

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes February 4, 2019

A meeting of the Planning Board was held on Monday, February 4, 2019 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

PRESENT: Paul Carideo (Chairman), Ben Schmitz, Glen Emerson, DJ Howard, Steve Wentworth, Joe Guthrie, Robert Waldron, Susan Hastings (Alternate), and Scott Bourcier (Dubois & King).

The public attendance roster is available as an attachment to this document.

Chairman Carideo opened the meeting at 7:05 P.M.

CHAIRMAN'S REMARKS

Next Public Hearing Date March 4, 2019

Filing Deadline for the March 4, 2019 Meeting is February 6, 2019

Chairman Carideo made the announcement regarding the new filing deadline schedule posted in the Planning Board Office.

Old Business

1. 06-019 PhanZone

P. Carideo noted that no one was present to represent the PhanZone. Chairman Carideo read from Section 7 of the Site Plan Regulations Subsection 7.03 (F), which states: "The Board's approval of a Site Plan shall lapse if all conditions of approval have not been met within ninety (90) days of the date of approval. Upon request, and where it can be shown to the satisfaction of the Board that a hardship exists, an applicant may be granted a reasonable extension of this time period."

Chairman Carideo reminded the PB members present that the Site Plan was originally approved in October 2017. S. Hastings commented that this is the same point the applicant came to the last time they presented a plan to the board. P. Carideo asked D. Soucy to send a certified letter to the owner requesting their presence at the next meeting to update the board on their plans.

MOTION: D. Howard made a motion to extend the conditional approval to 3/4/19 with a certified letter to be sent to the owner stating the conditions will expire on that date if there is no representation at the meeting.

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SECOND: R. Waldron

VOTE: 7-0

2. 13-186 50 Rolling Hill Road – Accessory Dwelling Unit (ADU)

Chairman Carideo informed the PB members present that the applicant has requested a continuance to the 4/1/19 meeting.

MOTION: B. Schmitz made a motion to continue the hearing to 4/1/2019

SECOND: G. Emerson

VOTE: 7-0

3. 13-178 Hampstead Academy – Amended Site Plan

T. Lavelle was present to represent the applicant. S. Bourcier stated that the plan set dated 1/7/2019 has been reviewed. S. Bourcier stated that most items previously identified have been addressed on the plan set before the board; the only outstanding item to be addressed is the Traffic Impact Assessment (TIA).

T. Lavelle stated that the text that needed to be corrected on the plan set has been addressed. T. Lavelle stated he submitted a TIA dated 1/15/19. T. Lavelle stated the applicant has limited the student parking spaces to eight (8). T. Lavelle stated the site is not going to change; this is simply a change in the demographics of the student body. T. Lavelle indicated that the school is not at full capacity and that the original site plan approved a much larger student population. P. Carideo asked S. Bourcier to address the issue of the traffic study.

S. Bourcier stated that the consultant submitted a TIA that included a logical application of traffic flow; however, there is no data to support the theory. S. Bourcier stated that parents currently drop students off at the site twice each day. S. Bourcier stated he needs a traffic study that shows what the flow is now versus what is anticipated; it may show no change but at minimum, the PB has the data to support that conclusion. B. Schmitz stated that the regulations indicate what should be included on a TIA and it is not with the application that is currently before the board. P. Carideo reminded the applicant and the board members that every abutter that was at the last meeting was concerned about traffic flow and he would like the information in the file.

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T. Lavelle stated that he was unsure how to address the traffic study. S. Bourcier explained the process. S. Bourcier stated he is looking for data to support the number of trip ends that are being proposed at the site. There was discussion back and forth regarding the student parking to be noted on the plan; the parking is called out on notes listed on the bottom center of the plan set.

B. Schmitz asked if there were any notes regarding special exceptions and variances that should be added to the plan. T. Lavelle stated he came to the PB office and reviewed the files, there are no variances granted for the site.

B. Schmitz asked if anything other than the TIA is needed. S. Bourcier replied that the TIA is the only outstanding item. P. Carideo asked S. Bourcier how he felt about granting conditional approval without the TIA. S. Bourcier stated that if the TIA shows any impact on the site then the PB could not address the matter with the applicant, the application would need to be reopened. B. Schmitz stated that it is probably best not to approve tonight. T. Lavelle stated that he feels that conditional approval tonight is not necessary and that he now knows what he needs to provide for the TIA. P. Carideo indicated that the plan seems to be all set and only the TIA is needed.

MOTION: B. Schmitz made a motion to continue the hearing to the 3/4/19 meeting

SECOND: G. Emerson

VOTE: 7-0

OTHER PUBLIC MATTERS

1. Subdivision Regulation Update – Public Hearing scheduled for 3/4

Chairman Carideo reminded the PB members present that they have been reviewing the Subdivision Regulations for quite some time now and they seem to be ready to move forward with a public hearing for comments and acceptance at the 3/4 meeting. B. Schmitz had sent additional comments to S. Bourcier for his review and response. All grammatical and spelling errors that were identified have been addressed. S. Bourcier commented that he has added classes of roads based on State Standards to the regulations. S. Bourcier stated that the

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regulations are in place however, as with all regulations, it is up to the Code Enforcement officer to police and enforce the regulations.

P. Carideo commented that p. 45 references the Hampstead Highway Safety Committee, since that group does not meet on a regular basis it was suggested to change the wording to the PB and/or its representative.

P. Carideo asked S. Bourcier to address the Winter Conditions section of the regulations (pp. 49-50). S. Bourcier explained the purpose of having this wording in the regulations as winter construction activities need to be observed. S. Bourcier stated it is not the intent not to allow construction activities however if a developer wants to do work prior PB approval is needed.

MOTION: B. Schmitz made a motion to accept the Subdivision Regulations as discussed.

SECOND: S. Wentworth

VOTE: 7-0

MOTION: B. Schmitz made a motion to move the Subdivision Regulations to the 3/4/19 meeting for a public hearing.

SECOND: S. Wentworth

VOTE: 7-0

2. Site Plan Regulation Update – Public Hearing scheduled for 3/4

P. Carideo informed the PB members present that he had sent comments regarding the Site Plan regulations to S. Bourcier. These comments were sent via email and shared with all PB members; all grammatical and spelling errors have been addressed.

P. Carideo stated that he felt that all development should come before the PB. The current regulations, Section 3 Jurisdiction, Subsection 3-A:3 state:
"Any non-residential development that includes only additions of not more than **1,200 square feet** to an existing building(s) and that does not constitute a change of use shall be handled in the same manner as a building permit application."

P. Carideo asked for S. Bourcier's opinion. S. Bourcier stated that other towns that he works with have everything come before the PB. The PB members present discussed the issue and agreed to **change the requirement from 1,200 square feet to 100 square feet.**

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MOTION: B. Schmitz made a motion to accept the Site Plan Regulations as discussed.

SECOND: D. Howard

VOTE: 7-0

MOTION: B. Schmitz made a motion to move the Site Plan Regulations to the 3/4/19 meeting for a public hearing

SECOND: D. Howard

VOTE: 7-0

D. Soucy asked if a separate motion was required to accept the increase in fees as indicated in the Fee Schedule within the regulations. The cost for certified mailing increased from \$7 to \$10, the fee for legal advertisement will be increased from \$100 to \$150. Lastly, wording has been added stating that there will be a \$50 fee charged to the applicant per trip to the Rockingham County Registry of Deeds. After a brief discussion it was determined that a separate motion was not needed to accept the fees since they are included as part of the Subdivision and Site Plan Regulation documents.

D. Soucy was asked to work with S. Bourcier on revising the Subdivision and Site Plan applications. There was also a discussion regarding the "checklist" for applications.

Planning Board Matters

1. Town Engineer Comments – none

2. Correspondence

- Spring Planning & Zoning Conference, Saturday 6/1/2019, Save the date
- Chief Building Official Letter re: Map 7, Lot 070, 1 Emerson Ave, citation of zoning for variance request.
- Robert McEachern, Letter received 1/16/2019

3. Member Comments

P. Carideo announced only one person signed up for the PB; this will leave a vacant spot on the PB after the March election. P. Carideo informed the group that he will not be at the 4/1/2019 PB meeting.

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4. Review of Minutes - 1/22 Workshop Minutes Approved

MOTION: J. Guthrie made a motion to accept the 1/22 minutes

SECOND: B. Schmitz

VOTE: 5-0-2 (R. Waldron and B. Schmitz abstained)

5. Adjourn at 9:35 P.M.

MOTION: P. Carideo made a motion to adjourn at 9:35 P.M.

SECOND: G. Emerson

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary