



**Meeting Minutes
Work Session
North Hampton Planning Board
Monday, January 16, 2024 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.

In attendance: Phil Wilson, Chair; Rob Omberg, Vice Chair; Members Nancy Monaghan, Shep Kroner, and Jim Maggiore, Select Board Representative; and Rick Milner, Recording Secretary.

Vice Chair Omberg called the meeting to order at 6:36pm.

I. Public Hearing

1. Town of North Hampton, NH review to consider adoption of proposed revisions to Town of North Hampton Subdivision Regulations and Site Plan Regulations regarding application procedures necessitated by adoption of NH House Bill 1661 as law.

Mr. Milner presented proposed revisions to the Town of North Hampton Subdivision Regulations and Site Plan Regulations which were necessitated by the adoption of NH House Bill 1661 as law. The changes eliminated the ability of the Planning Board to unilaterally request additional time to review an application without the applicant agreeing to an extension beyond the 65 day time limit.

Mr. Omberg opened the public hearing at 6:38pm. No comments were made. Mr. Omberg closed the public hearing at 6:39pm.

Mr. Wilson moved that the Planning Board adopt the proposed revisions to the Town of North Hampton Subdivision Regulations and Site Plan Regulations regarding application procedures as presented. Second by Mr. Maggiore. The vote was unanimous in favor of the motion (5-0).
The revised language is attached as Appendix A to these minutes.

II. New Business

1. Discussion of proposed revised format for updated Master Plan document.

Mr. Milner presented a proposed revised format for the Town of North Hampton Master Plan. The revised format eliminated several chapters and documents that are 10 to 25 years old and retained the chapters created by the Planning Board in the past five years, including the required Vision and Land Use Chapters. The deleted chapters and other information will be retained in an archive link on the Town of North Hampton website and as hard copies on file at the Town Office. The chapters to be retained in the Master Plan and the year in which they were adopted are as follows:

- a. Vision Chapter with Preamble – 2019
- b. Land Use – 2022
- c. Housing – 2023
- d. Coastal Hazards and Adaptation – 2022
- e. Historical Resources – 2023
- f. Agriculture – 2019

Ms. Monaghan suggested that the link to the Master Plan on the Town website include an introductory statement explaining the purpose of the Master Plan and indicate the chapters required by the State of New Hampshire.

Mr. Kroner and Mr. Wilson stated that the Conservation and Water Resources chapters are integral to the principles and strategies expressed in the Vision Chapter of the Master Plan. The Planning Board should make the creation of an updated Conservation and Water Resources Chapter a priority in the upcoming year.

The Board discussed other potential updates to the Master Plan. The Board came to a unanimous consensus without objection to revise the format of the current Master Plan document as presented by Mr. Milner.

III. Other Business

1. Committee Updates.

a. Long Range Planning (LRP) – Mr. Wilson reported that the committee has discussed how to solve the problem of providing reasonable and realistic opportunities for affordable housing development given the cost and expense parameters associated with housing development in the current economic climate. Mr. Wilson distributed a document which provided a framework of development characteristics and land conditions that need to be considered while attempting to find a solution which provides affordable housing opportunities. The committee will be continuing its analysis of the problem in future meetings.

Mr. Omberg and Mr. Wilson discussed ways to guarantee that new development falls within affordability parameters and strategies that may help generate affordable housing such as mixed use and density bonuses. The Board discussed options for available land in North Hampton which may be used for the development of an affordable housing project.

b. Application Review Committee (ARC) – No report.

c. Rules of Procedure/Regulations – No report.

d. RPC Commissioner – No report.

e. Select Board – No report.

f. RPC Circuit Rider – No report.

g. Planning and Zoning Administrator – Mr. Milner informed the Board of the one application to be considered at the February 6 meeting.

2. Minutes.

Mr. Omberg presented the Planning Board December 18, 2023 meeting minutes.

Mr. Wilson moved that the Planning Board accept the minutes of the December 18, 2023 Planning Board meeting as written. Second by Ms. Monaghan. The vote was unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:25 pm without objection.

Respectfully submitted,



Rick Milner, Recording Secretary

APPENDIX A

Required revisions necessitated by HB 1661 adopted as law. Changes in ~~RED~~ or ~~STRUCK OUT~~.

Site Plan Regulations Section VI

D. Board Action on Completed Application

1. Upon determination by the Board that a submitted application is complete according to the Board's regulations, the Board shall begin formal consideration and shall act to approve, conditionally approve, or disapprove within 65 days, subject to extension or waiver.
- ~~2. The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.~~
2. ~~Upon failure of the Board to approve, conditionally approve, or disapprove the application, the Board of Selectmen shall, upon request of the applicant, immediately issue an order directing the Planning Board to act on the application within thirty (30) days per RSA 676:4, I, (e)(1).~~ If the Board determines that it lacks sufficient information to make a final decision on an application and the applicant does not consent to an extension, the Board may, in its discretion, deny the application without prejudice, in which case the applicant may resubmit the same or a substantially similar application. ~~If the Board does not act on the application within the thirty (30) 65 day time period, then within forty (40) days of the issuance of the order,~~ the Selectmen shall certify on the applicant's site plan review application that the plat is approved pursuant to RSA 676:4.I.c. ~~unless within those forty (40) days the Selectmen have identified in writing a specific provision of the Site Plan Review Regulations, Subdivision Regulations, Zoning Ordinance, or other applicable regulation or by law with which the application does not comply.~~ Such certification by the Selectmen of the foregoing shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and court review under RSA 677:15.
3. If any submitted plat is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 5 business days of such vote.

Subdivision Regulations Section VI

D. Board Action on Completed Application

1. Upon determination by the Board that a submitted application is complete according to the Board's regulations, the Board shall begin formal consideration and shall act to approve, conditionally approve, or disapprove within 65 days, subject to extension or waiver.
- ~~2. The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.~~
2. ~~Upon failure of the Board to approve, conditionally approve, or disapprove the application, the Board of Selectmen shall, upon request of the applicant, immediately issue an order directing the Planning Board to act on the application within thirty (30) days per RSA 676:4, I, (e)(1).~~ If the Board determines that it lacks sufficient information to make a final decision on an application and the applicant does not consent to an extension, the Board may, in its discretion, deny the application without prejudice, in

which case the applicant may resubmit the same or a substantially similar application. If the Board does not act on the application within the ~~thirty (30)~~ 65 day time period, then ~~within forty (40) days of the issuance of the order,~~ the Selectmen shall certify on the applicant's subdivision application that the plat is approved pursuant to RSA 676:4.I.c. ~~unless within those forty (40) days the Selectmen have identified in writing a specific provision of the Subdivision Regulations, Zoning Ordinance, or other applicable regulation or by-law with which the application does not comply.~~ Such certification by the Selectmen of the foregoing shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and court review under RSA 677:15.

3. If any submitted plat is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 5 business days of such vote.
4. The Board shall have the right, before final approval of a subdivision is granted, to determine what constitutes "active and substantial development" in relation to the application under review. By doing so, on a case by case basis, the Board establishes the threshold of development necessary to vest the applicant under the provisions of RSA 674:39, Five-Year Exemption. In the event the Board does not make a specific determination regarding "active and substantial development" at the time of approval, completion of the infrastructure of the approved subdivision shall constitute "active and substantial development."