



MEETING MINUTES

NORTH HAMPTON PLANNING BOARD

Work Session

Wednesday, April 18, 2007

Town Office Conference Room

These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.

Members present: Phil Wilson, Chairman; Shep Kroner, Vice Chairman; Joseph Arena, Laurel Pohl, Tom McManus and Barbara Kohl.

Others present: Jill Robinson, RPC Circuit Rider and Wendy Chase, Recording Secretary.

Alternates present:

Mr. Kroner called the meeting to order at 6:30pm.

Steve Keach, Steve Shabot and Edward Kelly from Keach & Nordstrom Engineering were present to discuss changes within their Association and future engineering services to the Town.

Mr. Kroner and Mr. Wilson both expressed their satisfaction with the services Keach and Nordstrom and especially Ed Kelly have provided to the Planning Board in the past.

Mr. Keach explained that Mr. Kelly has officially retired from KNA but will continue to work for the Association on a contracted basis. Mr. Kelly has in the past; absorbed 90% of the engineering reviews for North Hampton and will continue to do so.

Mr. Keach also informed the Board that KNA has recently added land surveying to their repertoire. Mr. Keach offered to meet with the Board at any time.

Minutes

**Mr. Wilson moved and Dr. Arena seconded the motion to approve the Planning/Zoning Boards joint meeting minutes of March 19, 2007.
The vote was unanimous in favor of the motion (5-0).**

**Mr. Wilson moved and Dr. Arena seconded the motion to approve the Work Session minutes of March 19, 2007.
The vote was unanimous in favor of the motion (5-0).**

Ms. Pohl made an emendation to the April 2, 2007 meeting minutes.

A motion was made and seconded to approve the meeting minutes of April 2, 2007 as amended.

The vote was unanimous in favor of the motion (6-0).

Old Business

Revised meeting dates for the Work Session meetings was discussed. Ms. Robinson discovered that she would not be able to attend Work Session meetings if held on Wednesdays due to work related commitments. Mr. Salomon had informed the Board at a previous meeting that Monday and Tuesday evenings are difficult for him. The Board agreed to change the Work Session meetings to the 2nd Thursday of each month. Ms. Chase will not be able to attend the next couple of meetings but will transcribe the minutes from the tape recording. The next Work Session meeting is scheduled for Thursday, May 10, 2007.

New Business

Mr. Kroner and Mr. Wilson explained the different subcommittees to the Planning Board and Mr. Kroner asked each member to volunteer to the committee of their choice. The following subcommittees are:

1. **Application Review Committee (ARC).** The Application Review Committee is responsible for preliminary review of all applications for completeness and compliance with applicable regulations, including site plans, subdivision plans, change of use and excavation plans.
2. **Long-range Planning Committee (LRP).** The Long-range Planning Committee is responsible for developing, monitoring and recommending updates and changes to the North Hampton Master Plan, Capital Improvements Plan (CIP), the Zoning Ordinance and Planning Board regulations.
3. **Rules and Regulations Committee.** The Rules and Regulations Committee is responsible for periodically reviewing and recommending revisions and additions to the Rules of Procedure, the Site Plan Review Regulations, the Subdivision Regulations, and Excavation Regulations.

Mr. Kroner, Dr. Arena and Mr. Wilson volunteered to serve on the Application Review Committee.

Ms. Pohl, Ms. Kohl and Mr. McManus volunteered to serve on the Long-range Planning Committee.

Mr. Kroner, Mr. Wilson and Ms. Pohl volunteered to serve on the Rules and Regulations Committee.

Ms. Pohl updated the Board on the April 9, 2007 Board of Selectmen meeting. She informed the members that three requests for proposals for the Fire Department Needs Study were opened and reviewed by the Selectmen. She said one of the proposals was

from MRI a company that Interim Town Administrator Philip Munck works for and therefore has a conflict of interest so is unable to review and comment on the proposal. The Selectmen have hired Michael Pardue for \$70.00 per hour to review the proposals and to recommend an award to the Board of Selectmen.

Ms. Pohl said that maybe they could suggest to the Selectmen to let the Long-range Planning Committee review the RFPs and do a decision matrix for zero compensation.

Mr. Wilson briefly described the history leading up to the Requests for Proposals for the Fire Department Needs study for the benefit of new members Ms. Kohl and Mr. McManus.

- Ms. Robinson, Ms. Pohl, Mr. Wilson, members of the LRP and free help from the University of NH, did a community survey in 2005. A new vision statement resulted from the study and a complete revision of the municipal facilities and services section of the master plan was accomplished.
- They made a recommendation to the Board of Selectmen that a needs assessment for Fire, Police and Administration needed to be done by an independent contractor. The Selectmen rejected the recommendation.
- Mr. Wilson gathered the data himself, as did David Peck as a member of the budget Committee, and as a result of the information they gathered it was realized by different members of different Boards that a needs assessment would be warranted.

Mr. Wilson said that he would send Mr. McManus the information and data that he has gathered.

Mr. Kroner asked for recommendations by the Planning Board members for projects to add to the 2007 Planning Board Work Plan. The Following list of projects were compiled by the Board:

1. Removal of the back lot subdivision ordinance. Mr. Kroner would like to have the proposal to remove the back lot ordinance ready in time to place on the March 2008 Town ballot.
2. Conversation Subdivision
3. Auto Salvage yards
 - a. Licensing
4. Green or sustainable building codes
5. Revisions to Article IV, Section 406.2
6. Code Enforcement
 - a. revoke site plans
 - b. invoke Federal & State resources
 - c. Federal and State regulations
 - d. Invite the Building Inspector to a Work Session
7. Route 1 Corridor – re-zone
8. Needs Assessment
9. Re-evaluation of Change of Use
10. Future attendance of the Fire Chief and Building Inspector at Work Sessions

Mr. Wilson drafted an amendment to the Sexually Orientated Businesses, Section 416 and handed out copies for the Board to review. It was stated that the Attorney's work on the original ordinance was not completed because he had promised to deliver amendments to the Site Plan Regulations with respect to Sexually Oriented Businesses (SOB) that would coordinate the two documents, and that the Attorney who had originally worked on the SOB Ordinance thus still owes the Town so many hours to complete the project. Mr. Wilson stated that the draft he presented would update the Ordinance, and would also modify the wording of the paragraph in question so that future updates at Town Meeting would not be needed to ensure that SOBs were not built near businesses that cater to minors.

Mr. Wilson updated the Board on the North Hampton Forever Subcommittee of the Conservation Commission. The North Hampton Forever Committee has recommended to the Conservation Commission the purchase of a conservation easement on 25+/- acres on a parcel of land owned by Cynthia Jenkins at 93 Exeter Road. He further explained that the total purchase price of the easement is \$450,000 provided that the Town is awarded a grant in the amount of \$215,000 (48% of the purchase price) from the Farm and Ranch Land Protection Program (FRPP). The balance of funds for the purchase (\$235,000 or 52%) will be provide from the North Hampton Forever Bond Funds approved by Town meeting vote in 2001. Mr. Wilson asked for the Board's permission to allow him to send a letter to Mr. George Cleek requesting the grant.

Dr. Arena moved and Ms. Pohl seconded the motion to endorse Mr. Wilson's request to send a letter from the Planning Board in support of the grant application to Mr. Cleek, State Conservationist, USDA, Natural Resources Conservation Service in regards to the Jenkins property.

The vote was unanimous in favor of the motion (6-0).

A letter from Catherine Coulombe was read. Ms. Coulombe requested that the Board allow her to be placed on the May 1, 2007 Planning Board agenda for a change of use application even though she had missed the April 10, 2007 deadline.

The Board discussed whether or not she had to actually go before the Planning Board with a change of use application or was it just a change of tenant.

Dr. Arena opined that there was no need for Ms. Coulombe to go before the Planning Board for a change of use and that the request was a simple change of tenant from one retail business to another.

Mr. Wilson read the change of use requirements under the site plan review regulations. It was determined by the Board that Ms. Coulombe would need to apply for a change of use application.

Ms. Pohl moved and Ms. Kohl seconded the motion to place the change of use application for Ms. Coulombe on the June 5, 2007 agenda.

Mr. Wilson made a friendly amendment to change the date to the May 10, 2007 Work Session to be more accommodating to the applicant.

Ms. Pohl and Ms. Kohl accepted the friendly amendment.

The vote passed (5 yes and 1 opposed). Dr. Arena opposed.

The topic of alternate members to the Board was broached. Mr. McManus said he knew of someone that would be interested. Mr. Wilson suggested Mr. McManus invite the interested party to a future meeting.

A motion was made and seconded to adjourn at 10:00pm with all in favor. (6-0).

Respectfully submitted,

Wendy V. Chase
Recording Secretary