

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes Workshop April 15, 2019

A meeting of the Planning Board was held on Monday, April 15, 2019 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

PRESENT: Paul Carideo (Chairman), Sean Murphy, Steve Wentworth, DJ Howard, Chuck Ashford, Jr., Bob Villella, Robert Waldron, and Randy Clark (Alternate).

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

Planning Board Matters

1. Conceptual Discussion – Food Truck

Ryan Erhardt came before the PB to discuss a possible food truck business in Town. R. Erhardt asked if it was ok for him to do business from his food truck on a commercial property as long as he has been granted permission from the business owner. P. Carideo stated that if the truck was on a commercial site submission of a site plan would be required. P. Carideo stated it would be a simple site plan to include items such as hours of operation, signage, and parking to name a few. P. Carideo commented that if there is an existing site plan of record the PB would require an amended site plan. P. Carideo stated that his biggest concern would be parking. R. Erhardt stated that this would not be a full-time venture.

R. Erhardt asked about operating the food truck at the Depot Fields as long as he is given permission from the Recreation Commission. P. Carideo stated that the PB has no control over Town owned property. S. Murphy stated that a vendor license, BOS permission, and Recreation Commission permission would be required.

P. Carideo asked how R. Erhardt plans to manage trash. R. Erhardt responded by stating that his operation is self-contained. R. Erhardt stated he will do some research based on what was discussed tonight.

2. Submitted Application Review

P. Carideo reviewed the RSA concerning the review of submitted applications. P. Carideo stated that the PB should not discuss the merits of the proposal. P. Carideo stated the PB should only be checking for completeness of the submission. If the PB feels the application is not complete the PB can have the applicant in for a discussion at the 5/6 hearing or the PB can refuse the application with a letter stating the reason. P. Carideo stated the PB is to talk only about the information on the application. P. Carideo stated that he is working on developing a checklist and hopes to have it ready by the next PB workshop.

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- a) 07-070 1 Emerson Ave, Williams Application – R. Clark will not review as he is an abutter on this subdivision. Section 6 of the regulations highlight what is required on the subdivision plat. P. Carideo stated he wants to try to streamline the completeness review process. P. Carideo reviewed the section of the regulations that outline the items to be submitted. B. Villella commented that the applicant should follow the submission regulations otherwise it will be delayed/denied.
 - b) 08A Lots 5 & 10 34 & 38 Ells Road – This application is for a simple Lot Line Adjustment (LLA). D. Soucy explained the highlights from the Department Head Review (DHR) meeting. Both property owners thought the property line was in a particular spot, after hiring consultant both owners were incorrect. D. Soucy stated that both property owners are fine with the LLA. The applicant was granted a variance from the ZBA for the existing non-conforming lots. The ultimate goal of the property owner is to tear down the existing structure and rebuild along with a new septic system. The owner is aware that he will need to go back to the ZBA for the tear down.
- R. Waldron asked about the review process in general. P. Carideo stated that a full PB could accept the application at a public hearing, or the Department Heads could review. R. Waldron asked if Hampstead had a Town Planner if they would be able to review and accept application, P. Carideo stated that would be part of the Planners role.
- c) 11-271 30 Baywood Drive – Single Lot Subdivision – P. Carideo explained that this is a leftover lot from a subdivision that was approved in 1986. The developer at the time filled in lots and the Wetlands Bureau made the developer do mitigation. R. Clark felt that the State deemed the lot to be unbuildable. P. Carideo advised the PB that the applicant has been given State Subdivision approval. P. Carideo felt that the PB could not question the State's approval. P. Carideo indicated that the Town's regulations have also changed since 1986.
 - d) 16 Lots 1 & 25 – Hadley Road Subdivision – The application is for an 8-lot subdivision. Soils lot sizing has been included with the application along with Storm Water Management Report and a drainage report. It was noted that Hadley Road is currently a Class VI road and that matter would need to be addressed. The PB members reviewed the application material.

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- e) 10-005 15 Owens Court – Site Plan – The PB members reviewed the site plan application as prepared by MHF Design. A Storm Water Management report was included as part of the submission. A DHR meeting has not been conducted yet but will be scheduled to obtain the input of Town Department Heads. There are issues with the site that need to be worked out with the Fire Department.
- f) 15-030 20 Springbrook Road – ADU Application – The PB members reviewed the application as submitted by Lavelle Associates. There were many missing items on this application. The PB members asked D. Soucy to inform Lavelle Associates that the application was incomplete and would not be noticed for the 5/6 public hearing. The applicant is to have the information to the PB office by the filing deadline for the June public hearing.

The following items were determined to be missing:

1. Page 1 of the ADU application states that two (2) bedrooms will be added, however the proposed plan that is dated April 8 shows the proposed garage with a one (1) bedroom apartment (ADU). Please revise to show the appropriate number of bedrooms.
2. Page 2 of the ADU application asks for documentation that the septic system can support the total number of bedrooms in both the PDU and ADU combined. No septic plans were included in the submitted application.
3. Page 3 of the ADU application asks for a copy of recent water test results. A copy of water test results was not included in the submitted application.
4. Page 4 of the ADU application, item 1 asks for a basic floor plan drawing. This was not included with the submission.

3. Review of Model Illicit Discharge and Connection Ordinance

P. Carideo informed the PB members that he spoke with Julie LaBranche from Rockingham Planning Commission (RPC) and was given a quote of \$12K to assist with the changes required as a result of the MS4 permit. P. Carideo stated that this amount was not in the PB budget. S. Murphy commented that there is a line item in the Town budget for MS4. B. Villella provided the PB members with a copy of the Sandown Ordinance that was adopted this year. B. Villella stated that Steve Keach was instrumental in writing the Sandown ordinance and that Keach was also involved in developing model ordinances (ie. Southeast Watershed Alliance). RPC provided the PB with copies of samples from Atkinson NH, D. Soucy was asked to share with the PB members via email. Chairman Carideo asked the PB members to review the material and be ready with comment at the next workshop.

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4. Member Comments

C. Ashford made a comment regarding the bonding process and the Town's requirements. P. Carideo stated that the PB has always bonded for erosion and sediment control. P. Carideo feels that the Building Department needs to be more diligent in ensuring that sites are built to the approved plan and that no occupancy permit should be granted until all work is complete.

Chairman Carideo thanked the PB members for signing up for the training that will be held in Plaistow on 5/22. D. Howard, S. Wentworth, C. Ashford, and B. Villella have all been registered for the PB Basics training.

P. Carideo informed the PB members that he is now one of the members on the newly created Hampstead Water Committee.

P. Carideo informed the PB members that he is working on conditional approval wording for the next PB workshop.

5. Review Minutes (4/1 Meeting)

MOTION: C. Ashford made a motion to accept the 4/1 Meeting Minutes as presented.

SECOND: R. Waldron

VOTE: 6-0-1 (P. Carideo abstained)

6. Adjourn

MOTION: R. Waldron made a motion to adjourn at 9:05 P.M.

SECOND: D. Howard

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary