

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

A meeting of the Planning Board was held on Monday, June 5, 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

**PRESENT:** Paul Carideo, (Chairman), Ben Schmitz, (Vice Chairman), Dean Howard, Neil Emerson, Randy Clark (Ex-Officio), Chad Bennett (Ex-Officio), and Chris Howard (Alternate).

Chairman Carideo opened the meeting at 7:05 P.M. Please note that for this evening's meeting R. Clark replaced R. Waldron as a voting member and C. Howard replaced G. Emerson as a voting member.

### **New Business**

#### **1. 07-039 34 Main Street- ADU Request**

Christopher and Tara Jones presented the first Accessory Dwelling Unit (ADU) application to the Town of Hampstead. Chairman Carideo thanked the applicants for their patience with the board as this was a new process and the DRAFT ADU application is a work in progress. The applicants currently have an approved 5-bedroom home and are converting two of the bedrooms into an ADU, as well as adding a kitchen to the ADU. P. Carideo asked if the board had questions.

N. Emerson asked the applicant to identify the entrance and exit ways. The applicant approached the board and explained the location of the doors between the ADU and PDU. R. Clark asked about location of doors and sliders in the ADU and they were identified for the board. The applicant stated there are stairs that go directly from the ADU into the PDU living room area and there is a stairway from the garage into the ADU. D. Howard asked in a medical emergency how would responders know the appropriate entrance to the property? This prompted a brief discussion between P. Carideo and the board as to how simple do we want the drawing/plans for the ADU's in general? P. Carideo suggested that the board meet with a HFD representative concerning this issue for all ADU's.

It was noted that this property received a special exception from the ZBA for a home massage therapy business that consists of three massage therapy rooms. P. Carideo inquired about the number of cars expected on the busiest day with the business fully occupied, he went on to explain how the board counts cars. For

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

example, 3 cars for business, 3 cars for customers, 3 for PDU, and 1 car for the ADU would be a total of 10 cars. P. Carideo stated he wanted to ensure adequate off-street parking existed and suggested the applicant post signs relative to parking. The applicant stated that she is currently the only employee for the business but hopes to add two employees at a future date. The applicant further responded by stating the property has 2 oversize garage bays and a barn for parking, she stated employees would not be parking in front of garage nor would she allow anyone to block the driveway, she stated she could post signs. The applicant provided the board with a rough sketch showing parking spaces on the property.

B. Schmitz asked about the water supply for the property since both public and private water sources are referenced on the ADU application. The applicant stated they are currently on well water, which will be outdoor use only come September 2017 when they will connect to the public area water supply.

B. Schmitz asked the applicant to identify which rooms are part of the PDU versus the ADU as it was difficult to determine based on the drawings provided. B. Schmitz stated the ADU should be less than 50% of the PDU and it appears to be the case. Applicant stated the ADU is approximately 1,000 square feet finished.

N. Emerson made a motion to accept the application as complete. P. Carideo asked the public if abutters were present, there were none.

**MOTION: N. Emerson – Accept jurisdiction**

**SECOND: C. Bennet**

**VOTE: 7-0**

R. Clark stated that parking has to be an issue with the home business and ADU. B. Schmitz stated as long as adequate off street parking is provided it is not up to the PB to judge the convenience of that parking. P. Carideo stated that ZBA granted an exception for the business and would have taken into consideration the parking issue. P. Carideo stated the PB is only considering the additional one car for the ADU and there appears to be sufficient parking for that vehicle.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

P. Carideo explained the ADU application and the process to the applicant and reiterated that this was the PB first ADU request. P. Carideo stated that the Owner Certification Form would be part of the conditions. The applicant was given the form and was unsure why this would be completed before the ADU was approved based on the wording contained in the Owner Certification Form. B. Schmitz asked the applicant if they would be willing to give us feedback regarding the process.

B. Schmitz made a motion to approve the ADU application with conditions:

1. Copy of the Septic Plan is required.
2. Square footage calculation of the Primary Dwelling Unit (PDU).
3. Square footage calculation of the Accessory Dwelling Unit (ADU).
4. Labels identifying which rooms belong to the PDU.
5. Labels identifying which rooms belong to the ADU.
6. Arrows identifying stairways, entranceways, and exits from the ADU.
7. Signed ADU Owner Certification Form.
8. All fees paid as required.

**MOTION: B. Schmitz - 90 Day Conditional Approval**

**SECOND: C. Bennett**

**VOTE: 7-0**

### 2. 02-078 31 Lexington Drive- ADU Request

N. Emerson excused himself from the board due to a conflict of interest.

Jim Lavelle presented an ADU application request on behalf of the applicant, Sharon Carrie, the proposal is to remodel the existing 2 car garage into a 2 story ADU containing 888 square feet of living space. Richard Mitchell produced the plans for the proposed ADU and J. Lavelle read from R. Mitchell's letter to provide the following details. The existing home has 1872 SF of above grade living space and 172 SF of finished basement space. The ADU will be approximately 47% of the PDU. The ADU will have its own septic system, approval #CA2017042624. The ADU will have one bedroom and 1.5 baths. The ADU will have its own HVAC system and electrical sub panel. Domestic water to be supplied by the existing onsite drilled well. There is ample paved parking area for four cars as well as a turn around.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

P. Carideo stated that based on the age of the original home (1979 or so) it would have met soils for that time. J. Lavelle read an RSA referring to soils and the number of bedrooms. R. Clark stated that J. Lavelle only read the opening paragraph to the statute. P. Carideo stated the property meets the requirements for the number of total bedrooms.

D. Howard made a motion to accept the application as complete. R. Clark second. P. Carideo asked the public if abutters were present, there were none.

**MOTION: D. Howard – Accept jurisdiction**

**SECOND: R. Clark**

**VOTE: 6-0-1 (N. Emerson abstained)**

R. Clark reviewed the layout of the floor plan, commented this is a great plan, wished all plans were this detailed. B. Schmitz confirmed with J. Lavelle that the garage doors would be replaced with windows and the garage will be eliminated. B. Schmitz asked about the water test. J. Lavelle stated he was not aware of the water test necessity since it was not on the application. P. Carideo stated that a requirement of the ADU application is a simple water test.

B. Schmitz made a motion to approve the ADU application with conditions:

1. Clarification of changes on the ADU application form.
2. Copy of water test results.
3. Signed ADU Owner Certification Form.
4. Payment of any fees due.

**MOTION: B. Schmitz - 90 Day Conditional Approval**

**SECOND: D. Howard**

**VOTE: 6-0-1 (N. Emerson abstained)**

### **3. 06-006-2 & 006-3 17R Gigante Drive – Site Plan Amendment - Storage**

N. Emerson returned to the board.

R. Clark excused himself from the board since he owns abutting property.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

P. Carideo advised the applicant that the required signatures were not on the application. Specifically, signatures are missing from the "Request to Begin Engineering Review" and the "Owner Application for Approval" page. A. Webster stated that he came to the PB office to sign form(s) on several occasions.

A Webster presented the site amendment and explained the project was a proposed storage building (30' x 120') for the condex units that were already on the property. The addition of the storage building would reduce the number of off-site trips to and from the condex unit.

P. Carideo confirmed the proposed placement of the storage building at the back section of the lot and that it would be used for storage for the current tenants only. A. Webster confirmed. P. Carideo read the minutes from the Department Head Review (DHR) into the record and made note of the Hampstead Fire Department (HFD) requirements. D. Howard would like to see renderings of the proposed storage building.

B. Schmitz mentioned the poorly drained soils in the area and asked that existing and proposed grades be added to the plan. P. Carideo would like a note added to the plan regarding the methodology used to identify the poorly drained soils. P. Carideo asked the PB Secretary to pull the entire file with the original approval prior to the next PB meeting scheduled for July 17.

P. Carideo stated that snow from last winter was over the wall and may have been pushed over the wall; he wants to know where the snow goes. P. Carideo asked about display areas and inquired as to whether or not the applicant was within the ordinances. A. Webster stated that the tenant pulls out motorcycles during the day and then puts them away each evening, nothing is on display.

P. Carideo stated that there used to be a natural buffer of trees that have since been eliminated during the build out of the property, trees have been removed near a sensitive area of vegetation, he further noted the dumpster is exposed. P. Carideo stated that drainage is an area of concern and must be addressed; the site is approximately 50 feet from a wetland and 100 feet from Route 111. P. Carideo stated a drainage report is needed.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

P. Carideo wants to confirm that the building is within the current requirements.  
N. Emerson said the current zoning states roof pitches should be shown on plans.  
P. Carideo indicated that the fire lane should be stripped and signage should be displayed.

**MOTION: N. Emerson – Continue to July 17, 2017 meeting**

**SECOND: C. Bennett**

**VOTE: 6-0-1 (R. Clark abstained)**

### 4. PhanZone Pre-Application Review

R. Clark excused himself from the board since he owns abutting property.

Jim Seymour, Engineer from Sebago Technics presented a conceptual review on behalf of the owners of the PhanZone, located in the Commercial 2 Zone. J. Seymour displayed a large board with a rendering of the proposal. J. Seymour stated that an Alteration of Terrain Permit Application Report has been submitted to NHDES. The owners are proposing an artificial multi-purpose field (210' x 360' with additional 10' of boundaries) to be located adjacent to the PhanZone Sports Center at the back of the property. They are also proposing an additional paved parking area to be located below the field with room for approximately 50 vehicles. They will utilize infiltration under the field, and in a proposed bio-retention pond to achieve the required stormwater treatment for the impervious areas. Utility services for the facility will utilize on site services for electricity and water services. The light poles and lights will be focused on the field. There will be an access lane for emergency service personnel and vehicles.

P. Carideo strongly suggested that J. Seymour and the PhanZone owners make an appearance before the Conservation Commission and stated the meetings are held on the 3<sup>rd</sup> Wednesday of each month. PB Secretary to provide contact information to J. Seymour and T. Lovell with Conservation Commission.

B. Schmitz asked if any nets and/or fencing would be around the edge of the field, as it appears the basic design shows perimeter fencing only. J. Seymour stated the proposal includes 20' gates that open up onto the field. B. Schmitz asked about bathroom facilities. J. Seymour stated there is a proposed pad to

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

support a port-a-potty in addition to the indoor bathroom facilities already located on the property.

P. Carideo asked J. Seymour if they had inquired with the DOT regarding the traffic impact. P. Carideo stated there are often lines of cars going in/out of the property that creates a line of traffic on Route 111. P. Carideo noted that the current entrance to the PhanZone is on abutting property.

D. Howard asked about drainage and P. Carideo advised that the Alteration of Terrain (AOT) application would have all this information. P. Carideo asked about electric service and J. Seymour indicated they would tie into existing service. B. Schmitz asked about hours of operation, a scoreboard, loud speaker announcement, all of these should be addressed in application. J. Seymour stated there would be a lighting plan for the field. P. Carideo informed owners that the property and proposed field abuts residents across the wetlands. C. Bennett indicated he had parking concerns. J. Seymour stated there are currently 200 spaces and they are adding an additional 50 spaces. J. Seymour stated he would calculate parking for peak usage. B. Schmitz inquired about additional signage for building. The owners indicated no additional signage at this time but they are hoping to paint the building.

There were no further questions at this time. P. Carideo stated we look forward to seeing the application.

R. Clark returned to the board.

### **Old Business**

#### **1. 06-108 53 Gigante Drive – Continued to 7/17/2017**

The applicant requested an additional 30 days to make the revisions to plan as requested by the Town's engineer.

#### **2. 07-064, 068 (Hurley Lot Line- Stage Road) Conditional Approval expires 06.05.17**



# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

Mr. Hurley requested an extension for his conditional approval since he has yet to receive a response from the State of NH regarding a driveway for his property; he currently shares a driveway with his neighbor.

**MOTION: N. Emerson – Continue to December 4, 2017 meeting**

**SECOND: D. Howard**

**VOTE: 7-0**

**3. 09-060 (Hastings Subdivision, Hastings Dr.) Conditional Approval expires 06.07.17**

P. Carideo excused himself from the board due to conflict of interest. B. Schmitz continued meeting as Chair in his absence. The applicant requested an extension in order to meet all conditions.

**MOTION: N. Emerson – Conditional Approval extended through July 17, 2017**

**SECOND: C. Howard**

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

P. Carideo returned to the board as Chair.

**4. 10-004 (Blue Sky Towers, 311 Kent Farm) Conditional Approval expires 06.07.17**

A second balloon test was performed on May 23<sup>rd</sup> to determine the visual impact on the property located at 263 Kent Farm Road. The results of the test were shared with the PB members and there is no visual impact from the property. At this time, Blue Sky Towers is awaiting a response from the NH Division of Historical Resources, State Historic Preservation Office regarding their written opinion of the potential effect or no adverse effect of the proposed telecommunications facility on resources under Section 106.

**MOTION: N. Emerson – Conditional Approval extended through December 4, 2017**

**SECOND: B. Schmitz**

**VOTE: 7-0**



# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

### **OTHER PUBLIC MATTERS**

---

#### 1. AxisGIS

B. Schmitz provided the board members with a brief overview of the additional layers of GIS mapping that AxisGIS will provide for the Town. B. Schmitz stated that some of these additional layers would include soils, conservation land, and zoning, to name a few. It was noted that it would be of value to have Franco Rossi, from AxisGIS, attend a PB meeting and provide a demonstration of what these additional layers will look like and how they will benefit the Town. B. Schmitz indicated that the air photos will not line up exactly to the town maps and although not uncommon will need to be addressed. P. Carideo stated that all recent subdivisions in Town should be more accurate since these changes have been updated using CAD disks. PB Secretary will coordinate meeting date with AxisGIS and PB.

#### 2. Rockingham Planning Commission (RPC)

Alan Davis stopped by the PB meeting unexpectedly and provided the PB members with a brief summary of how he was adapting to his position on the RPC. A. Davis stated he had just come from a meeting in Hampton, NH. N. Emerson asked him if grants were available for the Town. A. Davis said he would research. P. Carideo mentioned MS4 Storm Water Regulations might be an area of interest for support and/or grants.

### **Planning Board Matters**

---

1. July Meeting Schedule – This was the first order of business discussed at the meeting. The regularly scheduled PB meeting falls on July 3, the night before the July 4 holiday. A motion was made and approved to change the public session to July 17, 2017 with a filing deadline of June 26, 2017.

**MOTION: N. Emerson**

**SECOND: R. Clark**

**VOTE: 7-0**

2. Town Engineer Comments – Scott Bourcier, D&K was not present. Chairman Carideo read his email comments for the public record.

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

---

## June 5, 2017 Minutes

3. Correspondence - None

4. Member Comments

C. Bennett inquired as to whether or not the access road for Hampstead Middle School (HMS) was inspected. P. Carideo stated he did not believe there was a bond. N. Emerson commented that the road should be inspected if it had not and the School Board should be aware of any deficiencies if that is the case. P. Carideo requested the PB Secretary to pull the file and look for an inspection report and to call him with the results of findings.

B. Schmitz commented about the level of detail, or lack thereof, that was provided on the two ADU applications the board reviewed during this evenings meeting. B. Schmitz suggested that the PB possibly prepare a sample for applicants in order to set the expectation of what is needed to make a determination. R. Clark stated he would mock up a sample/simple plan for the PB members to review/approve. P. Carideo remarked about adequate parking, our guidelines are 9' x 20' per space. N. Emerson suggested that we ask for a parking plan with the application. D. Howard questioned the labeling and/or numbering of the ADU's about emergency personnel response. How will they know who is calling and which unit to enter? P. Carideo requested the PB Secretary contact HFD Deputy Chief Warnock for his input at the June PB Workshop.

5. Review of Minutes (5/1/17 and 5/15/17 workshop) – Minutes were approved as amended and will be posted on the Town's website.

6. Adjourned at 10:20 P.M.

**MOTION: N. Emerson**

**SECOND: R. Clark**

**VOTE: 7-0**

Minutes by Debbie Soucy, Planning Board Secretary