



**Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, April 16, 2019 at 6:30pm
Town Hall, 231 Atlantic Avenue**

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

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11 **In attendance:** Nancy Monaghan, Vice Chair; Members Phil Wilson, Shep Kroner, Lauri Etela, and Jim
12 Maggiore, Select Board Representative; Alternate Member Valerie Gamache; Jennifer Rowden, RPC
13 Circuit Rider; and Rick Milner, Recording Secretary.

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15 Vice Chair Monaghan called the meeting to order at 6:34pm.
16 Ms. Gamache was seated for Mr. Kilgore.

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18 **I. Public Hearings**

19 1. Review of proposed revisions to Town of North Hampton Site Plan Regulations Section V regarding
20 site plan review requirements.

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

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

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32 Ms. Monaghan opened the public hearing at 6:40pm. No comments were made. Ms. Monaghan closed
33 the public hearing at 6:41pm.

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35 Mr. Wilson stated that Planning Board members have been working with the Economic Development
36 Committee to address the perceived need of the business community for easier and cheaper ways to
37 obtain Planning Board approval for minor changes on a site. The proposed regulations changes are
38 responsive to this perceived need.

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40 Mr. Kroner stated that the proposed changes are a good enhancement to the existing regulations.

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42 Ms. Monaghan stated that the language regarding the time limits for temporary outdoor activities was
43 not entirely clear and could be misinterpreted.

Ms. Gamache suggested that the phrase "per calendar year" be added after "45 days" in Section V.A.1.e of the proposed language. The Board came to a consensus without objection to make the suggested edit in the document.

Mr. Wilson moved that the Planning Board adopt the proposed language revisions to the Town of North Hampton Site Plan Regulations Section V Site Plan Requirements as edited at the April 16, 2019 Planning Board meeting. Second by Ms. Gamache. The vote was unanimous in favor of the motion (6-0).

The proposed site plan regulations as edited and adopted at this meeting are attached as Appendix A to these minutes.

2. Review of proposed revisions to Town of North Hampton Master Plan Vision Chapter and Master Plan Preamble language.

Ms. Monaghan presented an updated draft of the proposed one page Master Plan Vision Chapter and a proposed preamble, or introductory paragraph, for inclusion with the updated Master Plan. The proposed one page Master Plan Vision Chapter included three principles based on the existing Master Plan Vision Chapter adopted in 2006 and current desires of North Hampton residents expressed in surveys and other formats. The three principles are:

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

The proposed preamble included a list of concepts to inform the public as to the intent of the Master Plan and stated the Planning Board's authority to prepare and amend a master plan as detailed in New Hampshire state law.

Ms. Monaghan opened the public hearing at 6:40pm. No comments were made. Ms. Monaghan closed the public hearing at 6:41pm.

Ms. Rowden explained that the proposed Vision Chapter language will replace the current Vision Chapter.

Ms. Monaghan suggested that "of" be added after "maintenance" in Principal 2.F of the proposed Vision Chapter. The Board came to a consensus without objection to make the suggested edit in the document.

Mr. Maggiore moved that the Planning Board adopt the proposed Town of North Hampton Master Plan Vision Chapter and Master Plan Preamble language as edited at the April 16, 2019 Planning Board meeting. Second by Mr. Wilson. The vote was unanimous in favor of the motion (6-0).

The proposed Master Plan Vision Chapter and Master Plan Preamble as edited and adopted at this meeting are attached as Appendix B to these minutes.

II. Other Business

1. Planning Board Capital Improvements Committee Citizen Representative appointment.

Ms. Monaghan stated that the current Planning Board Capital Improvements Committee Citizen Representative Cynthia Swank has requested to be re-appointed to the position. There are no other applicants for the position which has a three year term.

Mr. Wilson moved that the Planning Board recommend to the Select Board that Cynthia Swank be appointed to a three year term as the Planning Board Capital Improvements Committee Citizen Representative on the Capital Improvement Plan Committee. Second by Mr. Etela. The vote was unanimous in favor of the motion (6-0).

2. Economic Development Ad Hoc Committee appointment.

Ms. Monaghan stated that Rick Stanton has resigned from the Economic Development Committee (EDC). The EDC has nominated Kirsten Larson Schultz to replace Mr. Stanton as one of the EDC representatives on the Planning Board Economic Development Ad Hoc Committee.

Mr. Wilson moved that the Planning Board appoint Kirsten Larson Schultz as a member of the Economic Development Ad Hoc Committee. Second by Mr. Maggiore.

Discussion of the motion – The Board discussed the intentions and goals of the Economic Development Ad Hoc Committee and details of how EDC representatives may participate in the process.

The vote was 3-2-1 in favor of the motion with Ms. Monaghan, Mr. Wilson, and Mr. Kroner in favor; Mr. Maggiore and Mr. Etela opposed; and Ms. Gamache abstaining.

The Board discussed whether or not the motion passed with a 3-2-1 vote. The Board could not come to a consensus. Ms. Monaghan, as acting Chair for this meeting, ruled that the motion passed with a 3-2-1 vote. Ms. Monaghan asked the Board if any members wished to make a motion to overrule the Chair's decision regarding the 3-2-1 vote. No motions were made.

3. Proposed Subdivision Stormwater Management Regulations.

Ms. Rowden presented proposed revisions to the Town of North Hampton Subdivision Regulations regarding stormwater management which are similar in nature to the previously adopted site plan stormwater management regulations. The proposed standards would apply to subdivision projects including, but not limited to, the construction of roads, drainage infrastructure, utilities, and other structures or development that support a subdivision project. The draft language follows the criteria stated in the Southeast Watershed Alliance stormwater management model. Adoption of these proposed regulations would help the Town of North Hampton be in compliance with the federal MS-4 permitting process and other federal requirements.

Ms. Rowden further stated that the proposed regulations will help reduce flooding and treat stormwater pollution which is the main source of water pollution in the New Hampshire Seacoast Region and prevent the Town from becoming liable for stormwater pollution originating on private sites by keeping it out of the Town's stormwater system.

The Board came to a consensus without objection to move forward with consideration of the proposed subdivision stormwater management regulations at future meetings.

4. Proposed 2020 zoning ordinance amendments.

Board members and the planning administration identified possible items to be considered for 2020 zoning ordinance amendments.

Mr. Maggiore suggested that the Board consider creating a more specific definition for light manufacturing or more specific examples of light manufacturing with the goal of approving different commercial or light manufacturing uses at the site plan review phase without the need for additional time-consuming approval processes after the site plan review process.

Mr. Kroner suggested that the Board consider revising the ordinances which allow for duplexes in certain areas of the Town. In his opinion, there has been a proliferation of duplex development which has detracted from the overall aesthetic quality and neighborhood character of the residential neighborhoods.

Mr. Wilson suggested that the Board consider creating a definition for a single family residence. The current definitions could be clarified.

Ms. Monaghan suggested that the Board consider updating the wetlands ordinance to address how criteria for approving development on previously developed, deteriorating, environmentally impacted sites may be different than criteria for development on sites which have not been previously developed.

Ms. Rowden and Mr. Milner suggested that the Board consider zoning ordinance amendments regarding:

- a. expiration of variances and special exceptions,
- b. allowing mixed use in the Industrial-Business/Residential District, and
- c. creating a more uniform set of criteria for approving Wetlands Conservation District conditional use permits.

5. Committee Updates.

- a. Long Range Planning (LRP) – Mr. Maggiore reported that the LRP will be discussing procedures for updating the Master Plan and a draft outline for revising the future land use chapter of the Master Plan.
- 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 reported that the EDC will be working on a strategic plan for development of a Town Village Center.
- f. Select Board – Mr. Maggiore stated that Select Board committee appointments were postponed until a future meeting. The Select Board will be creating a master list detailing the composition of and appointment process for each committee.
- g. RPC Circuit Rider – No report.
- h. Planning and Zoning Administrator – Mr. Milner informed the Board about upcoming applications.

6. Minutes.

Ms. Monaghan presented the minutes of the April 2, 2019 Planning Board meeting.

Mr. Wilson moved that the Planning Board accept the minutes of the April 2, 2019 Planning Board meeting as written. Second by Mr. Etela. The vote was unanimous in favor of the motion (6-0).

The meeting was adjourned at 8:43pm without objection.

Respectfully submitted,

Rick Milner, Recording Secretary

APPENDIX A

North Hampton Planning Board
Adopted April 16, 2019

Section V – Site Plan Requirements

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 shall have the final decision whether a proposal qualifies for Minor Review or Major Review.

A. No Planning Board 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 an approved permitted use on the site.
- 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 no more than 45 days per calendar year and no more than five (5) events on non-consecutive days per calendar year.

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 legal use 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 Required by Planning Board. Proposed activities or uses that include limited alterations to a site shall require Planning Board approval. 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 is required for the following:

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 Section V.B.4:

a. An increase in impervious surface by no more than 300 square 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.

C. Major Review Required by Planning Board. 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)

**North Hampton Master Plan
Vision Chapter Preamble
Adopted 4/16/19**

The North Hampton Master Plan Vision Chapter has been adopted by the North Hampton Planning Board for the purposes of “*articulating the desires of the citizens affected by the master plan*” as required under RSA 674. Furthermore, the Vision Chapter is intended to direct the other Master Plan components by:

- Including Principles and Strategies 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.
- Including the Principles and Strategies that are not prioritized and are intended for use holistically to guide decisions that affect the future of North Hampton.
- Encouraging Town Boards, Commissions, Committees, and Departments to use the Principles and Strategies 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.
- Acknowledging 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 chapter.

Town of North Hampton Master Plan - Vision Chapter

Adopted 17 January 2006 Updated: 16 April 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 the school.
- 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 of 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. Continue effective and broad communication 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.