

**HAMPTON PLANNING BOARD**

**DRAFT MINUTES**

**October 16, 2019 – 7:00 p.m.**

**PRESENT:** Tracy Emerick, Chair  
Ann Carnaby, Vice Chair  
Alex Loiseau, Clerk  
Fran McMahon  
Mark Olson  
Keith Lessard  
James Waddell, Selectman Member  
Jason Bachand, Town Planner  
Laurie Olivier, Office Manager/Planning

**ABSENT:**

**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 and Master Plan Steering Committee members. Kathleen Murphy, Superintendent of Schools (SAU 90), Sharon Raymond, Conservation Commission, Brian Provencal, ZBA, Brian Warburton, Budget Committee, Barbara Kravitz, Citizen-at-Large.

**II. ATTENDING TO BE HEARD**

**Master Plan Session #5**

**1. Public Comment (relating to Master Plan)**

Mr. Charlie Preston appeared. In Planning for transportation and parking, he wants shade and carpooling to be dealt with. He would like to see huts so people can get out of the sun. He would like to see shelters at every Town lot. Site lines were discussed. He wants us to look at fences, landscaping, etc. Sewer discharge fees were discussed. Reduce sewer discharge (fix plumbing) and charge for sewer discharge based on what goes in and what goes out. Sewer capacity versus smart growth. What is the Town's capacity currently was asked.

**2. Final Review and Approval of RFP for Vision and Coastal Management  
Master Planning Services**

Nathalie Morison, NHDES, appeared. She went over the major changes to the RFP. She wants approval tonight to **issue the RFP as early as next Wednesday**. She's looking for a motion to approve. They use the word 'section' instead of elements. Oversight of the Vision

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and Coastal Management will be by the Master Plan Steering Committee. **SAU 90 should be added in as well.**

Section 2, list of ongoing and completed initiatives – changes were made regarding the coastal program. The NHDOT District 6 is to be included. It will have a corridor advisory committee. This will include Route 1A.

Section 5 – includes a more detailed timeline. The issue date was changed. The proposal deadline was changed.

Schedule – date of tentative approval is now March.

Section A – proposal requirements were discussed. Attachment A is now included.

Section 10 – dealing with evaluation of proposals. Subset of Steering Committee will evaluate the proposals.

Indemnification (Section 11) was deleted. It is not required.

Ms. Carnaby asked about the stylistic requirements of written final products. There is room to include a statement (ongoing initiatives) – incorporating the two sections. A more integrated master plan rather than a chapter-by-chapter master plan was discussed.

Mr. Lessard discussed ‘someone’ from Coastal (in the document). Why not Nathalie. Ms. Morison said they don’t name staff, but she is happy to be and anticipates being the contact.

Ms. Kravitz said the finished product should read consistently. It should read like a book.

Mr. Bachand said that should be worked on more with the next RFP. The review committee would give some of their works per Mr. Lessard. We can mix and match different consultants.

Ms. Kravitz discussed consulting without contract language. Ms. Morison said that is standard language. Reservation of rights lingo is pretty much the same. Mr. Lessard asked if it takes away copyright. Not that Ms. Morison knows of.

**MOTION** by Mr. Lessard to move on with this along with Ms. Kravitz’s amendment and other modifications discussed.

**SECOND** by Mr. Olson.

**VOTE: Unanimous.**

**MOTION PASSED.**

Ms. Kravitz thanked Ms. Morison for doing a fabulous job and the Board all clapped in concurrence.

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**3. Plan Survey and Associated Tasks**

**Ms. Carnaby said the survey is live; ready to go.** Anyone can take it any time. In browser **publicinput.com/HMPS1**. This is the link to go to the Hampton Master Plan Survey #1. Mr. Emerick is having about 2,000 cards made up with verbage and the url (website information). The cards should be in within the next few days. We can take them to committees and clubs. We are getting a handout.

Ms. Carnaby is viewing this as a campaign. It is for this group to get out to the public to various groups; talk up taking the survey so everyone can begin to understand what the Master Plan process is about.

**The Master Plan Talking Points sheet was handed out. This should be used with the groups we go visit. Spread the word everywhere.**

Ms. Carnaby discussed the steps to updating the Master Plan. It will be on a bigger sign with a moving red sign showing where we are in the process.

Mr. Provencal asked if this is on line. He noted we want people to live in this Town or own property here to be the ones taking the survey. Mr. Warburton said a lot of tourists like to complain and they could taint the process. Ms. Raymond asked if there is a place that says 'resident'. How long have you lived here is in the document. It was a risk we have to take was discussed.

Ms. Raymond said we can maybe see a pattern. Evaluate the data and not take all of it at face value.

There will be subsequent surveys.

**Ms. Carnaby wants this group to go the Planning Office, sign up for groups to be visited.** We would like as many as possible to take the survey on line. There will be hard copies for people to take it by paper. If someone visits church groups or the elderly community, if they can take a tablet with them, it would be helpful. Otherwise, someone has to input this data by hand.

**Ms. Carnaby said we have the Town Crier and showed her the hat of the Crier that can be used. Let Laurie in Planning know where you're going. We should have a feedback form. "I went to \_\_\_\_\_". It needs to be documented.**

Ms. Murphy offered the support of the District. They can help with the process. We have school messenger; parents get messages. She can attach the survey as a link. They also use Twitter and Facebook and the SAU office. **The electronic sign is helpful too.**

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**Ms. Carnaby will get information to Ms. Murphy and she'll get it to her Tech person. It can go to Mr. Lessard as well.**

**4. Discussion of Draft Warrant Article for Comprehensive Master Plan Update**

Mr. Bachand discussed the first draft of the warrant article. Mr. Bachand tracked the RSA on this. It is available at the Town Hall (Planning Office). Is it for the full amount or the first part was asked. It will exclude the Vision and Coastal portion; otherwise, the full amount.

Mr. Bachand said it can be scaled back. Mr. Emerick said it's too long; no one will read it. The Warrant Article has to be a lot smaller. They can go read it somewhere else. It is a better approach.

Ms. Carnaby said in the first paragraph – 674:1 and it's the quote that she put in the survey. She wants to see that language to be in the first paragraph. Her second suggestion ... "some" of the following. She thinks we'll be boxing ourselves into including everything and no less. **And nothing can be added. Ms. Carnaby read an excerpt from a magazine. It shows suggestions.**

Mr. McMahon asked about the budget amount. Do Selectmen take a stab at this was asked.

Mr. Warburton said the amount stays the same. The Budget Committee does not get involved in that.

Ms. Carnaby said all of the list of elements are in the survey several times.

Mr. Lessard is not sure if he likes keeping the language in that we received grant money. He thinks sometimes that suggests that we could get other grants.

Also, will we capture the elephant all at once was asked or one bite or a quarter at a time. Mr. Emerick is looking at a time line for the first part and what comes back in December. How much do we get for how much money was asked.

Mr. Emerick said we can talk to respondents and see what should be a good budget amount for a Phase II. Could it be \$35,000 every year and keep it updated was asked.

Ms. Kravitz thinks you have to disclose money received.

Mr. Warburton discussed the warrant. He agrees multiple years can be looked at as well.

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Mr. Olson discussed what the consultant may want also. Each Chapter, sections or elements could have a relationship to one another. There could be recurring updates. Firms may have different opinions on this. He wants it done and done right.

Mr. McMahon wants to do this and be done with it.

Vision and Land Use and then 15 permissible elements can be listed. We need to make it a shorter list. We could do the first two, and then 3 or 4 more.

Mr. Waddell wants to see a document that is finished and then amend it as we go along. Ms. Carnaby thinks we should accomplish a complete Master Plan, but then we as a Planning Board have an amount in our budget dedicated to updating. Ms. Kravitz said you can do the Land Use portion.

**5. Next Steps**

Mr. Bachand will fine tune (draft warrant article) and come up with something for the November meeting. We have a list of organizations and groups. Anyone who wants to sign up for groups to make presentations, let us know. **Mr. Bachand will visit Selectmen on Monday evening.**

Mr. Lessard said the Hampton Recreation Department is doing a community meeting this Thursday. Mr. Bachand stated he can bring information to them.

Ms. Carnaby said to use that list to sign up and give it to Laurie or Jason. We'll get the ball rolling. As soon as the cards come in, they will be in the Planning Office. **Mr. Provencal will give the website at his meeting tomorrow night (ZBA).**

Ms. Murphy said the cables and wires at the **Junior High should be completed by the first of December. She said to use the space for a forum or public input.** There is also a community room. We can work through Mr. Lessard to get the room. Anyone in the public can contact the office and they can schedule the rooms through that. There is no cost to the Town, but there is a cost for profit organizations.

**III. CONTINUED PUBLIC HEARINGS**

**IV. NEW PUBLIC HEARINGS**

**V. CONSIDERATION OF MINUTES OF OCTOBER 16, 2019.**

**MOVED** by Mr. McMahon to approve and accept the Minutes.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

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**VI. CORRESPONDENCE**

**VII. OTHER BUSINESS**

- **RSA 41:14-a Process - Town owned Deed Restriction on formerly Leased Land Tax Map 168, Lot 37/1 – 907 Ocean Boulevard. Release of Deed Restriction #4, which states: “The only structures permitted to be erected or placed upon said lot shall be one single-family dwelling, containing no more than four bedrooms, with no more than a two car garage. The Grantee will not erect any buildings upon the premises within seven (7) feet of any boundary line, nor shall the premises be subdivided”. The existing structure contains two units (one unit with four bedrooms and one unit with one bedroom) and has a front setback of 5 feet and a rear setback of 2 feet.**

Bill Dufresne, 907 Ocean Boulevard appeared with Jennifer. They bought the property in 2004. It was a two-family home. He bought it; he’s a third generation owner. It had an apartment since his grandparents owned it. It’s been a two-family home. It’s under agreement. The buyer and attorney won’t proceed with the purchase until this is cleaned up. He wants to sell it with clean title.

Mr. Emerick said this is just to make a recommendation to the Board of Selectmen.

**MOTION** by Mr. Lessard to honor the request and recommend to the Board of Selectmen.

**SECOND** by Mr. Loiseau.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

- **Conservation Commission – Revisions to Proposed Wetlands Permit Application Changes and Proposed Zoning Articles for 2020**

Ms. Rayann Dionne, Conservation Coordinator appeared with Jay Diener, Conservation Commission. The last time they were here they discussed the Wetland Permit Application. They revised it. They refer people to the guidelines. At the end of the application it explains everything. People proposing projects will be directed to check out FloodIQ to get a picture of what the planning/flooding risks may be.

Mr. Emerick said ‘excellent’. Mr. Waddell said it’s good; it gives residents more knowledge. Mr. Olson appreciates them revisiting this. It is a valuable tool.

**MOTION** by Mr. Lessard to move this forward.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

Ms. Dionne noted she is still waiting for feedback from Legal and Building to get comments on the other warrant articles. Jennifer Gilbert said there is a building code update that requires flood

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venting in the VE Zone. She emailed Ms. Dionne and Mr. Bachand that information. To be consistent she wants a change to the floodplain ordinance. It adds one sentence. This is available in the Planning Office. It will be more formal in the future.

The Board is fine with having these Articles go forward.

- **Planning Board – Proposed Zoning Articles for 2020**

Mr. Bachand discussed the Articles. There are only three now. First is the no casting of shadows. No major changes. Footnote 32 was edited and the permitting process. These changes are in the Planning Office.

**MOVED** by Mr. McMahon for public hearing.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

The second one is for setback in RB Zone for driveway purposes. This is available in the Planning Office.

**MOVED** by Mr. McMahon to have this move forward to public hearing.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

Town Center District – Note 3 was edited. See Planning Office.

**Site Plan Regulations will need to be updated if this all passes.**

Mr. Olson thinks saying retail to retail is a very general way of considering changes. But to go from Hannaford to Market Basket is one thing. He doesn't know what triggers a business to come here. Mr. Bachand said there are different classifications now. **He will take another look at it to make sure it is covered well enough before moving forward. The Board concurred.**

- **SB 152 – Bill relative to third party inspections conducted pursuant to a Planning Board approval**

Mr. Bachand found out about this from the Public Works Department. This deals with third party review for construction. A developer's own engineer could certify projects. Towns would not be allowed to secure third party inspections. It may affect CMA. It will be monitored. Mr. Bachand said it's not currently on the Bill section of the website in its new form.

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- **109 Towle Farm Road (NH School of Mechanical Trades) – Release of bond for on-site improvements**

In January of this year, an on-site bond was obtained. They have their CO. CMA verified everything is complete. We have the as-built. It's been accepted by all Departments. He recommends returning the bond to the applicant.

**MOVED** by Mr. McMahon

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

Mr. Bachand noted that he is going to the Board of Selectmen meeting to discuss our 2020 budget and the Master Plan next week.

**VIII. ADJOURNMENT**

**MOTION** by Mr. McMahon to adjourn.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

**MEETING ADJOURNED: 8:23 p.m.**

Respectfully submitted,

Laurie Olivier, Office Manager/Planning

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

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

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