

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## Minutes Workshop June 18, 2018

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

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

### **Planning Board Matters**

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#### **1. Subdivision Review**

##### ***Lighting Regulations***

S. Bourcier was present to assist in the ongoing review and update of the Subdivision regulations. P. Carideo stated that it was unfortunate that B. Schmitz and R. Clark were unable to attend the Workshop since they seemed to have the most comments with regard to the Lighting section. The PB members agreed to discuss another area of the regulations to make the best use of S. Bourcier's time.

P. Carideo referred to the changes on page 44 under "Street Lights". The following sentence was suggested to be added, "Applicants are encouraged to use full cutoff energy efficient lighting fixtures and prevent light trespass onto neighboring properties." Also, "Planning Board" will be added to the first sentence after the words "acceptable to"

##### ***Driveway Regulations***

Chairman Carideo informed the PB members that he has spoken with K. Emerson regarding driveway regulations and that K. Emerson does not feel that he has the authority to require and review driveway permits in new subdivisions. P. Carideo stated that it was evident at the last PB meeting that there is pushback from consultants regarding the process. P. Carideo asked S. Bourcier for his input. S. Bourcier stated that he believes the Road Agent was the one approving the driveways and K. Emerson was just signing off on the permits.

P. Carideo stated that in most cases a simple driveway plan is fine. P. Carideo reminded the PB members of the issues the board had with the driveways in the Labrador Lane subdivision, there was not a single driveway permit on any of those lots. S. Bourcier suggested regulations outlining new subdivisions versus existing driveways. S. Bourcier stated he feels that things fell to the Road Agent on driveways since the Town would be responsible for the aprons once the Town approved the road.

R. Waldron asked S. Bourcier what he sees in other towns as it relates to driveways. S. Bourcier stated that more and more towns are requiring driveways

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be on subdivision plans since the easier parcels of land tend to already be developed. S. Bourcier suggested that driveway locations be included on the plan set. P. Carideo stated that Derry requires it to be part of the binder course of the road and that driveway profiles are required. P. Carideo suggested that applicants show driveways with profiles off the end of the Right of Way. P. Carideo stated he feels the Town needs a bit more regulation to prevent adverse outcomes on the roadways. P. Carideo commented that head walls and culverts in the Town of Chester need to be installed prior to the driveway.

S. Bourcier suggested adding notes concerning the driveway requirements to the road design section on new subdivisions. S. Bourcier stated it appeared Section IV would be the appropriate section to add the changes.

P. Carideo stated that there is a \$35 fee for each driveway permit. S. Bourcier stated that maybe the Town does not charge a fee on new subdivisions, as he will be reviewing the driveways as part of the subdivision application. S. Wentworth agreed with Scott's suggestion and stated there should not be an extra fee for a permit since the Town Engineer will be charging for his review of the plans, which includes the driveways. S. Wentworth suggested maybe charging \$50 for existing driveways. S. Bourcier commented that 95% of the driveways he has reviewed are fine. Chairman Carideo stated he would talk a bit more with J. Worthen and K. Emerson regarding the matter.

P. Carideo questioned whether anyone follows up once a driveway is repaved, he stated he has seen a few done wrong in Town, most contractors know to match edge of pavement, however not all do this. P. Carideo asked S. Bourcier to update the driveway permit for Hampstead to match the sample he had provided from the Town of Somersworth.

R. Waldron suggested that someone sit down with J. Worthen to explain the process and get his buy-in. J. Guthrie stated he is PB Selectmen liaison and C. Bennett is the liaison for the Road Agent.

D. Howard and G. Emerson questioned how a homeowner would know they need to get a permit for an existing driveway, they did not feel a homeowner would look to the subdivision regulations for guidance. There was a discussion among the PB members that the driveway regulations for existing residences could be a Town Ordinance. P. Carideo stated he would do some more research on the ordinance issue but stated the subdivision regulations needed to be updated regardless.

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### ***General Subdivision Regulations***

S. Bourcier asked the PB if there was a specific area of review they would like him to focus on. P. Carideo commented that he feels like S. Bourcier has worked with the Town long enough to make some suggestions. S. Bourcier stated his biggest challenge with the Subdivision Regulations is locating the section he is referencing in his review. P. Carideo commented that the revised subdivision regulations have been reformatted by B. Schmitz and hopefully that will eliminate that issue.

P. Carideo referred to the section of the regulations concerning Fiscal Impact, Environmental Impact, School Impact, Traffic Impact, etc. and questioned why they are included when no monies are collected and most applicants ask for a waiver on these requirements. S. Bourcier asked if they should be kept in the regulations or removed as the applicants request waivers on most. P. Carideo suggested leaving the wording open enough to request reports if the PB felt they were needed. P. Carideo commented that the Traffic Impact Assessment is important. S. Bourcier suggested relocating the impact assessments to the definition section of the regulation. R. Waldron suggested adding "at the PB discretion the following reports may be required" R. Waldron stated he would look at these and help with the revision suggestion.

P. Carideo commented about the "checklist" that both the site plan and subdivision applications reference, no such "checklist" exists, P. Carideo asked S. Bourcier if he could provide the PB with a checklist.

P. Carideo stated that he has been reviewing the PB Policy & Procedures and felt that they should be updated as well. P. Carideo stated the PB needs to be more stringent with the filing deadlines and suggested that no new/revised plans should be reviewed the night of the public hearing, all revisions should be submitted at least two weeks prior to the meeting.

S. Bourcier stated he would work on a checklist using the general requirements in Section III of the regulations as a guide.

S. Wentworth commented that the soils chart from 1987 should be updated. P. Carideo stated that the soils chart he referenced is part of the Zoning. Chairman Carideo stated he is getting updated information for the 2019 Zoning changes.

### **2. Review 7/2/18 Applications (6 Hastings Drive – Accessory Dwelling Unit-ADU)**

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The PB members reviewed the ADU application along with the septic plan. The PB members were reminded that the lot is serviced by off-site public water. The PB members want clarification on the design of the structure, the building outline on the septic plan is opposite of the drawing presented. The PB members also want clarification on the number of bedrooms being proposed as the septic design shows four (4) bedrooms plus a one (1) bedroom apartment and the submitted drawing shows three (3) bedrooms in the Primary Dwelling Unit (PDU) and one (1) bedroom in the ADU.

### 3. Review Attny Campbell 2019 Zoning Proposal

The PB members reviewed the rezoning proposal submitted by Attorney Campbell. The proposal suggests rezoning the remaining three (3) residential properties on Stage Road/Route 111 as Commercial Zone C1. P. Carideo stated that the PB members should think about how this proposal affects those living in the C1 Zone. P. Carideo stated he also wants the residents to understand the allowed uses in the C1 Zone. Chairman Carideo reminded the PB members that the board has a letter on file from Attorney Sokoloff (owner of one of the affected properties) that he supports the change to a commercial zone. Chairman Carideo stated that his feeling is that if even one of the residents affected is not in favor of the rezoning then he would not personally support the change.

### 4. Review 6/6/2018 ZBA Minutes

Chairman Carideo reviewed the ZBA minutes with the PB members, as there were a number of cases granted variances that will be coming before the PB.

### 5. Member Comments

Chairman Carideo informed the PB members that the Cohen Camps (Camp TelNoar) will be presenting their Master Plan to the PB this coming Fall. P. Carideo stated he felt it would be a good idea to have the Board of Selectmen present at the meeting during the discussion. J. Guthrie agreed.

D. Howard, R. Waldron, and S. Bourcier all stated that they will not be able to attend the 7/2 PB Meeting. D. Soucy was asked to confirm if B. Schmitz and R. Clark plan to attend the 7/2 meeting. Chairman Carideo wanted to ensure that a quorum would be present at the 7/2 PB meeting.

### 6. Review Minutes (6/4 Meeting)

Review of Minutes was deferred to the 7/2 PB Meeting.

### 7. Adjourn

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## **Minutes Workshop June 18, 2018**

MOTION: G. Emerson made a motion to adjourn at 9:20 P.M.

SECOND: S. Wentworth

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary