



# Town of Hopkinton Planning Department

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## HOPKINTON PLANNING BOARD MINUTES MARCH 21, 2023

Members present: Chair Michael Wilkey, Vice Chair Celeste Hemingson, Ex-Officio Thomas Lipoma, James Fredyma, Greg Sagris, Jane Bradstreet, Rich Steele, Rob Dapice, and Emily Bouchard. Members absent: Clarke Kidder. Staff present: Planning Director Karen Robertson.

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- I. **Call to Order/Roll Call.** Chair Wilkey called the meeting to order at 5:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton.

Alternate Rich Steele served as a voting member with only six regular members present. At the same time, Chair Wilkey recognized that Alternates Rob Dapice and Emily Bouchard would participate but not vote.

- II. **Conceptual Consultations.** There were no conceptual consultations.

- III. **Approval of Minutes.**

**MOTION** Celeste Hemingson, seconded by James Fredyma, to approve the Minutes of **January 10, 2023**. A brief discussion ensued with Chair Wilkey proposing a correction on page two, paragraph two, last sentence, omitting the words "by the EDC." He then noted that any proposed amendments that could have a financial impact on the Town should be provided to the Select Board for comment. Following the discussion, Mrs. Hemingson and Mr. Fredyma accepted the amendment to their motion. With seven members voting, six voted in the affirmative (Hemingson, Lipoma, Fredyma, Sagris, Steele, and Wilkey), and one voted in abstention (Bradstreet).

**MOTION** Celeste Hemingson, seconded by James Fredyma, to approve the Minutes of **January 24, 2023**. With seven members voting, six voted in the affirmative (Hemingson, Lipoma, Fredyma, Sagris, Steele, and Wilkey), and one voted in abstention (Bradstreet).

**MOTION** James Fredyma, seconded by Rob Dapice, to approve the Minutes of **February 14, 2023**. With seven members voting, five voted in the affirmative (Lipoma, Fredyma, Sagris, Steele, and Wilkey), and two voted in abstention (Bradstreet and Hemingson).

- IV. **Applications/Public Hearings.**

**T.F. BERNIER, INC., Bound Tree Road (Tax Map 221, Lot 75), B1 District:** Site Plan Review and Architectural Design Review to construct two residential buildings containing a total of eleven one-bedroom units, with associated site improvements. The

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*Subject to review and approval.*

development will be located on property owned by Michael Martin and Lucas Martin, off Bound Tree Road, in the commercial (B1) district.

Timothy Bernier of T.F. Bernier, Inc. presented the proposed project's site, drainage, and landscape architectural plans, noting that the State has approved the septic system. For stormwater management, there will be two (2) detention basins, one in the rear and a second along the side of the property. Runoff from impervious areas will be directed as sheet flow over the grassed areas. Based on the pre and post-development analysis for a two, ten, and twenty-five year storm, stormwater runoff will not increase.

Mr. Bernier reviewed the proposed 24-foot wide drive, noting that there will be two parking spaces per unit, one in front of and one inside the garages. Mr. Wilkey then inquired about overflow parking for visitors. In response, Mr. Bernier stated that they anticipate that due to the size of the units, 831 square feet, it will most likely be a single person residing in many of the units. He again noted the width of the drive, 24 feet, stating that it is wide enough for a vehicle to park in front of a unit, leaving 14 feet of travel lane for another vehicle to pass by.

**MOTION** James Fredyma, seconded by Greg Sagris, to accept the application for consideration and as complete. Motion carried in the affirmative (Hemingson, Lipoma, Fredyma, Sagris, Steele, Bradstreet, and Wilkey).

**MOTION** Celeste Hemingson, seconded by Jane Bradstreet, determined that the application is not a Development of Regional Impact. Motion carried in the affirmative (Hemingson, Lipoma, Fredyma, Sagris, Steele, Bradstreet, and Wilkey).

Mrs. Bradstreet inquired about outdoor lighting. Mr. Bernier pointed out that the lighting will be residential, at the entrances to the units, and under the roof overhang for security reasons.

Mrs. Bouchard questioned how trash removal would be handled. Mr. Bernier anticipates that trash pick-up will be at scheduled times in front of the units. Lucas Martin is the property manager for other apartments owned by the Martin family. He will most likely collect the trash, plow, and maintain the property.

During this time, a brief discussion resumed concerning the amount of available parking and whether it is sufficient or should there be a need for overflow parking. Mr. Bernier reiterated the possibility for individuals visiting the units to park alongside the main driveway, leaving ample space for other vehicles to pass by. If someone has a large gathering at their unit, they may inquire with the American Legion about temporarily utilizing their parking.

Mrs. Hemingson inquired about a notation on sheet three of the grading, drainage, and erosion control plan referencing "wetland restoration by others." Mr. Bernier explained that the previous owner had the property logged. At the time, the logger had encroached upon the wetland. Mr. Mike Martin believed that the restoration, as required by the N.H.

Department of Environmental Services, had already occurred. Mr. Bernier will confirm with the State.

In response to questions by Board members, Mr. Bernier will re-review the proposed location of the site identification sign to ensure no interference with sight distances. Regarding snow removal, Mr. Bernier suggested that the snow be plowed to the rear of the property, and the driveway to the garages be cleared using a snowblower. Lastly, Mr. Bernier noted that bollards would be installed to protect the propane tanks.

Chair Wilkey opened the public hearing for public comment.

Katherine Mitchell of Bound Tree Road explained that fifty percent of the tenants in her building downtown have two vehicles per unit. She expressed concern about the lack of overflow parking for visitors. Also, it was questioned whether the stormwater analysis for a 25-year storm is sufficient, noting that 100-year storm events occur more frequently with climate change. Mr. Bernier responded, noting that the standards used in determining stormwater runoff are those currently used in the industry of these types of projects. Furthermore, while an Alteration of Terrain (AOT) permit from NHDES is not required, the same standards to determine stormwater control for the Martin property are used to help regulate stormwater control and treatment on larger sites. Mr. Bernier reiterated that there would be no increase in stormwater runoff based on pre and post-calculations.

Regarding concerns with overflow parking, Mr. Sagris noted that the Applicant exceeds the parking requirements of 1.5 spaces per unit (16.5 spaces required). The development will have 22 parking spaces. It was also noted that the proposed parking arrangement is similar to the Peaked Hill development. Each unit has one parking space inside and in front of the garage, with no overflow parking available. Guests visiting residents park alongside the main drive/road.

Julie Steele of Pine Street suggested that the design of the buildings looks similar to a hotel. She asked whether the project would qualify as subsidized housing. Mr. Bernier replied no, noting that it is believed that the size and quality of the units will dictate the rental rates and clientele. In other words, the Martins assume tenants may include retirees downsizing or seasonally living in New Hampshire.

Greg Sagris discussed the Municipal Technical Assistance Grant Committee (MTAG) efforts concerning commercial and residential opportunities for Hopkinton. He explained the number one response of the community survey was the need for starter homes.

Louise Carr, formerly of the MTAG Committee, concurred with Mr. Sagris, noting a state-wide housing shortage of approximately 24,000 units. The Martin project will help address housing needs, allowing the possibility of living in Town to those who grew up in Hopkinton. Additionally, there needs to be housing available for individuals working in Hopkinton.

Chair Wilkey and Mr. Lipoma advised of a newly established Housing Committee to which the Select Board will appoint members at their next meeting.

Mrs. Steele asked if the Board could delay action on the application until after the Housing Committee has completed its Charge. Chair Wilkey responded no, explaining that the appointment of the Housing Committee is for three years. The Charge of the Committee is a big undertaking that will include many factors, such as a needs analysis and ultimately recommended zoning amendments, among other changes.

Byron Carr of Burnham Intervale Road spoke in favor of the proposal, noting that his sister downsized and moved out of town because there wasn't anything available in Hopkinton. He believed his sister would have moved to Martin development if the project had been available.

With no additional comment from the public, Chair Wilkey closed the public hearing portion of the meeting.

The Board briefly discussed the Technical Review Advisory Committee (TRAC) meeting minutes in which Fire Chief Yale requested that a fire sprinkler system be installed in the buildings. The meeting minutes also reflect the need for Chief Yale to review and approve the sprinkler plans. In reviewing the minutes, Mr. Sagris inquired about the location of the sprinkler room and whether it would be in a separate building or one of the residential units. Mr. Bernier responded that he had discussed with the Martins several possibilities, but they had not made a final decision. During the discussion, Mr. Bernier asked for an opportunity to discuss with the Fire Chief the request for the hydrant rather than the Planning Board automatically imposing it as a condition of approval. Board members agreed.

At this point, a brief discussion ensued of possible conditions imposed if there were a motion to approve the application. Chair Wilkey recommended that a motion to approve the application include a condition requiring, before issuance of a Certificate of Occupancy, submittal of an as-built site plan to the Planning Department to ensure compliance with the approved site plan. The Board agreed. Also, Chair Wilkey recommended requiring compliance with the comments in the Technical Review Advisory Committee (TRAC) minutes dated March 16, 2023. Mr. Sagris disagreed, stating that the minutes reflect recommendations made by some staff that need not be complied with, such as the comment by the Economic Development Director concerning redesign. All members agreed.

Mrs. Hemingson recognized that the formation of the TRAC is new; however, she was unsure how the Board should consider their comments when reviewing applications. In response, Mr. Sagris suggested the same consideration as in the past when the Board received comments from town departments. The difference now is that the departments meet collectively rather than individually to review proposals.

Mr. Dapice suggested that it is unnecessary to include compliance with the Fire Chief's requirements in the Board's motion as other mechanisms, such as the building permit

and certificate of occupancy process, exist to ensure compliance. Mrs. Robertson concurred.

**MOTION** Celeste Hemingson, seconded by Greg Sagris, to approve the application with the following conditions:

- a) Before issuance of a Certificate of Occupancy, an as-built site plan shall be submitted to the Planning Department to ensure compliance with the approved site plan.
- b) The location of the site identification sign shall be to the satisfaction of the Director of Public Works.
- c) Fire and life safety discussions/conclusions shall be to the satisfaction of the Fire Chief.

Motion carried in the affirmative (Hemingson, Lipoma, Fredyma, Sagris, Steele, Bradstreet, and Wilkey).

#### **V. Other Business.**

- a) Appoint Planning Board member to Housing Committee – The Board appointed Rich Steele as the Planning Board representative to the Housing Committee. At times when Mr. Steele is not able to attend, another member of the Planning Board will attend the meeting.
- b) Confirm chapters for Master Plan update and Goals and Objectives 2023 – All work on the Master Plan will be with assistance of the Central NH Regional Planning Commission (CNHRPC). The goal is to begin work on the Community Facilities and Utilities chapter in April; the Conservation, Preservation and Open Space chapter in May; and, by mid-July 2024, complete the Implementation chapter. Money from the InvestNH HOP Grant will fund work on the Implementation chapter. In addition to the Master Plan work, Mrs. Robertson will reconvene the Wetlands Working Group sometime in April to work on the Wetlands Conservation Overlay District of the Zoning Ordinance.

#### **VI. Adjournment.**

**MOTION** Celeste Hemingson, seconded by Rich Steele, to adjourn the meeting at 7:05 PM. The next scheduled meeting is at 5:30 PM on Tuesday, April 11, 2023.

Karen Robertson  
Planning Director