



# Town of Hopkinton **Planning/Building Department**

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## HOPKINTON PLANNING BOARD

### MINUTES

**APRIL 9, 2024**

Members Present: Chair Michael Wilkey, Vice Chair James Fredyma, Rich Steele, Rob Dapice, Ex-Officio Jeff Donohoe, Jane Bradstreet and Alternate Molly Hardenbergh.  
Members Absent: Clarke Kidder, and Alternates Emily Bouchard and Sam Durfee. Staff Present: Planning Director Karen Robertson.

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**I. Call to Order/Roll Call/Seating of Alternates.** Chair Wilkey called the meeting to order at 5:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH, welcoming Jeff Donohoe as the new ex-officio on behalf of the Select Board. With the introduction of the Planning Board members (Fredyma, Dapice, Bradstreet, Donohoe, and Wilkey), Chair Wilkey declared a quorum present.

**II. Approval of the Meeting Minutes and Decision of February 13 and March 19, 2024.**

**MOTION** Rob Dapice, seconded by James Fredyma, to approve the meeting Minutes of February 13, 2024. Motion carried in the affirmative with Mr. Donohoe and Ms. Bradstreet voting in abstention.

**MOTION** Rob Dapice, seconded by James Fredyma, to approve the meeting Notice of Decision of February 13, 2024. Motion carried in the affirmative with Mr. Donohoe and Ms. Bradstreet voting in abstention.

Planning Board member Rich Steele joined the Board.

**MOTION** James Fredyma, seconded by Rob Dapice, to approve the meeting Minutes of March 19, 2024. Motion carried in the affirmative with Mr. Donohoe and Ms. Bradstreet voting in abstention.

**MOTION** James Fredyma, seconded by Rob Dapice, to approve the meeting Notice of Decision of March 19, 2024. Motion carried in the affirmative with Mr. Donohoe and Ms. Bradstreet voting in abstention.

**III. Conceptual Consultations.** Surveyor Jacques Belanger, representing property owners Stephanie Cormier and Joseph Woods, presented a conceptual plan for an eleven-lot subdivision situated off North Shore Drive, identified as Lot 21 on Tax Map 203.

Planning Board member Molly Hardenbergh joined the Board.

At present, North Shore Drive is classified as a Class VI road. Acknowledging the need for a Class V classification, Mr. Belanger mentioned his intention to meet with the Select Board to discuss the options and process for this change.

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*Subject to review and approval.*

The Planning Board's discussion primarily centered around the road classification and the potential implications of setting a precedent through these changes. There was also talk about similar changes made to other roads for the addition of a single house. In this scenario, the proposal includes ten new lots along with the existing parent lot featuring an airplane hangar.

Ms. Bradstreet expressed that the concern about setting a precedent is negligible, preferring the utilization of existing roads over constructing new ones. For instance, she mentioned the possibility of the owners building a new town road, classified as Class V, adjacent to North Shore Drive. Further discussions included the necessary road improvements for the proposed subdivision, approximately 1100 feet long, with a noted narrowness in certain spots despite the 50-foot road right-of-way. Additionally, it was noted that there is a public boat ramp and at least two year-round residences situated beyond this 1100 foot stretch. Following the deliberations, Mr. Belanger thanked the Board for their time and indicated his intention to follow up with the Select Board regarding the road classification changes.

Ms. Bradstreet recused herself **for reasons unrelated to the meeting.**

**IV. Applications/Public Hearings.** There were no applications/public hearings.

**V. Other Business.**

**a) Report on Zoning Ordinance Section XVI Innovative Land Use Controls for Affordable Housing:** Ms. Robertson clarified that her responsibility was to assess the Affordable Housing Ordinance's compliance with NH laws. However, during this process, she found herself working on revisions that she realized were beyond the scope of her review. Consequently, she needed to step back. Nevertheless, she highlighted the necessity for language updates and incentives, along with changes in other sections, to ensure the ordinance is at least consistent with her findings in other communities. Mr. Donohoe expressed that the current requirement in the ordinance, mandating 40% of the units to be affordable, is not financially viable for a developer.

Chair Wilkey emphasized that the Planning Board's role is to align the Affordable Housing ordinance with New Hampshire's laws, while the Housing Committee is tasked with presenting recommended revisions regarding the content. Chair Wilkey further advised that during the previous meeting, attended by Housing Chair Tricia Morin, it was acknowledged that the Planning Board would require recommended amendments to be submitted early (June/July) to allow sufficient time for drafting the necessary language for the amendments. Again, this timeline is crucial to ensure there is enough time for the Planning Board to hold work sessions and finalize the language of the amendments by September.

Ms. Robertson highlighted two areas for revisions. The first revision focused on the age of an older person in section 16.3.2, proposing it to be revised to 55 years. Mr. Donohoe pointed out that there were two ages, 55 and 62, depending on the

language's context. After a brief discussion, Mr. Dapice suggested rewording the paragraph to ensure compliance with applicable law while not specifying a relevant age. The Board agreed to this approach.

In another area, Ms. Robertson referred to section 16.5.3 regarding the guarantee of affordability and whether paragraphs a) through c) needed revision. Mr. Dapice proposed creating a new paragraph that combined the intent of all three paragraphs, mentioning financial programs in a general sense without specifying any particular programs. Following a brief discussion, the Planning Board agreed to this suggestion.

- b) Report on Master Plan Implementation Chapter:** Ms. Robertson mentioned that the Community Facilities chapter of the Master Plan is close to completion, and the Planning Department, collaborating with CNHRPC, needs to meet with various departments to finalize details. After completing work on the Community Facilities chapter, she expects CNHRPC to start working on the Implementation Chapter.
- c) Report on Audit of Zoning Ordinance in Alignment with Master Plan Goals and Objectives:** Chair Wilkey mentioned that the RFQ has been posted, and Ms. Robertson specified that the deadline for submissions is April 29th. The aim is to finish the project by August 30, 2024, likely resulting in proposed zoning amendments for 2026. It was mentioned that if there is not sufficient time to complete the work, it may need to be phased for completion in early 2025.

There was a discussion about the differences in the audit/work to be done by the Planning Board's RFQ and the Housing Committee's HOP Grant. The RFQ focuses on conducting an audit of Hopkinton's Zoning Ordinance to identify areas for potential revisions or updates aligned with the goals of the Master Plan. However, it excludes aligning the ordinance with the goals of the Housing Chapter of the Master Plan, which will be addressed separately using the HOP Grant. For further information, see the minutes of the March 19, 2024 meeting.

- h) Reports from Planning Board members who serve on other committees:** Members Mr. Steele, who serves on the Housing Committee, and Mr. Fredyma, who serves on the Economic Development Committee, mentioned that meetings were canceled due to inclement weather. Ms. Hardenbergh, serving on the Conservation Commission, had no new information but noted anticipated openings on the Commission for interested individuals. Lastly, Mr. Fredyma informed about the next scheduled Economic Development Committee meeting on April 18 at 5:30 PM at the Slusser Center.
- i) Other business to legally come before the meeting:** There was no other business.

## VI. Adjournment.

**MOTION** Rob Dapice, seconded by Rich Steele, to adjourn the Planning Board meeting at 6:35 PM. Motion carried in the affirmative (Fredyma, Steele, Dapice, Donohoe,

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Hardenbergh, and Wilkey). The next regular meeting is at 5:30 PM on Tuesday, May 14, 2024.

Karen Robertson  
Planning Director