



**Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, February 19, 2019 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 Jim Maggiore, Select Board Representative; Alternate Members Lauri Etela and Valerie Gamache;
12 Jennifer Rowden, RPC Circuit Rider; and Rick Milner, Recording Secretary.

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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 Ms. Monaghan appointed Ms. Gamache to stand in for Mr. Kilgore.

17
18 **I. Other Business**

19 1. Discussion of updated proposed Master Plan Vision Chapter.

20 Mr. Derby presented an updated draft of the proposed one page Vision Chapter. The draft included
21 three principles based on the existing Master Plan Vision Chapter adopted in 2006 and current desires of
22 North Hampton residents expressed in surveys and other formats. The three principles are:

- 23 a. Maintain and protect rural New England seacoast character, heritage, and natural resources.
24 b. Manage operating expenses and capital investments and provide levels of service residents expect.
25 c. Strengthen sense of community.

26
27 The draft also includes several strategies to successfully accomplish the stated principles.

28
29 The Board discussed the language of the Vision Chapter draft and came to a consensus on several
30 language revisions. The Board also came to a consensus that supporting documents used as a basis for
31 the updated proposed Master Plan Vision Chapter language be preserved in digital and hard copy
32 formats so that the public may have access to the reference material used to create the updated Vision
33 Chapter. The proposed one page Master Plan Vision Chapter as revised by the Board at this meeting is
34 attached as Appendix A to these minutes.

35
36 2. Discussion of proposed Master Plan Preamble Concept.

37 Ms. Rowden presented a proposed preamble, or introductory paragraph, for inclusion with the updated
38 Master Plan. The proposed preamble included a list of concepts to inform the public as to the intent of
39 the Master Plan. The Board came to a consensus to accept the preamble concept. Mr. Harned suggested
40 a statement be added to the beginning of the preamble indicating the authority to prepare and amend a
41 master plan as detailed in New Hampshire state law. The proposed Master Plan Preamble as presented
42 at this meeting is attached as Appendix B to these minutes.

The Board came to a consensus to review the final versions of the proposed Master Plan Vision Chapter and the Preamble at the March 5 meeting with the goal of moving consideration of adoption of the documents to a future public hearing.

3. Discussion of proposed revisions to Site Plan Review Regulations Section V regarding site plan review requirements.

Ms. Rowden presented proposed revisions to the Site Plan Regulations developed by the Circuit Rider Planner and the Rules and Procedures Committee of the Planning Board. The proposed regulations, which would replace Site Plan Review Regulations Section V in its entirety, included language explaining which activities are exempt from Planning Board review or only require minor review. The intent of the revisions is to:

- a. better clarify for applicants, Town staff, and Planning Board members what activities require what level of review by the Board,
- b. reduce the time required for approvals of site alterations that have a temporary or minimal impact, and
- c. reduce the cost associated with approvals for site alterations that have only a minor impact.

The Board discussed the language of the proposed regulations and came to a consensus on some language revisions. The Board also discussed an adequate time limit and number of repetitions within a calendar year to allow temporary outdoor activities on a non-residential site. The Board suggested that Ms. Rowden create language for the Board's consideration regarding time limits for allowing temporary outdoor activities on non-residential sites. The proposed site plan regulations as presented at this meeting are attached as Appendix C to these minutes.

Mr. Harned moved that the Planning Board schedule a public hearing at the April 16, 2019 Planning Board meeting to consider the adoption of proposed revisions to Site Plan Review Regulations Section V regarding site plan review requirements language as edited at the February 19, 2019 Planning Board meeting. Second by Mr. Wilson. The vote was 6-0-1 in favor of the motion with Mr. Derby abstaining.

4. 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) – No report.
- e. Economic Development Committee (EDC) – Ms. Monaghan and Mr. Wilson reported that, if the Select Board decides to move forward with the EDC activities, the Planning Board may want to consider establishing an economic development ad hoc committee to determine how to introduce output of the EDC to the Planning Board and develop strategies for dealing with the information.

Mr. Wilson moved that the Planning Board establish an ad hoc committee to take up questions of whether and how the recommendations of the Economic Development Committee should be dealt with by the Planning Board. Second by Mr. Harned. The vote was unanimous in favor of the motion (7-0).

Mr. Harned moved that the Planning Board appoint Phil Wilson, Lauri Etela, and Tim Harned as members of the Planning Board Economic Development Ad Hoc Committee. Second by Ms. Monaghan. The vote was unanimous in favor of the motion (7-0).

91 **Mr. Harned moved that the Planning Board propose to the Economic Development Committee,**
92 **through the Planning Board representative to the Economic Development Committee, that the**
93 **Economic Development Committee nominate an Economic Development Committee member to be a**
94 **member of the Planning Board Economic Development Ad Hoc Committee subject to the approval of**
95 **the Planning Board. Second by Mr. Wilson. The vote was unanimous in favor of the motion (7-0).**
96

97 f. Select Board – Mr. Maggiore reported that the EDC report to the Select Board will be considered by
98 the Select Board on February 25. Mr. Maggiore also reported that the Select Board is considering
99 projects to update Town employee job descriptions and improve document management.

100 g. RPC Circuit Rider – No report.

101 h. Planning and Zoning Administrator – Mr. Milner informed the Board about upcoming applications
102 scheduled to be considered at the March 5 meeting.

103
104 5. Minutes.

105 Ms. Monaghan presented the minutes of the February 5, 2019 Planning Board meeting.

106
107 Mr. Wilson suggested the following changes to his comments starting on line 90 of the February 5, 2019
108 minutes:

109 a. Insert “should” before “provide” in the second sentence of the paragraph.

110 b. Change the third sentence of the paragraph to the following: “The most important consideration for
111 the Planning Board is to decide whether it is better for the general welfare of the Town to accept the
112 proposed improvements than to deny the application.”

113
114 **Ms. Monaghan moved that the Planning Board accept the minutes of the February 5, 2019 Planning**
115 **Board meeting as amended. Second by Mr. Maggiore. The vote was unanimous in favor of the motion**
116 **(7-0).**

117
118 The meeting was adjourned at 9:36pm without objection.

119
120 Respectfully submitted,

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122
123
124 Rick Milner
125 Recording Secretary

Town of North Hampton Master Plan - Vision Chapter

Adopted 17 January 2006 Updated: 19 February 2019

Principal 1) Maintain and protect rural New England seacoast character, heritage, and natural resources.

Strategies

- A. Protect natural resources – water, wetlands, forests, pastures, wildlife, and their habitats.
- B. Maintain and restore historic public buildings, antique houses, barns, and stone walls.
- C. Use conservation subdivisions to protect undeveloped land and natural resources.
- D. Encourage businesses that residents desire and limit undesired ones.
- E. Improve the appearance of Route 1.

Principal 2) Manage operating expenses and capital investments and provide levels of service residents expect.

Strategies

- A. Respond to residents' expectations for services and facilities.
- B. Respect residents' willingness to provide funding for vehicles, equipment, and facilities necessary to maintain the quality and level of services.
- C. Manage capital expenditures within a coordinated plan across all Town functions (including schools).
- D. Encourage business development that residents desire and makes a net positive contribution in taxes to support Town services and facilities.
- E. Implement an energy conservation plan for all Town facilities and equipment.
- F. Establish funding and procedures for routine maintenance facilities and equipment.
- G. Ensure coordination among Town departments and between Town departments and the School for efficient use of facilities for recreation and meetings.

Principal 3) Strengthen sense of community.

Strategies

- A. Communicate effectively and more broadly to engage residents in important decisions.
- B. Ensure open, honest, and frequent communication among Town departments, between Town departments and residents, and among residents.
- C. Rely on volunteers and provide opportunities for residents to become involved in Town affairs.
- D. Continue focusing commercial development to the Route 1 corridor while promoting a more vibrant and accessible business district.
- E. Encourage locally owned, small businesses vs chains, franchises, or big box stores.
- F. Strengthen the municipal complex as a pedestrian friendly "Town Center," interconnecting Town properties, School, Library, and Rails-Trails.
- G. Provide recreational features including, for example, sidewalks, bicycle paths, crosswalks at traffic signals, and activities for all age groups; and develop funds from sources other than property taxes.

APPENDIX B

North Hampton Planning Board
Long Range Planning Subcommittee
2/19/2019

Vision Chapter Preamble Circuit Rider Planner Recommendation

The following are recommended concepts to be included in an introductory paragraph (preamble) as part of the proposed shortened/updated Visions Chapter. The exact language used has not been drafted.

- Principles and Strategies included in the Vision Chapter are distilled from past and current desires about North Hampton's future that residents expressed in surveys, charettes, adopted zoning ordinances, and existing and past Master Plan Chapters.
- These Principles and Strategies are not prioritized and are intended for use holistically to guide decisions that affect the future of North Hampton.
- Town Boards, Commissions, Committees, and Departments should use the Principles and Strategies of the Vision Chapter while developing work plans, projects, or regulations affecting the Town's future or while collaborating with the Planning Board to develop individual Master Plan chapters.
- Individual chapters within the Master Plan may contain a vision statement specific to their content, as well as specific goals, strategies, and actions that focus the Vision Chapter's subsuming Principles and Strategies through the lens of the substance of that individual

APPENDIX C

North Hampton Planning Board

8/21/2018 Work Session

1/15/19 Update

Updates from 1/15/19 PB Work Session

Updates from 2/13/19 Rules & Procedures Subcommittee meeting

Site Plan Requirement Suggestion

Background: The intention of altering the site plan requirements are to 1) better clarify for property owners, town staff and the Planning Board regarding what activities require review by the Planning Board, 2) to reduce the time required for approvals for site alterations that have temporary or minimal impact by requiring no Planning Board review and only permits issued by the Building Department when required, and 3) to reduce the cost associated for approvals for site alterations that have only minor impacts by requiring Planning Board review, but not requiring a recordable mylar that requires professional land surveyor or engineering stamps. Minor applications (under V.B below) would still be required to have a notice of decision/ affidavit recorded if there was an alteration to the site (not just a change of use).

The proposal would be to completely remove the existing language from Section V of the site plan regulations, but the language and requirements for a Change of Use (found under V.B. 1-3 below) and Site Plan (found under V.C. 1-4) remain the same. This proposal adds two levels of review to the existing regulations: when no review is required (found under V.A below) and when a minor site plan is needed (found under V.B.4).

All text in [brackets] is a placeholder for further discussion for the Planning Board or notes.

Section V – Applicability. The following criteria specify the level of review for a proposal to develop or expand a non-residential or multi-family dwelling site. When Planning Board review is required, the Planning Board's decision shall be considered final.

A. No Review Required. Proposed activities or uses to be exempt from Minor and Major Review by the Planning Board provided that the proposed activities or uses comply with all other applicable federal, state, and Town regulations. Proposed activities or uses that appear to qualify for no review by the Planning Board shall require consultation with the Building Inspector to ensure the proposed activities or uses qualifies for no review by the Planning Board. Any proposed temporary outdoor activities or uses which, in the opinion of the Building Inspector, requires Planning Board approval in order to safeguard the health, welfare, morals, convenience and safety of North Hampton's citizens shall require Planning Board approval

1. Temporary outdoor activities or uses that require no permanent alterations to the site. Criteria for temporary outdoor activities or uses shall include:

a. The proposed activities or uses can function safely within the approved configuration of the site as determined by the Building Inspector.

b. The temporary outdoor activity or use is a permitted use on the site.

[An example would be that only sites approved for retail uses would be allowed to have outdoor Xmas tree sales. A site that is approved for motor vehicle repair would not be allowed to have Xmas tree sales.]

c. A Large Gathering Permit is obtained as required by North Hampton Large Gathering Ordinance.

d. Any temporary structures erected in association with proposed outdoor activities or uses comply with Zoning Ordinance 505 – Temporary Structures.

e. Temporary outdoor activities or uses are limited on non-residential sites to a total of [45] days per calendar year.

[Keep in mind that site plan regulations only apply to non-residential uses and multi family. Nothing in this regulation would limit the number of large gathering permits a residential property could receive. The suggested 4 day limit recommendation is to cover a variety of events such as Xmas tree sales, seasonal outdoor sales, large charity races throughout the year, three day events, a once a week summer farmers market, etc.]

2. Home Occupations. Home Occupations must receive a Special Exemption from the Zoning Board of Appeals under the North Hampton Zoning Ordinance.

3. Changes in landscaping that do not decrease the amount, area or height of approved plantings for sites with approved site plans and are in compliance with Section X.B and C - Parking Lot Design and Landscaping and Screening.

4. Changes to architectural appearances that do not result in increased building height, building footprint, decreased building setbacks, and are in compliance with Section X. E.- Architecture/ Appearance Standards.

5. Conversion of up to [500] square feet from one non-residential use to another permitted use which is similar and of a non-residential nature in a legally existing buildings that does not change the number of parking spaces required by Section XII – Parking Requirements.

6. Temporary structures placed on a property in compliance with Zoning Ordinance 505 – Temporary Structures.

B. Minor Review. Proposed activities or uses that include limited alterations to a site shall require Planning Board approval. ~~The Planning Board shall have the final decision whether a proposal qualifies for Minor Review or a Major Review.~~ The Planning Board may request any further information it deems necessary for proper review of activities or uses qualifying for a Minor Review, and shall not take action upon said request until such time that the information is provided to the Board's satisfaction. Minor Review by the Planning Board ~~shall be~~ is required for the following:

NOTE: Items 1-3 below are what are currently the criteria for a Change of Use. Change of Uses have typically not had an affidavit recorded at the Registry describing the change.

1. Any use of a residential or non-residential nature which is proposed to be changed to another use which is dissimilar and of a non-residential nature.

2. Any change of use resulting in a change in the number of parking spaces required by the Site Plan Review Regulations.

3. Any change of use which, in the opinion of the Building Inspector, requires Planning Board approval in order to safeguard the health, welfare, morals, convenience and safety of North Hampton's citizens.

4. Any change to a site with an approved site plan for the following, provided that the approved site plan has not received a previous approval for a Minor Review under this Section (V.B.4):

[NOTE: This wording is intended to allow a site to have "Change of Use" without limit, but only allow one "Minor Site Plan Amendment" to happen before a site would have to get approval for a "Major Site Plan Amendment".]

- a. An increase in impervious surface by no more than [300] square feet. *[NOTE: Parking spaces are required to be 9x12, or 162 sq. feet]*
- b. An increase in the square footage of existing structures by no more than [300] square feet provided that the structure does not intrude into applicable setbacks.
- c. Construction of a new structure of no more than [300] square feet provided that the structure does not intrude into applicable setbacks.

5. All applications for projects or activities to a site that qualify for Minor Review shall include the following information:

- a. Present use and proposed use or change to the property.
- b. Present and proposed parking facilities (to conform to the requirements of Section X- B).
- c. *An approximate—to-scale sketch* of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
- d. Location, description, and size of existing and/or proposed signs.
- e. Physical changes to the exterior of the structure.

6. All applications approved under the Minor Review provisions (Section V. B) shall have the notice of decision recorded at the Rockingham County Registry of Deeds. *[Note: The Notice of Decision for changes to a site with an approved site plan can be drafted as an affidavit to be attached to an approved recorded site plan.]*

C. Major Review. The Planning Board shall require site plans to be submitted for review by any applicant seeking any of the following, unless qualifying for projects or activities allowed under section A or B above.

1. The construction of any non-residential use or multi-family dwellings,
2. The conversion or enlargement of existing non-residential or multi-family uses. The Planning Board shall consider the size and proportion of any building addition when determining whether site plan review is required.
3. Any change of use to a building or site which does not have an approved site plan. The Planning Board may, at its discretion, waive this requirement if there is no anticipated impact on traffic, off-street parking, drainage, municipal services, or the surrounding neighborhood.
4. Approval Required. Prior to land clearing, excavation, site preparation, construction or any other such activity may begin on a site, and before any permit for such activities may be issued, final approval of the Site Plan is required as evidenced by the recording of the approved plan(s) at the Rockingham County of Registry of Deeds. All activity on the site shall be performed in accordance with the approval. (Amended 1/4/00)