



Town of Hampden  
**Planning and Development Committee**  
Wednesday October 2, 2019, 6:00 pm  
Municipal Building Council Chambers  
**Minutes**

Attending:

Committee/Council

Eric Jarvi, Chair  
Dennis Marble  
David Ryder  
Terry McAvoy

Staff

Karen Cullen, Town Planner  
Jared LeBarnes, Building Official  
Ryan Carey, CEO

Public

Chance Sudbeck  
John Higgins

Chairman Jarvi called the meeting to order at 6:00 pm.

1. Minutes for the September 4, 2019 meeting – **Motion** to approve as submitted made by Councilor Ryder; second by Councilor Marble; carried 3/1/0.
2. Information Concerning Town Manager Search: Nothing to report.
3. Committee Applications: None.
4. Citizen's Initiatives: None.
5. New Business
  - a. Town Center, formation of a Citizen's Task Force – main points of discussion:
    - The "town center" area includes Western Ave through the town owned recreational property; may want to come up with a different name as "town center" implies a smaller area.
    - Staff will confirm process for setting up a task force.
    - Hampden Academy students want to be involved and will be invited; reach out to other organizations such as the Boy Scouts who do community service projects.
    - This is a long term (multi-year) project, need to make that clear from outset.
    - Chairman Jarvi and Planner Cullen will draft a flyer which will be sent out to the town center project mailing list as well as other organizations to solicit volunteers.
    - Continue discussion at the November P&D meeting.
  - b. Referrals to Town Council:
    - i. Private Event Venue Licensing Ordinance – this is a new ordinance that goes hand in hand with the proposed zoning amendment to add Private Event Venues as a use, with regulations governing them. After discussion it was decided to amend section 6D to read "applicable taxes are current" instead of "personal property taxes are paid in full"; Planner Cullen will check with other staff to ensure this is correct language.

**Motion** by Councilor Marble to refer the Private Event Venue Licensing Ordinance as amended to Town Council for public hearing; second by Councilor Ryder; carried 4/0/0.

- ii. Post-Construction Stormwater Management Ordinance – These amendments correct definitions, correct the applicability language to clarify only developments in the MS4 area are subject to the ordinance, clarify the maintenance agreement language, and modify the fees language to refer to the Fees Ordinance.

**Motion** by Councilor Ryder to refer the proposed amendments to the Post-Construction Stormwater Ordinance as submitted to the Town Council for public hearing; second by Councilor Marble; carried 4/0/0.

- iii. Non-Stormwater Discharge Ordinance – These amendments correct the definition of urbanized area and change the enforcement authority from the Building Inspector to the Code Enforcement Officer and the DPW Director.

**Motion** by Councilor Marble to refer the proposed amendments to the Non-Stormwater Discharge Ordinance as submitted to the Town Council for public hearing; second by Councilor McAvoy; carried 4/0/0.

- iv. Fees Ordinance – These amendments, from several departments, address the required annual review of the ordinance. New fees are proposed for the Private Events Venue Licensing Ordinance and the Post-Construction Stormwater Ordinance. After discussion it was decided to increase the draw account deposit for the technical review (2.16.2) to \$1,000. The building permit fees are proposed to be increased for the first time in about 20 years; they will still be lower than most of the fees charged in our peer municipalities. Jared LeBarnes explained the rationale and research that resulted in the proposed fees, noting that currently the taxpayers are essentially subsidizing the work associated with building permit reviews and inspections, and as a result the code team is unable to address desired improvements to their work (e.g. online permitting). Discussion about capping commercial fees. Another proposed increase is for private swim lessons in the Pool article; after discussion it was noted that there may be a desire to increase the fees for all non-resident services in the recreation and pool articles; testimony at the public hearing may provide input needed by the Town Council to make a decision on this issue.

**Motion** by Chairman Jarvi to refer the proposed amendments to the Fees Ordinance as amended to Town Council for public hearing; second by Councilor Ryder; carried 4/0/0.

6. Unfinished Business

- a. Pine Tree Landfill – this item was tabled until the November meeting since the Environmental Trust did not meet last month and we need their input before moving ahead on this topic. Also waiting for DEP and staff to discuss the report and submit their input.

7. Zoning Considerations/Discussions: None

8. Updates:

- a. Housing Options – Planner Cullen reported on the housing conference she attended October 1st. There are various options and ideas being developed across the country to address housing needs for various populations, some may work here. This is a long term

project but one which should be addressed through zoning initiatives to encourage more housing options to maintain a diverse population in the town.

- b. Jared LeBarnes introduced Ryan Carey, our new Code Enforcement Officer.
  - c. Planner Cullen noted three additional development proposals going before the Planning Board next week, including a rezoning application for a parcel on Western Ave from Residential B to Business.
9. Public Comments: John Higgins is purchasing the Perry Farm from his grandfather and is interested in growing marijuana; noted he wants to work with the town on a variety of projects from a solar farm to improving Sucker Brook.
10. Committee Member Comments: None
11. Adjournment: Motion by Councilor Marble to adjourn the meeting at 7:40 pm; second by Councilor Ryder; carried 4/0/0.

*Respectfully submitted by  
Karen Cullen, Town Planner*

Items from this meeting for November 6, 2019 P&D meeting:

- Agenda Items:
  - Town Center, formation of Citizen Task Force
  - Pine Tree landfill
- Staff Report:
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