



## **Minutes**

### **NORTH HAMPTON PLANNING BOARD Work Session Monday, September 20, 2004**

**Page 1 of 5**

---

*These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription. There was no audio recording of this work session.*

## **Attendance**

**Attendees:** (1) Phil Wilson, Chairman; (2) Judy Day; (3) Jon Rineman, Selectperson Representative; (4) Ron Todd; (5) Joseph Arena; (6) Beth Church, seated for Craig Salomon; (7) Jill Robinson, Circuit Rider/RPC; and (8) Krystina Deren Arrain, Planning & Zoning Administrator/Recording Secretary.

**Members Absent:** (1) Shep Kroner, Vice-Chairman; (2) Craig Salomon, (3) Laurel Pohl, Alternate.

**Guests:** (1) Gary Stevens, 228 Atlantic Avenue.

Mr. Wilson chaired the meeting and called it into session at 7:03 PM.

## **Items Considered**

### **Case 03-29 Extension of Conditional Approval—Stephen Wood, Chapel Road and Willow Avenue Lot Line Revision**

Mr. Wilson explained that the application had been conditionally approved on July 1, 2003. He noted that the applicant learned just recently that the lot line revision/subdivision plan was not recorded at the Registry of Deeds and the applicant appeared before the Board to ask for an extension of the conditional approval. Stephen Wood, the applicant, indicated there had been personnel changes at the engineering firm who were involved on his case during the application process. Somehow, the completion of the conditional approval items was administratively overlooked. He requested that the Board approve an extension on the conditional approval.

**Mr. Todd moved and Dr. Arena seconded the motion to grant an extension for a year from the original date of July 1, 2003.**

***The vote was 5-0 with Ms. Day abstaining.***

### **Sign Ordinance**

Ms. Robinson commented that when towns initiate or update a sign ordinance, they usually copy or borrow other towns' ordinance verbiage. She wanted to address the update of North Hampton's ordinance in a more scientific method. Ms. Robinson contacted Timberline Sign Company to gather industry inputs and for local signage choices and preferences. She re-drafted the sign ordinance from the 18 suggestions/comments received from the last meeting.

Ms. Robinson noted that the size of a sign is not the most important issue. It is the size of the lettering, colors and design. She re-emphasized the scientific approach she was taking during this sign ordinance update. The section that would be included in the site plan regulations would be introduced at a later date. Mr. Robinson remarked that site plan regulations could be changed any time during the year.

Ms. Day noted that she might want to discuss a home occupation sign requirement. Dr. Arena wanted to point out that political signs are not to be placed on public property and he suggested bolding that statement emphasizing that point. He also pointed out that on private property, signs are allowed only with the owner's permission and he wanted to stress that political signs must be removed with the required timeframe.

Ms. Robinson suggested that Board members review the document and provide her with comments for discussion at the next work session. Mr. Wilson commented that as a result of attending the North Hampton Businessmen's Association, he received valuable comments. A realtor expressed concern about limiting sign dimensions and the time restriction for a temporary sign, i.e., a real estate sign could not be displayed longer than 180 days.

In her research, Ms. Robinson learned that traffic engineers, sign makers and industry resources could provide valuable information on appropriate sign lettering on certain sign dimensions, i.e., scientific guidelines that apply.

Gary Stevens, 228 Atlantic Avenue, referenced a contact at the NH Sign Industry located in Rochester. He referenced material and scientific data that could help in determining appropriate sign lettering. Mr. Stevens commented that the NH Sign Industry was most concerned about the proposed requirement of a traffic engineering review for every sign. He made the Board aware of the document "On-Premise Signs/Best Management Standards created and distributed by USSC (United States Sign Council). Ms. Robinson felt this type of information would be useful, but could be prejudiced in favor of sign makers, who are their members. Mr. Stevens questioned the insurance issue. He raised the idea of tax abatement as an incentive. Ms. Robinson said that the abatement was not a feasible option.

Mr. Wilson raised the issue of incentives. He suggested allowing a larger sign if it were externally lit using the dark sky standard. That would allow an individual to have a larger-sized sign. As a disincentive, an internally lit sign would be smaller with a restriction on the hours it could be lit.

### **RPC Update [Jill Robinson / RPC]**

#### **Technical Assistance to Coastal Communities "Limiting Impervious Surface Cover and Protecting Water Resources through Better Site Design and Planning.**

Ms. Robinson stated that the RPC received grant money for this study. She remarked that this project would be a natural fit for the Sustainable Development Audit that she was conducting for North Hampton. Ms. Day had some concerns about whether the Board should support this grant study. She was concerned about the potential political issues it could raise. Mr. Wilson strongly supported the study. Ms. Day was concerned that the questions addressing "cluster development" could create a politicized issue. Ms. Robinson noted that the information gathered

through this grant study would bring information that could be analyzed to help address the issue of the impervious materials.

**Ms. Day moved and Dr. Arena seconded the motion that the Board not approve the study because it could raise a dichotomy through the use of a standardized questionnaire.**

*The vote was 2-3-0 with Messrs. Wilson and Rineman and Ms. Church opposed. The motion failed.*

**Mr. Todd moved and Mr. Rineman seconded the motion that Board approve the grant study stating that the study would not be a long-range planning issue or affect the sustainable audit study.**

*The vote was 3-1-2 with Ms. Day opposed and Dr. Arena and Ms. Church abstaining.*

### **Sustainable Development Audit**

Ms. Robinson noted that the School Board provided information to the School Board's special committee and Mike Caron, Enrichment Coordinator for review and consideration. She had begun to address aquifer protection and planned to work with Shep Kroner on that issue. Her next step would be to set up a meeting date with other town boards. She questioned whether the Board wanted to review material in advance of or have the information presented at the joint board and commissions meeting. Ms. Robinson said the Town of Rye was also participating in a sustainable audit. Mr. Wilson suggested that the Rye Planning Board and the North Hampton Planning Board meet on this issue as well as the proposed meeting with North Hampton's boards and commissions.

### **Committee Update Reports**

#### **Change of Use [Craig Salomon, Chairman]**

Mr. Wilson noted that Mr. Salomon was absent and there was no report. He commented that the North Hampton Businessmen's Association felt change of use was unnecessary and counterproductive. He observed that the businessmen asked for clarification of a change of use ordinance. Ms. Day asked about a list of change of use tenants. She stated it was important because wrought iron items were displayed instead of vehicles on Peter Simmons lot on Lafayette Road. Ms. Day asked about a list of occupancy permits, believing it should be easily created from the Building Inspector's computer. Mr. Wilson stated that he received a memo from the Building Inspector stating that Peter Simmons' lot was retail and as such a grandfathered use.

**Ms. Day moved and Dr. Arena seconded the motion to request that the Town Administrator direct the Building Inspector to supply a monthly report of change of tenant and change of use on the Monday before the monthly work session.**

*The vote was 5-0-1 with Mr. Rineman abstaining.*

Ms. Day noted that she was concerned because she did not know the appropriate procedure for requesting information and was frustrated that she did not get answers to the questions she asked. Mr. Rineman said that he asked that question of the Town Administrator and the Town Administrator showed his answers to Ms. Day's questions. Mr. Rineman stated that he did not

understand what prompted Ms. Day's statement that she does not get answers or responses from town employees. Mr. Rineman suggested that the Town Administrator, Ms. Day and he meet and resolve Ms. Day's issues. Dr. Arena expressed concern about the Board not receiving feedback in a timely fashion.

#### Long Range Planning/LRP [Judy Day, Chairperson]

Ms. Day remarked that she was pleased about feedback the committee had received. Teams were sent out to get information. She noted that the Town Administrator sent out a needs' assessment to all town departments. The committee asked for a copy of the Mires Report that the town had not been able to locate. Ms. Day suggested that the Board of Selectmen should ask the Town Attorney to contact Dennis Mires to request a copy of the report. The Mires' report issue was still unresolved.

Ms. Day's interview team included Richard Goeselt and Jane Palmer. They interviewed Chief Page who provided detailed information about their needs. Ms. Day observed that the committee would interview the Recreation Commission, Conservation Commission, Historical Society and Library. She noted that there was a problem with the assessed value and selling price of the Robinson property. Ms. Day stated that the committee asked for an appraisal and environmental review of the Robinson property. The committee was very concerned about providing a recommendation for the Robinson property without a property appraisal and environmental assessment issues.

Ms. Day stated she was concerned about the impact of the Fire and Police Department needs negatively affecting their community services. It appeared that business properties made more demands on Fire and Police services than residential properties. Mr. Wilson said the I-B/R [business] properties are under appraised. Mr. Rineman said that Vision Appraisal confirmed that commercial assessments are down and residential assessments are up. Ms. Day and Mr. Wilson agreed that there should be an independent appraisal of the Robinson property. Ms. Day was researching comparable towns' municipal facilities. She experienced difficulties gathering applicable data.

### **Minutes from prior meetings**

#### Minutes of the July 17, 2004 Special Meeting

**Ms. Church moved and Mr. Rineman seconded the motion to accept the minutes as amended.**

*The vote was unanimous (4-0). Dr. Arena and Mr. Todd recused themselves from the vote because they were not in attendance for that meeting.*

#### Minutes of the July 21, 2004 Special Meeting

**Mr. Todd moved Mr. Rineman seconded motion to accept the minutes as amended.**

*The vote was unanimous (4-0). Ms. Church and Ms. Day recused themselves from the vote because they were not in attendance for that meeting.*

Minutes of the August 16, 2004 Work Session

Because a quorum was not present of members who attended the work session, review of the minutes was postponed until the October 18, 2004 work session.

Minutes of the August 17, 2004 Special Meeting

**Mr. Todd moved Ms. Day seconded the motion to approve the minutes as amended.**

*The vote was unanimous (4-0). Ms. Church and Mr. Rineman recused themselves from the vote because they were not in attendance for that meeting.*

Minutes of the September 7, 2004 Regular Meeting

**Dr. Arena moved and Mr. Todd seconded the motion to approve the minutes as amended.**

*The vote was unanimous (6-0).*

**Other Business**

Mr. Day requested that the Growth Management discussion be carried over to the October 18, 2004 work session.

**Adjournment**

**Dr. Arena moved and Mr. Rineman seconded the motion to adjourn.**

*The vote was unanimous (6-0).*

The meeting adjourned at 10:25 PM.

Respectfully submitted,

Krystina Deren Arrain  
Recording Secretary/Planning & Zoning Administrator