



Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, May 15, 2018 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: Nancy Monaghan, Vice Chair; Members Phil Wilson, Dan Derby, Wally Kilgore, and Jim Maggiore, Select Board Representative; Jennifer Rowden, RPC Circuit Rider; and Rick Milner, Recording Secretary.

Vice Chair Monaghan called the meeting to order at 6:32pm.

I. New Business

1. Review of proposed 2018-19 Zoning Ordinance amendments – Essential Services.

Ms. Rowden presented proposed language changes to clarify possible confusion in the zoning ordinance. Public utility buildings are allowed in the R-1 and R-2 residential zoning districts only by special exception granted by the Zoning Board of Adjustment (ZBA). Essential services, with the exception of buildings, are a permitted use in the R-1 and R-2 districts. Since buildings or structures associated with essential services may be considered public utility buildings, there may be a potential conflict with the process for authorizing public utility buildings in the R-1 and R-2 districts. Ms. Rowden suggested that public utility buildings be removed from the R-1 and R-2 permitted uses and special exceptions listings in the zoning ordinance. This would bring consistency to the process by requiring a variance be granted by the ZBA to authorize both public utility and essential services buildings in the R-1 and R-2 districts.

Ms. Monaghan and Mr. Wilson stated that they were in favor of the proposed change. No members voiced any objection to the proposed change in the zoning ordinance.

Mr. Wilson moved that the Planning Board table consideration of the proposed zoning amendment concerning essential services and public utility buildings until the September 18, 2018 Planning Board Work Session. Second by Mr. Kilgore. The vote was unanimous in favor of the motion (5-0).

2. Discussion of proposed Site Plan Review Regulations – Minor Site Plan.

Ms. Monaghan stated that the goal of the discussion was to determine if the Planning Board wished to move forward with considering creation of minor site plan procedures.

Ms. Rowden presented to the Board:

- a. examples of minor site plan procedures from other towns in the area and
- b. a draft of potential minor site plan regulations for the Town of North Hampton.

The examples outlined possible thresholds which would determine what triggers a full site plan review or what type of activities and /or improvements would not require a full site plan review.

Mr. Wilson explained that there have been problems in the past with sites that do not have recorded mylars documenting the allowed uses for the sites. This is one reason behind the Planning Board's goal to have recorded site plans detailing the allowed uses for as many sites as possible in the Industrial-Business/Residential zoning district. Establishing another layer of review may not be necessary. It is not logical to try to determine what does not need to be reviewed by the Planning Board. The current site plan regulations stating what does need to be reviewed by the Planning Board are adequate.

Mr. Wilson further explained that it is important to have a relatively accurate mylar recorded with the County Registry. One minor site change may possibly be allowed by future regulations with the recording of an affidavit. However, what is the limit for the number of allowed minor changes? At what point does the number of minor changes render a recorded site plan inaccurate?

Mr. Maggiore stated that allowing a minor site change with the recording of an affidavit detailing the minor site change, as opposed to the recording of a site plan, sounds like a good idea. However, the possibilities of what could be considered a minor change are potentially endless. Establishing a threshold for what should be considered a minor change may be difficult.

The Planning Board came to a consensus without objection to move forward with consideration of minor site plan regulations. Ms. Monaghan suggested that Ms. Rowden prepare further information based on the Board's comments for the Board to review at a future work session.

II. Other Business

1. Committee Updates.

a. Long Range Planning (LRP) – Mr. Derby reported that the committee will be reviewing the Master Plan Vision Statement and the results of the recent EDC survey.

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

c. Rules and Regulations/Procedures – No report.

d. Capital Improvement Plan Committee (CIP) – Ms. Monaghan reported that committee meetings begin in June. The committee's recommendations are due to the Select Board in October.

e. Economic Development Committee (EDC) – Mr. Wilson reported that the committee has received the results of the 2018 survey. Mr. Wilson stated that the results are consistent with the results of several surveys dating back to 1989.

f. Select Board – Mr. Maggiore reported that the Select Board is investigating strategies to improve document management and storage.

g. RPC Circuit Rider – Ms. Rowden reported that the Rockingham Planning Commission will be submitting a grant proposal associated with transportation infrastructure improvements to mitigate the effects of storm damage and/or sea level rise.

h. Planning and Zoning Administrator – Mr. Milner reported that there are no applications submitted for the June 5, 2018 Planning Board meeting. The Board came to a consensus without objection to cancel the June 5 meeting.

2. Minutes.

Ms. Monaghan presented the minutes of the April 17, 2018 Planning Board meeting.

Mr. Wilson moved that the Planning Board accept the minutes of the April 17, 2018 Planning Board meeting as written. Second by Mr. Maggiore. The vote was 4-0-1 in favor of the motion with Mr. Kilgore abstaining.

3. Land Use Boards Meeting.

Ms. Monaghan announced that the Chairs and Vice Chairs of the various land use boards will be holding their annual meeting to share information and review projects for the coming year. The meeting will take place on May 31, 2018 in the Mary Herbert Conference Room starting at 6:00pm.

The meeting was adjourned at 7:56pm without objection.

Respectfully submitted,

Rick Milner
Recording Secretary