



Town of Hopkinton

Planning Department

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-8243 – planzone@hopkinton-nh.gov

HOPKINTON PLANNING BOARD

MINUTES

SEPTEMBER 15, 2020

Members present: Chairman Bruce Ellsworth, Vice Chairman Michael Wilkey, Ex-Officio Anna Wells, James Fredyma, Jane Bradstreet, Celeste Hemingson, and Alternates Clarke Kidder. Members absent: Rich Steele, and Alternates Greg Sagris and Timothy Britain. Staff present: Planning Director Karen Robertson.

- I. **Call to Order.** Chairman Ellsworth called the meeting to order at 6:00 PM. He explained that due to the COVID-19/Coronavirus crisis and per Governor Sununu's Emergency Order #12, under Executive Order 2020-04, the Planning Board is authorized to meet electronically.

A roll call was taken with all members announcing that there was no one else in the room with them at the time.

- II. **Review of Meeting Minutes and Notices of Decisions of July 14 and August 11, 2020.**

Celeste Hemingson, seconded by Jane Bradstreet, moved to ACCEPT the Minutes of July 14, 2020, as amended. Motion carried unanimously by Roll Call: Wilkey - yes, Wells - yes, Fredyma – yes, Bradstreet – yes, Hemingson – yes, Kidder – yes, and Ellsworth – yes. *Note: All references to Mrs. Hemingson voting is to be omitted as she was not in attendance.*

Celeste Hemingson, seconded by Jane Bradstreet, moved to ACCEPT the Notice of Decision of July 14, 2020, as amended. Motion carried unanimously by Roll Call: Wilkey - yes, Wells - yes, Fredyma – yes, Bradstreet – yes, Hemingson – yes, Kidder – yes, and Ellsworth – yes. *Note: All references to Mrs. Hemingson voting is to be omitted as she was not in attendance.*

Clarke Kidder, seconded by Celeste Hemingson, moved to ACCEPT the Minutes of August 11, 2020, as amended. Motion carried unanimously by Roll Call: Wilkey - yes, Wells - abstain, Fredyma – yes, Bradstreet – yes, Hemingson – yes, Kidder – yes, and Ellsworth – yes.

Celeste Hemingson, seconded by Jane Bradstreet, moved to ACCEPT the Notice of Decision of August 11, 2020, as amended. Motion carried unanimously by Roll Call: Wilkey - yes, Wells - abstain, Fredyma – yes, Bradstreet – yes, Hemingson – yes, Kidder – yes, and Ellsworth – yes.

Subject to review and approval.

III. Master Plan Update (Land Use/Housing Objectives and Recommendations).

Board members had an opportunity to review a draft list of Objectives and Recommendations for the Land Use and Housing chapters and made revisions.

It was noted that the Objectives and Recommendations resulted from Planning Board discussions and information contained in the updated chapters.

Housing Chapter:

Objective 1: Continue to support a mix of housing density and types in Hopkinton.

- Support and promote the appropriate inclusion of multi-family housing as an element of future development proposals in the Hart's Corner Tax Increment Financing (TIF) District.
- Continue to support mixed uses and appropriate densities in Contoocook Village.
- Continue support of the use of Accessory Dwelling Units as one of the methods to meet the changing needs of local residents.

Objective 2: Promote the use of Conservation Subdivisions where applicable.

- Simplify the application procedures for Conservation Subdivisions, notably the calculation of the base number of buildings and dwelling units.
- Consider the development of an open space ranking system that provides higher allowable densities when protecting more desirable open spaces.

Objective 3: Encourage the development of additional single-family homes that are smaller and more affordable to accommodate downsizing seniors and younger families purchasing their first home.

- Encourage Open Space Developments that specifically address the issues of affordability via housing type. Consider the enhancement of density incentives specifically for developments that include smaller homes (two and three bedrooms); ranch style homes with one floor; sale of units to Hopkinton seniors who are downsizing; or, first-time home buyers.
- Continue to support the development of future workforce housing and senior housing developments under Section XVI Affordable Housing of the Zoning Ordinance to meet the housing needs for all Hopkinton residents. Improve effectiveness in lowering and maintaining affordability, as well as ensure ease and efficiency of use of the ordinance.

Land Use Chapter:

Objective 1: Continue to promote Hopkinton's rural character and support the preservation of Hopkinton's open space and agricultural resources.

- Continue to promote the suitable use of Conservation Subdivisions to protect open space and agricultural areas.
- Consider the development of housing density incentives to protect agricultural uses.
- Support and promote appropriate agritourism uses.

Objective 2: Promote and protect Hopkinton's Villages.

- Promote the use of economic development tools in Contoocook such as the Economic Revitalization Zone (ERZ) program and the Community Revitalization Tax Relief Incentive Zone (NH RSA 79-E).
- Examine issues related to parking, safety and sidewalks in Contoocook Village. Revisit and update concepts and recommendations contained in the 2000 Contoocook Village Planning Charette and 2002 Master Plan Contoocook Village chapter.
- Enhance coordination between the Planning Board and the Hopkinton Village District related to long term planning and land use development regulations.
- Investigate options related to the development entrance to Hopkinton village in coordination with potential of a Hopkinton Village Gateway zone in coordination with potential improvements to I-89, Exit 4. The potential Gateway zone would include scale and architectural standards to support appropriate development in the area, including the existing state highway right -of-way that could be reclaimed due to the construction of a future roundabout.

Objective 3: Continue to support measures to enhance appropriately located and scaled economic development.

- Support and promote mixed use development proposals in the Hart's Corner Tax Increment Financing (TIF) District.
- Support additional commercial activities in the I-89, Exit 6 area through the use of the Economic Revitalization Zone (ERZ) program.
- Explore options for future modifications to the M-1 (Industrial) zoning in both the Burnham Intervale area and the area of the former Bio-Energy site on Maple Street to promote suitable commercial or mixed uses.

Mrs. Hemingson suggested that Objective 2, Item four of the Land Use Chapter be reworded as the words, "Gateway" and "development" imply a business district. Mrs. Robertson agreed that there is some implication that there would be something in the area, but it was never intended to be with any specificity. The second sentence attempts to address the scale and architectural integrity of what occurs, if anything, in the area.

Chairman Ellsworth noted that he was reluctant when originally discussing the intersection since he had not heard concerns. Besides, the Master Plan Survey reflected very little interest or concerns with the intersection.

Mr. Wilkey suggested not capitalizing the word "Gateway." Mr. Kidder suggested removing the word as it has connotations of something similar to the Heights in Concord. Instead, he recommended language that references the need to make an attractive entrance to the Village.

While Mrs. Hemingson was in favor of redesigning the intersection, she recommended that the terms "gateway zone" and "development" be omitted; instead, include words, such as "an attractive design."

Mrs. Wells suggested that the Town should capitalize on the land around the off-ramp. Any reconstruction of the area should be designed to use the land more efficiently, whether the use is for open space or commercial development.

Following discussion, the Board agreed to the following revisions:

Housing Chapter, Objective 3, Item 1 to read, *"Encourage Open Space Developments that specifically address the issues of affordability by way of a variety of housing type. Consider the enhancement of density incentives specifically for developments that include smaller homes (two and three bedrooms); ranch style homes with one floor; sale of units to Hopkinton seniors who are downsizing; or, first-time home buyers."*

Land Use Chapter, Objective 2, Item 4 to read, *"Investigate options related to the entrance to Hopkinton Village in coordination with potential improvements to I-89, Exit 4, with emphasis on improved safety."*

Land Use Chapter, Objective 3, Item 3 to read, *"Explore options for future modifications to the zoning in the Burnham Intervale area and the areas of the former Bio-Energy site and Hart's Corner on Maple Street."*

IV. Conceptual Consultations. There were no conceptual consultations.

V. Applications/Public Hearings. There were no applications for review.

VI. Other Business.

- (a) Election of Officers. Mrs. Wells, seconded by Mrs. Bradstreet, nominated Bruce Ellsworth as Chairman of the Planning Board. Motion passed unanimously by Roll Call: Hemingson – yes, Wells – yes, Wilkey – yes, Bradstreet – yes, Fredyma – yes, and Kidder – yes.

Mrs. Bradstreet, seconded by Mr. Kidder, nominated Michael Wilkey as Vice Chairman of the Planning Board. Motion passed unanimously by Roll Call: Hemingson – yes, Wells – yes, Bradstreet – yes, Fredyma – yes, Kidder – yes, and Ellsworth – yes.

- (b) Zoning Amendments (2021) Update: Planning Director Karen Robertson provided a brief update on revising the Table of Uses and ensuring that there are definitions for the uses listed.

VII. Adjournment. The meeting adjourned at 6:48 PM. The next regular scheduled meeting of the Planning Board is scheduled for 6:00 PM on Tuesday, October 20, 2020.

Karen Robertson
Planning Director

Note: Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, the Board was authorized to meet electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. In accordance with the Emergency Order, public access to the meeting by video and telephone was provided. All members of the Board had the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public had access to contemporaneously listen and, if interested, participate in the meeting through the website: <https://us02web.zoom.us/j/85321221167> or by dialing the following phone # 1-646-558-8656 and using Meeting ID: 853 2122 1167. A mechanism for the public to alert the Board during the meeting if there were problems with access was provided.