

HAMPTON PLANNING BOARD

DRAFT MINUTES

September 16, 2026 – 7:00 p.m.

DRAFT: Sharon Mullen, Chair
Ward Galanis, Vice Chair
Ryan Pope, Clerk
Richard Snetsky
Keith Lessard
John Tirrell
Jeff Grip, Select Board Representative
Jason Bachand, Town Planner
Andrea Novotney, Planning Office

ABSENT:

I. CALL TO ORDER

Ms. Mullen commenced the meeting at 7:00 p.m. and led the Pledge of Allegiance. The Planning Board introduced themselves.

II. ATTENDING TO BE HEARD

- **Public Information Session:** [Housing Opportunity Planning \(HOP\)](#) Regulatory Work
Jenn Rowden, Rockingham Planning Commission (RPC) appeared before the Board to conduct the [HOP Grant Phase II public information session](#). The focus of this work is a combination of Site Plan / Subdivision regulatory amendments, which can be acted upon by the Planning Board throughout the year, and Zoning Amendments to be drafted before September 30th (when the Grant ends) and handled procedurally by Hampton Town staff. This public information session was noticed on the Town website, at Town Hall, on Channel 22, and on the Town Facebook page.

Adding Workforce and Affordable Housing Income Criteria to Site Plan and Subdivision Regulations:

Proposed New Language

A requirement for any application proposing Workforce Housing units defined under Section 1.5 of the Zoning Ordinance is compliance with the following:

1. *Dwelling Units for Purchase: Dwelling units identified as workforce housing units shall have a final sales price that does not exceed the income-based estimated affordable purchase price referenced in the New Hampshire Housing Finance Authority's Workforce Housing Purchase And Rent Limits. Documentation on the final purchase price shall be submitted to the Planning Board as a condition of approval.*

Additionally, the following provisions shall apply:

- *In the event of re-sale, the home's value would be fixed to the corresponding estimated Affordable Purchase Price as published in the most recently published NHHFA Workforce Housing Purchase and Rent Limits.*

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- *In the event the workforce housing unit is to be available for rent after purchase, the owner of the property shall have rental agreements that do not exceed the income-based estimated rental amounts referenced in the New Hampshire Housing Finance Authority's Workforce Housing Purchase And Rent Limits. Documentation of rental agreements shall be submitted to the Planning*

2. *Dwelling Units for Rent: Dwelling units identified as workforce housing units for rent shall have rental agreements that do not exceed the income-based estimated rental amounts referenced in the New Hampshire Housing Finance Authority's Workforce Housing Purchase And Rent Limits. Documentation of rental agreements shall be submitted to the Planning Board as a condition of approval by June 30 annually for a period of 25 years from the issuance of a Certificate of Occupancy.*

Additionally, the following provisions shall apply:

- *In the event the workforce housing unit is to become available for purchase, the unit shall have a final sales price that does not exceed the income-based estimated affordable purchase price referenced in the New Hampshire Housing Finance Authority's Workforce Housing Purchase And Rent Limits. Documentation on the final purchase price shall be submitted to the Planning Board as a condition of approval.*

- *To ensure compliance with the Workforce Housing requirements, prior to the unit's sale the applicant shall execute a restrictive covenant, which shall be recorded in the Rockingham County Registry of Deeds and a copy of which shall be provided to the Hampton Planning Department prior to the issuance of a Certificate of Occupancy. The covenants shall include language that restrictions shall remain in effect for a period of 25 years from the issuance of a Certificate of Occupancy and is in conformance with the applicable sections above concerning re-sale of the home or rental of the home.*

3. *Compliance: To ensure compliance with the Workforce Housing requirements, the applicant shall execute a restrictive covenant, which shall be recorded in the Rockingham County Registry of Deeds and a copy of which shall be provided to the Hampton Planning Department prior to the issuance of a Certificate of Occupancy. The covenants shall include language that restrictions shall remain in effect for a period not exceeding 25 years from the issuance of a Certificate of Occupancy and is in conformance with the applicable sections above concerning re-sale of the home or rental of the home.*

If no documentation of final purchase price is submitted or no rental agreement report is filed by June 30 of the reporting year, it shall be considered a violation of approval. Any violation of this Regulation shall be subject to a civil fine or criminal penalty as provided in RSA 676:17, as amended. The Select Board, or the Building Inspector, is hereby designated as the proper local authorities of the Town to institute appropriate action under the provisions of RSA 676:17.

Ms. Rowden noted this regulation work is only about including the income criteria, there is no incentivization such as a density bonus, for example.

Ms. Mullen opened up the public engagement session for public comment.

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There was no public comment.

Ms. Rowden noted that during the Town Center Charrette there was a great deal of interest in the revitalization of the Downtown and the utilization and connection to the rail-trail.

Draft Language for Town Center Subdivision and Site Plan Regulations:

Town Center Subdivision Regulation Modifications

Section VII.A.2 – Street Design & Construction Standards

- *Add the following language subsection: All new streets found within the Town Center District or within a half mile of the NH Seacoast Greenway Rail-Trail shall include sidewalk, bike lanes, or other public access way allowing bicycle and pedestrian access that meet the following criteria:*
 - *Public access way shall be located along the street or immediately accessible to the street.*
 - *The access way shall be a minimum of 6 feet wide, but may be required to be up to 10 feet wide to accommodate two-way bicycle and pedestrian traffic.*
 - *Access ways shall be paved, unless approved to be an alternative design by the Planning Board.*

New Section 10 -Street Landscaping: *New streets constructed as part of a subdivision shall include street trees on both sides of the street to provide shade, enhance safety, improve stormwater management, and contribute to community character. All new streets shall include street trees planted within the public right-of-way or approved planting strip. Trees shall be installed at intervals not exceeding 40 feet on center, unless modified by the Planning Board due to site constraints.*

Town Center Site Plan Modifications

Section VII.B.2 – Access & Roadway Design

- ***New Section 8: Pedestrian Access:*** *All new developments and existing development that increase gross floor area by more than 25 percent found within the Town Center District or within a half mile of the NH Seacoast Greenway Rail-Trail shall provide bicycle and pedestrian access from the nearest sidewalks, bike lanes, or other public access way allowing bicycle and pedestrian access to the Rail-Trail that meet the following criteria:*
 - *The access way shall be a minimum of 6 feet wide, but may be required to be up to 10 feet wide to accommodate two-way bicycle and pedestrian traffic.*
 - *Accessways shall be paved, unless approved to be an alternative design by the Planning Board.*
- ***New Section 9: Bike Parking:***
 - A. *Bicycle parking shall be provided for all new development, substantial redevelopment, and building expansions subject to site plan review.*
 - B. *Existing developments that increase gross floor area by more than 25 percent or intensify use shall provide bicycle parking consistent with this section.*
 - C. *Bicycle parking facilities shall be provided to meet the following standards, unless the Planning Board determines an alternative amount is necessary to accommodate demand or site constraints.*

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Bicycle parking facilities may include, but are not limited to, bicycle racks, bicycle lockers, bicycle shelters, or secure bike rooms or cages.

<i>Land Use</i>	<i>Required Bicycle Parking</i>
<i>Retail, commercial, office, personal services</i>	<i>2 spaces or 1 space per 10,000 sq. ft., whichever is greater</i>
<i>Restaurants, cafes</i>	<i>4 spaces or 1 space per 25 seats, whichever is greater</i>
<i>Multifamily residential</i>	<i>0.5 spaces per dwelling</i>
<i>Educational facilities</i>	<i>1 space per 20 vehicle parking spaces</i>
<i>Parks, recreational facilities, and community centers</i>	<i>4 spaces per 20 vehicle parking spaces</i>
<i>Transit stations and park-and-ride facilities</i>	<i>1 space per 20 vehicle parking spaces</i>
<i>Industrial and manufacturing uses</i>	<i>2 spaces minimum plus 1 space per 25 employees</i>
<i>Mixed-use developments</i>	<i>Sum of requirements for each use</i>

- ***New Section 10: Public Transit:***

All new developments adjacent to existing public transit routes or located along major roadways listed below shall provide safe pedestrian access to transit stops and dedicate area to accommodate transit stop facilities in accordance with the standards of the local transit provider. In lieu of specific standards, a minimum 5 feet by 8 feet area shall be reserved on the site. Applicable major roadways include:

- o Lafayette Road (NH Route 1)*
- o Ocean Boulevard (NH Route 1A)*
- o Winnacunnet Road*
- o Exeter Road (NH Route 27)*

The Board discussed DPW Director Hale’s feedback concerning New Section 10 - Street Landscaping and maintenance and ownership, HOA covenants and bylaws, and private versus public streets. Mr. Bachand and Ms. Rowden also discussed the waiver process with the Board.

Ms. Mullen opened the public engagement session to public comment.

There was no public comment.

Draft Language for Flexible Sizing Dwelling Units Ordinance

2.3 Flexible Sizing Dwelling Units

2.3.1 Purpose: *Flexible Sizing Dwelling Units are intended encourage diversity in housing types and sizes as identified as a community goal within the Hampton Master Plan. This diversity is encouraged by allowing flexibility in residential development design that encourages smaller, more compact units, without increasing the size of developments. The encouragement of smaller units also increase housing overall with limited increase on municipal services and cost.*

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2.3.2 Applicability: *Flexible Sizing Dwelling Units are dwelling units permitted to count as a proportion of a dwelling unit (as defined in Section 1.5) for the purposes of calculating minimum lot area per dwelling unit per Section 2.2.1.1 and maximum number of dwelling units per structure per Section 2.2.7.*

Flexible Sizing Dwelling Units may be used in the following districts:

RB	RCS	B	BS	BSI	POR	TC-H, TC-N, TC-S	G
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- *Flexible Sizing Dwelling Units may be used in combination with the Liberty Lane Overlay District provision under Section 4.4., a Multi-family Dwelling proposal under Section 6.6, with a Manufactured Home Park under section 6.9 or Elderly Housing Standards proposal under Section 6.10.*
- *Flexible Sizing Dwelling Units may not be used in combination with any parcel also using the Cottage Court provision under Section 4.5, or with an Accessory Dwelling Units Section 6.1.*

2.3.3 Flexible Sizing Dwelling Units Calculations: *The number of permitted dwelling units on a parcel may include Flexible Sizing Dwelling Units so long as the combined value of all dwelling units does not exceed the maximum number of dwelling units allowed on a lot. The calculation for determining the value of dwelling units is as follows:*

- *A dwelling unit with not more than one (1) bedroom and not more than seven hundred and fifty (750) square feet shall be counted as 0.5 dwelling unit for the purpose of the dwelling unit calculation.*
- *A dwelling unit with not more than two (2) bedrooms and not more than one thousand two hundred fifty (1,250) square feet shall be counted as 0.75 dwelling unit for the purpose of the dwelling unit calculation.*
- *A dwelling unit with three (3) or more bedrooms or more than one thousand two hundred fifty (1,250) square feet shall be counted as 1.0 dwelling unit for the purpose of dwelling unit calculation.*

2.3.4 Dwelling Unit Requirements: *All dwelling units developed under this ordinance shall be required to meet all parking, health and safety requirements, and any other applicable requirements for residential uses as the underlying zoning district.*

Ms. Rowden reviewed with the Board the Flexible Sizing Dwelling Units handout she prepared.

Ms. Mullen opened the public engagement session to public comment.

Christine Heestand, 47 Langdale Drive, appeared before the Board. Ms. Heestand expressed her concern that the Flexible Sizing Dwelling Units would increase parking demand and more traffic.

Ms. Rowden noted that Site Plans and Subdivision Plans will still trigger Planning Board review, which will include traffic review. On a case-by-case basis some projects will require a full-blown traffic study.

Mr. Lessard stated that it is State law that only one parking space per dwelling unit can be required and this is something the Town must comply with. He also noted with the aim of getting more residential above business in the downtown the goal is to create a more walkable / bikeable downtown.

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Ms. Rowden reminded the Board that the HOP Grant runs through the end of the month.

III. CONTINUED PUBLIC HEARINGS

IV. NEW PUBLIC HEARINGS

Adoption of the 2027-2032 Capital Improvements Plan (CIP)

The following contents are included in the Plan:

Acknowledgements, Purpose and Authorization, Capital Expenditure Criteria, Prioritization Scale, Funding Methods Process, Review and Adoption.

Capital Improvements Plan - Financials Spreadsheet.

Town of Hampton CIP Requests: Fire Department, Police Department, Parks & Recreation & Library, Department of Public Works, SAU90, and SAU 21.

BOARD

Mr. Bachand reviewed and discussed the updated CIP program with the Board, noting it is an advisory document only. He noted that the CIP Committee held three meetings this year, including one with Department heads and representatives from the SAUs. Mr. Bachand reviewed the CIP webpage and draft report and an example of the CIP Request Form with the Board.

Mr. Tirrell, Chair of the CIP Committee, reviewed the Committee meetings and how the CIP projects relate to the Master Plan.

The Board discussed the municipal parking lot project that is in the CIP and making sure this does not conflict with any future work that could be proposed there. It was the consensus of the Board to have Mr. Grip discuss this with the Select Board.

Mr. Grip discussed the review process and discussions with the Department heads and SAU representatives and the goal of evening out the tax impact.

PUBLIC

Ms. Mullen opened the hearing for public comment.

There was no public comment.

BOARD

Mr. Bachand recommended the Board vote to adopt the 2027-2032 Capital Improvements Plan and send it to the Select Board and Budget Committee for consideration as part of the annual budget process.

MOVED by Mr. Galanis.

SECOND by Mr. Snetsky.

VOTE: 7-0-0

MOTION PASSED.

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V. CONSIDERATION OF MINUTES of September 2, 2026

MOVED by Mr. Galanis.

SECOND by Mr. Grip.

VOTE: 6-0-1(Pope)

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

- 98 Ashworth Avenue - Request for one-year extension of Planning Board conditional site plan approval

BOARD

Mr. Bachand noted the applicant is currently working to address the conditions of approval and recommends granting the extension request through October 1, 2027.

MOTION by Mr. Galanis to grant the request for a one-year extension of the Planning Board conditional site plan approval through October 1, 2027

SECOND by Mr. Lessard.

VOTE: 7-0-0

MOTION PASSED.

- Anticipated 2027 Zoning Amendments
 - Zoning Ordinance Audit: Phase III Amendment for 2027 (combined as one amendment)
 - Definitions, including moving standards out of them and harmonizing definitions for uses across use tables.
 - Harmonizing the list of uses across use tables.
 - Restructuring Section 5.2 alphabetically by topic.
 - General Amendments
 - Flexible Sized Dwelling Units
 - Compensatory Flood Storage (Higher Floodplain Management Standard)
 - Tiny Homes/Tiny Homes on Wheels (new RSA codifies theses)
 - Impervious Surface (potential Conservation Commission amendment)
 - WCD clarification of the Replacement and Repair of Existing Structures, and possibly changing the Town Wetland Perming timeframe from 2 to 5 years (potential Conservation Commission amendment)
 - Town Center – Limiting / Prohibiting Auto-Oriented Uses (Planning Board to discuss)
 - Housekeeping
 - Measuring Frontage on Corner Lots (clarify interpretation)
 - Changes Required to Align with New State Laws
 - HB1010 and HB1588: Multi-family Dwellings in Commercial Districts
 - HB1195: Commercial Childcare
 - HB1093: Charter Schools (gov. land use; same rights as public schools)
 - HB 1079: ADUs (likely updates to definitions and some standards)
 - HB244: Updating and Recodifying the Municipal Enforcement of the Building and Fire Codes (potential reference changes – need to discuss with the Building Inspector)

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- Updates to Town Center District
- Discussion of “Zoning Planner” Spreadsheet

The Board reviewed Ms. Mullen’s Zoning Planner spreadsheet. The Board discussed the proposed build-out analysis and form-based code and how they could work together. The Board also reviewed and discussed permitted uses in the Town Center. Further discussion will continue at the next meeting.

- Form-Based Code
- Planning Board Member Reports (re: Select Board, Conservation Commission, Coastal Hazards Adaptation Team)

General Updates from the Planning Board

VIII. ADJOURNMENT

MOVED by Mr. Lessard.

SECOND by Mr. Pope.

VOTE: 7-0-0

MOTION PASSED.

ADJOURNED: 10:09 pm

Respectfully submitted,
Andrea Novotney, Planning Office Manager

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING

Please note that Active Applications to the Planning Board can be viewed at hamptonnh.gov/720/Active-Applications-to-the-Planning-Boar