

**PUBLIC HEARINGS & BUSINESS MEETING
DRAFT**

A. CALL TO ORDER: The meeting was called to order at 7:00 p.m.

B. ROLL CALL: Present: C. Brown, Chairwoman; A. Franciosa, Vice Chairman;
A. Tonry, T. Santora, G. Parish, L. Brown-Kucharski, Members;
Beverly Murtrie, Bobbi Burns, Alternate Members;
R. McDermott, Selectmen's Representative; K. Croteau, Secretary;
Not Present: P. Stone, Alternate Member; M. Sikorski, Building
Inspector

C. PUBLIC HEARING - Request from Neal Pond for a one-year extension for the Wetlands Special Use Permit granted on April 23, 2013 (Case #13-04-01) to allow replacement of a culvert for property located at Map 1, Lot 23-1 on 37 Mill Lane.

Chairwoman Brown read the letter requesting a one-year extension and explained that the request had been made timely but, due to posting requirements, the request was being heard now. She recommended the extension be granted with the understanding that the conditions of approval outlined in the April 23, 2013 decision remain in place.

Hearing no public comment, the Chairwoman asked for a motion.

MOTION: To approve the request for one-year extension for the Wetlands Special Use Permit granted to Neal Pond on April 23, 2013 for Case 13-04-01 with the understanding that all conditions of approval outlined in that decision remain in place.

MOTION: A. TONRY

SECOND: T. FRANCIOSA

ONE ABSTENTION; SIX IN FAVOR: PASSES

The Chairwoman wished Mr. Pond good luck and noted he would be sent a copy of the conditions of approval.

D. PUBLIC HEARING - The purpose of the hearing is to amend the Hampton Falls Site Plan Review Regulations by adding language to Section 6.2.27 – Architectural Review that will make reference to an architectural design guideline appendix of the regulations, which is meant to illustrate site and building design recommendations for commercial and multifamily development within the Town Common District.

The Chairwoman referred to the public notice and opened the meeting to the public.

R. Weiner, 19 Surrey Lane, commented that he could not find reference to the Public Hearing on the Town Website. He suggested these notices be posted there in the future. He went on to ask if anyone wishing to make a minor change in the 3 new districts would be required to go to the Planning Board and Building Inspector before the change could be made. C. Brown stated that these are guidelines for site plan review and are part of the process when site plan is required. She explained it is the hope that these guidelines will be used by the community but are not mandatory for people not coming in with required site plans. R. Weiner acknowledged support of the ideas and thanked the Chairwoman.

B. Mutrie, Brown Road, noted one grammatical correction on page two, Cape Code to Cape Cod.

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Hearing no further comment, the Chairwoman closed the public hearing.

MOTION: To repeal and replace Site Plan Review Regulation 6.2.27 found in Article VI – Completed Application Requirements with the text presented as well as the Design Guidelines for the Hampton Falls Town Common District presented.

MOTION: T. FRANCIOSA

SECOND: T. SANTORA

At this time, L. Brown-Kucharski asked how this could be voted on when only one of the three design guidelines had been heard. Chairwoman Brown noted that the design guidelines themselves could be voted on separately according to the Circuit Rider Planner. A. Tonry asked if this would need to be included as a Warrant Article. Chairwoman Brown explained it would not as it is part of Site Plan Review Regulations, not the Zoning Ordinance.

ONE OPPOSED; ONE ABSTENTION; FIVE IN FAVOR: PASSES

E. MOU – N. H. Department of Transportation, Access and Utilities Engineer Kevin Russell and Rockingham Planning Commission, Transportation Program Manager David Walker, were present to discuss the proposed Memorandum of Understanding for Coordinating Highway Access Management between the N. H. Department of Transportation and the Town of Hampton Falls.

D. Walker explained that the draft presented was a boiler plate used for MOU's between the State and communities outlining the responsibilities of each of the signatories with an attached addendum outlining access management standards with the goal of improving communications between the State and communities as well as implementing standards to improve safety and traffic flow.

K. Russell agreed and explained that the State sends notice to the community whenever a driveway permit is applied for. He said that even a single homeowner driveway creates a potential safety issue. He explained the process sometimes involves a scoping meeting depending on the size of the project and sometimes applicants are asked to obtain concept approval. He recommended the access plan limit the number of driveways within a functional area of an intersection as this is the nationally accepted standard.

Discussion took place regarding a number of concerns such as whether or not the MOU should contain one or two addendums to address rural areas separately, right turns, medians, curb cuts, limiting driveway access to within 150 feet of an intersection, driveway cuts, minimizing one-way driveways, capitalization of the title on each addendum page and including reference to the Route 1 Corridor Study.

K. Russell will review the draft and send his comments. Chairwoman Brown asked D. Walker to revise the draft to include the suggestions made in anticipation of a July Public Hearing for the MOU. R. McDermott asked if the required public hearings, Planning Board and Board of Selectmen, could be combined. D. Walker said he would inquire.

T. Santora asked for an explanation of the term “best practices” to which K. Russell explained national accepted standards include the use of many manuals where professionals give their opinions. D. Walker added that part of the job of the Circuit Rider is to make sure standards being developed are not going against the best standards practice. There are many manuals used, the Department of

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Transportation does have one book where data is collected to determine best practices, the TRB Access Manual.

F. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES –APRIL 22, 2014.

B. Burns asked that the following changes be made:

1. Page 2, third paragraph – add “to the agreement” to the end of the second sentence.
2. Page 2, third paragraph – change the word residents to “property owners” in the last sentence.
3. Page 2, last paragraph – add “and had not known about the agreement with the Parishes.”

T. Santora asked that the following change be made:

Page 1, last paragraph – reference to Old Stage be changed to Timber Swamp.

MOTION: To approve the minutes of the April 22, 2014 meeting as amended.

MOTION: T. FRANCIOSA

SECOND: T. SANTORA

TWO ABSTENTIONS; FIVE IN FAVOR: PASSES

G. OTHER BUSINESS

1. Review of Architectural Design Guidelines Business District North & South – A lengthy discussion took place regarding the draft and whether or not each district should have its own set of design guidelines. It was agreed that the guidelines for North & South should be in the same format as the Town Common District. B. Burns volunteered to work on the draft design guidelines for Business District North and Business District South to be similar to those of the Town Common District.

2. Ordinance & Regulations Review Committee minutes May 7, 2014- The Board acknowledged the minutes from the May 7 meeting. The Ordinance & Regulations Review Committee agreed to meet Wednesday, June 11th to discuss the Wetlands Ordinance.

3. Road Committee Report – T. Franciosa, Chairman of the Road Committee, reported that the Road Committee had met on May 22nd to discuss the completion of the two-year maintenance phase for both Wadleigh Lane and Peltons Way. The matter will be brought to the next meeting for recommendation to the Board of Selectmen upon completion of punch list items.

H. COMMUNICATIONS TO BOARD MEMBERS

The Board acknowledged the following:

1. Hampton Union Article - New state law looks to boost cell service (5/18/2014)
2. Great Bay Matters –Spring/Summer 2014
3. Rockingham Planning Commission – 2014 Annual Meeting - June 11th 6 p.m., reservations are due by June 2nd, \$30 per person – Seashell Oceanfront Pavilion, Hampton contact Roxanne at Rockingham Planning Commission
4. G. Parish asked to go on record to report that he had not received a response from Unitil regarding the issues discussed regarding the agreement between Unitil and the Parishes at the meeting held April 22, 2014. Chairwoman Brown mentioned that the Planning Board

**PLANNING BOARD
MAY 27, 2014**

**7:00 PM
TOWN HALL**

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was copied on the response from Unutil to NH DES.

I. ADJOURNMENT

MOTION: To adjourn the meeting at 8:55 p.m.

MOTION: A. TONRY

SECOND: T. SANTORA

UNANIMOUS

NEXT MEETING SCHEDULED TUESDAY, June 24, 2014 7:00 p.m.