

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## Minutes February 7, 2022

A meeting of the Planning Board was held on Monday, February 7, 2022 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

**PRESENT:** Steve Wentworth, (Chairman), Randy Clark, Sean Murphy (Ex-Officio), Bob Vilella, Chuck Ashford Jr., Mike Hanides, Kim Colbert, and Steve Keach, Keach-Nordstrom Associates, Town Engineer.

### **Chairman's Remarks**

Next Public Hearing Date March 7, 2022

Filing Deadline for the March 7, 2022 meeting was February 7, 2022

### **Other Matters**

#### **1. Map 19 Lot 009 – Winchester Heights Elderly Development – Bond Reduction**

Chairman Wentworth read the bond recommendation summary provided by Jeff Quirk, KNA stating the bond should be reduced to \$50K.

**MOTION: B. Vilella made a motion to reduce the bond amount to \$50K per KNA recommendation.**

**SECOND: R. Clark**

**VOTE: 7-0**

### **Old Business**

#### **1. Map 12 Lot 144 – 20 Bonnies Way – Subdivision of Land**

Chairman Wentworth read the consultant request to continue the hearing to the 5/2/2022 PB public hearing in order to exercise the applicants ZBA appeal rights.

**MOTION: R. Clark made a motion to continue the application for Map 12 Lot 144, 20 Bonnies Way to the 5/2/2022 public hearing.**

**SECOND: C. Ashford**

**VOTE: 7-0**

#### **2. Map 17 Lots 122 & 123 – 91 & 99 East Main Street – Lot Line Adjustment**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle explained the plan to the board and indicated that they are still awaiting State Subdivision approval. T. Lavelle presented the board with a letter stating the monuments have been set.

Chairman Wentworth asked for public comment and there was none.

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**MOTION: R. Clark made a motion to grant 90-day conditional approval for the application for a Lot Line Adjustment for property located at Map 17 Lots 122 & 123 aka 91 & 99 East Main Street. Subject to NHDES Subdivision approval.**

**Removal of redundant signature block.**

**SECOND: C. Ashford**

**VOTE: 7-0**

### **3. Map 09 Lot 198 – 46 James Drive – Subdivision of Land**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle stated he has made corrections to the plan and commented that the monuments have been set.

Chairman Wentworth asked for public comment and there was none.

**MOTION: B. Villella made a motion to grant 90-day conditional approval for a subdivision of land for property located at Map 9 Lot 198 aka 46 James Drive.**

**SECOND: R. Clark**

**VOTE: 7-0**

### **4. Map 12 Lot 130 – 2 Starwood Drive – Amended Site Plan**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle explained the amended site plan was to show seasonal boat storage and expanded parking on the site. T. Lavelle stated the drainage calculations have been reviewed by Keach. T. Lavelle reminded the board that the parking area had been expanded at the request of the Hampstead Fire Department. There were three (3) waivers presented to the board for discussion.

**MOTION: R. Clark made a motion to grant a waiver from Section VI-2-J (Locations and dimensions of on-site travel-aisles.) of the Site Plan Regulations.**

**SECOND: B. Villella**

**VOTE: 7-0**

**MOTION: R. Clark made a motion to grant a waiver from Section VI-2-K (Locations, dimensions, and calculations of all off-street parking.) of the Site Plan Regulations.**

**SECOND: C. Ashford**

**VOTE: 7-0**

**MOTION: B. Villella made a motion to grant a waiver from Section VI-2-O (On-site truck maneuvering movements.) of the Site Plan Regulations.**

**SECOND: R. Clark**

**VOTE: 7-0**

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Chairman Wentworth asked for public comment and there was none.

**MOTION: R. Clark made a motion to grant 90-day conditional approval for the amended site plan for property located at Map 12 Lot 130 aka 2 Starwood Drive.**

**Waivers to be added to the plan.**

**SECOND: B. Villella**

**VOTE: 7-0**

## **5. Map 13 Lot 117 – 24 Hazel Drive – Amended Site Plan**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle stated the amended plan was to show seasonal boat storage on the site. T. Lavelle addressed the buffer restoration and stated the owner is proposing two rows of evergreen plantings. T. Lavelle stated the trees would be tall and indicated he would also get Code Enforcements blessing on the landscape restoration plan. Chairman Wentworth stated he wanted more information from Code Enforcement. T. Lavelle indicated he had a few more items to take care of. R. Clark confirmed that KNA would prepare a bond amount for the trees once additional information was received by the board.

Chairman Wentworth asked for public comment and there was none.

**MOTION: R. Clark made a motion to continue the application for an amended site plan for property located at Map 13 Lot 117 aka 24 Hazel Drive to the 3/7/2022 public hearing.**

**SECOND: C. Ashford**

**VOTE: 7-0**

## **6. Map 01-91-1 & 91-2 - 70 & 90 Depot Road – Elderly Housing Site Plan**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant.

K. Colbert asked why the board would review the plan this evening since nothing significant has changed since the last submission. K. Colbert felt there was not enough information to accept jurisdiction.

**MOTION: K. Colbert made a motion to deny jurisdiction of the Elderly Housing Site Plan application submitted for property located at Map 01-91-1 & 91-2 aka 70 & 90 Depot Road.**

**SECOND: C. Ashford**

**VOTE: 6-0-1 (B. Villella abstained)**

T. Lavelle commented that he planned on requesting a continuance at this meeting.

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Chairman Wentworth asked if the soil calculations have been done to substantiate that 10 duplex units would work on the site. S. Keach commented that there is a discrepancy with the units, some pages refer to single family homes while others refer to duplex units. T. Lavelle commented that the proposal is for 10 duplex units which converts to 20 dwelling units.

D. Soucy asked about the next steps in the process. Keach explained that a notice of decision stating the denial to accept jurisdiction would be sent to applicant. Keach further explained that an entire new application would need to be submitted by the applicant/consultant.

## **7. Map 12 Lot 069 – 394 Emerson Ave – Site Plan**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle had new plans to present to the board which have addressed items in the KNA letter. T. Lavelle explained to the board the proposal seeks to add a warehouse (10 Miners Way) to the property across from DaSilva Motor Sports (11 Miners Way).

D. Soucy stated that the owner of 416 Emerson Ave had inquired to the office as to what would be discussed during this evenings' meeting regarding this project. I advised Ms. Sader that no new information has been received since 11/08/2021 and felt the board would take no action at the 2/7 meeting based on this fact.

R. Clark stated the first KNA letter was four (4) pages long. T. Lavelle stated he could take care of these items within 30-days.

S. Keach suggested that T. Lavelle request that the board continue consideration of acceptance to the 3/7/2022 meeting.

**MOTION: K. Colbert made a motion to continue consideration of acceptance of the application for an amended site plan for property located at Map 12 Lot 069 aka 394 Emerson Ave to the 3/7/2022 public hearing.**

**SECOND: C. Ashford**

**VOTE: 7-0**

## **New Business**

### **1. Map 2 Lot 171 – 37 Houstons Way – Lot Line Adjustment**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle explained the plan, the Derry lot will be giving 1.08 acres to the Hampstead lot. T. Lavelle stated they would present a plan to the Town of Derry, NH as well.

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**MOTION: R. Clark made a motion to accept jurisdiction for the application for a lot line adjustment for property located at Map 2 Lot 171 aka 37 Houstons Way.**

**SECOND: B. Villella**

**VOTE: 7-0**

Chairman Wentworth asked for public comment and there was none.

S. Keach recommended the following special conditions should the board consider conditional approval this evening: approval by the Town of Derry, letter that bounds have been set, and all comments from 2/4 KNA letter have been satisfactorily addressed.

**MOTION: R. Clark made a motion to continue the application for a lot line adjustment for property located at Map 2 Lot 171 aka 37 Houstons Way to the 3/7/2022 public hearing.**

**SECOND: M. Hanides**

**VOTE: 5-2 (S. Wentworth and S. Murphy)**

## **2. Map 17 Lot 269 & 272 Merryfield Lane – Lot Line Adjustment**

Tim Lavelle from Lavelle & Assoc. was present to represent the applicant. T. Lavelle explained the plan to the board and audience members present. T. Lavelle indicated he had addressed all of the comments in the KNA letter dated 2/4/2022.

**MOTION: R. Clark made a motion to accept jurisdiction for the application for a lot line adjustment for property located at Map 17 Lot 269 & 272 aka 22 Merryfield Lane and 5 Chamberlain Ave.**

**SECOND: C. Ashford**

**VOTE: 6-1 (K. Colbert)**

Chairman Wentworth asked for public comment.

Ken Fure – 41 Nicole Circle – asked what the intent of the lot line adjustment was.

T. Lavelle explained the LLA is to transfer a .26-acre parcel from the Merryfield parcel to the back of the Chamberlain parcel.

There was no further public comment.

S. Keach suggested the following conditions should the board consider granting conditional approval this evening: Approval subject to remarks in 2/4/2022 KNA letter have been satisfactorily resolved.

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**MOTION: R. Clark made a motion to grant 90-day conditional approval for the application for a lot line adjustment for property located at Map 17 Lot 269 & 272 aka 22 Merryfield Lane and 5 Chamberlain Ave. Approval subject to all remarks in the 2/4 KNA letter have been satisfied.**

**SECOND: B. Villella**

**VOTE: 5-2 (M. Hanides and Kim Colbert)**

## Planning Board Matters

1. Town Engineer Comments – none
2. Correspondence – Chairman Wentworth read the correspondence.
  - a. 1/5/2022 DRAFT ZBA minutes
  - b. 1/11/2022 Town of Derry, Decision Notice, 64 Drew Road
  - c. NHDES Wetlands – Map 8B Lot 31 – 30 Abbie Lane – repair existing stonewall
3. Member Comments
  - **Update on Master Plan:** Kim Colbert and Mike Hanides gave the board an update on the status of the MP and indicated one of the next steps would be to meet with members of the boards and committees in town. M. Hanides mentioned that the Town of Freedom NH, CIP Program might be of interest to review and model our own town's plan after. S. Murphy stated that the CIP committee had reached out to town departments to determine needs in excess of \$100K.
  - Chairman Wentworth asked about the status of the **Storm Water Management regulation update** within the LSDR/Site Plan. D. Soucy indicated she had sent the board an update on 1/20/2022 with the status and explained S. Keach had information he wanted to add to the update. S. Keach explained that design structure requirements need to be added to the SWM regulations. Also, the Fire Department recently requested an update to the regulations, the current regulations need to be updated to allow update/reference to the most recent edition of the State Fire Code. Keach stated he would have draft wording in front of the board for the next workshop.
  - Discussion re: **DRAFT minute posting.** D. Soucy asked the board how they felt about posting DRAFT minutes to the website. D. Soucy indicated that from an administrative point it is not a big deal and she has no problem posting the minutes. D. Soucy stated that if someone reaches out to the office looking for draft minutes the request is fulfilled per the RSA. The board was fine with posting DRAFT minutes. D. Soucy asked for a motion for the record.

**MOTION: C. Ashford made a motion that DRAFT minutes are posted on the town website from this point forward.**

**SECOND: R. Clark**

**VOTE: 7-0**

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## 4. Review of Minutes (1/18/2022 Workshop)

**MOTION: C. Ashford made a motion to approve the 1/18/2022 workshop minutes as presented.**

**SECOND: R. Clark**

**VOTE: 5-0-2 (S. Murphy and M. Hanides abstained)**

## 5. Adjourn

**MOTION: B. Villella made a motion to adjourn at 8:30 P.M.**

**SECOND: C. Ashford**

**VOTE: 7-0**

Minutes prepared by Debbie Soucy, Secretary