



**Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, March 19, 2019 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: Tim Harned, Chair; Nancy Monaghan, Vice Chair; Members Phil Wilson, Shep Kroner, and Lauri Etela; Alternate Member Valerie Gamache; Jennifer Rowden, RPC Circuit Rider; and Rick Milner, Recording Secretary.

Vice Chair Monaghan called the meeting to order at 6:30pm.
Ms. Gamache was seated for Mr. Kilgore.

I. Organizational Meeting of the Planning Board

1. Election of Chair and Vice Chair.

Mr. Wilson nominated Tim Harned to serve as Chair of the Planning Board for a one year term. Mr. Harned accepted the nomination. No other nominations were made.

Mr. Wilson moved that Tim Harned be named the Planning Board Chair for a one year term. Second by Mr. Etela. The vote was 5-0-1 in favor of the motion with Mr. Harned abstaining.

Mr. Wilson nominated Nancy Monaghan to serve as Vice Chair of the Planning Board for a one year term. Ms. Monaghan accepted the nomination. No other nominations were made.

Mr. Wilson moved that Nancy Monaghan be named the Planning Board Vice Chair for a one year term. Second by Mr. Etela. The vote was 5-0-1 in favor of the motion with Ms. Monaghan abstaining.

2. Recitation of the Code of Ethics Preamble.

Vice Chair Nancy Monaghan recited the preamble section of the Town of North Hampton Code of Ethics and noted that the Code of Ethics is available to all Planning Board members upon request.

3. Appointment of Committee members.

a. Application Review Committee – Ms. Monaghan noted that the Application Review Committee has not met in approximately two years. She suggested that the Board discuss whether or not to retain the committee. The Board engaged in a discussion regarding the original purpose of the Application Review Committee and its usefulness going forward. The Board came to a consensus without objection to retain the committee for the present time.

Mr. Harned moved that the Planning Board appoint Phil Wilson, Wally Kilgore, and Tim Harned as members of the Application Review Committee. Second by Mr. Wilson. The vote was unanimous in favor of the motion (6-0).

b. Long Range Planning Committee - **Mr. Harned moved that the Planning Board appoint Lauri Etela, Shep Kroner, Jim Maggiore, and Dan Derby (citizen member) as members of the Long Range Planning Committee. Second by Mr. Wilson. The vote was unanimous in favor of the motion (6-0).**

c. Rules and Procedures Committee - **Mr. Harned moved that the Planning Board appoint Tim Harned, Phil Wilson, and Jim Maggiore as members of the Rules and Procedures Committee. Second by Mr. Wilson. The vote was unanimous in favor of the motion (6-0).**

Mr. Maggiore arrived at 6:55pm.

d. Economic Development Ad Hoc Committee - **Mr. Harned moved that the Planning Board confirm the appointment of Lauri Etela, Phil Wilson, and Tim Harned as members of the Economic Development Ad Hoc Committee and appoint Joe Bernardo and Rick Stanton as members of the Economic Development Ad Hoc Committee. Second by Mr. Kroner. The vote was unanimous in favor of the motion (7-0).**

e. Capital Improvement Plan Committee Representative - **Mr. Harned moved that the Planning Board recommend to the Select Board that Nancy Monaghan be appointed as the Planning Board representative on the Capital Improvement Plan Committee. Second by Mr. Wilson. The vote was unanimous in favor of the motion (7-0).**

f. Economic Development Committee Representative - **Ms. Monaghan moved that the Planning Board recommend to the Select Board that Phil Wilson be appointed as a member of the Economic Development Committee. Second by Mr. Harned. The vote was unanimous in favor of the motion (7-0).**

g. Heritage Commission Representative - **Mr. Wilson moved that the Planning Board recommend to the Select Board that Nancy Monaghan be appointed as an alternate member of the Heritage Commission. Second by Mr. Harned. The vote was unanimous in favor of the motion (7-0).**

h. Rockingham Planning Commission (RPC) Commissioners – Mr. Milner noted that the State of NH RSA's designated two RPC Commissioner positions for North Hampton; one position with a two year term and one position with a four year term.

Ms. Monaghan moved that the Planning Board recommend to the Select Board that Phil Wilson be appointed as a RPC Commissioner for a two year term. Second by Mr. Harned. The vote was unanimous in favor of the motion (7-0).

Ms. Monaghan moved that the Planning Board recommend to the Select Board that Lauri Etela be appointed as a RPC Commissioner for a four year term. Second by Mr. Wilson. The vote was unanimous in favor of the motion (7-0).

Mr. Wilson moved that the Planning Board recommend to the Select Board that Josh Jeffrey be appointed as a RPC Commissioner Alternate for a four year term. Second by Mr. Maggiore. The vote was unanimous in favor of the motion (7-0).

g. Town of North Hampton Ethics Committee - **Ms. Monaghan moved that the Planning Board recommend to the Select Board that Tim Harned be appointed as the Planning Board representative on the Ethics Committee and Phil Wilson be appointed as the Planning Board alternate representative on the Ethics Committee. Second by Mr. Maggiore. The vote was unanimous in favor of the motion (7-0).**

II. Other Business

1. Workforce Housing Declaration.

Ms. Rowden stated that, per the requirements of the Inclusionary Housing Ordinance section of the Town of North Hampton Zoning Ordinance, the Planning Board must determine if the Town of North Hampton is meeting its fair share proportion of the region's workforce housing needs no later than April 15 of each year.

Ms. Rowden presented a report prepared by the State of New Hampshire Office of Strategic Initiatives which detailed the most recently calculated estimates and trends in New Hampshire's housing supply. The report showed that North Hampton is meeting its fair share of workforce housing needs based on the latest housing estimates.

Mr. Kroner asked for confirmation that the data included in the report is approximately six years old.

Ms. Rowden confirmed that the data included in the report is approximately six years old. However, it is the best data available at this time for estimating actual housing supplies.

Mr. Kroner moved that, based on the best data available to the Board, the Planning Board declares that the Town of North Hampton is in compliance with State of NH RSA's regarding Workforce Housing by meeting its fair share of the region's workforce housing needs. Second by Mr. Harned. The vote was unanimous in favor of the motion (7-0).

2. Procedures for potential Master Plan additions and updates.

Ms. Monaghan suggested that the Board discuss the proper procedures for making additions and/or updates to the Master Plan as it relates to suggestions made by the Board itself and made by outside groups.

Mr. Kroner suggested that there are two paths that could be taken:

a. Work with the Long Range Planning Committee to create Master Plan language or a full chapter detailing a particular subject.

b. Independently create a Master Plan Chapter or language and present it to the entire Planning Board at a public meeting.

Mr. Wilson noted that the Board has relied upon the Rockingham Planning Commission or the Circuit Rider Planner to help create Master Plan chapters in the past.

The Board discussed the various options for procedures to adopt new Master Plan language. Ms. Rowden and Mr. Wilson suggested that templates could be created detailing how to construct a Master Plan chapter to provide guidance for groups who wished to propose Master Plan language.

Mr. Kroner stated that the Long Range Planning Committee will consider the options discussed at this meeting and report back to the entire Board with its recommendations for appropriate procedures to follow when creating, presenting, and adopting Master Plan language revisions.

3. 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) – Mr. Wilson stated that the EDC nominated members to serve on the Planning Board Economic Development Ad Hoc Committee. At its next meeting, the EDC will start the process to implement plans associated with its recommendations to the Select Board.

f. Select Board – Mr. Maggiore stated that he is willing to be the Planning Board ex-officio again.

g. RPC Circuit Rider – Ms. Rowden reported that she is working on creating stormwater management regulations for subdivisions similar to those adopted for site plans. She will be presenting the proposed language revisions at a future meeting.

h. Planning and Zoning Administrator – Mr. Milner informed the Board about upcoming applications and mylar needing signatures.

4. Minutes.

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

Mr. Wilson moved that the Planning Board accept the minutes of the March 5, 2019 Planning Board meeting as written. Second by Mr. Etela. The vote was 5-0-2 in favor of the motion with Mr. Harned and Mr. Kroner abstaining.

5. Correspondence.

Mr. Kroner notified the Board about a letter from Aquarion Water Company regarding audits being performed on properties around the well head protection district to determine if there is any activity which could be a potential water source contaminate.

The meeting was adjourned at 7:51pm without objection.

Respectfully submitted,

Rick Milner
Recording Secretary