

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## Minutes Workshop April 19, 2021

A meeting of the Planning Board was held on Monday, April 19, 2021 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

**PRESENT:** Steve Wentworth, (Chairman), Randy Clark, Sean Murphy, Chuck Ashford, Jr., Bob Villella, Mike Hanides, Kim Colbert, Susan Hastings (alternate), DJ Howard (alternate), Bob Weimar (alternate), and Steve Keach, Keach-Nordstrom Associates.

### Planning Board Matters

#### **1. Map 13 Lot 50 – 472 Route 111, Building J – Change of Use -C2 Zone – proposed retail sales**

Tony Cirella, Operations Manager for 472 Route 111, was present to answer questions about the change of use/occupancy before the board. The proposal is for retail sales such as clothing, accessories, and household goods. The use is allowed in the zone.

**MOTION: C. Ashford made a motion to approve the change of use for property located at 472 Route 111, Building J subject to all applicable permits and inspections by the building department.**

**SECOND: B. Villella**

**VOTE: 7-0**

#### **2. Master Plan (MP) call with Jenn Rowden, RPC**

Tim Lovell and Kathleen Wheeler were in attendance to hear the presentation on the MP. J. Rowden explained that over the next week or two the goal is to set up a sub-committee meeting, this can be done via zoom easily to accommodate the members. D. Soucy will post notice of the meeting. J. Rowden stated the goal would be to update the PB at each of the workshop sessions of the progress of the sub-committee.

J. Rowden stated the first steps will be to review the story map, this tool will be used to gather information and feedback from the public. The initial survey will ask people what they like, versus what they don't like; what they want to see change; what they want to stay the same, etc. This initial group of folks will be used to gather more feedback further along in the process.

J. Rowden further explained the process and stated the answers to the general survey will help to generate more questions going forward and really drill down on the details. In order to start the outreach component, the goal is to launch the survey prior to Memorial Day and give folks a 2–3-week period to respond. J. Rowden felt if 500 people responded it would be good.

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D. Soucy commented that Matt Gillette, Communications Committee would be a valuable resource in helping get the word out about the survey and MP related activities. D. Soucy reiterated that Hampstead has a strong Facebook following and suggested the Hampstead Happenings Page.

J. Rowden stated she would provide the sub-com with an initial set of questions and the group can modify it based on Hampstead's needs. J. Rowden stated the previous MP surveys can be used as a benchmark. J. Rowden stated that she and J. LaBranche are working with the Hampstead Water Resource Committee (HWRC) on a survey; those results may be incorporated into the MP since the data would be complimentary.

B. Weimar asked if the Hampstead Area Water Company (HAWC) had a Master Plan. J. Rowden responded that there is information available via the State site.

B. Weimar asked a few questions about the State/town road management plan. J. Rowden stated the NHDOT 4-year and 10-year plan will be part of the Transportation section of the MP. J. Rowden commented that Hampstead did a Road Surface Management Plan 1-2 years ago.

**MOTION: C. Ashford made a motion to appoint Tim Lovell, Conservation Commission, and Kathleen Wheeler, Hampstead Water Resource Committee, to the Master Plan Sub-Committee**

**SECOND: B. Villella**

**VOTE: 7-0**

### 3. Review Subdivision/Site Plan Regulations

S. Keach was present to discuss his memorandum of April 19, 2021 (attachment to the minutes) relevant to recommended amendments to the Hampstead Land Subdivision Regulations (LSDR).

#### Recommended Amendment No. 1: Section VII: 1-H Dead-End Streets

1-H:3 ...right of way

1-H:5 ....pavement and shoulder widths

1-H:7 ....cul de sacs with interior green island

#### Recommended Amendment No. 2: Section VII: 1-Q Base Course

1-Q ....gravel base course

#### Recommended Amendment No. 3: Section III: 1-B: 2 (3) Initial Subdivision Application Filing

Only two copies are needed per D. Soucy

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### Recommended Amendment No. 4: Section V:2-H Buffer Strip

"Reserved"

### Recommended Amendment No. 5: Section V:2-R Driveway Access

...subdivision plans should depict driveway location

### Recommended Amendment No. 6: Section VI:3-E:1 Minimum Lot Size

...subdivision plans should include lot sizing table on a recordable plan sheet

S. Keach commented that the current one size fits all LSDR, as it relates to roadway construction, has resulted in numerous waiver requests over the past 18 months. His recommendations are a result of these waiver requests. S. Keach commented that the Road Agent prefers a solid cul de sac from a maintenance perspective. S. Keach commented that gravel has changed over the past 30 years and felt the current LSDR warranted a review.

S. Keach stated the board needs to determine which, if any, of these recommendations they would consider for adoption. The LSDR can be updated during a duly noticed public hearing, if no major changes are recommended they can be adopted at that hearing.

Chairman Wentworth suggested changes to Section V:2-F:2 Lot Boundaries/Monuments. S. Wentworth stated many times the granite markers are removed by property owner's since they are not flush with the lawn. S. Wentworth commented that a metal pin with a cover be hammered in lieu of the granite. S. Keach stated he could write something up for the board's consideration.

## 4. Member Comments

R. Clark made the following Zoning proposals for the 2022 Town Meeting. R. Clark proposed the zoning early in order to let the public, as well as the Zoning Board of Adjustment, aware of the Board's intent to honor soil-based lot sizing even when off site water is available.

### Article #1

To see if the Town will vote to amend Article II-1:1 Minimum Lot Sizes by adding the following sentence after the first paragraph: "The minimum lot size requirements shall apply to all lots including, but not limited to, lots served by off-site water and/or municipal sewage facilities."

### Article #2

To see if the Town will vote to amend Article II-1:3 Relationship Between State and Local Regulations by removing the following sentence: "If the state regulations address

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an issue not included in the local regulation, or if the local regulation addresses and issue not included in the state regulation, that regulation shall automatically apply.”

R. Clark read and reviewed the Accessory Dwelling Unit Zoning Ordinance to the board members. R. Clark commented that the board has been receiving more and more ADU applications and suggested that the board familiarize themselves with the zoning. R. Clark suggested maybe changing the ADU size from a percentage to a minimum and maximum square footage. The board members took it under advisement.

D. Howard asked if the minimum frontage requirements could be maintained for XX number of feet back on the lot. S. Keach stated he has seen this type of zoning in towns such as Manchester where there are square city blocks with small square lots.

D. Soucy reminded the board that the “buffer” issue still needs to be revisited as a zoning proposal. There needs to be a clear definition added to the zoning. Additionally, each section of the zoning that references the buffer needs to be reviewed for possible changes.

### 5. Review Minutes (4/5/2021 Public Hearing)

**MOTION: C. Ashford made a motion to approve the 4/5/2021 minutes as amended (spelling correction).**

**SECOND: B. Villella**

**VOTE: 7-0**

### 6. Correspondence

- a. DRAFT 4/7/2021 ZBA Minutes
- b. Map 4 Lot 3 – 60 Governor’s Island Road, New Proposed Staircase, Notice of Shoreland Permit Application

### 7. Adjourn

**MOTION: C. Ashford made a motion to adjourn at 9:00 P.M.**

**SECOND: B. Villella**

**VOTE: 7-0**

Minutes prepared by Debbie Soucy, Secretary