

HAMPTON PLANNING BOARD

MINUTES

April 20, 2011 – 7:00 p.m.

PRESENT: Fran McMahon, Chair
Tracy Emerick
Dick Nichols, Selectman Member
Keith Lessard
Mark Olson
Brendan McNamara, Clerk
Maury Friedman, Alternate
Jamie Steffen, Town Planner

ABSENT: Mark Loopley, Vice Chair
Rick Griffin, Selectman Member

I. CALL TO ORDER

Chairman McMahon began the meeting at 7:00 p.m. by introducing the Board members and leading the Pledge of Allegiance to the flag.

II. ATTENDING TO BE HEARD

Change of Use - 38 Depot Square

Debbie Turbide, Manager of Hampton Depot, LLC, appeared. They want to re-rent Unit #2, located on the East side of the building. The tenants meet all requirements. She spoke with Kevin Schultz, the Building Inspector, and he told her they would need the use change before getting a new Certificate of Occupancy. It was previously a fitness center. It's the same regulation as a previous tenant which was an automotive parts/retail business. It will be a service club on certain nights and a coffee house and wireless internet hot spot. It will also be a performance venue on Friday and Saturday nights and an art gallery. The food will not be prepared on site. No alcohol will be served. The hours are 10 a.m. to 7 p.m. on weekdays and 10 a.m. to 9 p.m. on weekends. Some proceeds will be donated to charitable causes.

Parking meets all requirements. There are 24 spaces available. Nine will be assigned to Unit #2. Additional parking is available at Marelli's Square. This space occupies 39 percent of the total building square footage. The floor plan was discussed. An additional bathroom will be added.

Tenants will apply for a sign permit. They want to add an awning. There will be no other exterior additions.

ADA requirements are met with the bathroom and the doorways. All areas are accessible for handicap persons.

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Mr. McMahon complimented her thoroughness. Mr. Lessard asked if this should be considered a restaurant. Mr. Lessard asked Mr. Steffen what defines a restaurant. He stated as long as it is packaged, it does not fall under the health guidelines of a restaurant. Mr. McMahon asked if it is a coffee house or restaurant. Ms. Turbide discussed that it's like a club. As far as food preparation, there will be no fryolators.

Mr. Steffen read the definition of "restaurant". Mr. McNamara asked about the sentence "all food preparation...assembly". Applicants stated sandwiches would be assembled there and other prepared food. Mr. McMahon stated it is a restaurant. Mr. Friedman discussed the prep area on the diagram. The applicant stated no fry-o-lators will be used nor cook stoves. Cold cuts will be served. There will be a refrigerator. Applicants will be preparing sandwiches.

MOTION by Mr. Emerick to approve the Change of Use with it noted that the use change is to a restaurant.

SECOND by Mr. Lessard.

VOTE: 7 - 0 - 0

MOTION PASSED.

III. NEW PUBLIC HEARINGS

IV. CONTINUED PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of April 6, 2011

MOTION by Mr. Lessard to approve the April 6, 2011 Minutes.

SECOND by Mr. Emerick.

VOTE: 6 - 0 - 1 (Mr. Nichols abstained)

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

• 120 Glade Path – Special Permit extension request

Mr. Steffen stated it was approved on June 3, 2009, and nothing has changed in the zoning or special permit requirement since the approval.

VOTE by Mr. Lessard to grant the extension for two years from April 20, 2011.

SECOND by Mr. Emerick.

VOTE: 7 - 0 - 0

MOTION PASSED.

• Work Session – Capital Improvements Program, Impact Fees, Master Plan Chapter Updates, & Zoning Changes

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Mr. McMahon discussed reaching a resolution on the Capital Improvements Program. Mr. Emerick met with the Town Manager that afternoon. Portsmouth's Capital Improvement Plan was discussed. The requests from Department Heads (deadline) is May 31st. 75,000 is currently the threshold. The Board of Selectmen should decide on the budgeted amounts. Mr. McMahon discussed trying to make a useful document. A planning tool is needed to implement the program. Mr. Nichols said in the past it was more of a wish list--it was basically a catalogue of requests. He examined the current CIP and it ranges from \$4.5 Million to \$5 Million impact on a given year. Mr. Nichols discussed Portsmouth's plan and the key points that he liked in the document. Funding sources were discussed. It was noted that Portsmouth gets a lot of federal funding. Hampton's expenses are on the taxpayers' backs. Mr. Nichols discussed the Planning Board's role in the process.

Mr. McMahon discussed items that fall through the cracks like the sewage treatment plant. Mr. Nichols said that is more of an operational management problem. Mr. McMahon thinks it should be a planning activity. Mr. McMahon discussed also recycling and asked how that should be dealt with. Mr. Nichols explained that the contract is running out and a bids are coming in. The trade off of doing it in house versus outside recycling was examined and a decision made to go in-house. It is hard for Mr. McMahon to rationalize that. Mr. Friedman said this should all stem from the Master Plan. It should describe all the facilities. Mr. Friedman discussed public safety.

Mr. Emerick discussed the Department Heads doing the plan and what the plan will be. Do any departments look out for other departments? There has to be a level greater than the CIP. Mr. Lessard discussed spreading out costs. Fire trucks versus huge capital improvements were discussed. It comes to the Planning Board and we have no purse strings. We just gather the information – items that are more than \$75,000.00 over the next several years are key components.

Mr. Nichols said Portsmouth has a more extensive, sophisticated approach. They also have a 32 percent higher municipal tax rate. Mr. McMahon discussed the design charrette that was held several years ago. We have a large piece of real estate – library, old town hall, old courthouse, etc. We have never figured out how to use that real estate. The library expansion was discussed.

Mr. Friedman discussed energy efficiency. Large buildings with multiple uses was discussed.

Mr. Olson discussed the increase on taxes. If people felt confident about the process, they would support an increase in taxes. He stressed going with not cheap fixes. Mr. Nichols discussed that he reviews spreadsheets before making decisions or putting ideas forward.

Arranging for the public to discuss the plans as is noted on the Portsmouth Capital Plan was discussed by Mr. Friedman.

Mr. Lessard discussed needing the CIP to promote capital improvements. Mr. Lessard discussed road, drainage and sewage infrastructure improvement needs. He feels the CIP can be modified to better address the Town's needs. Monitoring the debt service was discussed by Mr. Emerick.

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Mr. McMahon discussed the threshold level of \$75,000, and what should be in the plan versus the operating budget. Some costs are recurring costs. Should those be in the capital improvement plan? Capital reserve was discussed by Mr. Nichols. Mr. Emerick discussed the planning process and how each department plans for itself. Mr. Emerick has volunteered to continue in lend the effort, and anyone else on the Board. Mr. Emerick said there should be a CIP meeting convened and someone needs to be in charge. Is it the CIP Committee? Mr. Nichols stated that we should forget about the schools in the process. He asked Mr. Lessard about the plan for the Hampton Academy. Mr. Lessard discussed changes, i.e. the superintendent, etc., along with library issues and their own Board. Mr. Nichols said everyone has to work together.

Putting together a comprehensive plan for the Master Plan was discussed by Mr. Emerick. Alternative revenue sources were discussed by Mr. McMahon. He stated there is no economic activity right now. The Zoning Ordinance was discussed. Parcels available for development were discussed along with doing a better job of promoting them.

IMPACT FEES: Mr. McMahon discussed impact fees. Some are in favor; some are not. Mr. McMahon is not in favor of impact fees. The Planning Board has the authority to amend/implement the fees. Mr. Lessard asked how the math is done to show how it will work to offset taxes. Mr. Emerick stated it is a tax. Mr. McMahon agrees. He feels now residents are hit twice. Mr. Nichols stated the Hampton population increase over the past 10 years was very low. Mr. McMahon stated the population is going down. Mr. Emerick asked if a motion would be appropriate to state to NOT discuss impact fees in the future.

Mr. Nichols explained that percentage of value or units criteria could be used to base an impact fee. Mr. Emerick stated it has to be for a specific purpose. Mr. Nichols asked why there is not an impact fee for fire, etc. Further discussion was made by the Board on doing an analysis and people/businesses being hit twice with taxes/fees. Some of the money going back to the developers was discussed.

MASTER PLAN: Mr. Steffen discussed updating a chapter of the Master Plan. He spoke with Cliff Sinnott recently about updating the vision chapter and they think they can provide some assistance to the Town under our annual dues. He noted an update was done in 2005 to the Vision section, but the Goals and Objectives section has not been updated since 1985. The overall vision was discussed. He discussed the Town of Amherst's goals. This is an example of an approach we can use. His suggestion about forming a subcommittee to work on the chapter was discussed. Community character was discussed by Mr. Friedman, i.e. Town Hall and the Police Station. Architectural reviews were discussed.

Mr. Steffen discussed zoning amendments. He mentioned the recommendations in the Master Plan and Future Land section regarding multi-family residential. Mr. Steffen read the recommendations. Mr. Steffen also discussed changes to the impervious surface requirement. Mr. Emerick questioned how much time should be spent on multi-family changes. Mr. Steffen said the current regulations are not working. Mr. Emerick stated previous proposals were discussed years ago and got voted down twice and he does not want to revisit it. Mr. Olson mentioned new opportunities such as form based codes, that didn't exist before. The problem

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with our existing setback regulations was discussed by Mr. Lessard. He also discussed redevelopment. The notion of a seaside village versus destination resort for the beach was discussed by Mr. Emerick. Mr. Steffen discussed mixed use and improving the look of future development, and reducing impervious surfaces. Snow removal and parking concerns were discussed by Mr. Lessard.

VIII. ADJOURNMENT

MOTION by Mr. Emerick to adjourn.

SECOND by Mr. McNamara.

VOTE: 7 - 0 - 0

MOTION PASSED.

MEETING ADJOURNED: 8:34 P.M.

Respectfully submitted,
Laurie Olivier, Administrative Assistant

****PLEASE NOTE****

**ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.
MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING**