

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## May 15, 2017 Workshop Minutes

A workshop meeting of the Planning Board was held on Monday, May 15, 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

**PRESENT:** Paul Carideo, (Chairman), Ben Schmitz, (Vice Chairman), Chad Bennett, Glen Emerson, Robert Waldron, Neil Emerson and alternate Randy Clark

Chairman Carideo opened the workshop at 7:00 pm

The primary objective of the workshop was to review the current Accessory Dwelling Unit (ADU) application created by the Planning Board and make any necessary revisions and/or additions to the form. As explained by B. Schmitz the form was created by utilizing the ADU Zoning Regulations as a guide in an effort to answer any questions the applicant may have. P Carideo reiterated this point and stated the goal was to ensure the applicant had enough information to provide a completed ADU application. The Planning Board has two ADU applicants in a holding pattern and has had inquiries from an additional two possible applicants. P Carideo stated we should indicate "DRAFT" on the ADU application form and ask the current applicants to utilize the form created as a result of the workshop.

P Carideo started the review of the current ADU application draft and the following revisions were suggested:

1. The addition of a field for property owner name, if not applicant.
2. The addition of a field for applicant email address (optional).
3. Combine line items Business & Hours of Use
4. Clean up the formatting of the entire document to better "fit" the page
5. Changed the font in various sections to better "fit" each section
6. Changed wording from on-site well to private well
7. R. Clark asked that the full definition of abutters from RSA 672:3 be included
8. Added wording regarding fees if a review by the town engineer is required

P. Carideo and B. Schmitz stated that they would like to see elevation drawings or photos that show the proposed addition, this would ensure the single-family home look that the town wants to maintain.

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G. Emerson asked how many doors are allowed for the dwelling, answered as many as you want. R. Waldron asked if the applicant was changing a window to a door would an architectural plan be needed. R. Clark gave the example of converting a barn to an ADU. A number of examples regarding structural changes were discussed by the Board and it was agreed that any modifications to the property should be described on application.

There was a discussion regarding the section on the application with regard to existing property limitations such as special exceptions and/or variances and who would be responsible for confirming if any such exceptions and/or variances exist. This information would be with the property folder. This should be the responsibility of the applicant to provide information; however, since the ADU zoning is new the Planning Board Secretary may have to review the property folder for the information.

The section of the application that refers to Lot Size was discussed and the Board agreed that check boxes be added to the form to ensure the applicant indicated whether or not additional bedrooms were being added to the structure. P. Carideo suggested that the Planning Board Secretary have the Lot Size Zoning ordinance available in office for applicants. This led to the discussion of septic, P. Carideo indicated there are a number of discussions currently at the state level regarding holding tanks, flow, etc. ADU applicants must provide documentation that the septic can support the number of total proposed bedrooms in addition to meeting the soil/lot size requirements.

The section of the application that refers to Well/Water source was discussed and it was agreed to change the wording from on-site well to private well. The application asks that recent water test results be provided. R. Waldron asked what K. Emerson is requiring on new construction. The Planning Board Secretary will follow up with Code Enforcement Office for a response.

P. Carideo stated an area of concern related to off-street parking and whether the existing property could handle the increase in vehicles created by the ADU occupants. It was suggested that pictures of all four sides of the house be provided which would show driveway access from the street and existing parking areas.

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P. Carideo asked that the Certificate of Ownership be provided to the property owner at time of application.

Fee schedules were discussed and P. Carideo indicated he felt our fees were low compared with what he sees in other towns. It was agreed that the ADU application fee would be set at \$250 for all new applicants. The \$7 fee per abutter will remain as is. Wording will be added to the ADU application to indicate additional fees may be required if the town engineer reviews plan.

The Draft version of the ADU application will be prepared ASAP. It should be understood that this is a working document and could be changed as we receive more applications. The Planning Board Secretary will reach out to the current applicants to have them complete the Draft ADU application prior to the June 5 scheduled Planning Board meeting. A copy of the Draft ADU application will be shared with the ZBA.

The meeting adjourned at 9:20 p.m.

Minutes by: Debbie Soucy, Planning Board Secretary