

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## Minutes Workshop March 18, 2019

A meeting of the Planning Board was held on Monday, March 18, 2019 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

**PRESENT:** Paul Carideo (Chairman), Steve Wentworth, DJ Howard, Chuck Ashford, Jr., Bob Villella, Randy Clark (Alternate) and Susan Hastings (Alternate)

Chairman Carideo opened the workshop at 7:00 P.M.

Chairman Carideo welcomed the new Planning Board members and suggested they read *Planning Board in New Hampshire* and become familiar with the roles and responsibilities of membership.

### Planning Board Matters

#### **1. Election of Officers**

Chairman Carideo stated that he would not be at the April 1<sup>st</sup> public hearing. The Rules of Procedure state that in the absence of a Chairman the Vice Chairman runs the meeting. It was noted that the Vice Chairman, Ben Schmitz is no longer a PB member. In the absence of a Vice Chairman, the Secretary would run the meeting. P. Carideo stated that since the Secretary is not a member of the PB there would be no one to run the April 1<sup>st</sup> public hearing if the PB did not elect officers during tonight's workshop.

Chairman Carideo announced that Randy Clark would replace Robert Waldron as a voting member for the workshop.

MOTION: B. Villella made a motion to have Paul Carideo continue his role as Chairman.

SECOND: S. Wentworth

VOTE: 5-0-1 (P. Carideo)

MOTION: D. Howard nominated Steve Wentworth as Vice Chairman.

SECOND: B. Villella

VOTE: 5-0-1 (S. Wentworth)

MOTION: C. Ashford nominated Debbie Soucy as Secretary.

SECOND: D. Howard

VOTE: 6-0

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## Minutes Workshop March 18, 2019

### 2. April 1 Public Hearing

Chairman Carideo reviewed a rough draft of the April 1<sup>st</sup> agenda. D. Soucy was asked to reach out to Randy Haight from Meridian Land Services regarding the status of the Camp Tel Noar mylar. D. Soucy was asked to check on the dates for the Granite Village/Johnson Meadow hearing, as they may need to request a continuance. There will be no new business on the April 1<sup>st</sup> agenda. The one application received in the PB office did not meet the filing deadline with the Town Engineer. The application and corresponding plans were due to the Town Engineer by 4:30 PM on 3/6/2019 and were not delivered to Dubois & King until 3/12/2019. Vice Chairman, Steve Wentworth, will run the April 1<sup>st</sup> public hearing.

### 3. 2019 Zoning District Boundary Clean-up

R. Clark informed the PB members that it was noted that the District Boundaries for Zones C3, C4, and D are not accurate on the Town Tax Maps or in the description of the Zoning Ordinance. D. Soucy provided documentation of all the past Warrant Articles relating to Zoning changes throughout the years. It was confirmed with Town Counsel that if the changes were done through the Warrant Articles the Zoning can be accurately updated to reflect those changes. R. Clark provided the PB members with the description from the current zoning along with the proposed changes that will be made for 2019. D. Soucy is going to update the Zoning and have R. Clark review the revisions prior to releasing the 2019 Zoning.

P. Carideo stated that the Historic District seems to be incorrect on the Town Tax Map. Per the Zoning the entire parcel of Map 7, Lot 47 should be referenced as Historic District. This parcel includes the Town Hall offices, the cobbler shop, etc. and is accurately described in the Zoning.

R. Clark stated the Zone C3 District Boundary is overlapping Zone D near the Owens Court property. Further research and surveying may need to be done in order to make the correction to this boundary. A Warrant Article may need to be proposed for 2020.

There was a question as to the portion of roadway between Cardinal Lane and Freedom Hill. R. Clark is researching the status.

### 4. 2019 Zoning Book Passed Warrant Article Update

The PB members were given new pages for the 2019 Zoning Update. P. Carideo stated he would review the updates next week and advise D. Soucy when it is ok to release the 2019 document to the public via the website.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## Minutes Workshop March 18, 2019

### 5. New Procedure on Conditional Approvals

P. Carideo stated that the PB needs a consistent format when granting conditional approvals. P. Carideo indicated that the PB needs to be very specific when making motions for conditional approvals. *The Planning Board in New Hampshire* includes a section that deals with conditional approvals and explains the difference between conditions precedent and conditions subsequent. P. Carideo stated that he would work on developing a form/format.

D. Soucy informed the PB members that there is a new Waiver Request Form that will be used on all new submissions. The form is available on the Town website.

D. Soucy informed the PB members that there is a new procedure regarding engineering estimates. Going forward applicants will be provided with the engineering estimate for the project and will be required to sign the estimate; there will be no engineering review until this document is properly executed.

### 6. Ongoing Discussion 2020 Zoning Proposals

P. Carideo informed the PB members that the board will be working on Zoning updates at all upcoming workshops. P. Carideo informed the PB members that the Town Engineer asked how the PB would like to proceed with regard to the MS4 updates. P. Carideo stated that Dubois & King provided many hours of support at no cost during the revision of the Site Plan and Subdivision regulations. P. Carideo indicated that Dubois & King would not be able to provide support to update the Zoning without charging the Town for the services. P. Carideo stated he was going to reach out to Rockingham Planning Commission (RPC) to see if they could assist with the Zoning updates and what the cost would be for the effort.

R. Clark commented that MS4 stands for Municipal Separate Storm Sewer System. R. Clark stated that Hampstead should not be included with large municipalities like Manchester, Portsmouth, or Haverhill, MA. P. Carideo stated that the Town has contracted with RPC to do work on satisfying the Federal EPA requirements of the MS4 permit. The Town applied for an exemption from the MS4 requirements and was denied therefore the PB is charged with updating the Zoning and other regulations in order to be in compliance. P. Carideo stated that part of the MS4 review/update will include a review of the buffer and wetland ordinances.

Chairman Carideo stated the PB will start their work on this project with review of the Illicit Discharge Detection and Elimination (IDDE) Ordinance. P. Carideo

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## Minutes Workshop March 18, 2019

asked the PB members to review the model document and mark it up with comments for the April workshop.

### **7. Ongoing Discussion 2019 Site Plan & Subdivision Regulation Updates**

As previously stated, the Site Plan & Subdivision Regulations will need to be reviewed and updated to comply with the MS4 permit requirements. Areas that will need to be reviewed relate to erosion control. In addition, blasting regulations will need to be added. P. Carideo reminded the members that the Water Committee passed on the Warrant Article and they may be approaching the PB with recommended changes.

### **8. Member Comments**

D. Howard stated that he spoke with a member of the Highway Safety Committee regarding the concerns about the inconsistency with the signs in Town. D. Howard stated a list of the signs was needed to begin work.

D. Howard asked about fire cisterns, specifically who is responsible to maintain them. D. Howard stated he does not think it is reasonable for the PB to require cisterns or fire ponds, etc. and then not have them maintained. D. Soucy stated she recalled a similar discussion from last year. P. Carideo stated he would follow up with the Fire Chief.

### **9. Review Minutes (3/4 Meeting)**

MOTION: R. Clark made a motion to approve the 3/4/2019 Meeting Minutes as amended.

SECOND: D. Howard

VOTE: 4-0-2 (C. Ashford and B. Villella)

### **10. Adjourn**

MOTION: D. Howard made a motion to adjourn at 8:50 P.M.

SECOND: C. Ashford

VOTE: 6-0

Minutes prepared by Debbie Soucy, Secretary