



Meeting Minutes
Work Session
North Hampton Planning Board
Thursday, July 21, 2011 at 6:30pm
Town Hall, 231 Atlantic Avenue

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

12

13 **Members present:** Barbara Kohl, Chair; Shep Kroner, Vice Chair; Joseph Arena, Laurel Pohl, Mike
14 Hornsby, and Phil Wilson, Selectmen's Representative.

15

16 **Members absent:** Tim Harned

17

18 **Alternates present:** Mike Coutu

19

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

21

22 Mr. Kroner convened the meeting at 6:30pm.

23

24 Mr. Kroner seated Mr. Coutu for Mr. Harned.

25

26 **Master Plan Chapters**

27

28 Housing Chapter – Mr. Kroner commented that the "Housing Chapter" is statistic orientated, and that it
29 captures the current conditions of the Town as well as a trend of past conditions.

30

31 Mr. Groth explained that North Hampton's population has remained stable of over the past decade,
32 growing by 1%, while some communities experienced major shifts. He said that he retrieved data from
33 the 2010 US Census and from the State Office of Energy & Planning (OEP).

34

35 Mr. Groth said that over the past decade, North Hampton, as well as across the region, acquired more
36 new housing units than new residents, and explained that it could be because of the reduction in
37 average household size and the rise in vacant units.

38

39 He noted the specific vacancy changes:

40

- 41 • Seasonal units rose from 52 in 2000, to 74 in 2010
- 42 • Vacant units increased from 111 in 2000, to 154 in 2010
- 43 • Homeowner vacancy rate increased from 1.4% in 2000, to 2.2% in 2010
- 44 • Other vacancies include some not factored in the homeowner and rental vacancy rate, such as,
45 seasonal units, units for sale and "other" vacant units.

46 Mr. Wilson pointed out that the data from the US Census shows 1,914 total units in North Hampton and
47 the total of housing units from the NH Office of State Energy Planning data is 1,953. He suggested that a
48 “foot note” be added stating there is discrepancies between the OEP data and the Census data.

49
50 Mr. Groth will add the “foot note”. He explained that manufactured housing, except for units in an age
51 restricted park, are counted as “work force” housing units.

52
53 Mr. Groth explained that New Hampshire state law does not allow towns to inhibit growth, but towns
54 may adopt “growth management practices”.

55
56 Mr. Groth went over the Area Housing Stock – Table 5. The table reveals that North Hampton provides
57 fewer multi-family dwellings relative to the surrounding towns in the area, but it also demonstrates that
58 North Hampton provides a high number of mobile homes as compared to other surrounding towns.

59
60 Mr. Groth went over the Economic Status with the Board. He explained that the housing value data was
61 not yet available in the 2010 US Census, so they used 1990 and 2000 data instead. He explained that
62 during those years, median rents increased at a much greater rate than median housing values in the
63 County as a whole. Mr. Groth also explained that they have not yet received the 2010 Census data, and
64 that the structure of the Census was changed and it no longer includes the housing data.

65
66 Mr. Wilson found that the median housing value in North Hampton, according to the 2008 Census, is
67 332,550. He suggested that it state in the Chapter, that although the Census data was not available for
68 2010, the 2008 Assessor’s Vision Appraisal data base indicates that the median housing value for North
69 Hampton is over 330,000.

70
71 Ms. Kohl was not comfortable using data that is 10-years old, because there has been such significant
72 changes economically.

73
74 Mr. Kroner said he would investigate real estate statistics in the region to get updated household values.
75 He said they could also use the Assessor’s data base and probably be able to get the same information
76 from Assessing Departments in area towns.

77
78 Mr. Wilson suggested changes to the first paragraph under Regional Housing Needs Assessment to
79 clarify it. He suggested *...in other words, it associated the demand for housing for future economic*
80 *development projection is the primary indicator.....*

81
82 The Board was concerned that the current conditions in the Town and of the region do not reflect the
83 Chapter because the available data used is over 10 years old.

84
85 Mr. Groth suggested that the some of the members get together and edit the Chapter so that the Town
86 is more comfortable working with it. He said that he used the data that was available.

87
88 Mr. Coutu suggested adding a caveat stating that any observations being made is predicated on very
89 limited data, some of which is extraordinarily stale.

90
91 Mr. Wilson suggested that the Board solicit help from the UNH Cooperative Extension and hire a student
92 to call all the “Landlords” in Town to ask that they complete a short questionnaire so the Board may

93 have more recent data on rental properties. He suggested that the Board first write the "Landlords" a
94 letter and let them know what information the Board needs and why they need it, and inform them that
95 the letter will be followed up with a phone call asking them to participate in a short survey.

96

97 The Board suggested that Mr. Groth devise the questionnaire.

98

99 **Mr. Coutu moved and Mr. Wilson seconded the motion to expend an amount not to exceed \$400.00**
100 **to engage UNH Cooperative Extension, or a similar service, to investigate rental rates in North**
101 **Hampton.**

102

103 **Due to Dr. Arena's concerns Mr. Coutu amended his motion to include *the engagement would be to***
104 ***develop statistically significant data.* Mr. Wilson and Mr. Coutu accepted the friendly amendment.**

105

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

107

108 Mr. Groth informed the Board that there is grant money available, through the UPWP, associated with
109 the Master Plan Chapters. He said that the Town would have to expend \$5,000, and the grant will
110 match that amount so that the Town will have \$10,000.00 to work with.

111

112 **Mr. Wilson moved and Mr. Coutu seconded the motion to authorize Mr. Groth to apply for the UPWP**
113 **grant by expending \$5,000 from the Master Plan line item in the budget.**

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

115

116 **Existing Land Use Chapter**

117

118 Mr. Groth went over each of the paragraphs within the draft. Mr. Wilson had editorial comments he will
119 give to Brian to review.

120

121 Mr. Groth said that the "overview" section of the Chapter has been slightly revised of what is currently
122 there.

123

124 Mr. Wilson referred to the 4th sentence of the second paragraph that states the Lafayette Road (Route
125 1) is nearly built out. He said that he does not believe this to be true. He said there are huge areas of
126 land that may be available for future development. He gave an example of the airport "changing hands"
127 and being developed.

128

129 Ms. Chase was asked to find out when the Town adopted the minimum lot area of two acres. She was
130 also asked to find out the properties that are in the "commercial zone" in the Little Boar's Head Village
131 District.

132

133 Mr. Coutu did not think that the golf course should be included, and said that "buildable" should be
134 better defined. Mr. Groth said that "buildable" is land suitable for development.

135

136 Mr. Groth will incorporate the changes suggested by the Board and have the new draft ready for the
137 next meeting.

138

139 **Blasting protocols and Sign Ordinance discussion.**

140
141 **Mr. Wilson moved and Dr. Arena seconded the motion to continue the Blasting Protocol and Sign**
142 **Ordinance discussion to the August Work Session.**
143 **The vote was unanimous in favor of the motion (7-0).**
144
145 **Mr. Wilson moved and Dr. Arena seconded the motion to approve the May 19, 2011 Meeting**
146 **Minutes.**
147 **The vote was unanimous in favor of the motion (7-0).**
148
149 **Mr. Wilson moved and Mr. Coutu seconded the motion to approve the June 2, 2011 Meeting Minutes**
150 **as amended.**
151 **The vote was unanimous in favor of the motion (7-0).**
152
153 **Mr. Wilson moved and Dr. Arena seconded the motion to approve the July 7, 2011 Meeting Minutes**
154 **as amended.**
155 **The vote passed in favor of the motion (6 in favor, 0 opposed and 1 abstention). Mr. Coutu abstained.**
156
157 **RPC Contract – Circuit Rider Contract for July 1, 2011 to July 1, 2012.**
158
159 Ms. Kohl voiced concern over signing the contract because of the confusing way it was written. Mr.
160 Wilson suggested the following amendments to the third paragraph of the contract (shown in italic):
161
162 *The cost of the above assistance of the Town will be \$16,006.00, of which the Town shall be obligated to*
163 *pay \$8,003.00 for circuit rider assistance for this year. In years past the NH Coastal Zone program could*
164 *be counted on for covering half the cost. Unfortunately the NHCP has significantly cut back their*
165 *support of the local technical assistance program. In the case of North Hampton, NHCP is providing*
166 *\$7,000.00 in assistance for this period. It is understood that the RPC will provide the difference of*
167 *\$1,000.00 to bring the total to \$16,006.00.*
168
169 **Mr. Wilson moved and Dr. Arena seconded the motion to approve the RPC Contract as amended.**
170 **The vote was unanimous in favor of the motion (7-0).**
171
172 Ms. Kohl signed the RPC contract as Chair. Ms. Chase will forward the signed contract to the Board of
173 Selectmen for their approval and the Chair's signature.
174
175 **Performance Surety Agreement**
176
177 The Board was in receipt of the Performance Surety Agreement and the Obligations of the Escrow Agent
178 drafts. Mr. Coutu explained that he and Mr. Wilson met with Attorney Raymond from Upton and
179 Hatfield. Mr. Coutu ended up revamping the documents. He suggested that the Board vote to
180 authorize the appointment of an Escrow Agent and to incorporate that into the Agreement, rather than
181 having a separate document, and to appoint the Planning and Zoning Administrator as the Escrow
182 Agent. The Escrow Agent shall from time to time withdraw funds for the Escrow Account pursuant to
183 certain written instructions signed by a duly authorized member of the Planning Board accompanied by
184 official minutes of the meeting indicating a vote by the Board's members authorizing the withdrawal.
185

186 Dr. Arena suggested that the Board agree with the documents as presented by Mr. Coutu. He thanked
187 him for all of his hard work.

188
189 Mr. Coutu said that he would send the revised agreement to the Attorney for further revisions, including
190 adding the Escrow Agent and a signature line for the Escrow Agent.

191
192 **Mr. Coutu moved and Dr. Arena seconded the motion to (1) substantially incorporate the current**
193 **terms in what will be the final version of the contract prepared by outside Counsel, (2) to incorporate**
194 **into the Performance Surety Agreement all of the specifics including the obligations of the Escrow**
195 **Agent in one unified Agreement, and (3) to appoint the Planning Board Administrator as the Escrow**
196 **Agent as contemplated under the Performance Surety Agreement.**
197 **The vote was unanimous in favor of the motion (7-0).**

198
199 The Board thanked Mr. Coutu for his excellent work on the Performance Surety Agreement.

200
201 **Junk Yard Update**

202
203 Dr. Arena asked if the Town was collecting the annual fees from the "Junk Yards" in Town.

204
205 Mr. Wilson said that he spoke to Mr. Fournier who said that the Town Attorney is doing what he needs
206 to do to initiate action. He said he will get more information at the next Select Board Meeting. Ms.
207 Kohl commented that she does not want the enforcement of "Junk Yards" to go by another year and be
208 forgotten.

209
210 The Meeting was adjourned at 9:05pm without objection.

211
212 Respectfully submitted,

213
214 Wendy V. Chase
215 Recording Secretary

216
217 Approved August 18, 2011