

PLANNING BOARD	January 25, 2022, 7:00 PM
TOWN OF HAMPTON FALLS	TOWN HALL

FINAL

PLANNING BOARD MEETING

A. CALL TO ORDER

Todd Santora, Chairman called the meeting to order at 7:00 PM.

B. ROLL CALL – PLANNING BOARD

Present: Todd Santora, Chairman; Eric Cimon, Vice-Chairman; Edward B. Beattie, Selectmen's Representative; Shawn Hanson, Lisa Brown-Kucharski, Abigail Tonry, Andrew Brubaker.

Non-voting: Mark Sikorski, Building Inspector; Glenn Coppelman, RPC Circuit Rider Planner; Rachel D. Webb, Town Secretary.

C. PUBLIC HEARING – No applications.

D. REVIEW AND APPROVAL OF PREVIOUS PLANNING BOARD MEETING

MINUTES: December 21, 2021.

Shawn Hanson requested an amendment be made to page 4, section "F", item 1, to read: "S. Hanson said that he will not be seeking re-election."

MOTION: To approve the minutes of the Planning Board from December 21, 2021, as amended.

MOTION: S. HANSON

SECOND: E. CIMON

UNANIMOUS

E. OTHER PLANNING BOARD BUSINESS

1. Preliminary Consultation, proposed development by Mark DePiero, at 5 Kensington Road in Town Common zoning district. This item was removed from the agenda at the request of the potential applicant. T. Santora asked M. Sikorski he if knew if the applicant wants to schedule time and attend the Planning Board meeting in February, to which M. Sikorski responded that he did not know the applicant's plans nor timeframe.

2. Rockingham Planning Commission, Circuit Rider Planner Services, July 2021 to June 30, 2022, payment 2 of 2 \$8,050.00, 01/03/2022, invoice # 6915. T. Santora said that he plans to sign the invoice, as it is the second half of the payment for G. Coppelman's Circuit Rider planning services, through Rockingham Planning Commission. There was consensus among the Planning Board members for T. Santora to sign. S. Hanson said that the Planning Board already voted at a prior meeting to renew the RPC contract, so it was his opinion that the Board did not need to specifically vote on signing the invoice.

3. Review of Ordinance and Regulations Committee (ORRC) proposals for amendments to the Zoning Ordinance and/or Regulations. T. Santora requested that the ORRC members please email him ahead of next month's meeting with their materials to be shared with the Committee, so that he can send out all materials before the meeting, and that everyone can be better prepared. General topics on which the ORRC is working include: a few definitions, short-term rentals, signs on immobile vehicles, and the As-Built Drawings proposal for subdivisions as proposed by G. Coppelman at tonight's meeting, just prior to this Planning Board meeting.

PLANNING BOARD	January 25, 2022, 7:00 PM
TOWN OF HAMPTON FALLS	TOWN HALL

FINAL

T. Santora explained that the current Subdivision Regulations do not require an As-Built Drawing, as do the Site Plan Regulations. After substantial discussion of this subject, both at the ORRC prior meetings and also at prior Planning Board meetings, the conclusion was that it would be beneficial to add the As-Built Drawing requirement to the Subdivision Regulations. These As-Built drawings would be added to the official property file at Town Hall, and not recorded at the Registry of Deeds. Critical information typically identified in As-Built Drawings include (but are not limited to) component details such as: relocated underground utilities, changes in boundary markers, right-of-way or driveway width changes, encroachments in the right-of-way, fencing, driveway curb-cut location changes, utility pole locations, mailbox locations, etc. Documenting the locations of these details on As-Built Drawings protects future owners of the property, by providing additional information not otherwise known when changes are made during construction “in the field”.

G. Coppelman said that the proposed language of the As-Built Drawings requirement for Subdivisions is modeled upon and follows the existing language of the Site Plan Regulations. A. Tonry expressed her opinion that she did not believe it would be necessary for Counsel to review the proposed language because it is so similar to the Site Plan requirement language, and T. Santora agreed. There was consensus among the Planning Board members to advance the proposed language to a Public Hearing at their scheduled meeting in February.

The proposed language is to Insert in the Subdivision Regulations March 2021, a New Section: **“8.10 As-Built Drawings:** *Prior to issuance of a release or reduction of bond, or a Certificate of Occupancy, the applicant shall have prepared by a competent surveyor or engineer an “as-built plan” for the Subdivision. Three (3) prints of this information shall be submitted to the Planning Board. The Board shall decide whether differences from the approved plan are sufficiently material as to require a re-submission of portions or all of the project plans to the Board under these regulations or any part thereof.”*

A. Tonry asked T. Santora about the two Planning Board member positions open for election this Spring. T. Santora confirmed that both his position and also the position of S. Hanson are up for (re)election. He said that S. Hanson will not be seeking re-election. T. Santora said that he, himself, has signed up (today) to run for re-election, so there is one (1) position open. He said that he has been talking with residents to identify strong candidates for the open position, and that he has two people interested. If they both file to run, then one may be elected and the second would/may become an Alternate, as the Planning Board can have as many as three (3) Alternates. A. Tonry emphasized that potential Planning Board members wanting to run for election need to sign-up and file their paperwork with the Town Clerk’s office before 5:00 PM this Friday afternoon, January 28, 2022.

S. Hanson said that he mentioned the Planning Board open position at the most recent Conservation Commission meeting. He said that typically there is that Liaison between the Conservation Commission and the Planning Board. He further clarified that he is staying on the Conservation Commission.

PLANNING BOARD	January 25, 2022, 7:00 PM
TOWN OF HAMPTON FALLS	TOWN HALL

FINAL

G. Coppelman pointedly asked Bev Mutrie if she is considering running for Planning Board and she responded no, but maybe as an Alternate.

F. COMMUNICATIONS TO BOARD MEMBERS

The NH Planning and Land Use Regulation 2021-2022 books were distributed to all seven (7) Planning Board members, and three (3) additional books were distributed to the Town Administrator, the Town Secretary, and to the Building Inspector. It should be noted that S. Hanson returned his copy, saying that it should go to the next elected Planning Board member. The Town Secretary will hold onto that copy and give it to the next PB member after the election in March.

G. ADJOURNMENT

MOTION: To adjourn the meeting at 7:15 PM.

MOTION: E. BEATTIE

SECOND: E. CIMON

UNANIMOUS

NEXT PLANNING BOARD MEETING SCHEDULED TUESDAY, February 22, 2022, at 7:00 p.m.