



**Meeting Minutes**  
**Work Session**  
**North Hampton Planning Board**  
**Tuesday, August 21, 2018 at 6:30pm**  
**Town Hall, 231 Atlantic Avenue**

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

9  
10 **In attendance:** Tim Harned, Chair; Nancy Monaghan, Vice Chair; Members Phil Wilson, Dan Derby, and  
11 Wally Kilgore; Alternate Member Lauri Etela; Jennifer Rowden, RPC Circuit Rider; and Rick Milner,  
12 Recording Secretary.

13  
14 Vice Chair Monaghan called the meeting to order at 6:30pm.  
15 Ms. Monaghan appointed Mr. Etela to stand in for Mr. Belluche.

16  
17 **I. New Business**

18 1. Review of proposed 2018-19 Zoning Ordinance amendments – Accessory Structures.  
19 Mr. Harned presented proposed language for a new Accessory Structures section of the zoning  
20 ordinance and revisions to the Agriculture Accessory Structures section of the zoning ordinance. The  
21 intent of the proposed language is to create a definition for accessory structures and establish  
22 permitting regulations for the construction of accessory structures within all zoning districts of the Town  
23 of North Hampton.

24  
25 The proposed language included various setback distances based on the size of the proposed accessory  
26 structure and the size of the lot. The proposed language also included a conditional use permit process  
27 for proposed accessory structures that do not meet the zoning ordinance standards.

28  
29 The Board discussed what type of structures would be considered accessory in nature. Specifically, the  
30 Board discussed the classification of garages in detail. Mr. Wilson stated that accessory structures have a  
31 use that is incidental and subordinate to the use of the primary structure. Mr. Harned stated his opinion  
32 that garages are not incidental and subordinate uses. They are normal, expected parts of homes.

33  
34 The Board further discussed proposed revisions to the language regarding accessory structures in the  
35 agriculture section of the zoning ordinance. Specifically, the Board discussed:  
36 a. whether agricultural accessory structures and non-agricultural accessory structures should be held to  
37 the same standards such as setbacks and location on the property  
38 b. creating the same process for approving agricultural accessory structures and non-agricultural  
39 accessory structures.

40  
41 2. Review of proposed 2018-19 Zoning Ordinance amendments – Lot Coverage.  
42 Ms. Rowden presented information regarding lot coverage to give the Board a framework from which to  
43 begin a discussion regarding the possible adoption of lot coverage requirements within the zoning  
44 ordinance. Ms. Rowden also presented revisions to the zoning ordinance language that included a

proposed definition for lot coverage and a proposed maximum percentage of a lot that could be covered by structures and surfaces that are impervious to water within each zoning district. Lot coverage requirements would provide parameters for allowable intensity of development upon a lot.

The Board discussed that the rationale for including lot coverage requirements in the zoning ordinance would be:

- a. to preserve the rural character and open space desires expressed by the Town's Master Plan and
- b. to prevent the creation of more impervious surface than nature can sustain as it relates to stormwater and flooding issues.

### 3. Discussion of proposed Site Plan Review Regulations – Minor Site Plan.

Ms. Rowden presented proposed language revisions to the Site Plan Regulations intended to improve upon the approval process for minor changes to a site. Currently, minor changes must use the same site plan review process that major projects use with several possible waiver requests to the regulations. The proposed language revisions create criteria for different levels of review based on the level of impact that a proposed change may have on a site. The goal of the proposed revisions is to provide a less time-consuming and more cost effective process for proposed minor changes to a site.

Ms. Rowden also presented examples of similar minor site plan review regulations from other towns in the area. The Board discussed methods of recording minor changes without going through an entire site plan review such as recording simple affidavit letters or attaching drawings to existing site plans that are on file.

## II. Other Business

### 1. Discussion of FY 2020 Operating Budget requests.

Mr. Milner informed the Board that the Town Administrator has requested any operating budget funding requests be submitted to the Finance Department by September 7.

Mr. Wilson suggested that additional funding may be needed to produce updates to Master Plan chapters. Mr. Harned asked which Master Plan chapters are priorities to update and how much it would cost to update a chapter.

Ms. Rowden stated that the Vision Statement and Future Land Use chapters are priorities. An approximate cost to update a chapter such as the Future Land Use chapter would be approximately \$4,000.00. Ms. Rowden also stated that the cost for Rockingham Planning Commission (RPC) services may increase three to five percent next year.

### 2. Committee Updates.

a. Long Range Planning (LRP) – No report.

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

c. Rules and Regulations/Procedures – No report.

d. Capital Improvement Plan Committee (CIP) – Ms. Monaghan reported that the committee is currently drafting its report to meet its October deadline for presentation to the Select Board.

e. Economic Development Committee (EDC) – Mr. Wilson reported that the committee has scheduled a visioning session with an RPC facilitator for September 22. Also, the committee, in association with business representatives, will visit businesses to receive responses to a structured questionnaire in

order to have responses from the business community that will augment the information received in the recent town survey.

f. Select Board – No report.

g. RPC Circuit Rider – No report.

h. Planning and Zoning Administrator – Mr. Milner informed the Board about applications scheduled to be considered at future meetings.

3. Minutes.

Ms. Monaghan presented the minutes of the August 7, 2018 Planning Board meeting.

**Mr. Harned moved that the Planning Board accept the minutes of the August 7, 2018 Planning Board meeting as written. Second by Mr. Wilson. The vote was unanimous (6-0) in favor of the motion.**

The meeting was adjourned at 9:29pm without objection.

Respectfully submitted,

Rick Milner  
Recording Secretary