



Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, March 18, 2014 at 6:30pm
Town Hall, 231 Atlantic Avenue

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

Members present: Shep Kroner, Chair; Joseph Arena, Mike Hornsby, Tim Harned, Dan Derby and Barry Donohoe.

Members absent: Jim Maggiore, Select Board Representative.

Alternates present: Nancy Monaghan

Others present: Jennifer Rowden, RPC Circuit Rider, and Wendy Chase, Recording Secretary

Mr. Kroner convened the meeting at 6:45pm.

Mr. Kroner reported to the Board that Mr. Maggiore was appointed by the Select Board to serve as the Planning Board's Representative until March 2015.

Mr. Kroner welcomed, recently Elected Member, Barry Donohoe to the Board.

I. Reorganization of the Planning Board

1. Elect a Chair – Dr. Arena moved and Mr. Derby seconded the motion to nominate Mr. Kroner as Chairman to the Board.

The vote passed in favor of the motion (5-0). Mr. Kroner did not vote, but accepted the nomination.

2. Elect a Vice Chair – Dr. Arena moved and Mr. Hornsby seconded the motion to nominate Mr. Harned as Vice-Chair to the Board.

The vote passed in favor of the motion (5-0). Mr. Harned did not vote, but accepted the nomination. Mr. Kroner explained that the past practice of the Board was to have the Vice-Chair preside over the Work Session meetings. The Board did not object to continuing with that practice. There will be a transition period where Mr. Kroner will Chair all meetings until Mr. Harned is ready to take over.

Mr. Kroner said that over the next year, during the Work Sessions, he would like the Board to explore possible amendments to the Accessory Structure Ordinance. The current ordinance

doesn't limit the amount of accessory structures per lot, and the structures are permitted to be only 15-feet from a property line no matter how large it is.

3. Appoint Board Committee Members:

- a) Long Range Planning Committee (LRP) – (3 members) – Mr. Kroner explained that an important function of the LRP Committee is updating the Chapters of the Master Plan. The last Chapters that need to be updated this year are the Natural Resource Chapter and the Future Land Use Chapter. Mr. Derby, Mr. Donohoe and Dr. Arena volunteered to serve on the LRP.
- b) Application Review Committee (ARC) – (3 members) – Mr. Harned, Mr. Hornsby and Dr. Arena volunteered to serve on the ARC. Ms. Rowden said that if the Board would like her to attend ARC meetings she would not be available on the 1st and 4th Tuesdays of the month. Mr. Harned mentioned coordinating ARC meetings with Work Sessions and meeting one hour before the scheduled Work Session. Ms. Chase informed them that the Applicants, scheduled for an amendment to a Site Plan approval for the April 1st meeting, requested an ARC meeting. Mr. Harned asked that the committee members connect tomorrow to figure out a day.
- c) Rules and Procedures – (3 members) – Mr. Harned, Mr. Kroner and Dr. Arena volunteered to serve on the Rules and Procedures Committee.
- d) Capital Improvement Plan (CIP) Board Representative – (1 member) – Mr. Harned nominated Ms. Monaghan to serve as the Planning Board's Representative to the CIP. Mr. Harned moved and Mr. Hornsby seconded the motion to nominate Ms. Monaghan to serve as the Planning Board's Representative to the CIP. The vote was unanimous in favor of the motion (6-0).
- e) Heritage Commission Board Representative – (1 member) – Mr. Kroner said the Heritage Commission meets the 3rd Thursday of each month at 9:30am. A motion was made and seconded to nominate Ms. Monaghan to serve as the Planning Board's Representative to the Heritage Commission. The vote was unanimous in favor of the motion (6-0).
- f) Economic Development Committee (EDC) Board Representative – (1 member) – Dr. Arena volunteered to continue to serve on the Committee, because he is very tax conscious. Mr. Hornsby moved and Ms. Monaghan seconded the motion to nominate Dr. Arena to serve on the Economic Development Committee as the Planning Board's Representative. The vote passed in favor of the motion (5-0). Dr. Arena did not vote.

Mr. Kroner said that that he hopes to get more open communication from the School. Ms. Rowden said that the EDC doesn't have to do with the school. She said that the RPC did an analysis along Route 1 and determined that 20% of land can still be developed. She said the Committee discussed the possibility of re-zoning the western corner of Route 111 at the Industrial park to I-B/R. She said that would have to eventually come before the Planning Board because it is a zoning issue.

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94 **II. New Business**

95 1. Chair recites Code of Ethics Preamble – Mr. Kroner will recite it at the regularly scheduled
96 Planning Board meeting, April 1, 2014.

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98 2. Prior Committee members' Committee updates:

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100 a) Long Range Planning Committee (LRP) – There was no report.

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102 b) Application Review Committee (ARC) – There was no report.

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104 c) Rules and Procedures – Ms. Rowden distributed suggested changes to the Site Plan and
105 Subdivision Application to deal with minor site plan amendments and lot line
106 adjustments. The intention of the suggested changes would ease the burden on both
107 the Applicant and Board. She asked the Board to review it and come up with suggested
108 criteria on what kind of project would constitute when a site plan is necessary. She said
109 that in some instances the applicant may only need Board approval and not have to
110 record a site plan, but update the plan that would be kept on file with the Town. She
111 said most towns have a minor site plan review option. Ms. Rowden said that some
112 towns delegate the responsibility for minor site plan reviews to the Building Inspector,
113 Police Chief, or Staff. Ms. Rowden said that if it is delegated to another party, the plan
114 could still go to the Planning Board to be "signed off" on. Mr. Derby said that an
115 alternative could be a request of a waiver from the site plan requirement.

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117 d) Capital Improvement Plan (CIP) Board Representative –There was no report.

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119 e) Heritage Commission Board Representative – There was no report.

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121 f) Economic Development Board Representative – Ms. Rowden's comments above.

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124 **III. Other Business**

125 **1. Minutes**

126 a) January 21, 2014

127 b) February 4, 2014

128 c) March 4, 2014

129 **Mr. Hornsby moved and Ms. Monaghan seconded the motion to approve the January**
130 **21, 2014, February 4, 2014 and March 4, 2014 meeting minutes as written.**

131 **The vote passed in favor of the motion (5-0-1). Mr. Donohoe abstained.**

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133 2. Any other business to come before the Board

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135 a) 70 Woodland Road subdivision conditional approval expired – The Board determined that
136 the Conditional Approval expired January 8, 2014 and the new owners did not request a 1-year
137 extension pursuant to Subdivision Regulation VI. E. 2; therefore the new owners would need to reapply
138 for the subdivision.

139 Ms. Rowden said that Phil Wilson is serving as an RPC Commissioner with a term to expire in 2016. She
140 said there are still one full member vacancy and two alternate member vacancies. She said that they
141 meet once a month and are working on transportation for the regional Master Plan. Mr. Kroner said it
142 doesn't have to be a Planning Board member; the Planning Board nominates the individual and the
143 Select Board appoints them. Mr. Derby voiced interest, but said he will talk to Mr. Wilson about it to get
144 more information.

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146 The meeting adjourned at 7:32pm without objection.

147 Respectfully submitted,

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149 Wendy V. Chase
150 Recording Secretary

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152 Approved May 20, 2014

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