

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes Workshop January 18, 2022

A meeting of the Planning Board was held on Tuesday, January 18, 2022 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

PRESENT: Steve Wentworth, (Chairman), Randy Clark, Chuck Ashford, Jr., Bob Villella, Kim Colbert, and Robert Weimar (alternate).

1. Stormwater Management Regulations – Site Plan and Subdivision Update

D. Soucy informed the board members that she had not yet noticed these regulations for update since Town Engineer, Steve Keach, wanted to have an opportunity to review and comment. Based on conversations with the Town Engineer, the SWM regulations are good, however, they are lacking design standards which need to be incorporated into the regulations.

2. Discussion re: Continued Hearings

The board discussed their frustration with ongoing multiple requests to continue public hearings citing the unwarranted need to have abutters continue to attend hearings when no new information has been received by the board. Secondly, the board is made of volunteer members who are not compensated for their time at public hearings. The board was reminded that they have the option per RSA to vote on an application based on its merits within 65-days of acceptance. Per the RSA both the board and the applicant need to agree to extend this period.

3. Subdivision and Site Plan Application Checklist Review

D. Soucy provided the board members with a DRAFT copy of the new Subdivision and Site Plan Application Checklists. There was discussion regarding the checklists and how they will be used to aide in the submission of new applications. D. Soucy explained the submission process which then triggers Keach to provide the applicant with an estimate of proposed engineering fees, etc. (this has been in place for at least 3 years). If the project is a subdivision or amended site plan, a Department Head Review meeting will be scheduled and each department hears the merit of the case and provides comment. This information is shared with the board as well as the engineer (typically attends the meeting) to ensure all department head comments are considered as part of the review process.

The board approved the use of the checklist(s) and asked that they be posted on the website. D. Soucy stated she hopes that use of the checklist will help applicants/consultants “see” what information may be lacking and cause them to question whether the application is substantially complete enough to submit to the board.

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D. Soucy asked the board for their guidance on copy fees for the office. D. Soucy stated that there have been informal fees charged for copies in the PB office and that she wants to have something in writing to formalize the fees. The copy fee schedule will be added to both the LSDR's and Site Plan regulations under the Fee Schedule in the Appendix. **The board decided to charge \$1 per page printed or copied.**

4. Member Comments

K. Colbert commented that the board has been discussing submission process and deadlines for consultants/applicants, she asked if the town engineer has a timeframe for his review to be completed. K. Colbert commented that she frequently will get KNA review letters on a Saturday or Sunday before a public hearing scheduled for the coming Monday.

D. Soucy stated that the 2022 Public Hearing and Filing Deadline Schedule does contain dates for town engineer review to be completed by, assuming the consultant/applicant submitted information in a timely fashion. D. Soucy stated she would touch base with S. Keach regarding turn around times and expectations.

R. Clark shared an article with the board members from the 1/16/2022 Union Leader that spoke about workforce housing as well as the Housing Appeals Board, specific reference to the Town of Pelham and a recent case. D. Soucy stated that her understanding of workforce housing is that the town merely needs to have zoning in place that allows for affordable housing to be built.

5. Review Minutes (1/3/2022 Public Hearing)

MOTION: R. Clark made a motion to approve the 1/3/2022 minutes as amended.

SECOND: C. Ashford

VOTE: 5-0

6. Correspondence – none

7. Adjourn

MOTION: B. Villella made a motion to adjourn at 8:20 PM

SECOND: C. Ashford

VOTE: 5-0

Minutes prepared by Debbie Soucy, Secretary