



**Meeting Minutes
Work Session
North Hampton Planning Board
Tuesday, April 20, 2021 at 6:30pm
Mary Herbert Conference Room, 233 Atlantic Avenue**

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

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

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13 Vice Chair Monaghan called the meeting to order at 6:33pm. Ms. Monaghan, Mr. Etela, and Mr. Milner
14 participated at the conference room location. Mr. Harned, Mr. Wilson, Mr. Kroner, Mr. Maggiore, Ms.
15 Gamache, Mr. Sillay and Ms. Rowden participated by electronic means as authorized by State of NH
16 Executive Orders associated with the current public health crisis.
17 Mr. Sillay was seated for Mr. Kroner.

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19 **I. Public Hearing**

20 **1. Town of North Hampton, NH** review of revisions to Site Plan Regulations regarding self-storage
21 facilities.

22 Ms. Monaghan presented proposed language to be added to the Town of North Hampton Site Plan
23 Regulations regarding requirements for self-storage facility projects as revised by the Board at the
24 previous work session.

25
26 Ms. Rowden explained that the proposed regulations were intended to provide detailed site plan criteria
27 for the specific self-storage facility use recently defined and proposed for addition to the Town Zoning
28 Ordinance list of uses permitted by Special Exception only within the Industrial-Business/Residential
29 District (I-B/R). Ms. Rowden further explained that the main objective of the proposed language was to
30 mitigate potential adverse impacts on abutting properties created by the location of a self-storage
31 facility within the I-B/R District close to residential properties. The proposed language mostly outlines
32 aesthetic details associated with architectural and landscaping standards.

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34 Ms. Monaghan opened the public hearing at 6:37pm. No comments were made. Ms. Monaghan closed
35 the public hearing at 6:38pm.

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37 **Mr. Wilson moved that the Planning Board adopt the proposed language revisions to the Town of**
38 **North Hampton Site Plan Regulations regarding self-storage facilities as presented. Second by Mr.**
39 **Harned. The roll call vote was unanimous in favor of the motion (5-0).**

40 The adopted language is attached as Appendix A to these minutes.

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42 Ms. Gamache joined the meeting at 6:39pm.

II. Other Business

1. Case #20:06 – Applicants: Annette Lee and Nicole Carrier, 2 Elm Road, North Hampton, NH 03862.

The Applicant requests a one year extension to the conditional approval granted on May 5, 2020 for improvements to current business operations for Throwback Brewery located at 2 Elm Road including building renovation and additional parking areas. Property Owners: Annette Lee and Nicole Carrier, 2 Elm Road, North Hampton, NH 03862; Property Location: 2 Elm Road, North Hampton, NH 03862; M/L: 013-009-000; Zoning Districts: I-B/R, Industrial – Business/Residential District and R-1, High Density District.

In attendance for this application:

Annette Lee, property owner.

Ms. Lee addressed the Board. Ms. Lee stated that the past year has been challenging for many, including Throwback Brewery. The applicants need more time to satisfy the requirements of the conditional approval, including State of NH approval of the modified Alteration of Terrain permit associated with the amended site plan. She requested that the Board grant a one year extension to the conditional approval.

Mr. Wilson moved that the Planning Board grant a one year extension to May 5, 2022 of the Conditional Approval associated with Case #20:06 for improvements to current business operations for Throwback Brewery located at 2 Elm Road including building renovation and additional parking areas. Second by Mr. Harned. The roll call vote was unanimous in favor of the motion (6-0).

Mr. Etela joined the meeting at 6:51pm.

2. Discussion of potential Master Plan, Zoning Ordinance, and Regulations amendments.

Ms. Monaghan stated that the Long Range Planning subcommittee and Ms. Rowden, in association with other Town Committees, are currently working to update the Land Use, Coastal Adaptation, and Natural Resources chapters of the Master Plan.

The Board discussed several planning objectives that may require zoning ordinance or regulations amendments to accomplish. The Board came to a consensus without objection to further examine creating zoning ordinance language for the following planning objectives:

- a. Zoning issues referred to the Planning Board by the Economic Development Committee (EDC) as part of EDC village center district discussions,
- b. Establishment of a time limit for exercising a conditional use permits similar to time limits established for variance and special exceptions, and
- c. Definition of a structure, and
- d. Designation of scenic roadways to provide additional protection for trees along town roadways.

Mr. Kroner joined the meeting at 7:33pm. Mr. Sillay stepped down from the Board.

3. Sign approval process.

The Board and Planning staff discussed the parameters for determining when a sign change on a property requires Planning Board review.

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) – Mr. Wilson stated that, once new members are appointed to the committee, the committee will examine its focus for the future.

f. Select Board – No report.

g. RPC Circuit Rider – No report.

h. Planning and Zoning Administrator – No report.

5. Minutes.

Ms. Monaghan presented the Planning Board April 6, 2021 meeting minutes.

Mr. Harned moved that the Planning Board accept the minutes of the April 6, 2021 Planning Board meeting as written. Second by Ms. Gamache. The roll call vote was unanimous in favor of the motion (7-0).

The meeting was adjourned at 8:26pm without objection.

Respectfully submitted,

Rick Milner

Recording Secretary

APPENDIX A

Site Plan Regulations

Section XXX. Self- Storage Facilities

The regulations and requirements of this section are intended to regulate the manner in which self-storage facilities are used, to minimize the visual impacts created by these uses, and to provide for minimal design standards to preserve the character of surrounding residential or commercial uses. As stated in Section IV.B, all Site Plan Regulations standards and requirements shall be construed as the minimum standards and requirements. The Board, at its discretion, may require site specific standards in individual cases, or may waive certain requirements in accordance with the procedures outlined in Section XV.B of these regulations. The following minimum regulations shall apply:

A. The only commercial activities permitted at a self-storage facility shall be rental of storage units, pickup and deposit of goods and/or property in dead storage. The rental of trucks and trailers used for moving and the installation of hitch and towing packages shall not be permitted on a site with a self-service storage facility except with specific review and approval by the Planning Board. Sale of packing and storage materials – including, but not limited to, packing blankets, shrink wrap, boxes, packing paper, packing tape, and bubble wrap – is allowed. Storage units shall not be used to:

- i. manufacture, fabricate, refinish, or otherwise process raw materials or finished goods;
- ii. service or repair vehicles, boats, small engines or electrical equipment, or to conduct similar repair activities;
- iii. conduct garage sales or retail sales of any kind;
- iv. conduct any other commercial or industrial activity; or
- v. conduct any other activity found by the Code Enforcement Officer/Building Inspector to be detrimental to the public's health, safety, or general welfare.

B. No storage of any toxic or hazardous material is allowed within storage units. Toxic and hazardous materials are any substance or mixture of such physical, chemical, or infectious characteristics as to pose a significant, actual or potential hazard to water supplies, or other hazard to human health, if such substance or mixture were discharged to land, air or waters, and include, but not be limited to: volatile organic chemicals, petroleum products and additives such as MtBE, heavy metals, and radioactive materials as defined in Groundwater Management and Groundwater Release Detection Permits, Env-Wm 1403.05.

C. Maximum size of each storage unit shall be 300 square feet.

D. All items stored on site shall be entirely within enclosed buildings. If any other part of the site is approved for purposes other than a self-storage facility, any area used for outdoor storage associated with uses other than self-storage shall be clearly delineated and the type of storage (items/materials) shall be noted on the approved site plan.

E. All external storage unit doors shall not face any abutting property which is zoned for residential use or upon which a residence exists. All external storage unit doors and access to these doors shall be fully screened from view with landscaping material or architectural design features.

F. The exterior colors, facades, windows, roof, and building materials of all structures shall comply with the Architectural Standards in Section X.E and Landscaping Standards in Section X.C.