



**Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, May 17, 2016 at 6:30pm
Town Hall, 231 Atlantic Avenue**

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

In attendance: Tim Harned, Chair; Nancy Monaghan, Vice Chair; Members Dan Derby, Phil Wilson, Josh Jeffrey, and Terry Belluche; Jennifer Rowden, RPC Circuit Rider; and Rick Milner, Recording Secretary.

Vice Chair Monaghan called the meeting to order at 6:30 pm.

I. New Business

1. Town of North Hampton, NH public hearing to consider the adoption of revisions to the Site Plan (Sections VI.A.1 & 2 and B.2), Subdivision (Sections VI.A.1 & 2 and B.2), and Excavation (Sections 5 & 12) Regulations regarding deadlines for submittal of applications and information to the Planning Board.

Ms. Monaghan presented the proposed language revisions to the Site Plan, Subdivision, and Excavation Regulations intended to bring the regulations into conformance with the Planning Board application submittal deadline schedule. Revisions attached as Appendix A to these minutes.

Ms. Monaghan opened the public hearing at 6:31 pm. No comments were made. Ms. Monaghan closed the public hearing at 6:32 pm.

Mr. Harned moved that the Planning Board adopt the proposed language revisions to the Site Plan, Subdivision, and Excavation Regulations as presented. Second by Mr. Wilson. The vote was unanimous in favor of the motion (6-0).

Ms. Monaghan presented a revised 2016 Planning Board meeting schedule. The revised schedule included application and information submittal deadlines for new applications, continued applications, design reviews, and preliminary consultations.

Mr. Harned moved that the Planning Board adopt the revised 2016 Planning Board meeting schedule as presented. Second by Mr. Jeffrey. The vote was unanimous in favor of the motion (6-0).

45 **2. Committee Updates**

46 **a. Long Range Planning (LRP) – Town-wide survey questions**

47 Mr. Derby presented a draft version of the town-wide survey for the Board's consideration. Mr. Derby
48 stated that the purpose of the survey was to obtain citizen input on planning issues as one of many
49 sources of information to aid the Planning Board with future drafts of the Vision Chapter of the Master
50 Plan. Some planning issues addressed by the survey would be to see if citizens agree or disagree with:

- 51 i. encouraging mixed use within the Industrial-Business/Residential (I-B/R) District
- 52 ii. improving walkability and bike-ability in the I-B/R District and/or the entire town in general.

53
54 Mr. Derby further explained that previous references to a village district have been removed. The
55 concept is not being pursued at this time.

56
57 Ms. Rowden presented a map which showed the creation of a Central Business District within the I-B/R
58 District. This district could have special regulations which would promote mixed use and walkability
59 within a centralized business area. Map attached as Appendix B to these minutes.

60
61 Mr. Wilson stated that he was wary of any concept that may negatively affect the ability of the Town to
62 provide workforce housing as required by the State. Currently, there is an incentive for a developer to
63 create workforce housing because the zoning ordinance provides for workforce housing as the only
64 allowed mixed use in the I-B/R District. If other types of mixed use are allowed, then the incentive to
65 create workforce housing goes away.

66
67 Mr. Derby stated that providing more mixed use alternatives within the I-B/R District could give a
68 struggling business area the ability to be more successful and survive for an extended period of time.

69
70 Mr. Harned stated that the I-B/R District is the best place to develop workforce housing if state
71 requirements make it necessary to provide additional workforce housing.

72
73 The Board further discussed the following areas pertaining to the proposed town-wide survey:

- 74 i. structure and purpose of some questions included in the survey
- 75 ii. ways to validate the responses and accuracy of statistical data received from the survey
- 76 iii. best ways to distribute the survey to the citizens.

77
78 The Board came to a consensus without objection on the following courses of action regarding the
79 proposed town-wide survey:

- 80 i. The boundaries for the proposed Central Business District as presented are acceptable to
81 provide a frame work for beginning the discussion of a central business area concept.
- 82 ii. Survey question regarding internally lit signs will be removed from the survey.
- 83 iii. Board members will further review the current draft of the survey and provide suggestions or
84 modifications for the document.

85
86 **b. Application Review Committee (ARC) – No report.**

87 **c. Rules and Regulations/Procedures – No report.**

88 **d. Sign Ordinance ad hoc Committee – Ms. Monaghan stated that the proposed Sign Ordinance revision**
89 **is ready to be presented to the entire Board at the June 21 work session.**

90 **e. Capital Improvement Plan (CIP) – No report.**

91 **f. Economic Development Committee** – The Board requested that Mr. Milner inform the Economic
92 Development Committee of Mr. Wilson’s appointment to the Committee.

93 **g. Select Board** – No report.

94 **h. RPC Circuit Rider** – No report.

95
96 **II. Other Business**

97 **1. Town of North Hampton, NH** review of 2017 zoning ordinance amendment proposals.

98 Mr. Jeffrey presented a draft of a proposed Senior Services and Facilities Ordinance for inclusion in the
99 zoning ordinance. The proposal included the following items:

- 100 a. Definitions for the three types of elderly care facilities – Assisted Living, Nursing Facility, and
101 Senior (Elder) Day Care Facility (Center)
- 102 b. Senior Services and Facilities use would be allowed only in the I-B/R District and only after the
103 issuance of a conditional use permit by the Planning Board
- 104 c. Site plan or change of use review to determine adequate soil for septic, need for septic reserve
105 area, site drainage, parking, etc.
- 106 d. Dimensional requirements of the I-B/R District will apply to this type of use
107

108 Ms. Rowden suggested that the title of the ordinance be changed to Adult and Senior Services and
109 Facilities to accurately represent the uses indicated in the definitions of the types of facilities.

110
111 The Board came to a consensus without objection to have Mr. Jeffrey and Mr. Wilson proceed with
112 drafting a final version of the proposed Adult and Senior Services and Facilities Ordinance for the
113 Board’s consideration to include on the 2017 Town Ballot.

114
115 Mr. Milner presented the following items as requested by the Board at the previous meeting for the
116 Board’s consideration:

- 117 a. Listing of proposed zoning ordinance changes prioritized and classified by which items required
118 town-wide vote and which items were editorial in nature
- 119 b. Proposed re-structuring of the zoning ordinance articles and sections intended to create a more
120 organized document
- 121 c. Listing of all items within the zoning ordinance which require a conditional use permit
122

123 The Board came to a consensus without objection to have Mr. Milner and Ms. Rowden prepare draft
124 versions suitable for inclusion on the town ballot of the proposed zoning ordinance changes which
125 require a town-wide vote for approval. These proposed changes could be discussed at the June 21 work
126 session of the Planning Board.

127
128 **2. Minutes.**

129 Ms. Monaghan presented the minutes of the May 3, 2016 Planning Board meeting.

130 **Mr. Wilson moved that the Planning Board accept the minutes of the May 3, 2016 Planning Board**
131 **meeting as written. Second by Mr. Jeffrey. The vote was 5-0-1 in favor of the motion with Mr.**
132 **Belluche abstaining.**

133
134 The meeting was adjourned at 8:52pm without objection.

135 Respectfully submitted,

136 Rick Milner

137 Recording Secretary

SITE PLAN REGULATIONS SECTIONS VI.A.1 & 2 and B.2

1. Preliminary Consultation Phase

A preliminary consultation and review on applications shall not bind either the applicant or the Planning Board. The preliminary consultation may include, but is not limited to, discussions of the proposal in general terms to include the desirability of the development and the development's relationship to the Master Plan. Preliminary consultation may occur without the necessity of giving formal public notice as required by RSA 676:4 I (d), but must occur only at formal meetings of the Planning Board. **The applicant shall submit an application to be placed on a meeting agenda in accordance with the application and information submittal deadline schedule adopted by the Planning Board.** Review beyond such conceptual and general discussion may proceed only after identification of, and notice to, abutters and the general public as required by Section VI-D. In a preliminary consultation, the application may present a rough sketch or other information useful in defining the general scope and concept of the site plan. The Planning Board may make suggestions to assist the **application applicant** in preparing the formal application and in resolving problems foreseen with meeting site plan requirements or other applicable regulations of the Town.

2. Design Review Phase

The optional design review phase on applications is beyond a preliminary consultation and involves more specific design and engineering details. Such review shall not bind either the applicant or the Planning Board. The design review phase may proceed only after notice to abutters and the general public as provided for in Section VI-D of these regulations. The applicant shall submit a completed application form, a check for the filing fee, an abutter's list, and a preliminary plan, **fifteen (15) days prior to the hearing date, in accordance with the application and information submittal deadline schedule adopted by the Planning Board.** If the applicant wishes to proceed beyond the design review phase, a public hearing for the final site plan must be held.

B. Formal Application

1. Application for approval of the final site plan should be filed with the Board by the applicant or his agent in writing on forms provided by the Town. Submitted material shall be complete and include material described in Section VIII. Should an application be found incomplete, the Board shall notify the applicant, requesting that the necessary documentation be submitted and informing the applicants that no further consideration of the application can be made until the application is complete.

2. A completed application sufficient to invoke jurisdiction of the Board shall be filed with the Board's designee **at least 15 days prior to the public meeting of the Board at which it is to be submitted, in accordance with the application and information submittal deadline schedule adopted by the Planning Board.**

3. A completed application will be submitted to and accepted for consideration by the Planning Board only at a Public Meeting for which notice has been given to the applicant, abutters and the general public.

4. Applications shall be disapproved by the Board without public hearing on the grounds of failure of the applicant to supply information or to pay fees as required by these regulations.

SUBDIVISION REGULATIONS SECTIONS VI.A.1 & 2 and B.2

1. Preliminary Consultation Phase

A preliminary consultation and review on applications shall not bind either the applicant or the Planning Board. The preliminary consultation may include, but is not limited to, discussions of the proposal in general terms to include the desirability of the development and the development's relationship to the Master Plan. Preliminary consultation may occur without the necessity of giving formal public notice as required by RSA 676:4 I (d), but must occur only at formal meetings of the Planning Board. ~~The applicant shall submit an application to be placed on a meeting agenda in accordance with the application and information submittal deadline schedule adopted by the Planning Board.~~ Review beyond such conceptual and general discussion may proceed only after identification of, and notice to, abutters and the general public as required by Section VI-D. In a preliminary consultation, the application may present a rough sketch or other information useful in defining the general scope and concept of the subdivision including how the land will be divided. The Planning Board may make suggestions to assist the applicant in preparing the formal application and in resolving problems foreseen with meeting subdivision requirements or other applicable regulations of the Town.

2. Design Review Phase

The optional design review phase on applications is beyond a preliminary consultation and involves more specific design and engineering details. Such review shall not bind either the applicant or the Planning Board. The design review phase may proceed only after notice to abutters and the general public as provided for in Section VI-D of these regulations. The applicant shall submit a completed application form, a check for the filing fee, an abutter's list, and a preliminary plan, ~~seventeen (17) days prior to the hearing date.~~ ~~in accordance with the application and information submittal deadline schedule adopted by the Planning Board.~~

The purpose of the Design Review is to familiarize the Planning Board with the basic concept of the proposed subdivision and to:

- a) acquaint the potential applicant with the formal application process and particular information that the Planning Board may request;
- b) to suggest methods for resolving possible problems in the development, design and layout;
- c) to make the potential applicant aware of any Master Plan recommendations applicable to the site; and,
- d) to acquaint abutters with the proposed subdivision.

If the applicant wishes to proceed beyond the design review phase, a public hearing for the final subdivision plan must be held.

B. Formal Application

1. Application for approval of the final subdivision plan should be filed with the Board by the applicant or his agent in writing on forms provided by the Town. Submitted material shall be complete and include material described in Section VIII. Should an application be found incomplete, the Board shall notify the applicant, requesting that the necessary documentation be submitted and informing the applicants that no further consideration of the application can be made until the application is complete.

2. A completed application sufficient to invoke jurisdiction of the Board shall be filed with the Board's designee ~~at least seventeen (17) days prior to the public meeting of the Board at which it is to be submitted.~~ ~~in accordance with the application and information submittal deadline schedule adopted by the Planning Board.~~

EXCAVATION REGULATIONS SECTIONS 5 & 12

SECTION 5 - APPLICATION FOR PERMIT

Except as provided in Section 3, any owner or owner's designee subject to this chapter shall, prior to excavation of or continuance or expansion of excavation of any land, apply to the Regulator for a permit for excavation and submit a reclamation plan **in accordance with the application and information submittal deadline schedule adopted by the Planning Board.** The permit application shall be signed and dated by the applicant and shall contain at least the following information in addition to that required by the Excavation Application Checklist and other applicable regulations. The Regulator may waive items listed under this section; such waiver must be in writing.

SECTION 12 - HEARING

Prior to the regulator approving an application for an excavation permit or an application for an amended excavation permit, a public hearing shall be held within thirty (30) days of receipt of a completed application. A notice of said hearing shall be sent to all abutters and shall specify the grounds for the hearing as well as the date, time, and place. At least ~~fourteen (14)~~ **ten (10)** days' notice of the time and place of such hearing shall be published in a paper of general circulation in the town and legal notice thereof shall also be posted in at least three public places in the town; the ~~fourteen (14)~~ **ten (10)** days shall not include the day of publication of the day of the meeting, but shall include any Saturdays, Sunday and legal holidays within said period. Within twenty (20) days of said hearing or any continuation thereof, the planning board shall issue a written decision approving or disapproving the application, giving reasons for disapproval.

RSA CHANGED IN 2002 TO TEN (10) DAYS; 14 DAYS PRIOR TO 2002.

