<sup>st</sup> plan submitted and the new revised plan that is being submitted. Mr. Irvine confirmed with Mr. Deleault that he

wishes to increase the size of the building by 7 feet on the back, widening the structure by 8 feet on one side, and moving it 2 feet towards the lake. It was noted that the current limited common area encroaches into the setback of the right of way and that Campground Road is a town road. Mrs. Lucas advised that this special meeting was called to have the Planning Board determine what level of site plan review, and what type of amended condo site plan would be necessary, so that Mr. Deleault would be able to submit an application for the October meeting deadline. Mr. Kettenring asked for clearer drawings showing what's existing and what's being proposed, so that in the future it would be clear to anyone reviewing the file. Mr. Irvine advised that requiring a new amended site plan be registered would allow for anyone in the future to clearly identify the new limited common area. The board determined that the amended plan could just show the area around Mr. Deleault's unit, but that it references the larger condo association plan. There was discussion relative to what the registry would accept for condo documents, whether it's done by a licensed engineer or surveyor, or whether a sketch used as a condo document attachment would be acceptable. Mrs. Lucas said she would inquire at the registry. The board made a determination that an expedited site plan review could be done with documentation including a book & page reference to the plan it's based on, and sketches showing the previous existing structure and the proposed construction. Mrs. Lucas advised Mr. Deleault to submit a site plan application.

*(Mansfield Woods) Tilton Realty Trust, Mansfield Woods Way, Tax Map R11, Lot 17; Bonding requirements and road completion*

Mrs. Lucas advised that relative to this project the Selectmen discussed the bonding issue with Keven Lafleur and saw this meeting as an opportunity for the Planning Board to discuss the project's final approval. She said this is required prior to occupancy taking place in one of the units in the development (just sold). Mrs. Lucas said \$150,000 bond was been retained for the purpose of making the final improvements to the roadway, which includes the final coat of pavement and to ensure the fire & water system were done (currently being reviewed by the Fire Department). Statute allows for a building permit but requires that all improvements be complete prior to occupation, unless the Planning Board states other conditions.

Mr. Lafleur and Joanne McCourt were present. He advised the fire pump system will be inspected and tested in October, and the water system is complete. Mr. Lafleur has 3 more units he will be constructing over the next year, and as only a small portion of the entire road will be used, with heavy equipment using the roadway during construction, he is asking for the board's consideration in delaying application of the top coat. Ms. McCourt recommended to the board that they consider

allowing the top coat be done after Mr. Lafleur develops the area closer to Route 132, the first phase of the development. She asked that he add the top coat to the upper portion after he develops that area as part of the 2<sup>nd</sup> phase. She said this allows him to create a quality development. She advised the base coat is in place and the drainage is complete. Mrs. Lucas read RSA 676:12 V to the board and asked the Planning Board to consider a recommendation to the Selectmen that an Occupancy Permit be issued while holding the bond for the finish coat. Mrs. Lucas advised that a letter could be written to the BOS each year, as to the status of the project, with the Planning Board determining when the top coat needs to be done, as pavement cost the bond is covering will go up. Ms. Gregg stated her agreement with this proposal. Mr. Irvine pointed out the portion of the RSA that it mentions the plan approval, which was given many years ago, prior to some members being on the board, and asked if the completion of the top coat had been a condition. Mr. Kettenring advised it was not a condition. Mr. Irvine stated agreement that this request was reasonable. Mr. Lafleur said he is only marketing the area of the development prior to the pump house. Mr. Kettenring stated his agreement but expressed concern with how to handle this. Mrs. Lucas advised that the Planning Board could turn the issue of the bond, and completion of the top coat, and expending funds to the authority of the Selectmen, with a letter stating that funds remain in place to cover the cost of the top coat. Mr. Irvine made a motion, seconded by Mr. Joseph, that as it is the consensus of the Planning Board that it is acceptable to build the road as new portions of the road are developed, as long as the bond is maintained and reviewed on an annual basis. Mr. Kettenring advised Mrs. Lucas can draft a letter stating such, for him to sign as Chairman. Vote was unanimous.

**OTHER BUSINESS:**

Mrs. Lucas expressed her appreciation that the board scheduled this meeting in addition to their monthly meeting.

**ADJOURNMENT**

Motion to adjourn was made by Mr. Irvine, seconded by Ms. Gregg. Vote was unanimous. The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Pamela Vose