



October 26, 2020

To the Chester Planning Department:

Latitude Learning Resources operates as a 501(c)3 non-profit in New Hampshire. Our organization began in 2019 as a way to offer affordable opportunities to homeschoolers including enrichment classes, events, and support. Up until March of this year, classes were offered in standard educational topics such as math, English, language, art, and science, and also in more imaginative subjects such as Lego engineering, learning history through Dungeons and Dragons, computer programming, cross-curricular history and science courses, game playing, and art through science.

From September 2019-March 2020, we rented a church space in Manchester to host our classes on Mondays and Wednesdays. We also used the space for family social gatherings at other times. In March, we moved what we could online. Over the summer we found out that the church space we previously used was unwilling to house our program. Our team searched for another affordable location where we could meet the needs of homeschooling families.

Due to Covid-19 and the recommendation for limited size gatherings, we knew we could not return to our standard class offerings and thus decided that a cooperative would be our best and safest option. Cooperatives are a traditional homeschooling solution wherein families together contribute to the learning, social engagement, and enrichment of children. A limited number of families meet up, and parents teach the classes, monitor the children at lunch and recess times, and take care of the facility.

As an aside, we have strict sickness and cleanliness policies at Latitude for Covid. We will cease in-person meet-ups for the recommended time if members test positive or need to be quarantined.

Churches, town rental spaces, libraries, and community halls are traditional locations for homeschoolers to use. Our search led us to Busche Academy. In late summer, a contract for rental of the Nutting Building one day per week was signed by Latitude and Busche Academy.

Our cooperative has about 30 children. Including parents who are teaching, we usually have seven to ten adults on site as well. Because of the maximum number of people allowed in the building due to fire code (I believe this to be 47), we are keeping the number of children to 30 at a time. The highest number of cars on site we would expect at the beginning or end of day (8:30 to 9:00 am, and 2:30-3:00 pm) is 15 as that is the number of families that participate. Cleaning of the space is usually finished by 3:30.

Parents are required to walk into the building to register all children below 11 years of age. Those 11 and older can sign themselves in and out. But parents have been asked to pull into the parking lot for drop-off of all students. Likewise, at the end of the day, students must check out when their parents are on-site.

During morning recess, lunch, and afternoon recess, children are encouraged to go outside. We always have parent monitors on duty. We do not permit the children to go any closer to the road than the big maple tree close to the entrance. Children are permitted to run around between that tree and the parking lot, or to use the field across the driveway.

We presently only use the Nutting Building, but Busche Academy has indicated willingness to let us use their main class building should we have a need in the future.

**Latitude Learning Resources • PO BOX 16542, Hooksett, NH 03106 • www.LatitudeLearning.org
admin@LatitudeLearning.org**



Our Wednesday cooperative began in September and we plan to continue it through this year. As the pandemic subsides, we would like to add our regular classes again and we would like to continue to use Busche Academy for this purpose if they are willing to have us. This would mean expansion beyond the Nutting Building into the larger classroom building. Our procedures would not differ as far as drop-off and pick-up of students and recess.

In the immediate future, we have had requests to expand the cooperative to Fridays beginning in January. We would not exceed thirty students on Friday if we added that. Also in the spring, we would like to offer outside classes for those homeschooling families who would like more physically distanced opportunities for their children. From September through October, we offered these classes at the Wayne Eddows Field in Auburn and they enabled additional homeschooling families to have in-person learning opportunities for their children. We would prefer to have the classes all on the same property, so would prefer to use the field and basketball court/parking lot at Busche for this.

It is our hope that in the future we can offer learning opportunities for homeschoolers throughout the entire week. But this may be a year or two off due to the uncertainty of the times.

Please do let me know if there are any questions about what we do or the vision for our future.

Thank you for your consideration,

A handwritten signature in black ink, which appears to read "Sharon Osborne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sharon Osborne
Director
Latitude Learning Resources

121.31'
41°51'56"W

5-13
GEORGE R. &
OLET B. SMITH
2073/351
6/03/71

N47°08'26"E
277.48'

LOAM & SEED
DISCONTINUE DRIVEWAY
INSTALL BIT. CURBING
AND BIT. SIDEWALK

NUTTING

66 Chester Street

PROPOSED STOP SIGN
PROPOSED NORTH DRIVEWAY

EXISTING GRAVEL
PARKING AND DRIVEWAYS
TO BE PAVED

EXISTING
WADLEIGH
LIBRARY

PROPOSED
2-STORY
COLLEGE CENTER
GFA 26,490 SQ. FT.

F.F.467.0

F.F.463.0

F.F.463.0

PROPOSED
SLOPE GRANITE
CURBING

PROPOSED
STOP SIGN &
DO NOT ENTER/
ONE WAY SIGN

RELOCATED
STONE WALL

PROPOSED
STOP SIGN

DRIVEWAY TO BE
DISCONTINUED
LOAM & SEED

CHESTER STREET

ROUTE 121

16-17
HADIK STRACHWITZ

16-16
HOWARD E. BOULDRY, JR. &
SANDRA L. BOULDRY

16-15
MARY ANNE A. BROWN

16-14
MARGARET F. STILLWELL

16-13
TOWN OF CHESTER

16-12
ISABEL G. RAND

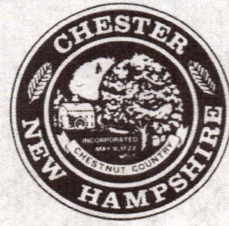
LEGEND

⊙	DRILL HOLE	⊙	CATCH BASIN	⊙	TESTPIT
○	IRON PIN	⊙	HYDRANT	⊙	PROPOSED LIGHT POLE
⊙	SIGN	⊙	WELL	⊙	PROPOSED LIGHT POLE



TOWN OF CHESTER

84 Chester Street
Chester, NH 03036
Phone- 603.887.3636 Cell: 603.370.0175
www.chesternh.org



COMMERCIAL OCCUPANCY PERMIT APPLICATION

Prior to any structure being occupied or utilized for a non-residential use, this form must be completed and approved by the *Building Inspector*. Please allow thirty (30) days for processing. {Per Chester Building Code- Article 2.5}

Today's Date 10/10/20

Permit No.

Street Address	Zoning	MAP	LOT
<u>40 Chester St - Nutting Bldg</u>	<u>residential?</u>	<u>065/0</u>	<u>14/000</u>
PROPERTY OWNER(S)			
NAME	<u>Busche Academy / Busche International Inc.</u>		
ADDRESS	<u>66 Chester St 6 Sorenson Rd</u>		
CITY/STATE/ZIP	<u>Chester, NH 03036 Salem, NH 03079</u>		
PHONE	<u>603-887-5200</u>		
EMAIL ADDRESS	<u>info@buscheacademy.org</u>		
APPLICANT			
NAME	<u>Sharon Osborne</u>		
COMPANY	<u>Latitude Learning Resources</u>		
ADDRESS	<u>PO Box 16542 65 Miner Rd</u>		
CITY/STATE/ZIP	<u>Hooksett NH 03106 Auburn, NH 03032</u>		
PHONE	<u>[REDACTED]</u>		
EMAIL ADDRESS	<u>Sharon.Osborne@latitudelearning.org</u>		
BUILDING/ UNIT USE			
Proposed Use	<u>Home school classes & cooperative</u>		
Proposed Use Is:	<u>Expansion - LLR is a 501c3, not a school, but we offer learning opportunities</u>		
[] New [X] Expansion of Existing Use [] Change of Use [] Continuation of Previous Use (new owner) [] Other			
Site Plan Approval [] Yes [] No (Copy of Approved Site plan and Notice of Decision required)			
Signage: [] New [] Existing <u>new</u> Type: [] Freestanding [] Wall (Non-residential signs require separate permit)			
SIGNATURES			
Applicant	<u>Sharon Osborne</u>		
Date	<u>10/10/20</u>		
Inspection(s) will be required prior to this certificate being issued.			
** OFFICE USE ONLY **			
Application Received By	Date		
Fire Chief (or designee)	Date		
Building Inspector	Date		
[] Approved [] Denied			

Appendix F – Application for Site Plan Review

Chester Planning Board

Map # 005 Lot # 14

To be completed by the Applicant:

1. Owner of Record: Busche Academy / Busche Int'l Inc
Address 40 Chester St 6 Sorenson Rd
Chester, NH 03036 Salem, NH 03079
Telephone Number 603-887-5200

2. Applicant if different than owner: Latitude Learning Resources
Address PO Box 16542 65 Miner Rd
Hooksett NH 03106 Auburn, NH 03032
Telephone Number [REDACTED]

3. List professionals directly involved in the plan preparation: X
Name _____
Address _____

Telephone Number _____

Name _____
Address _____

Telephone Number _____

4. List owners with 10% or more interest. Include Deed Reference †
Name _____

Address

Telephone Number

Name

Address

Telephone Number

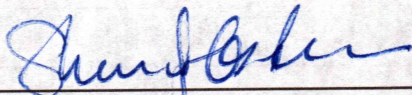
5. Location of proposed plan:

Road Name

66

Chester St

6. Attach an abutters list and include the applicant's name. This list should state the names and addresses, as well as their Tax Map and Lot numbers.
7. Attach a sheet with the names and addresses of any additional professionals directly involved in the plan preparation.
8. Provide a written description of your intent for this project. A separate sheet may be used for this purpose. Consult the Regulations and Ordinances, Town of Chester, for more detailed information.


Signature of Owner of Record

11/17/20
Date

Representative of Owner of Record

Date

Appendix G – CPB Site Plan Review Checklist

Map # 005/06 Lot # 000

A. TO BE COMPLETED BY THE APPLICANT:

1. Plan Title: NO plan except what has already been approved for Busche Academy
2. Owner of Record: Busche Academy
3. Applicant: Latitude Learning Resources
4. Authorized Representative: [Signature]
5. Street / Road Location: 66 Chester St
6. Is the property located in a Commercial Zone? C-1: ☐ C-2: ☐ No: ☒

Instructions:

- Mark each item with a "✓" (check) when submitted or with an "X" if it does not apply.
- Mark with an "*" (asterisk) those items requiring review by the Town's consulting engineer.
- Note: All items listed are subject to review by the Town's engineer and may require additional information to be submitted during the review process.
- Note: Acceptance of this application by the Planning Board does not constitute agreement whether an item marked inapplicable is actually inapplicable. The Board shall make the final determination of which items are applicable for each specific plan.

B. INFORMATION SHOWN ON SITE DEVELOPMENT PLAN – EXISTING

1.	Names of and Map & Lot Numbers for all abutters.	
2.	Locus drawn to an adequate scale.	
3.	3" X 5" Signature block for Planning Board Chairperson and Coordinator.	
4.	Name of Proposed Business or Site Plan.	
5.	Name and Address of the Owner of Record with signature.	
6.	Name and Address of the Licensed Civil Engineer and/or Land Surveyor.	
7.	Name and Address of the Wetland and Soil Scientists and their seal.	
8.	Title, scale, north arrow, date and surveyor's seal.	
9.	Error of Closure Statement and Signature.	
10.	Certificate of Title (Deed Reference).	
11.	Streets and Street Names.	
12.	Existing structures, wells, septic and leach field on property, if applicable.	
13.	Services and Utilities.	
14.	Boundaries, Rights-of-Way, Easements.	

Chester Planning Board
Site Plan Review Checklist

15.	Total acreage and square footage of lot.	
16.	Individual acreage and square footage of each lot.	
17.	Location and description of all permanent lot boundary markers inclusive of easement markers, if required.	
18.	Reference to any Variance/s or Special Exceptions from the ZBA.	

C. SUBMISSION ITEMS – EXISTING

1.	Supplemental sketch plan.	
2.	Photographs.	
3.	Witnessed test pit locations and results.	
4.	Soil types and soil boundaries.	

D. INFORMATION SHOWN ON SITE DEVELOPMENT PLAN – PROPOSED

1.	New grades, topographic contours	
2.	Structures; size, height	
3.	Streets, drives, parking spaces, sidewalks, dimensions and number	
4.	Loading spaces, facilities	
5.	Public and private utilities	
6.	Landscaping; type, size and spacing	
7.	Exterior lighting and signs	
8.	Storm drainage plan, including snow removal plans	
9.	Circulation plan showing vehicular and pedestrian circulation	
10.	Access plan; required public street changes, sight distance	
11.	Dimensions between structures and property lines	
12.	Stamp of NH Licensed Professional Engineer	
13.	Stamp of NH Licensed Land Surveyor	
14.	Stamp of NH Licensed Soil Scientist	
15.	Public Land or Common Area	

E. SUBMISSION ITEMS – PROPOSED

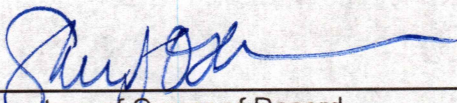
1.	Drainage calculations	
2.	Legal descriptions of easements, Condominium Assoc. Documents	
3.	Community facilities impact studies (specify areas of study)	
4.	Environmental Impact Statement (specify areas of study)	
5.	Agreement for land conveyance to Town	
6.	Other (specify)	

Chester Planning Board
Site Plan Review Checklist

F. APPROVALS

<u>Required</u>	<u>Date of Approval</u>
Local Excavation Permit	
NHDES Alteration of Terrain Permit	
NHDES Water Resource Board Approval	
ZBA Notices of Decisions – Variances or Special Exceptions	
ZBA Meeting Minutes for Variances or Special Exceptions	
Conservation Commission - Meeting Minutes	
NHDES Dredge and Fill Approval	
NHDES Approval for Sewage Disposal System – Design	
NHDES Approval for Sewage Disposal System – Construction	
NHDES Approval for Sewage Disposal System – Operation	
NHDES Community Water Supply Approval	
NHDES Underground Storage Tank Notification	
Department of Transportation Permit	
Other (specify)	

Please submit full-size six hard copies and a .pdf file of the plan set.



Signature of Owner of Record

11/17/20

Date

Authorized Representative of Owner of Record

Date

(Revised 10/3/2018)