



Minutes

NORTH HAMPTON PLANNING BOARD Work Session Monday, October 18, 2004

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These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription. An audio recording of the meeting is available in the Town Office. In the event that a question arises about verbatim comments, it can be answered by listening to the recording.

Attendance

Attendees: (1) Shep Kroner, Vice-Chair; (2) Phil Wilson, Chair; (3) Joseph Arena; (4) Judy Day; (5) Laurel Pohl seated for Ron Todd; (6) Jill Robinson, Circuit Rider/RPC; and (7) Krystina Deren Arrain, Planning & Zoning Administrator/Recording Secretary.

Members Absent: (1) Ron Todd; (2) Craig Salomon, (3) Beth Church, Alternate.

Mr. Kroner chaired the meeting and called it into session at 7:05 PM.

Ms. Arrain distributed to the Board, Case #04-27/Meyer plan update dated October 14, 2004.

Items Considered

Committee Report Updates

Change of Use [Craig Salomon]

Although not in attendance, Mr. Salomon had previously submitted a draft change of use ordinance that Mr. Kroner distributed to the Board.

Long Range/MFAC [Judy Day]

Ms. Day commented that activities for the MFAC were going well. She cited that Seth Hickey of the Recreation Commission recently delivered a presentation noting that the Commission was very interested in a dedicated location for their activities. The committee had recently met with library officials. Ms. Day commented there had been some concerns recently raised about the Robinson property (for the Highway Department), yet she noted that data was not available regarding specific concerns. She stated that without information about the Robinson property and town office space, the committee could not complete their recommendations. She noted that the committee received valuable information from the Police and Fire Department.

Ms. Day noted that a committee meeting was scheduled for October 25, 2004 at 8:30 AM and invited everyone to attend the meeting or review the information/data gathered and provide the committee with feedback. She added that she was dissatisfied that she and the committee had not received within a reasonable amount of time, the information they requested. Ms. Day noted that she believed a committee report could be available in January 2005, at which time a public meeting could be held to discuss the report/recommendations.

Mr. Wilson commented that he was concerned whether the MFAC would have a report/recommendation on the Robinson property in time for the March warrant vote. Ms. Day said that at the current time she did not think they would have enough time to prepare a report/recommendation because the committee had not received information that they requested.

Mr. Wilson expressed concern that perhaps some of the MFAC fact-finding focus had gone astray.

Application Review [Ron Todd]

No Report.

RPC Update (Sustainable Audit) [Jill Robinson]

Ms. Robinson distributed the first draft of the Sustainable Development Audit [dated October 18, 2004] and the "Impervious Surfaces and Water Resources in North Hampton" Map. She noted that the next step of the process would be to schedule a joint meeting with (1) Conservation Commission, (2) Board of Selectmen, (3) Heritage Commission and (4) Planning Board as the core groups. Ms. Robinson remarked that all other town departments and board are invited and encouraged to attend. She added that comments and inputs would be welcomed from those who could not attend.

2005 Planning Board Budget Submission/Staffing Discussion

The Board reviewed the 2005 "Planning and Zoning Account" Budget as submitted by Richard Mabey/Building Department. The budget was due into the Town Administrator by October 8, 2004. Mr. Wilson indicated that he had discussed the budget with Mr. Mabey. There were discussions among the Board on the budget items.

Dr. Arena suggested adding the position of Planning Board Secretary into the budget. Mr. Wilson disagreed stating that he did not believe that a town employee could report to a Planning Board and that even if it were possible he would advise against it. Ms. Day commented that she would like administrative assistance beyond what Ms. Arrain currently provides. She suggested that perhaps the Board could contract services for minutes, phone calling, data gathering, etc. Ms. Day wanted to research what other municipalities did to meet a Planning Board's administrative needs. Mr. Kroner suggested that board members provide a list of tasks and an estimate of the hours required to complete those tasks. With the time and hourly rate, the Board could determine the cost of additional administrative services.

Mr. Wilson moved and Ms. Day seconded the motion to accept the budget as presented.

Ms. Day stated she would go to the Budget Committee and talk about staffing preferences because she did not have a chance to submit her inputs before the budget deadline date. She stated she believed the Board needed secretarial assistance. She was concerned that townspeople are not volunteering because of the extensive commitment involved in administrative needs associated with a volunteer effort.

Extensive discussion ensued about the proposed budget. The Board discussed that they may need additional funds in the budget for the Master Plan such as the Visioning Chapter [which is the first chapter of the Master Plan] and perhaps adding another chapter or an overall update of the Master Plan. The Board discussed working on the zoning ordinance update performed by John Krebs, the former Circuit Rider, in October 2002. Ms. Day wanted to increase the Master Plan and Special Studies accounts.

The vote was 0-5. The motion failed.

Ms. Day moved and Ms. Pohl seconded the motion to amend the budget with the following changes: (1) Master Plan listed as \$8,000.; (2) CIP listed as a new line item of \$2,000.; (3) Contracted administrative support listed as a new line item of \$5,000.; (4) Remove Town

Hall improvement line item and amount; and (5) Remove the chair allotment listed under Office Supplies.

The vote was unanimous (5-0).

Sign Ordinance Update/Discussion [Jill Robinson/RPC]

Ms. Robinson noted that twice she asked for comments and had not received any to date. She wondered if the lack of comments/feedback indicated that the Board was satisfied with the draft ordinance. Ms. Day commented that she did not want any signs allowed for home occupations and cited Mr. Salomon's home occupation on Woodland Road as an example. She remarked that Mr. Salomon's home occupation compromised the rural character of Woodland Road, noting that she received numerous comments/complaints regarding Mr. Salomon's law office located on Woodland Road. Mr. Kroner remarked that real estate signs perhaps should also be prohibited. Mr. Wilson suggested specifying (1) sign dimensions, (2) building materials, (3) illumination characteristics, (4) physical location and (5) preferred colors. Extensive discussion about sign ordinance options and suggestions for consideration ensued. As a result, Mr. Kroner requested that board members submit their written suggestions to Ms. Robinson as soon as possible.

Greystone Village Retirement Community / Case #04-16

Mr. Kroner noted that he received a letter from NH-DES that detailed issues in regard to the Greystone Village Elderly Housing project. He asked Ms. Arrain to distribute copies of the letter to the Board and to Jeff Clifford, Altus Engineering.

Growth Management Discussion

Mr. Kroner noted that Ms. Day should, as part of her Long-Range Planning activities, investigate surrounding communities that have a growth management ordinance. Ms. Day agreed stating that she thought it was important for the Board to review/consider a growth management ordinance and associated impact fees. Ms. Day remarked that it was important for a community to review growth management yearly to stay abreast of a municipality's growth and how community services are/could be impacted. She suggested that an attorney review this issue. Mr. Kroner noted that a growth ordinance with impact fees could facilitate the required addition of community services. Mr. Wilson referenced RSA 674:22 and 674:23 as growth management statutes. He noted that the Board needed to detail the findings of fact when determining a growth management/sustainable development ordinance. Mr. Kroner added that impact fees also affect business as well as residential zones. He asked Jill Robinson to research how impact fees are collected and how they can be used.

Adjournment

Dr. Arena moved and Mr. Wilson seconded the motion to adjourn.

The vote was unanimous (5-0).

The meeting adjourned at 10:54 PM.

Respectfully submitted,

Krystina Deren Arrain
Recording Secretary/Planning & Zoning Administrator