

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes Workshop August 20, 2018

PRESENT: Paul Carideo, (Chairman), Ben Schmitz, Glen Emerson, DJ Howard, Joe Guthrie, Randy Clark (Alternate), Susan Hastings (Alternate)

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

Planning Board Matters

1. 2019 Zoning Updates

Chairman Carideo presented a number of items that needed to be reviewed as part of the 2019 Zoning Updates.

Signs

Section IV-4:2 Permitted Types of Signs is incorrect. The Sign Ordinance was not properly updated in 1992 and needs to be corrected. The Warrant Article and proposal went to the Town vote incorrectly. D. Soucy was asked to review the entire section of the ordinance to determine which sections require correction.

Accessory Dwelling Units (ADU)

P. Carideo and D. Howard stated that the septic wording as it relates to ADU's has come up several times over the past year. The last sentence of sub-paragraph 3 states the "septic must be installed". The State of New Hampshire does not require the septic to be installed; the State requires an approved septic design be on file. Does the Town want to be in line with the State regulations or keep the wording as it reads. The board suggested possibly removing the last sentence of the paragraph in question.

Soil Based Lot Size

Table 1A, located in the Index of the Zoning, has not been updated since 1987. There is a new soils chart from 2003 available for reference. D. Soucy was asked to contact the appropriate agency for the new table of soils. The board also felt it may be helpful to include an example of how to calculate soils by lot size. D. Soucy was asked to contact the Town Engineer for an example.

Multiple Unit Dwelling Structures

Chairman Carideo asked if the board wants to entertain wording that limits access to a property. P. Carideo used the example of current applications before the board. P. Carideo stated it is typical that a parcel of land would use one access for entry and exit to the parcel. Should the board add wording to state "access to all units should be via a main street/roadway". P. Carideo advised the board that they would need to suggest wording for the proposed change. R. Clark stated the board should consider the best use of the land. P. Carideo commented that this

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section of the Zoning has no requirements for buffers only for screening and suggested that is something to think about as well.

Buffer Requirements

Section IV-12 Buffer Area, Item 1. Chairman Carideo commented that the Buffer Area requirement does not list multiple unit dwellings, elderly housing, or mobile home parks.

Elderly Housing

Section IV-10:4, this section of the Zoning references the Town's Subdivision and Site Plan Regulations, which in turn refer back to the Zoning. Chairman Carideo felt this matter should be cleaned up. He suggested that each section reference the "buffer section" of the Zoning for wording. Should wording be added to clarify if the buffer could be or should be disturbed.

Section IV-10:4:C states that "Each building shall have a minimum setback of forty (40) feet from the edge of right-of-way of the internal road system." The board discussed possible changes and/or additions to this wording. For example, "accessing two or more buildings"

B. Schmitz suggested the board question what they want to achieve as it relates to buffers; this will help determine how small/large a buffer and/or setback is needed. Possibly include a separate setback requirement for Elderly Housing.

2. 2019 GIS Budget Needs

Chairman Carideo commented that he has not started to work on the budget as of yet. Donna Green (PB Budget Committee Liaison) was present in the audience and provided P. Carideo with the paperwork that will be required as part of the new budget process for the Town. P. Carideo explained to D. Green that the PB budget is unique in the sense that a number of line items show as expenditures, however, the PB is able to bill applicants for these expenses. For example, engineering fees, recording fees, legal fees, etc. are charged back to the developer. For this reason, the line items are hard to predict for budget purposes and are continually changing.

P. Carideo explained how the GIS improvement was chosen for the 2018 budget year. Chairman Carideo explained that going forward the PB would like more feedback and buy-in from other Town Departments as to what they would like to see added to the GIS site. P. Carideo suggested that the Highway Department, Recreation, Fire, and Police could all have layers and uses for the GIS site. P. Carideo stated he has spoken with the Road Agent and explained that data

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collection must be done in a particular way in order to be compatible with the GIS website.

Chairman Carideo stated that last year the PB budgeted \$26,400 for mapping. Of that amount, \$20,000 was spent on the parcel realignment effort. Another \$4,000 was spent on annual map updates and print orders for the Town Maps. There is also a \$2,400 annual hosting fee to support the Town GIS website. P. Carideo stated he had asked B. Schmitz to come up with some ideas for the 2019 budget.

B. Schmitz stated that he has been thinking about the Town's needs. The GIS website currently provides information on soils, contours, zoning layers, flood maps, parcel data, etc. B. Schmitz suggested we review the layers CAI maintains and think about what other layers could be added.

D. Soucy stated that Franco Rossi (CAI, Inc) advised her that he would be willing to come to a PB Workshop to provide a demonstration of the current layers as well as additional services that are available. D. Soucy confirmed with F. Rossi that they will attend the September 17th PB workshop and provide a demonstration. D. Soucy is to invite the Department Heads to attend the workshop. D. Soucy was asked to provide data on site usage. Per 8/22 email from F. Rossi there have been 987 page views over the past 30 days. Additional statistical data was also provided. D. Soucy was asked to add the GIS web link to the Main Page of the Hampstead website, this is in addition to the link that already exists under the Planning Board page.

B. Schmitz stated that he feels that parcel look-up, on the GIS site, by map and lot number is problematic and suggested this matter be researched. The look-up requires a long string of numbers which makes it difficult to navigate. P. Carideo suggested a possible text box after the map, lot, and sub-lot numbers.

B. Schmitz felt there were two general questions: 1. Do we have the data we need and 2. Do we have the applications we need.

B. Schmitz stated that an example of one application would be a Citizen Problem Reporter, this type of application would allow residents to report a pot hole on the road, or a dead animal in roadway, to name a few. A second application would be Report Management that would allow a Town employee to review the problems reported and be able to address and assign problems for resolution. B. Schmitz stated that there are other applications for street openings as well as public works management to name a few.

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Chairman Carideo commented that it would be helpful to get the Town Department Heads involved with the GIS so that they know what is available. For instance, GIS could collect data on catch basins and help manage the maintenance of catch basins through an application.

B. Schmitz felt the PB should get a handle on the current GIS site usage. The PB should also get information from the Department Heads on what they would want on the site and if there was something they wanted to maintain.

P. Carideo feels that the Highway Department would be a best first case scenario for additional GIS layers. P. Carideo believes that some data sets could be classified as "internal" use only. P. Carideo suggested using the site for tracking road improvements. B. Schmitz suggested that the PB ask CAI what they can offer for solutions when they do a demonstration.

J. Guthrie asked if the Department Heads would need to be trained on the GIS site. B. Schmitz agreed. B. Schmitz stated that the Department Heads need to see the value of the GIS site.

P. Carideo stated that the Conservation Committee is currently mapping trails in conjunction with Atkinson and Plaistow. P. Carideo wondered if this data could be linked to the Hampstead website.

B. Schmitz felt that the PB could be projecting the GIS website on to a screen or wall during the PB meetings. P. Carideo stated that would be worth researching this option. P. Carideo explained that the new budget process requires more long-term planning and the PB should be thinking of what is needed five years from now.

3. Review 9/4 Applications

a. 02-030 556 Main Street Accessory Dwelling Unit (ADU)

The property in question is a single-family home with an apartment. P. Carideo commented that adding an ADU doesn't appear to be allowed per Zoning. P. Carideo suggested that the PB have a pre-conceptual discussion with the applicant. The installed septic is approved for 525 gallons per day (GPD) and it appears that 675 GPD would be required for the proposal before the board, the septic load would need to change. B. Schmitz agreed that there are a number of questions for the applicant. For instance, are they keeping the existing apartment or will it be eliminated with the ADU? D. Soucy was asked to reach out to the applicant and advise them that the numbers are not in accordance with

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the intent of the Zoning Ordinance and the PB cannot accept the application unless there is better information.

4. Review Minutes (8/6 Meeting)

D. Soucy asked P. Carideo for clarification on the bonding request for the Winchester Heights (19-009) project. P. Carideo stated that J. Hanley could contact Scott Bourcier directly to discuss the bond matter.

MOTION: B. Schmitz made a motion to approve the 8/6 Meeting Minutes as amended.

SECOND: R. Clark

VOTE: 5-0-2 (G. Emerson & S. Hastings abstained)

5. 2018 Legislative Updates

Chairman Carideo advised the PB members that the 2018 Legislative Updates have been sent to the PB via Town Counsel. P. Carideo suggested the members review the land use section of the package.

6. Subdivision Review and Site Plan Review

Chairman Carideo stated he was unsure if he was going to be able to attend this evening's workshop, therefore he did not invite Scott Bourcier. The review is ongoing and will be continued at a future workshop.

7. Member Comments

8. Adjourn

MOTION: B. Schmitz made a motion to adjourn at 9:25 P.M.

SECOND: G. Emerson

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary