

# Town of Hampton



## **PLAN REVIEW COMMITTEE DRAFT MINUTES**

**July 26, 2023– 2:00 PM  
Selectmen’s Meeting Room**

**PRESENT:** Jason Bachand, Town Planner  
Joseph Lynch, Deputy DPW Director  
Matt Newton, Fire Prevention Officer  
Brianna O’Brien, Conservation Coordinator  
Glenn Dodds, Aquarion  
Taylor Raine, Until  
Laurie Olivier, Office Manager, Planning

**Absent:** Tobey Spainhower, DPW  
Jodie Strickland, CMA Engineers  
Gregory Arvanitis, Building Inspector

**23-028 476 High Street**

**Map: 167 Lot: 3**

**Applicant: Swatana Properties, LLC (Attn. Bill Soupcoff)**

**Owner of Record: Same**

**Site Plan and Condominium Conversion: Convert four existing multi-family apartment buildings (15 dwelling units in total) into condominiums and modify the existing parking lot.**

**Waiver Request: Section V.E - Detailed Plans**

Bob Thompson, owner; Bill Soupcoff, applicant; Attorney Chris Mulligan, Bosen & Associates; Erica Eames, Jones & Beach were present.

Joe Coronati (Jones & Beach) was also present and discussed the proposal. He said this is an existing property/units. It's 4 existing buildings. There are fifteen apartments. The owners want to condo convert them and sell them off. They want to make improvements to the site. Adding additional parking. It is a minor site plan since they are modifying pavement but are decreasing impervious area. Red areas (shown on the plan) are pavement areas being removed; beige (shown on the plan) is where pavement is expanded. No utility changes. Owners want to landscape areas.

There will be an area for the dumpster. They are increasing parking on site to make it compliant. Currently there are 19 spaces for 15 units. There will be 32 parking spaces.

They want to remodel and insulate the site. No change in footprint.

Matt Newton said he is fine. He asked about the entryway and slope. He has bottomed out the ambulance on that. It's at the curb cut. It should be brought up per Mr. Newton. The owner did not anticipate changing this. They can mention it to the developer. It could be in the Town right of way. It needs normal/regular smoke detectors.

Glenn Dodds said water service is staying the same, he assumed. It won't have individual water bills per Mr. Dodds. The applicants understand that. It will be a co-water bill and worked out in the documents.

Taylor Raine asked about any load being added to the services. If so, please contact Unutil. Metering; how is it now was asked. Does each building have one meter was asked. For water, there are 4 different water bills per the owner. Power may be the same per Unutil. There are 4 structures; probably one bill for each.

Joe Lynch noted the High Street project has started. It will be done this season. There will be a 5-year moratorium. No utilities. If there may be a chance to have anything done pre-emptively, get it going fast because there is a 2-month window to get everything done. Otherwise, it is dead in the water for 5 years. There is an opportunity, if they are just in it; say if the sidewalk needs to be fixed (apron problem) and transition to the area, maybe it can be dealt with now. Some areas will have vertical changes with the High Street project. It could be in front of this project. Mr. Lynch noted if there are any hydrant issues also. Otherwise, applicants may have to come out the other street.

Mr. Lynch discussed repaving and restriping. He asked the applicants to coordinate with the DPW on current design plans. He noted the ambulance should be accommodated. Mr. Lynch recommended they contact him or Jennifer Hale. If there is a need for loads, they need to know if they are coming overhead or underground. Mr. Raine said they go overhead.

Brianna O'Brien (Conservation Coordinator) has no comments.

Mr. Bachand said that this should not require a conditional use permit. It is an existing multi-family development, not adding units or expanding building footprints.

Mr. Bachand discussed the parking spaces by the easement on the westerly side, and the 4 new parking spaces on the easterly side. The new patio area was also noted. They are within the 20' open space buffer under the multi-family ordinance. He spoke with the Building Department (Greg Arvanitis); it is increasing a non-conformity, so they would need a variance from 8.26 in the Zoning Ordinance. Mr. Arvanitis agreed. They are increasing a non-conformity. Mr. Bachand does think it should be an easy lift in this case.

Mr. Bachand discussed the 20' wide buffer to the rear. He asked why they are terminating that. The Attorney said there are deeds into the owners (LLC) and a deed into the other parcel, both contain language that purports to terminate the easement. It may have been a condition of approval when it was subdivided. That's why they put a note on the plan. Mr. Bachand asked for more clarification.

Mr. Bachand asked about existing Shed #2 – it is in the open space buffer and side setback. It's pre-existing. If there's a chance to move it to another location to improve conformance, that would be good. The applicant noted it may be on a foundation.

Mr. Bachand asked Mr. Newton about the 12' wide driveway going toward the back. Can fire apparatus negotiate it okay was asked. Mr. Coronati said it's about 14' to the end; less than 150' in length. Mr. Newton said we can't have people parking along the aisleway.

Mr. Bachand asked to correct Sheet C2, Certification – it says "Town of Rye".

Mr. Bachand noted with the submitted application, there were rental certificates, they say 2012; have they expired was asked. They get reviewed every 10 years. The owner thought they were up to date. It needs to be clarified. Mr. Bachand can also check with the Building Department.

This application does not need another PRC meeting.

The Attorney asked about the 20-foot open space buffer and needing a variance. It was asked if they maybe could put spaces to the top of the property. They asked if anything they do will trigger a variance. There is an enlargement of spaces on one side; on the opposite side the applicant is adding 4 spaces. Nothing jumped out at Mr. Bachand on how to do this and avoid needing a variance. The applicant said in some areas they are putting in more plantings.

Mr. Bachand said the Building Department is zoning enforcement and provides staff support to the Zoning Board. Mr. Bachand thinks it is a reasonable request. They can apply before the August deadline to go to the September Zoning Board meeting. They could get to the Planning Board in October if all goes well.

Mr. Coronati asked about the detailed plan waiver. What is Mr. Bachand's opinion was asked. Drainage calculations were asked about. Mr. Lynch said if there was historical run off, he thinks we don't need it. He thinks Jodie (CMA) should take a quick look at it. Right now, they are not needed.

Mr. Lynch said an evaluation will be done for the wastewater charge. He will need to do a review for the wastewater development charge. It's residential to residential. It gets charged prior to Building Permit.

Laurie Olivier  
Office Manager/Planning

Ended 2:35 p.m.