

Hampton Falls Planning Board

Ordinance & Regulations Review Committee

June 20, 2012

Minutes: DRAFT

Meeting called to order at 7:40 am. Attendance: B.Mutrie, S.Volpone, D.Smith; C.Parrish; C.Brown; K.Kelley

Minutes from May 2 will be voted on at next meeting Community Planning Grant Program:

C.Brown and D.Smith reported that NHFHA Community Challenge Grant Application was submitted on June 14. Grant recipients to be announced by July 1, 2012. In anticipation of a successful outcome, the committee reviewed the "Scope of Work and Budget" portion of the grant application [see attached-doc1,2]. D.Smith stressed the critical importance of developing and implementing an effective outreach plan. As part of the scope of work, coordination with HF municipal boards and committees, LAS school board and appropriate Seabrook boards was emphasized.

Discussion ensued on some of the communication vehicles that could be employed in outreach efforts including the following:

- Email lists
- Social media, i.e., Facebook
- Newsletters
- Message Board(s)

B.Mutrie introduced a document from Fremont outlining their proposed plan for a village district regulations. The committee expressed interest in reviewing this document [see attached-doc3,4,5,6].

It was agreed that, if grant is awarded, the committee will need to ratchet up the frequency of meetings to twice a month.

Next Meeting: July 11 at 7:30 am at Town Hall. Motion to Adjourn at 8:55am by C.Brown; 2nd by B.Mutrie. Voted 4-0. Submitted by S.Volpone, secretary

Task Name	Timeframe	Responsible Party	Brief Summary	Project Partners	Cost
Task 6B- Meetings to discuss existing and future water and sewer services with Town of Seabrook	End of 2012/Beginning of 2013	RPC	The Board of Selectmen, Planning Board and Municipal Staff will attend two meetings to discuss potential expansion of water and services from each town along the Route 1 corridor. The first meeting will focus on identifying municipal goals, limitations and benefits. The second meeting will focus on presentation of technical information and drafting a framework to proceed with further investigation (if the towns feel this is a desired action). (12 hours technical; 7 hours for meetings)	Planning Board Representatives/Municipal Staff	\$1,045
Task 7 - Facilitate and develop building and site design standards as well as public domain and street layout concepts and requirements	February 2013- April 2013	RPC	Utilizing input from task 4 and or town committees, such as but not limited to the Heritage Commission, prepare and present mixed-use commercial site plan, building/site design criteria as well as road layout objectives and requirements for the delineated Village District area. Staff will use GIS and other imagery software to create visual simulations and guidelines. Present to Ordinance and Regulation Review Committee and Planning Board. (40 hours technical; 3 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$2,365
Task 8 - Public Work Session	April 2013-May 2013	RPC	Develop and disseminate public outreach materials (brochure, flyers, website and newspaper notices and press releases) and hold public work session on design criteria and techniques for the proposed Village District area and supporting landscape. (35 hours technical; 5 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$2,200
*Task 9 - Finalize Zoning and Regulations	May 2013-July 2013	RPC	Review and finalize zoning standards and land development and site plan review regulations; monthly meetings with the Ordinance and Regulation Review Committee and three meetings/presentations with the Planning Board. (40 hours technical; 8 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$2,640
*Task 10 - Develop Access Management Plan and NHDOT Memorandum of Understanding	May 2013-July 2013	RPC	Develop access management standards and plan for Route 1 Corridor that utilizes recommendations from the Route 1 Corridor Study. (21 hours technical; 2 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$1,265
*Task 11- Final Public Hearings on Proposed Zoning Changes	August 2013- October 2013	RPC	Prepare legal public notices and final documentation of the zoning amendments to be voted on at March, 2014 Town Meeting. (16 hours technical; 4 hours for meetings)	Planning Board	\$1,100
Subtotal (391 hours Expenses (see details below))					\$21,505
TOTAL COSTS					\$495
Statement of Anticipated Expenses: \$125 Travel/Mileage, \$300 Printing, \$70 Food/Supplies.					\$22,000

*While it is the town's best effort to complete said tasks by June 30th, 2013, it is anticipated as well as intended to conduct and prepare said zoning amendments for the March 2014 Town meeting. Therefore, this will allow for greater public input and for the Planning Board to hold 2 public hearings on all proposed zoning amendments for the March 2014 Town Meeting in the fall (September/October 2013). A letter respectfully seeking a continuance will be submitted requesting this extension of no more than 3 months from the time of the community planning grants expiration in order to complete the final tasks in preparation for the March 2014 town meeting vote.

Fremont Village District Site Plan Review Regulations

2.1.2 Architectural details shall also be visually compatible with vernacular New England architectural styles and building materials, and be designed to compliment nearby historic buildings.

2.1.3 Buildings within the Fremont Village District are required to have variations in building mass, elevation, and architectural features in order to give each building within the Fremont Village District a distinct character.

2.1.4 Architectural materials, features and the articulation of a façade of a building are to be continued on all sides visible from a publicly traveled street or walkway.

2.1.5 The front façade of a building shall face onto a street or square. All buildings except accessory structures should have their main entrance open on a street or square.

2.1.6 All utility cable/telephone boxes shall be unobtrusively located on the least publicly accessed side of the building.

2.1.7 Building positions shall relate to adjacent existing and proposed structures.

2.2 Motor Vehicle Circulation

2.2.1 Motor vehicle circulation shall be designed to minimize conflicts with pedestrians and bicyclists.

2.2.2 Rights-of-ways and vehicular access easements are encouraged to vary in dimension and/or alignment. Each street will be separately detailed in the final construction plans.

2.2.3 Streets shall enhance the visual impact of common open spaces and prominent and historic buildings.

2.2.4 Street design and layout shall promote connectivity.

2.2.5 Streets are to be classified as a local street or collector street. (design specification can be found in Fremont Subdivision Regulations) Local streets shall provide primary access to residential and mixed use areas. Collector streets provide the primary access to the Fremont Village District. Traffic calming designs are encouraged as well as on-street parking (parallel or diagonal) to slow traffic.

2.2.6 All collector and local streets shall have pedestrian sidewalks.

2.2.7 Granite or cobblestone curbing is required on all local and collector street designs.

2.3 Pedestrian Circulation

2.3.1 All plans shall incorporate safe and convenient pedestrian access to open spaces, as well as residential areas, commercial buildings, and parking lots within the development and shall provide connections to existing trails and walkways adjacent to the district.

2.3.2 All sidewalks shall be designed with considerations to pedestrian safety, handicapped access, and visual quality.

2.3.3 The following provisions apply to all streets bordered with sidewalks;

1. Sidewalks in all areas. Clear and well-lit walkways shall connect building entrances to adjacent public sidewalks and associated parking lots. Such walkways are to be a minimum of five (5) feet in width.
2. Accessibility. Sidewalks are to comply with the applicable requirements of the Americans with Disabilities Act.
3. Crosswalks. Intersections of sidewalks with streets are to be designed with clearly defined edges. Crosswalks shall be well-lit and clearly marked with contrasting paving materials and/or with striping.
4. Streetlights along sidewalks shall be designed to a pedestrian scale.

2.3.4 All plans shall achieve a sense of human scale and interest that encourages activity and walking throughout the district.

2.4 Parking Lots

2.4.1 Parking areas should be located to the side and rear of buildings.

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2.4.2 When possible, parking areas are to be shared with adjacent buildings. Large parking areas are discouraged.

2.4.3 Provisions for the parking of bicycles in locations that are safely segregated from automobile traffic shall be included in all parking lots.

2.4.4 Parking areas shall include defined landscaped strips along public sidewalks and open space, as appropriate.

2.4.5 Appropriately sized landscaped islands shall be used to separate large parking areas. Shade trees are encouraged within parking lots and the surrounding areas.

2.5 Open Space

2.5.1 Each Fremont Village District proposal shall incorporate an appropriate amount of land as open space designated for recreational use. The land can vary in size and use, ranging from small pocket parks and playgrounds to larger greens or commons.

2.5.2 Open space shall be integrated into the overall design of the development with careful thought as to access. The location of the open space shall enhance the layout of buildings and streets throughout the district.

2.5.3 Recreational areas shall be furnished with walkways, benches, lights, playgrounds and landscaping as required.

2.5.4 Where non-residential uses in the Fremont Village District abut existing residential uses, additional buffers beyond the required fifty (50) foot buffer may be necessary.

2.6 Landscaping

2.6.1 A landscaped buffer strip may be required between adjoining uses within the Fremont Village District. This buffer strip is to be planted with combinations of groundcovers, trees, and shrubs of appropriate heights. Trees within the buffer shall be of one or more of the following: Hickory, Norway Maple, Oak, Hemlock, Elm, Blue Spruce, Frasier Fir, Balsam Fir or Ash.

2.6.2 Exposed storage areas, service areas, utility buildings and truck loading areas are to be screened from adjacent properties using plantings, fences, and other methods compatible with the goals of these standards.

2.7 Signs

2.7.1 General. All signs must be consistent with the overall design of the development, and should be constructed of wood, granite, painted cast metal, bronze, brass, or other material consistent with the materials used in the building's façade or fixtures. Plastic panel rear-lighted signs are not permitted. Billboards are not permitted. Signs employing mercury vapor, low pressure and high-pressure sodium, and metal halide lighting are not permitted.

2.7.2 Unique and interesting designs are encouraged in the lettering and graphics of each sign. Signs may be attached to the building and project outward from the wall so long as the sign does not project outward from the wall to which it is attached more than eighteen (18) inches. Projecting signs must be at least ten (10) feet above the ground. Signs attached to the front façade shall not exceed the dimensions of the façade.

2.7.3 Height. The maximum permitted height of signs is fifteen (15) feet above the front sidewalk elevation, and shall not extend above the base of the second floor windowsill, parapet, eave, or building façade.

2.7.4 Freestanding signs shall only be permitted where the business is not attached to any other buildings.

2.7.5 Street address numbers shall be clearly marked in any new development and included in the design of the front façade or signage of individual buildings.

Scope of Work and Budget

Task Name	Timeframe	Responsible Party	Brief Summary	Project Partners	Cost
Task 1- CPC public listening session	July-August 2012	RPC	Staff will hold a public listening session regarding purpose and intent for work to be completed as part of the Hampton Falls Community Planning Grant. Outreach to the public through public notices will be conducted. (6 hours technical; 2 hours for meetings)	Planning Board	\$440
Task 2 - Public Outreach and Engagement	August-September 2012	RPC	Design and implement a public outreach and engagement plan, including when and how to hold public visioning session(s), and meetings with marginalized and/or disadvantaged populations. (10 hours technical; 2 hours for meetings)	Ordinance and Regulation REVIEW Committee/ Planning Board	\$660
Task 3 - Zoning District Delineation	July-September 2012	RPC	Define new zoning districts (Commercial, Light Industrial, and Village) using GIS for areas that fall between I-95 and Hampton Falls' Route 1 Corridor. This Task will include a monthly meeting with the Ordinance and Regulation Review Committee, as the assigned lead for this project, and two meetings with the Planning Board to provide project updates. Develop Planning Board perceived purpose for the newly defined districts. Anticipate 43 hours technical; 4 hours for meetings	Ordinance and Regulation REVIEW Committee/ Planning Board	\$2,585
Task 4A - Municipal Coordination	October 2012- December 2012	RPC	Coordinate with specific groups involved in natural resource protection, historic preservation and transit/transportation, which include but are not limited to the Conservation Commission, the Heritage Commission, the Rail Trail Project Committee, the School Board, and the Recreation Department regarding input on specific district delineations, potential use changes, and general ideas and considerations. (5 hours technical; 3 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$440
Task 4B- Meeting to review and discuss zoning and access management	End of 2012/beginning of 2013	RPC	The Planning Board and Municipal Staff will attend up to three meetings to discuss development of zoning amendments and access management strategies for the Route 1 Corridor with the town of Seabrook (12 hours technical; 2 hours for meetings)	Planning Board and Municipal Staff	\$1,155
Task 5 - Conduct public input sessions regarding commercial, light industrial and village zoning district ideas and concepts from tasks 2-3	January 2013 February 2013	RPC	Prepare brochures, mailings and website information for marginalized and disadvantaged populations as well for all citizens of the town, in order to facilitate and convene public sessions regarding proposed zoning district delineations, obtain input on potential district(s) purposes and concepts and discuss design features and potential district uses. Obtain citizenry input and include any modifications to district maps, purposes and uses thereafter as prescribed by the Ordinance and Regulation Review Committee. (35 hours technical; 8 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$2,365
Task 6A - Prepare District Purpose and Use Tables and Definitions for each Defined Zoning District	February 2013- April 2013	RPC	Utilizing input from tasks 3- 5; develop new district(s) purpose and zoning use tables, new definitions, and begin to frame the new district ordinance sections for each district established with the Ordinance and Regulation Review Committee. Provide project update to Planning Board (51 hours technical; 8 hours for meetings)	Ordinance and Regulation REVIEW Committee	\$3,245





PLANNING BOARD
TOWN OF FREMONT
PUBLIC NOTICE of DECISION

In accordance with NH RSA 675:6 and 675:7, you are hereby notified that at a Public Hearing Held on April 12, 2006 the Fremont Planning Board voted to approve the following Fremont Village District Site Plan Review Regulations.

CHAPTER 2

FREMONT VILLAGE DISTRICT
SITE PLAN REVIEW REGULATIONS

2. **FREMONT VILLAGE DISTRICT:** The intent of the following design standards is to provide additional criteria for development within the Fremont Village District. These standards will serve to ensure that new development within the Fremont Village District is compatible with the community's vision of a walkable town center, by promoting high standards of design that will encourage the preservation of Fremont's rural character and enhance the overall quality of life through well-integrated mixed-use development that incorporates business, retail, and residential structures into a village setting.

2.1 Architecture.

2.1.1 Structures in the Fremont Village District shall be architecturally compatible, and be designed to visually integrate the development and uses within the district. Building styles shall be Georgian, Federal, Greek, Colonial-Cape, Colonial Revival or Victorian.