



# Town of Hopkinton Planning Department

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## HOPKINTON PLANNING BOARD PUBLIC NOTICE – AGENDA FEBRUARY 14, 2023

The Hopkinton Planning Board will meet on Tuesday, February 14, 2023, at 5:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, to review and take action on the following:

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- I. **Call to Order/Roll Call.** (Review attendance of regular members, the seating of alternate members, and determine quorum).
- II. **Conceptual Consultations.**
- III. **Review and adopt revised Rules of Procedure (RSA 676:1).**
- IV. **Review of the draft Housing Committee Charge as proposed by the Economic Development Committee.**
- V. **Review of Minutes and Notice of Decision of December 13, 2022, January 10, and January 24, 2023.**
- VI. **Other Business.**
  - a) Process for reviewing and updating the Master Plan and Zoning Ordinance on a rolling basis (understanding that the exact timing and sequence of updates may change).
  - b) Discuss planning goals and objectives for 2023.
  - c) Any other business to legally come before the meeting.
- VII. **Adjournment.**

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*The Planning Board reserves the right to adjourn the meeting/public hearing at 9:30 PM. All agenda items will be rescheduled for the Planning Board's next scheduled meeting/public hearing.*

## HOPKINTON HOUSING COMMITTEE

There is hereby established by the Hopkinton Select Board a nine (9) member Housing Committee.

**Mission.** The mission of the Housing Committee is to identify, analyze, and develop recommendations regarding Hopkinton's current housing availability and future housing needs in order to maintain a viable, diverse, and balanced community that will meet the economic, social, and physical needs of the Hopkinton community.

### **Membership.**

Members of this Committee shall consist of the following:

- 1 Planning Board Member;
- 1 Economic Development Committee Member;
- 1 Select Board Member; and
- 6 members at large, to the extent possible to consist of a mix of citizens from the following stakeholder groups:
  - Hopkinton Human Services Advisory Committee;
  - local realtors;
  - local developers;
  - local real estate financial professionals; and
  - local business leaders.

Members of the Housing Committee shall be appointed by the Select Board. Voting members shall be residents of the town of Hopkinton or serve as a representative of an entity with a financial interest in taxable real property located in Hopkinton. Voting members shall serve three-year staggered terms. Initial appointments shall be made for 1-, 2- and 3-year terms and thereafter are 3-year terms.

In addition to the nine (9) voting members, the committee may engage regional housing advocates as non-voting participants from organizations such as NH Housing Finance Authority, regional real estate market data analysts, developers, and other subject matter experts as the Committee sees fit.

**DUTIES:** The duties of the Housing Committee shall include, but are not limited to, the following:

- 1) To annually create a plan of work that is presented to and approved by the Select Board;
- 2) To analyze the availability and cost of housing, including but not limited to the type of dwelling, and current, past, and projected trends in housing development;
- 3) To track new housing starts including type and number of units;

- 4) To analyze community demographics reflected in various types of housing being promoted in the community by private developers;
- 5) To review and interpret Regional Housing Needs Assessments, and conduct housing needs assessments independently or cooperatively with the Regional Planning Commission, including but not limited to data such as price point, type, and supply;
- 6) To review regional housing patterns in comparison to Hopkinton;
- 7) To develop recommended long-term strategies regarding housing, housing policy, and land use regulations as they relate to housing;
- 8) To contribute to the update of the housing chapter of the Master Plan;
- 9) To review housing relief programs (including but not limited to: the Housing Choice Voucher Program (a.k.a. Section 8) in New Hampshire, Property Tax Exemptions, etc.);
- 10) To inform Town boards and committees about housing issues in the community;
- 11) To report their activities to the Select Board on a quarterly basis;
- 12) To recommend to the Select Board the pursuit of grants in support of the mission of this Committee; and
- 13) To publish an annual report on the state of housing in Hopkinton to be included in the Town Report.