

## HAMPTON PLANNING BOARD

### DRAFT MINUTES

July 17, 2019 – 7:00 p.m.

**PRESENT:** Tracy Emerick, Chair  
Keith Lessard  
Fran McMahan  
Mark Olson  
James Waddell, Selectman Member  
Steve Chase, Alternate  
Jason Bachand, Town Planner  
Laurie Olivier, Office Manager/Planning

**ABSENT:** Ann Carnaby, Vice Chair  
Alex Loiseau, Clerk

#### I. CALL TO ORDER

Chairman Emerick commenced the meeting at 7:00 p.m. by leading the Pledge of Allegiance and introducing the Planning Board members. Mr. Emerick stated we will hear 212 Island Path (Continued Public Hearing) prior to the Master Plan Session. (\*See Below)

**PRESENT – Master Plan Session Members: Rick Griffin, Hampton Beach Area Commission; Barbara Kravitz, Hampton Resident-At-Large; Brian Warburton, Hampton Budget Committee, (Planning Board Members); Tom McGuirk, Hampton Zoning Board of Adjustment.**

#### II. ATTENDING TO BE HEARD

##### Master Plan Session #2

1. Presentation by the Rockingham Planning Commission
2. Public Comment (relating to the RPC presentation or other Master Plan topics)
3. Master Plans - Format and Structure
  - *Three Examples from NH Communities (previously provided)*
  - *Additional Examples from NH or Other States (to be identified by attendees)*
4. Next Steps

Mr. Tim Roache and Ms. Jennifer Rowden, Rockingham Planning Commission (RPC), appeared. They stated the RPC can help the Town with getting this document (Master Plan) done and/or give assistance. An overview was presented.

Ms. Rowden discussed that Towns have to have a Master Plan to adopt zoning regulations. She went over the statute. The Plan should be updated every 5-10 years. Hampton is not out of compliance. The Vision and Land Use Chapters are necessary. The Planning Board must comply with including stakeholders.

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Ms. Rowden said the Master Plan is a long-range plan. (Note: The presentation material is available at the Town of Hampton Planning Office). It is used to guide assets. Our Beach is (special) / as it is one of our natural resources. She went over other the common chapters needed. We can add other chapters along with the standard chapters.

It should be used by the community. It is for our Town.

Protecting water resources is very important in many Master Plans.

Master Plans are oftentimes not being used. They can be very powerful. It can be a work plan. It should not be limited to just the Planning Board. Select Boards use them, as well as the Budget Committee, CIP Committee, Conservation, and Recreation. An example would be the need for a ball field, and would identify how to get the item funded.

It (Master Plan) can be used to leverage money. Through transportation (DOT) – long range and 10-year, if it is in Master Plan, it elevates our Town's project on the DOT's agenda.

NHDES – Coastal Hazards Mitigation – proposal. Grant funds can be used for implementation of that Chapter. Tidal culverts need upgrading in Hampton. Land the Town wants to conserve is a hot topic. Land Conservation grants – leverage the State funding with an updated Master Plan. We can bring more dollars into Town.

Examples of Master Plans were discussed. Integrated plans vs. topical plans. Topical approach is chapter by chapter. Exeter did an integrated plan. Portsmouth went with integrated approach. Their plan is 200 pages. Durham did topical – 300 pages.

Focusing on implementation is large. We need to think of this format as we are BEGINNING the project. North Hampton is doing a different approach. Different land use boards are getting the documents going. There will be consistent actions, and goals and tracking the project.

The Londonderry Master Plan was discussed. Their flow chart shows after it was adopted, how it was used for all levels of Town.

The overall Master Plan process was discussed.

Steering Committee- The Planning Board, combined with other members from other Boards can oversee the whole process.

Collecting data and public input was discussed as well as charrettes to gather data for the Master Plan.

Drafting goals, tasks and actions. Reviewing and refining takes the longest.

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Ms. Rowden discussed recent Master Plan work. Hampton Falls and Newington (full updates). Some are still getting adopted. North Hampton -- they completed the Vision Chapter and now are working on Land Use. East Kingston, Greenland, Stratham and Seabrook has chapters being worked on as well.

Our Master Plan is 5 inches thick. 1985-2005. Our Vision is very dated. It is from 1986.

Options to consider:

Outreach. Surveys, public input session.

Focus on required chapters. Vision and Land Use.

Complete update, or by chapter, or few at a time?

Use mainly volunteers or hire outside assistance?

This is what we need to think about. When volunteers do this, they get a great investment, but it takes a very long time. North Hampton - after 2 years, they brought in the RPC. The RPC finished it up in 9 months.

Have a plan for how the Master Plan will be used. Reference? A living document is referenced more often.

Keep it short. It makes it more user-friendly and less expensive to be updated.

Prioritize implementation. Routinely track progress and keep the Master Plan current. Otherwise, it will sit on a shelf.

### QUESTIONS

Mr. Lessard asked about two sections. Vision and Land Use. Integrated plans versus topical plans- were any tested in courts. In asking for grants, etc., Ms. Rowden said the Master Plans are not legal documents. She said there are no big differences in integrated versus topical.

Mr. Roache said in Newington they went through a Seacoast Reliability Project. That process is similar to court-like procedures. He noted the Master Plan was looked at on both sides of the process. So, plans do matter.

Mr. Lessard asked about keeping Master Plans short. Why are some long. He asked why they went long with Hampton Falls. Ms. Rowden said sometimes – topical based chapter, some people can compartmentalize and digest in chunks. Some people like to put a lot of information into the chapters. People sometimes like data. Mr. Roache said the chapter-by-chapter approach can be stretched out over time. Then, the document can tend to be large.

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Mr. Lessard asked how conflicts were worked out between chapters. Ms. Rowden said spending a lot of time on the Vision chapter is important. Going in with the understanding – natural resources may have goals that can't always be met; elected officials help to prioritize.

Mr. Lessard asked about involvement by the public. What percentage do they think would participate. Ms. Rowden said there are tools to help. They use a public outreach tool. It helps to get to the populations that will not come out to a meeting. Publicinput.com. It can be put out on social media as well. Going out to where people are is also important. Not everyone comes to a meeting.

Ms. Rowden said you can do it topic by topic. Recreational – go to where baseball is played. Get to that topic specific. They may have input added from there. Mr. Roache said it allows them to go out with tables, etc. to collect data.

Mr. Griffin asked about voters designating money. He asked what is a good amount to ask the voters for; if the RPC can give some advice. Ms. Rowden said the Town needs to figure out what we want the plan to be used as and then come out with a plan to get to the end. Outreach may have to happen first. This can be phased (for voters). We can also get the whole kit and kaboodle. That is a question for the Select Board. Ms. Rowden said many Towns have staff to do some of the process. Outside help is almost always needed.

Mr. McMahon asked about a vision. How do we reconcile it with when someone comes with a plan before the Planning Board or Zoning Board.--when a Master Plan is referenced. Ms. Rowden said there is a lag time between what Master Plans say and Town Regulations and Town Ordinance. Getting Boards to think of what the Master Plan wants, will be what the Boards need to rely on. It will be made for making judgments/decision.

How do we keep the document alive was asked by Mr. McMahon. Ms. Rowden said they have various Boards review the goals of the Master Plan annually – maybe at an annual kick-off meeting. It needs to be reviewed annually.

Mr. Warburton asked about multi-year approaches of asking for money. For taxpayers, it's about the money. Ms. Rowden said Stratham had \$20,000 allocated annually for a few years, then they began the Master Plan. They didn't need to wait three years. We need to know the plan for the plan. Newington gets about \$12,000 per year. Hampton Falls did a couple chapters at a time.

Mr. Waddell discussed having each section correspond to each section. Hiring an outside person versus volunteers to write it was discussed. There are a lot of expert firms out there per Mr. Roache. Volunteers are great, but it may take too long.

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Mr. Emerick asked about the Master Plan to have Zoning Ordinances. Our Zoning Ordinances get updated every year. Land use Boards may need to look at Zoning Ordinances. Ms. Rowden said looking at the Zoning Ordinances is a good idea in incorporating the Master Plan. Is Zoning reflective of our Master Plan goals was asked by Ms. Rowden. If we are doing an overhaul, is it in our Master Plan?

### PUBLIC

There are handouts available at the Town of Hampton Planning Office. This information will also be put on the website.

Mr. Roache discussed money and dues. He noted \$1 per capita for the first 10,000 population; .50 for the next 10,000. We are (dues) in the \$12,000-\$13,000 range. The RPC uses half to match transportation dollars to run the transportation program. Pavement would stop; construction would stop without this. That work has to get done. They need to use about half the dues to match that program. Coastal program (Hampton is a beneficiary of this as well). The RPC is down to about \$6,000. Remaining dues are of regional interest. Electricity work is being done. Getting cheaper rates was discussed. It could be MS4 matters; water quality work. Dues benefit many communities. There is some money that the RPC can use to do work with the Town. We are buying into a regional entity.

### THOUGHTS

Ms. Kravitz discussed channeling thinking. What do you want your community to look like 10, 15 to 20 years from now was asked. Ms. Kravitz also noted involving the community in a variety of different ways. Personal touch with the community early. Getting ideas, having meetings. We need to pull people together. People will know what's going on when the Article is before them. People need to know this is important.

Mr. Emerick discussed next steps. Mr. Bachand discussed Master Plans in general. He provided links to three different plans.

Mr. Bachand discussed different plans (Exeter, Hampton Falls, and Londonderry). He thinks implementation is the most important component of a Master Plan.

“Planapalooza” was discussed. (Londonderry utilized this approach)

Ms. Kravitz looked at the Londonderry Master Plan. They had a thought out community outreach plan. Took the lead to goals. They also brought an RFP for a consultant. Very detailed. It showed what consultants do.

Ms. Kravitz discussed Manchester's Master Plan; it is 18 pages. It is easy to read. It has 6 detailed attachments.

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The HBAC Master Plan would be an annex to our plan.

Ms. Kravitz likes the photos, graphs, and maps.

Mr. Warburton looked through the three plans. Long-time residents were involved. Mr. Warburton liked Exeter's Master Plan. You could tell what Exeter is about. They matched aging population and housing and tax exemptions.

Mr. Emerick looked at the Vision section. Topical versus neighborhood-wise. We have two big parts of Town. The Village and the Beach. We can't shuffle the deck. Village and Beach as entities is not a bad thought process. Mr. Emerick wants to follow some of North Hampton's ideas.

Having this document be easy to read was discussed by Ms. Kravitz. Being written by different people was discussed. It's important in editing, having it easy for people to read.

Ms. Olivier discussed Sunapee's Master Plan (printed and at Planning Office). She remembered Mr. McGuirk wanted to discuss a Master Plan from a different (non-seacoast) Town that may have similar population/tourists. Ms. Olivier printed this and noted it is short; it has many bullet points from the RSA's for Chapters and is easy to read and is user-friendly on their website. The implementation page is good too. They (Sunapee) keep it alive at the start of every year by showing what is being addressed.

Mr. Lessard discussed Hampton Falls. What makes the beach special was discussed. North Beach and less seasonal was discussed. Empty nesters were discussed. Uptown and Village was discussed. Getting ideas for different areas needs to be used. Safe for people to raise kids. We have a diverse demographic area as well.

Mr. Chase said we should look at other regions as well.

Ms. Kravitz likes the concept of neighborhoods. She wants chapters to deal with the whole town.

Mr. Bachand discussed "Next Steps".

**Mr. Bachand is working with IT to have documents posted on the Town website. There should already be a slide on Channel 22 about these meetings, and the meeting are noted on the Town website (under "News" on main page).**

Mr. Bachand discussed a preliminary survey. He would like to include around 10 questions. If members can email some questions to him and to Ms. Olivier, i.e. for the preliminary questionnaire. We can compile it and if it looks good before the next Master Plan meeting in August, **we can get it on the website. We can also have a drop box in Town Hall.**

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**This survey would be for residents in Town. Master Plan Session Members (Planning Board and other representatives) should forward these within the next couple of weeks.**

**Goals and Objectives – if anything else should be added to this document, let us know. August 21<sup>st</sup>, we can talk about Visioning and Land Use.** Coastal Chapter meeting (received grant funding for that chapter) is coming soon; we may discuss this as well.

Mr. Warburton discussed our resort community. Wrap beach and town together.

Populations or bullet points – share with this committee. Reduced meals in the schools discussed by Mr. Lessard. This information would be helpful.

**III. CONTINUED PUBLIC HEARINGS**

**19-033 212 Island Path** (continued from July 3, 2019) (\*Heard First)

Map: 285 Lot: 1

Applicant: Pamela S. Rush Irrev. Trust; Garth & James Rush, Trustees

Owner of Record: Same

Subdivision: Subdivide parcel into two (2) residential lots

Waiver Request: Subdivision Regulations Section V.E. Detailed Plan.

Mr. Joseph Coronati appeared, Jones & Beach. This is a site the Planning Board saw a couple of years ago. The applicants obtained approval for a 2-lot subdivision. James Rush was going to build a duplex along with relatives. They want to build a single-family house now on the right. The change is now where entire minimum lot area has to be outside the Wetland Conservation District. They shifted the lot line. Both lots meet the requirements. No variances were/are needed. It is just a modification of a formerly-approved application.

**BOARD  
PUBLIC  
BOARD**

**MOVED** by Mr. McMahon to approve the waiver.

**SECOND** by Mr. Olson.

**VOTE: 6 – 0 – 0**

**MOTION PASSED.**

**MOVED** by Mr. McMahon to approve the subdivision along with the conditions contained in the Town Planner's memorandum dated of July 17, 2019.

**SECOND** by Mr. Olson.

**VOTE: 6 – 0 – 0**

**MOTION PASSED.**

**The Planning Board then went to the Master Plan Session. (above)**

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**IV. NEW PUBLIC HEARINGS**

**V. CONSIDERATION OF MINUTES of July 3, 2019**

**MOTION** by Mr. Olson to accept and approve the July 3, 2019 Minutes.

**SECOND** by Mr. McMahon.

**VOTE: 4 – 0 – 2 (Chase & Lessard)**

**MOTION PASSED.**

**VI. CORRESPONDENCE**

**VII. OTHER BUSINESS**

• **RSA 674:41, I (c) Proceedings on Class VI Roads**

**1. Old Park Avenue**

19 Park Avenue – Request for a Building Permit and to improve and maintain a Class VI Roadway.

Mr. Bachand said we are not taking up Bashby Road this evening. Mr. Bachand discussed the material sent to the Board. He read what a Class VI roadway is. The Town has no duty to maintain those roads. Warrant Article for Old Park Avenue from 2016 was discussed. There was also a Lot Line Adjustment in 2016. Construction of garage (Building Permit was issued). The applicant now wants to improve Old Park Avenue – he has to go through the above process before he can make improvements. This is an after-the-fact situation; no fault of the applicant. The DPW, Town Attorney and Mr. Bachand do not have an issue with this request. The Selectmen will have to approve this. Mr. Bachand recommends allowing the Selectmen to grant the ability for the applicant to improve the Class VI roadway and maintain it, and the after-the-fact building permit is fine.

Mr. McMahon asked why the Selectmen won't abandon the road. The applicant, Tim O' Connor appeared and discussed the situation. 25 Park Avenue still needs frontage to be legal. It's pretty much a shared driveway now anyway. Mr. Lessard is in favor.

**MOTION** by Mr. Lessard to recommend this to the Board of Selectmen.

**SECOND** by Mr. Olson.

**VOTE: 6 – 0 – 0**

**MOTION PASSED.**

**2. Bashby Road**

Building Permits (2) for a 3-lot Subdivision.

(This matter was not heard)

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- **372 Exeter Road** – Release of Completion Guarantee for Rain Gardens (\$13,223)

Mr. Bachand said this is a 3-lot subdivision from a number of years ago. In 2016, they wanted the CO to be signed, and the Planning Board authorized a completion guarantee for the rain gardens so that could happen. The Escrow Agreement was executed, with an escrow amount of \$13,223. A few seasons have passed and the rain gardens are operating properly. CMA did an inspection to verify this. This was all part of a condition of approval. It was part of mitigation. Conservation is happy with this. Mr. Olson asked if there was a culvert in that area. It was noted the escrow was for the operation of the rain gardens.

**MOTION** by Mr. McMahon to release the Escrow money.

**SECOND** by Mr. Olson.

**VOTE: 6 – 0 – 0**

**MOTION PASSED.**

Mr. Bachand discussed the NHDOT letter about the curb ramp tip-down project. There will be a discussion at the July 29<sup>th</sup> Board of Selectmen meeting (paperwork was provided to the Planning Board).

**VIII. ADJOURNMENT**

**MOTION** by Mr. Olson to adjourn.

**SECOND** by Mr. McMahon.

**VOTE: 6 – 0 – 0**

**MOTION PASSED.**

**MEETING ADJOURNED: 8:18 p.m.**

Respectfully submitted,

Laurie Olivier, Office Manager/Administrative Assistant

**\*\*PLEASE NOTE\*\***

**ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.**

**MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING**