

HAMPTON PLANNING BOARD

MINUTES

March 20, 2019 – 7:00 p.m.

PRESENT: Tracy Emerick, (New) Chair
Ann Carnaby, (New) Vice Chair
Alex Loiseau, Clerk
Keith Lessard
Fran McMahan
Mark Olson
James Waddell, Selectman Member
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning (computer problems) - arrived, left & worked from home

ABSENT:

I. CALL TO ORDER

Chairman McMahan commenced the meeting at 7:00 p.m. by leading the Pledge of Allegiance and introducing the Planning Board members.

II. ELECTION OF OFFICERS

MOTION by Fran McMahan to nominate Tracy Emerick for the position of Chair.

SECOND by Mark Olson.

Mr. Emerick accepted.

No other nominations were presented.

VOTE: 6 – 0 – 1 (Emerick)

MOTION PASSED.

MOTION by Keith Lessard to nominate Ann Carnaby for the position of Vice Chair.

SECOND by Mr. McMahan.

Ms. Carnaby accepted.

No other nominations were presented.

VOTE: 6 – 0 – 1 (Carnaby)

MOTION PASSED.

MOTION by Tracy Emerick to nominate Alex Loiseau as Clerk.

SECOND by Ms. Carnaby.

Mr. Loiseau accepted.

No other nominations were presented.

VOTE: 6 – 0 – 1 (Loiseau)

MOTION PASSED.

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III. ATTENDING TO BE HEARD

- **Temporary Parking Lot:** 11 I Street, 28 I Street, and 101 Ocean Boulevard; One – O – One Ocean Blvd, LLC (Chuck Bellemore). 40 total spaces.

Ms. Paige Libby, Jones & Beach, appeared. The applicant, (Chuck Bellemore) owns three parcels on I Street. All three lots are temporary parking lots. They are gravel and marked. She is here tonight to see if the Board will extend the approval. Mr. Bellemore is going to construct a condominium. He wants to use it as a temporary parking lot again until next year. They are looking for a one year extension.

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Mr. McMahon asked if this is two or three lots. It is three lots per Ms. Libby. It is a total of 40 parking spaces.

MOTION by Mr. Olson to approve this extension for one year.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

IV. CONTINUED PUBLIC HEARINGS

V. NEW PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of March 6, 2019

MOTION by Mr. Olson to accept and approve the March 6th Minutes.

SECOND by Mr. Emerick.

VOTE: 6 – 0 – 1 (Waddell)

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

- **Request for One Year Extension of Subdivision & Conditional Use Permit**
Approval: 230 Mill Road: Existing 4.02 acre lot with dwelling to be divided into six (6) new lots with single-family homes. Existing dwelling to be razed.

Mr. Bachand said the Board approved this subdivision on May 2nd of last year. He noted the engineer and applicant are working toward meeting all of the conditions. The property is under contract. The closing is in April. Construction will start in the next few months. Mr. Bachand recommends granting the one-year extension.

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Ms. Carnaby asked about the conditions. There are several, but most are standard conditions for a subdivision of this size. Mr. Bachand read the conditions, in general, aloud.

MOTION by Mr. Olson to grant a one-year extension until May 2, 2020.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

- **Receipt of ZBA Decisions for projects that will come before the Planning Board.**

Mr. Bachand said this is being presented as a question for the Board. The applicant provides a copy of the ZBA decision with their Planning Board applications, but this often happens many months after the decision is issued by the ZBA. Once the ZBA renders its decision on an application, Mr. Bachand asked if the Board wants a copy of those decisions that will ultimately come to this Board. Mr. Bachand asked if the Planning Board is also interested in receiving agendas for the ZBA meetings. There have been a lot of questions about projects. Mr. Bachand gives the Zoning Board memos on certain projects. His memos to the Planning Board (later) also detail what the variances represent. However, Mr. Bachand is wondering if the Board wants a heads up before these projects come to the Planning Board.

Mr. McMahon thinks this would be very helpful. Mr. Bachand oftentimes does Memorandums to the ZBA. Mr. Emerick said to give this a 'go'. Mr. Bachand can give the Board a heads up.

Ms. Carnaby thinks they are all (the Planning Board) in favor of this. There are only 30 days to question a ZBA decision and we don't hear about them until months later when projects come to us. She thinks it is important to get those decisions as soon as possible; at least a week after, but sooner if possible. Mr. Bachand said it will depend on how long it takes the Building Department to get the letters out. Mr. Bachand said the application has a line for the decision and it is on the last page of the application. They are not always super detailed (in his opinion), but at least it would provide the Board with information.

Mr. Emerick said if someone wants to appeal a ZBA decision, it is done through the Selectmen. Mr. Bachand said the Selectmen would have to file a motion for rehearing. Mr. Bachand said an abutter to the project could also appeal. If it is a member of the Board, it would probably have to go through the Board of Selectmen.

Mr. Lessard said if the Planner has it correctly, abutters or anyone who has a direct interest can file an appeal. If through the Town government bodies, it goes through the Board of Selectmen.

- **Town of Hampton Master Plan Update**

Mr. Bachand thanked everyone who voted for Article 10. Unfortunately, it came up a bit short of passing. As Mr. Bachand has expressed, the Master Plan update is an important project. We need to shift gears in the short term. He stated over the next one or two months, we could form

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a Master Plan Steering Committee. The format can be determined; we can discuss that. Board of Selectmen, Planning Board, ZBA members, and members of the public-at-large could be a part of it. There will be topics to discuss. It may generate momentum for the project. Visioning items were discussed. We should invite the public to those meetings. The group could meet monthly or every other month to start. Guest speakers could be invited. RFQ's could be generated also.

We have the question, what will the project cost. We could maybe start some survey work. We can't do what we proposed; we need the funds and additional manpower to do that per Mr. Bachand. We should start having conversations to build momentum.

Mr. Bachand said in December, the Board signed a letter of support for a NHDES Coastal program grant – one task is a Coastal Hazards and Adaptation Plan that would be incorporated as a chapter of the Master Plan. We learned the grant was awarded to NHDES, so that project will happen. It should commence in October of this year and be done at the beginning of 2021.

Mr. Bachand asked for the Board's thoughts to help keep this moving. Mr. Lessard asked if 'no' means 'no'. Does it mean we can't work on the Master Plan was asked. Does no funding mean we can't do it. Mr. Lessard wants to know if we can't start things.

Mr. McMahon said he thinks 'no' is to the money; not to the project. Mr. Olson asked if Mr. Bachand should follow up with Tim Roache at the RPC. Maybe that's RPC's charge for this year, to figure out if we can do this. **Mr. Bachand plans to have a conversation with him.**

Mr. Wadell thinks it's a good idea to demonstrate that we still need the funds because the committee can't do this all themselves. Mr. Lessard said we have no monetary idea on the project. Mr. Bachand noted maybe if we got 5 (or so) RFQ's, we could get an average of the cost.

Ms. Carnaby stated that it is mandated to do the Master Plan by State law, so we should do this. Our charge is to update it every 5 to 10 years.

Ms. Carnaby asked as this is developed, can the Board get Mr. Bachand's list of what he just said that a steering committee could do; what the next steps are. Do a punch list of what may be done. A 'to do' list. **Mr. Bachand will put it in a punch list. He can come up with a structure and bring it back in two weeks.** Ms. Carnaby said it's easier to respond to a list.

Mr. Bachand will have a conversation with Mr. Roache. **Samples of a Master Plan should be printed. Mr. Emerick asked for one or two.**

Ms. Carnaby asked where the piece that might include the survey software would fit with all of that. The survey can cover a wide range of topics. Mr. Olson asked about surveymonkey. Ms. Carnaby just finished one for the Cable Committee and it was a 10-minute survey to take; it was

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online for three weeks. It cost the Cable Committee \$750 and we got all the data back. There were over 500 responses – through the RPC process. Far more than surveymonkey. Ms. Carnaby said it went to all of the Town websites and social media sites; RPC’s list; again, on our Town website. We put hard copies upstairs on the table and got 10 returned. She feels they tapped into a good population. Most people had television sets and not a computer. Several folks brought copies to their friends and brought it back to the Town. It yielded a lot of results. It is a good tool.

Mr. Bachand will bring this back in two weeks. Mr. Lessard asked how it is broken down. Mr. Waddell said it is a package deal. Ms. Carnaby said we didn’t even have the questionnaire when they were given the price. Part of it was RPC. Ms. Carnaby only wanted a survey that took 10 minutes time to take.

Mr. Lessard asked what the process is when data comes back.

Mr. McMahon discussed last August, the HBAC completed its Master Plan update for reconstruction of Ocean Boulevard. This Board adopted it as part of our Master Plan. Mr. McMahon is asking the Beach Commission – US Department of Commerce to submit an application for funding for re-construction of the Boulevard. Mr. McMahon said the HBAC wants to submit the application and marry that with the DOT funding; it will go further with the project. Paperwork needs to be submitted by March 27th. He wants this Board to endorse this application with a letter of support. It is also going to the Selectmen. Mr. Bachand can draft the letter of support for Mr. Emerick to sign on behalf of the Board.

MOTION by Mr. McMahon to proceed with the endorsement.

SECOND Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

VIII. ADJOURNMENT

MOTION by Mr. Emerick to adjourn.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 7:24 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