

**HAMPTON PLANNING BOARD**

**DRAFT MINUTES**

**November 20, 2019 – 7:00 p.m.**

**PRESENT:** Tracy Emerick, Chair  
Ann Carnaby, Vice Chair  
Alex Loiseau, Clerk  
Mark Olson  
Fran McMahan  
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 introducing the Board members and leading the Pledge of Allegiance. The Master Plan Steering Committee members introduced themselves. Kathleen Murphy, Superintendent of Schools (SAU 90); Sharon Raymond, Conservation Commission; Rick Griffin, HBAC; Anthony Ciolfi, Citizen-at Large; Brian Warburton, Budget Committee.

**II. ATTENDING TO BE HEARD**

**Master Plan Session #6**

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

None.

**2. Update on Preliminary Master Plan Survey and Associated Tasks**

Mr. Bachand said the survey has been live for about a month. Ms. Carnaby, Ms. Olivier, and Mr. Bachand have been making the rounds getting the word out about the survey. He discusses this with the CHAT group and brings this up at Staff meetings. Ms. Olivier visited the Galley Hatch and gave a little seminar with some locals who frequent the Galley Hatch.

Mr. Bachand would like other members to promote this as well. We may keep this live at least through January because of the holidays.

Mr. Warburton asked people to visit homes. Every member from the Budget Committee has been active on this. He has run into public officials and even through emails he has gotten people involved.

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People (Master Plan Steering Committee) can sign up for this at the Planning Office. We need to keep track of who goes where per Mr. Bachand.

Mr. Ciolfi asked if people have to be residents; it was stated 'no'. Mr. Ciolfi can go to Cinnamon Rainbows.

Ms. Carnaby said she needs everybody to go out and sell taking the survey. It's going to give the visioning section of the Master Plan a lot of meat. We need to know what the people want. Give out cards. It can take 10 minutes to an hour.

Ms. Carnaby spoke with Amanda in the Library and Ms. Murphy; we need to organize times when some of us can either coach or be present at both the community room or the Junior High, and there's a bank of computers in the research section in the Library. People who do not have computers at home, can come to either place at advertised times to get help doing the survey. This is a fabulous mix. Students can help Seniors. It is easier to do it this way because the input goes directly into the computer. Someone needs to do the organizational task of signing them up, getting people, and promoting when people can come to Library or to the Community Room.

Ms. Carnaby asked for videos to be made. Story boarded; run on 13 and 22 (Channels). We need talent for videos. Talking heads.

Mr. Ciolfi said there is an Inter-act Club. Kids at Winnacunnet; after school. The kids can help. We can find out who is in charge of this. Mr. Ciolfi will follow up with that.

Ms. Olivier stated she called the Towns of Durham, York (Maine), and Bedford. The campaigning is a good idea. We change Ordinances every year; if we don't keep our Master Plan current, we are not moving forward. We are on the right track doing our campaign.

Ms. Carnaby said as of first stats; there were 162 views; most recently we are up to 843 people who opened the survey. We have 240 people who answered at least one question, previously there were 69. Those who subscribed for future updates: we started with 17 and now we have 46. Written comments – we started with 79 and now there are 253. That is still a long way from our 15,000 population.

Mr. Griffin noted that what we are doing is evidently working. From the HBAC meetings regarding Ocean Boulevard and a heavy presence from people that were hired, Facebook was used. Their responses were just 80 to 85 after more than a year. Most of those responses were from Massachusetts.

Ms. Murphy thinks the video concept is a powerful idea. People watch the videos. Just talk about the talking points. John could do the filming. Play it over and over again. Mr. Emerick may volunteer for this. Ms. Murphy will set this up with Mr. Emerick.

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Mr. Bachand said that he, Ms. Olivier, and Ms. Carnaby interviewed with Max Sullivan, Seacoast Online/Hampton Union. It could be in Friday's paper. Mr. Ciolfi said maybe pictures, such as the Town Crier, could be used also. Mr. Ciolfi mentioned the rail-trail publicity – people knew about it but now it's gone all over the place.

Mr. Ciolfi also sent some comments on the RFP, though it was after it was already released. Getting DOT involved was mentioned as an outside the box thought. DOT is familiar with Route 1 and the beach. He can ask people over at District 6 to fill out the survey.

### **3. Continued Discussion of Draft Warrant Article for Comprehensive Master Plan Update**

Mr. Bachand discussed his revised and significantly scaled back one-page draft Warrant Article. He said it was quite a challenge scaling back from the first version. He discussed the proposed Warrant Article, including the content and rationale for each paragraph included in the revised Warrant Article. He stressed important points that he believes should be included. The Implementation portion, Mr. Bachand feels, is the most important part of the Master Plan. It includes long-range actions, timeframes and responsible parties. It is through the Implementation component that it becomes a living document and is subject to routine review and maintenance. The Article also cites the grant funding received for the Vision and Coastal components. Mr. Bachand spoke with other planners at a conference he attended last week, and they agreed with the importance of citing any funding already received because it demonstrates our efforts to seek other funding sources. He thinks it is helpful for the voters to have the information right in front of them without being too wordy. Not everyone who votes is going to get into what we are doing now.

Mr. Griffin said we were awarded a grant; \$185,000. It had to be matched up with matching funds. It came from a Warrant Article from last year for doing a study on flooding at the beach. It could serve as an example of what could happen from having an up-to-date Master Plan.

Mr. Emerick thinks it is still too long. It needs to be shrunk down. Have a short one for the ballot, and a larger explanation on the wall. He said it is good, just too long for the ballot. He does not mind this version appearing on the wall.

Mr. Bachand asked for any edits no later than the week after Thanksgiving.

Mr. Waddell said anybody who reads this the first time they enter the ballot box is not an accurate vote. Those people are looking at the numbers. Get it out before voting.

Mr. McMahon asked where it will be placed on the ballot. It would be nice if it is up front. Mr. Bachand will see if it can be placed right after the zoning articles.

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Mr. Warburton said we shouldn't overload people with a long document. He feels we should remove the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs from the Warrant Article for the ballot; get right to the money. People know that we have done a great job talking about the Master Plan and explaining why we need it. Have it on the wall.

Ms. Carnaby said we should include the sentence from the law “...with funds appropriated for that purpose by the local legislative body.” That needs to be stated because it says why the Town has to support this. The grant funding being for specific parts of this project was noted. A comment in the survey said to take the money you got and do more with it. People need to understand that we can't use the grant money received for anything other than the Coastal and Vision sections – it's earmarked for that purpose.

Mr. Bachand said to send comments. He will send a revised version to the group, hopefully before the meeting on the 18<sup>th</sup> of December.

Mr. Bachand discussed the cost information he has collected to date. He said that Plaistow spent around \$40,000; they are smaller than we are. Mr. Lessard asked if we can tie this to the valuation of the communities. Derry was around \$100,000. Dover does their plan chapter-by-chapter and are averaging around \$25,000 per chapter. Their transportation chapter was \$125,000. Mr. Bachand thinks the cost is kept down if the plan is done as a whole, as this group wants, and not chapter-by-chapter. York, Maine budgeted \$200,000. Mr. Bachand spoke with a Planning Consultant, he estimates ours would be in the \$75,000 to \$150,000 range given our size and location. He is willing to refine this with additional information. Mr. Bachand reached out to Mr. Roache (RPC); he is preparing an estimate.

Mr. Lessard asked how old the other Master Plans are. Communities nibble away at it as they can. Maybe some Towns did theirs five years ago. Mr. Bachand said these communities were either more recently completed or underway.

Mr. Olson said to not chip away at numbers. It diminishes the value. Mr. Olson thinks we need to get it right.

Ms. Olivier said some Towns have money in their CIP or Capital Reserve Fund. Mr. Bachand said we should look into this for routine maintenance after the plan is updated.

Ms. Murphy said we have different housing, land, safe routes to school. We have so many components that dictate time and funding to do a comprehensive study. We are trying to service so many people in this community. We should try to avoid the lowest number.

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**4. Schedule for Review of Proposals for Vision and Coastal Elements**

We (Mr. Emerick, Ms. Carnaby, and Mr. Bachand) will meet on December 12<sup>th</sup> at 2:00PM with Nathalie from the NHDES Coastal Program to review and discuss proposals for the Vision and Coastal components. The deadline for submissions is December 4<sup>th</sup>. We will report back to the group on December 18<sup>th</sup>. Interviews will likely be sometime in January, with selection complete by March.

Ms. Carnaby discussed getting an RFP for the rest of the plan from people who want to work with us about our Town; it would help get costs for our Town.

**5. Next Steps**

Discussed above.

- **Change of Use - 4 Merrill Industrial Drive (Unit 202): Office/Storage to Office/Storage for Wholesale Clerical Records under Federal Firearms Licensing.**

Mr. Al DePaoli appeared. He has a firearms license. Licenses are far reaching. They include a lot more than firearms. For any part of a gun – you need a Federal Firearms License. He has a residence in Hampton and also Woburn, Massachusetts. He needs an office in Hampton. He wants to bring his firearms business here. It is going to be an office; there will be no retail operation. There is a storage facility. It is just business-to-business.

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Mr. McMahon asked if the products appear on-site or through a vendor. Mr. DePaoli said its mostly from the operation in Massachusetts. He distributes to distribution centers.

Ms. Carnaby asked about clerical records. Mr. DePaoli said log books need to be kept. People will send him samples of things as well.

**MOTION** by Mr. McMahon to approve the Change of Use.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

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- **Change of Use – 725 Lafayette Road (Unit 5):** Business Office (Website Data) to Retail (Health and Wellness Products)

Ms. Ashley Imbrescia appeared. This will be a CBD shop. They are not taking the franchise route. They will only stock what works. She noted that she went to Winnacunnet. They may purchase the property from the current owner. Leafinity is the name of the business. The hours will be 10-7; but flexible. Hopefully, 7 days a week.

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**MOTION** by Mr. Waddell to approve the Change of Use.

**SECOND** by Mr. Lessard.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

- **Preliminary Conceptual Consultation: 349 Lafayette Road -**  
Proposed auto service station with improved access, parking, and utilities.

Mr. Chris Rice (TFMoran) appeared with the applicants. The property previously had a building on it; it has since been demolished. It is a gravel site. It is being used as overflow parking for Dana's Towing. They are looking to construct a one-story building. It is about 2,500 square feet. It is an auto service station. There are 14 parking spaces on site; 9 are exterior and 5 are inside the building. There are 6 bay doors.

The site is flush with the roadway. They met with Mr. Bachand and Ms. Hale (DPW) on November 8<sup>th</sup>. They are committed to working with the DPW. Showing where the crosswalk will be. They will coordinate as needed with the DPW.

Pushing the building closer to the front was discussed. It could block the line of sight.

Mr. Rice said a variance may be required because all parking for new construction has to be to the side or to the rear of the building. There is no intention of selling vehicles.

The architectural plans were discussed.

Paul Rabenius, for Dana Newcomb (owner) appeared. Access would be from either side, it would be hard to see cars coming from the other direction.

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Mr. McMahon asked about the radius – the intersection is currently too big. They need to tighten up the radius. There was a proposal for lights at one time, but it did not work out with the Town.

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Mr. Rabenius said if it is squared off, it would add more green space; buffer. Mr. McMahon asked about low plantings; Mr. McMahon said fencing might be good as well. Mr. McMahon said the site is pretty ugly right now.

Mr. Olson asked if they went to Zoning; it fits within the setbacks. This is just a consultation with the Board right now. They do think they will need to go to the ZBA for parking. Mr. Olson said it looks great. He thanked them for cleaning it up. He asked about lighting. That corner should be celebrated more. Mr. Newcomb thinks that is a good idea.

Mr. Rice asked about sidewalk lights and spillover. Mr. Bachand said he believes they need to stay within the site, but he can check the Regulations. Mr. Emerick said the plantings could be lighted.

Ms. Carnaby discussed crosswalks and the entrance to the Town. She would love to see a park bench there. Ms. Carnaby said it was a brownfield and cleaned up. Are there regulations about maintaining documentation that it is clean was asked. Mr. Emerick said it is certified.

Mr. Rabenius said the site has been cleared by the EPA.

Mr. Lessard noted the existing sign will be removed; where would the new sign be was asked. Maybe on the building was stated by the applicants.

Mr. Lessard thinks the site exit onto Winnacunnet Road is going to be challenging. He asked about the site across the street. They are going to maintain both sites. They have 10 employees. Mr. Lessard mentioned hazardous waste – they stay in line with the EPA requirements.

Mr. Lessard discussed crosswalks and safety.

Mr. Waddell likes the design.

- **Temporary Parking Lot: 349 Lafayette Road -**  
15 total spaces, to include delineation of parking spaces and curb stops.

Mr. Rice discussed the parking lot. They are using the existing area for 15 parking spaces. Proposed curb stops were discussed.

No parking in the front was asked by Ms. Carnaby. Mr. Bachand said any parking on this site will need to be located within the 9' x 18' spaces as shown. It fits the criteria for a parking lot. Mr. Lessard asked if they need a variance for this. Mr. Bachand said 'no'.

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Mr. McMahon would like to see the project start in the spring. They will meet with DPW for roadway improvements. Mr. Bachand recommends this temporary parking lot be approved for one year.

Mr. Bachand discussed employees running across Lafayette Road, including at night. It is a tricky situation. He noted his opinion that Dana's Towing employees should use the crosswalk near Dunkin Donuts for safety reasons.

Mr. Olson asked how many spaces this lot can support. Mr. Bachand said the layout works as shown. A 24-foot drive aisle is required.

Mr. McMahon asked about snow storage. It is shown on the concept plan per the applicant.

**MOTION** by Mr. Waddell to approve the Temporary Parking Lot for one year.

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

**III. CONTINUED PUBLIC HEARINGS**

**IV. NEW PUBLIC HEARINGS**

**V. CONSIDERATION OF MINUTES of November 6, 2019**

Ms. Carnaby noted an edit at the onset of the meeting to Ms. Olivier, it is on page 9 of 14. After where it says it is a six-year clock. Bottom of the page. Ms. Carnaby felt it is a small amount to do all the work. Clarification.

**MOTION** by Mr. McMahon to approve the Minutes.

**SECOND** by Mr. Lessard.

**VOTE: 5 – 0 – 2 (Olson & Loiseau).**

**MOTION PASSED.**

**VI. CORRESPONDENCE**

**VII. OTHER BUSINESS**

Mr. Bachand discussed the Northern New England Chapter of the American Planning Association conference, which he attended last week at Mount Washington (Bretton Woods). He highlighted some of the sessions he attended. There was information that will be very useful to us.

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**VIII. ADJOURNMENT**

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

**SECOND** by Mr. Olson.

**VOTE: 7 – 0 – 0**

**MOTION PASSED.**

**MEETING ADJOURNED: 8:20 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**