

Town of Hampden

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 6, 2019

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. Approval of Minutes
 - a. October 2, 2019 Meeting
2. Committee Applications
3. Citizen's Initiatives
4. New Business
5. Unfinished Business
 - a. Pine Tree Landfill – update from Councilor Jarvi
 - b. Town Center; formation of a Citizen's Task Force – Councilor Jarvi
6. Zoning Considerations/Discussion
7. Staff Report
 - a. Update on Marijuana regulations
8. Public Comments
9. Committee Member Comments
10. Adjourn



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.

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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

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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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**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING**

FROM: Hampden Town Council

TO: Hampden Residents

DATE: XXXXXX

SUBJECT: Creation of a Citizen’s Task Force – main points of discussion:

Hampden will be recognizing the 226th anniversary of our incorporation next year and is looking to develop core values and long-term strategic plans that will guide the future growth of our community.

To help guide planning, the Hampden Town Council commissioned two important consulting reports covering Economic Development and Town Center Planning. To help in developing a strategic strategy, the Planning and Development Committee will be appointing a “Citizens’ Advisory Task Force” which will use these reports as a resource to provide input on potential objectives of a strategic plan, the prioritization of those objectives and help identify resources and/or community groups which can assist in achieving those objectives. Given the nature and extent of the work this group is undertaking, it is anticipated the Task Force will be in place for 1-2 years.

If you are interested in participating in this very important Citizens’ Advisory Task Force, please submit the following information to the Hampden Town Manager by XXXXXX: your name, contact information, and a short statement of why you wish to participate on this advisory group. Committee selections are anticipated to be finalized by: XXXXXX.

Project List - Planning

Project Name	Location	What it is	Size¹	PB Action/Date	Type
Stearns Farm Subdivision	Main Rd North	single family cluster subdivision	39 lots	12/11/2019	Prelim Subdiv
Carmichael Transport	178 Ammo Park Rd	addition of a garage bay	1,800 sq ft	Approved	Minor Site Plan
Historical Society	83 Main Rd South	addition to building	1,020 sq ft	Approved	Minor Site Plan
T&A Realty	50 Main Road North	convert retail space to apartment	1 unit	Approved	Conditional Use
Zucco's Dog House	Hampden Busn Park lot 25	change grass to turf in outdoor dog area	16,000 sq ft	Approved	Minor Site Plan
Andrew Connolly	256 Main Rd N	convert existing space to accessory apartment	1 unit	Approved	Conditional Use
Dysart's	370 Coldbrook Rd	expand store, relocate pumps & replace USTs	4,275 sq ft	Approved	Major Site Plan & Shoreland
Amy Young	1240 Carmel Rd N	daycare facility (in home)	12 children	Approved	Conditional Use
Larry Emery	75 Chickadee Lane	amateur radio operator tower	50 ft tall	Approved	Conditional Use
Fiberight/CRM	348 Coldbrook Road	insubstantial modifications to site plan	NA	Approved	Site Plan Modification
Honey Hill Estates	238 Main Rd S	single family cluster subdivision	23 lots	Approved	Prelim Subdiv
Hampden Municipal Complex	106 & 146 Western Ave	parking lot expansion, stormwater mgt system	add 105 spaces	Approved	Major Site Plan
Nate Wicklow	Monroe Rd	new multi-family building	4 units	Approved	Major Site Plan & Subdiv.
Kris Brooker	Old County Road	addition to home with accessory apartment		Approved	Conditional Use
Honey Hill Estates	238 Main Rd S	single family cluster subdivision	23 lots	pending submission	Final Major Subdivision
ReVision Energy - HO Bouchard	Coldbrook Road	solar array by the trucking facility	NA	Approved	Major Site Plan
Kongsuriya multi-family	Old County Road	new multi-family building	4 units	Approved	Major Site Plan & Subdiv.
Paul Phillips	544 Main Rd S	addition to home encroaching setback	2,200 sq ft	12/11/2019	Conditional Use

1. Size refers to square footage of building (new or addition), number of new building lots, number of new units, or acreage.