



Meeting Minutes
North Hampton Planning Board Work Session
Thursday, May 20, 2010
Mary Herbert 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, Chair; Shep Kroner Vice Chair; Joseph Arena, Laurel Pohl, Barbara Kohl, Mike Hornsby, and Jon Rineman, Selectmen's Representative.

Members absent: None

Alternates present: None

Others present: Brian Groth, RPC Circuit Rider, and Wendy Chase, Recording Secretary

Mr. Wilson convened the meeting at 7:05pm.

Organizational Meeting of the Board

1. Elect a Chair – Ms. Kohl moved and Ms. Pohl seconded the motion to nominate Phil Wilson as Chair. Dr. Arena moved to close the nominations. Mr. Wilson closed the nominations.

Ms. Pohl said that Mr. Wilson has done a great job so far and should continue in his role as Chair. Dr. Arena said that Mr. Wilson has done an excellent job and will continue to do so with honesty and transparency.

The vote was unanimous to elect Phil Wilson as Chair (7-0).

2. Elect a Vice Chair – Dr. Arena moved and Mr. Kroner seconded the motion to nominate Barbara Kohl as Vice Chair.

Dr. Arena moved and Ms. Pohl seconded the motion to close the nominations.

Ms. Kohl confirmed that she was prepared to take on the responsibilities of Vice Chair.

The vote was unanimous to elect Barbara Kohl as Vice Chair (7-0).

The Board agreed to continue with past practices and have the Vice Chair "Chair" the Work Session meetings and the Chair "Chair" all other Board meetings.

Ms. Kohl assumed the Chair.

II. New Business

1. Committee Appointments

Long Range Planning Committee - Ms. Pohl said that Long Range Planning and the Capital Improvement Plan committee have always gone "hand in hand". It was in her opinion that the CIP should be completed before Long Range Planning can begin. She asked that the Board consider her to be a member of the CIP Committee. The new CIP Committee will consist of one member of the Select Board, nominated by the Select Board; one member of the Planning Board, nominated by the Planning Board; one member of the Municipal Budget Committee, nominated by the Municipal Budget Committee, one member of the North Hampton School Board, nominated by the North Hampton School Board, and three members of the public, one to be nominated by the Planning Board; one member by the Municipal Budget Committee and one to be nominated by the Select Board. She said that she would also volunteer to be on the Long Range Planning Committee if the Board agreed.

Mr. Wilson moved and Mr. Kroner seconded the motion to nominate Ms. Pohl to be the Planning Board Representative to the CIP Committee because she has been involved with the CIP for many years and would be a valuable resource to the Committee.

The vote was unanimous in favor of the motion (7-0).

Mr. Kroner reminded the Board that the Long Range Planning Committee is responsible for updating the Master Plan, and there is a lot of updating that needs to be done on each Chapter.

Ms. Kohl suggested that the Board establish a separate committee to update the Master Plan.

Mr. Wilson said that the main purpose of the Long Range Planning Committee is to develop and update the Master Plan. He informed the Board that each member will be getting a copy of the current Master Plan. Mr. Wilson nominated Mr. Kroner because he has been presiding over the Work Sessions for the past 6 or 7 years and would make a good candidate to lead the Master Plan process; Dr. Arena seconded the nomination.

Ms. Kohl said that the entire Board will have to contribute because there is so much of the Master Plan that is outdated.

Mr. Kroner said that they will have to bring in the Department Heads; Library Trustees, and Conservation Commission to get involved in the process.

Mr. Groth explained that the Planning Board takes a lesser role than the Rockingham Planning Commission in updating the Master Plan. He said that it sounds like all of the Chapters need work.

Ms. Pohl commented that she is used to having business plans. She opined that the Police and Fire should have a formal business plan to feed into the Long Range Plan.

Mr. Wilson suggested that Mr. Kroner and Mr. Groth meet, and come back to the Board with a "game plan" on the process of updating the Master Plan for the next Work Session Meeting.

Disclaimer – these minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91A:2,II. They will not be finalized until approved by majority vote of the Planning Board.

The Board voted on Mr. Kroner's nomination to the Long Range Planning Committee. The vote was unanimous in favor of the motion (7-0).

It was determined that the Planning Board should hold two public hearings on updates to the Master Plan then votes to adopt it; it does not need to be voted on by the Legislative Body.

Mr. Kroner said that he would make a presentation at the next Work Session with "hard schedules" on updates to the Master Plan.

Mr. Kroner asked if any other member wanted to volunteer to be on the Long Range Planning Committee. Mr. Wilson said that he would contribute if the Committee wanted to do a survey. Ms. Kohl suggested the Board wait until Mr. Kroner's presentation at the next Work Session to see if other members wanted to volunteer to be on the Long Range Planning Committee.

Application Review Committee – Mr. Kroner suggested the Mr. Hornsby be nominated for the ARC to gain experience with different planning board applications since he is newly elected to the Board. Mr. Wilson and Dr. Arena volunteered to remain on the ARC.

Mr. Wilson explained that there used to be a technical review committee that would review plans prior to a public hearing, and have an engineer review the plans and basically come to the public hearing with a recommendation to the Board on what they should do with the application. He said that technical review committees are designed for larger communities. He said that the ARC was created to review plans to make sure that the application is complete prior to the public hearing; very helpful to the applicant. The ARC must always be careful not to prejudge an application.

Mr. Wilson moved that he, Mr. Hornsby and Dr. Arena become members of the Application Review Committee (ARC) without objection.

Rules and Procedures Committee – Mr. Wilson suggested they table a nomination to this committee, and appoint someone when a situation occurs. He explained that the Committee is responsible for reviewing and recommending revisions and additions to the Rules of Procedure, Site Plan Review Regulations, Subdivision Regulations and Excavation Regulations.

Ad hoc Agriculture Ordinance Subcommittee – A vote was taken at the March 16, 2010 Work Session to establish an ad hoc Agriculture subcommittee, inviting members of the public and members of the Agricultural Committee to serve on it as well. Mr. Hornsby, Ms. Kohl and Ms. Pohl volunteered to serve on the subcommittee.

Mr. Wilson moved that Mr. Hornsby, Ms. Kohl and Ms. Pohl serve as members of the Agriculture subcommittee without objection.

Mr. Wilson suggested that Ms. Kohl contact the Chair of the Agriculture Commission to discuss the new ad hoc agriculture ordinance subcommittee.

Ad hoc Ethics Committee – Mr. Wilson volunteered to serve on the Ad hoc Ethics Committee.

Ms. Pohl moved and Dr. Arena seconded the motion to appoint Mr. Wilson to the Ad hoc Ethics Committee.

The vote was unanimous in favor of the motion (7-0).

The Board discussed issues to work on in the upcoming year. Mr. Kroner said that he would like the Board to come up with a recommendation of adding a vegetated buffer to the wetland setback. He said that the problem with the current setbacks is that anyone can continue to have lawn fertilizer right up to the wetlands. The Board agreed that it would be a good idea.

Ms. Kohl brought up the motor vehicle salvage licensing issue. Mr. Kroner suggested that the Board identify properties in town that fall in the "vehicle salvage" category and educate their owners on the new law, and bring those properties into compliance.

Ms. Kohl went onto the website where there were brochures and best management practices to help educate people on the vehicle salvage issues town's face. Ms. Kohl said that the Town is violating the law if the property falls under the definition of "junk yard" and they do not have a license from the Town. She also explained that there is no "grandfathering" clause when it comes to "junk yards".

Mr. Wilson suggested that they first figure out if it is the responsibility of the Select Board for licensing "junk yards" or the responsibility of the Planning Board and after determining that to move forward with it.

Mr. Kroner suggested inviting the Code Enforcement Officer, Mr. Mabey, to the next Work Session.

III. Other Business

1. Minutes

a. March 16, 2010 – There were no substantive changes made to the minutes by the Board. Mr. Wilson moved and Mr. Kroner seconded the motion to approve the March 16, 2010 minutes as amended.

The vote passed in favor of the motion (4 in favor, 0 opposed and 3 abstentions). Ms. Pohl, Mr. Hornsby and Mr. Rineman abstained.

b. April 15, 2010 – There were no substantive changes made to the minutes by the Board. Mr. Kroner moved and Ms. Pohl seconded the motion to approve the April 15 2010 minutes as amended.

The vote passed in favor of the motion (4 in favor, 0 opposed and 3 abstentions). Mr. Wilson, Dr. Arena and Mr. Hornsby abstained.

c. May 6, 2010 – There were no substantive changes made to the minutes by the Board. Mr. Kroner moved and Dr. Arena seconded the motion to approve the minutes as amended.

The vote passed in favor of the motion (6 in favor, 0 opposed and 1 abstention). Mr. Hornsby abstained.

Any other Business to come before the Board

The Board was in receipt of plans submitted by AutoZone Inc. The Applicant was before the Board at the May 6, 2010 meeting proposing a change to the façade of the building located at 26 Lafayette Road and was granted approval with a condition that the Board reviews the final plan before a building permit could be issued.

Disclaimer – these minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91A:2,II. They will not be finalized until approved by majority vote of the Planning Board.

The Board agreed with the plan as submitted.

Mr. Wilson moved and Mr. Kroner seconded the motion to authorize the Recording Secretary to notify the Applicant, and inform them that the Planning Board has found that the documents submitted fulfill the conditions of approval for the change of use. The vote was unanimous in favor of the motion (7-0).

Mr. Wilson said for the record on behalf of the Board that they appreciate the cooperativeness of the Applicant in working with the Town to create an appearance that works well with the community.

Ms. Chase informed the Board that two of the Applicant's slated for public hearing on June 3, 2010 has requested an Application Review Committee.

The ARC decided to meet on Wednesday, May 26, 2010 to review cases 10:08 – Michael Negm, and 10:09 – J&S Greystone LLC. Ms. Chase will notify the Applicants.

The Board discussed changes to the current Planning Board schedule.

Ms. Kohl suggested changing the meeting time from 7:00pm to 6:30pm.

The Board agreed.

Ms. Pohl moved and Mr. Wilson seconded the motion to change the meeting times for the Planning Board meetings to 6:30pm, beginning after June 3, 2010. The vote was unanimous in favor of the motion (7-0).

Mr. Rineman explained to the Board that the Select Board will assign its members to committees at their May 24, 2010 meeting. He said that he is uncertain whether or not he will be the Select Board Representative to the Planning Board.

Mr. Wilson thanked Mr. Rineman for "stepping in" and serving so ably for Mr. Coutu.

A motion was made and seconded to adjourn at 8:34pm with all in favor of the motion (7-0).

Respectfully submitted,

Wendy V. Chase
Recording Secretary

Approved June 17, 2010