



Town of Hopkinton

Planning Department

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

HOPKINTON PLANNING BOARD

MINUTES

AUGUST 11, 2020

Members present: Chairman Bruce Ellsworth, James Fredyma, Jane Bradstreet, and Alternates Clarke Kidder and Gregory Sagris. Members absent: Vice Chairman Michael Wilkey, Ex-Officio Anna Wells, Celeste Hemingson, Rich Steele, and Alternate 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.

Member Jane Bradstreet joined the meeting.

II. Review of Meeting Minutes and Notice of Decision of July 14, 2020.

Review of the meeting Minutes and Notice of Decision was deferred to the September 15, 2020 meeting.

III. Master Plan Update (CNHRPC Matthew Monahan – Land Use/Housing).

Matthew Monahan, Senior Planner for the Central NH Regional Planning Commission, met with the Planning Board to review a draft of the Master Plan Land Use and Housing Objectives and Recommendations. The Objectives and Recommendations were as a result of 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.

Approved: 09/15/2020

- 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 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.

Chairman Ellsworth asked that it be clear that the Planning Board does not require smaller homes. Individuals that live in large homes or wish to construct a large home can do so. Members concurred.

Mr. Monahan recommended revising the language so that it reads: "Encourage 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." Members agreed.

Following discussion, the Planning Board unanimously agreed to finalize the Objectives and Recommendations at their September 15, 2020 meeting, so that members would have additional time to review the draft.

IV. Conceptual Consultations. There were no conceptual consultations.

V. Applications.

#2020-11, Dan and Christine Grieve on behalf of Victor Jr. and Sarah Soucy for a two (2) lot subdivision of property located at 555 Currier Road, R-4 district, Tax Map 258, Lot 20.

Mr. Grieve explained he and his wife's intentions to construct a single-family residence on the new lot.

Mrs. Robertson noted that a revised plan was presented, reflecting an adjustment to the proposed interior or dividing lot line by five (5) feet. The property consists of approximately 10.24 acres with 1,187 feet of road frontage. The proposed new lot will consist of 3.24 acres with 383.29 feet of frontage. The existing residence will be located on seven (7) acres and 803 feet of frontage. NHDOT Driveway Permit approval is pending for the new lot.

Clarke Kidder, seconded by Jane Bradstreet, moved to **ACCEPT** application #2020-11 as complete and for consideration. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

Chairman Ellsworth opened and closed the public portion of the meeting as there was no one from the public wishing to give testimony.

James Fredyma, seconded by Jane Bradstreet, moved to **APPROVE** application #2020-11, as presented. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

#2020-12, Higginson Land Services on behalf of Amplified Properties, LLC for Site Plan Review of an accessory storage building on property located at 590 Sugar Hill Road, R-4 district, Tax Map 236, Lot 54.

Dan Higginson presented the site plan advising that previously a Variance had been granted to allow three (3) commercial uses to take place in the existing three (3) bay garage. One bay is occupied by the property owner, who is now proposing to construct an 80' x 40' accessory building to support his existing electrical business. The Zoning Board of Adjustment recently granted a Variance to have the accessory building.

The construction and use of the accessory building will not change the character of the existing building or property. There will be no additional uses, employees, or traffic as a result of the accessory building.

In response to Mr. Sagris' inquiry concerning the use of the accessory building, Mr. Higginson stated the building would house equipment and materials associated with the property owner's business.

Chairman Ellsworth inquired about additional lighting in which Mr. Higginson responded that there will be lighting, directed downward, over each bay of the garage.

James Fredyma, seconded by Gregory Sagris, moved to **ACCEPT** application #2020-12 as complete and for consideration. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

Chairman Ellsworth opened and closed the public portion of the meeting as there was no one from the public wishing to give testimony.

James Fredyma, seconded by Gregory Sagris, moved to **APPROVE** application #2020-12, as presented. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

#2020-13, Andrea Hayes, managing partner of Hope Real Estate, LLC addressed the Planning Board for condominium conversion of the existing (5) residential units and associated properties located at 1966 Maple Street, M-1 district, Tax Map 210, Lots 18 and 26.

The application included copies of the Condominium Declaration, Condominium Bylaws, along with the site and floor plans.

It was noted that the Zoning Board of Adjustment, at their May 1, 2018 meeting, approved the conversion of the building into five (5) residential apartments and/or condominiums. Planning Board site plan approval was granted on August 14, 2018, and a Certificate of Occupancy was issued on May 21, 2020.

James Fredyma, seconded by Jane Bradstreet, moved to **ACCEPT** application #2020-13 as complete and for consideration. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

Chairman Ellsworth opened and closed the public portion of the meeting as there was no one from the public wishing to give testimony.

Jane Bradstreet, seconded by Gregory Sagris, moved to **APPROVE** application #2020-13, as presented. Motion carried unanimously by Roll Call: Fredyma – yes, Sagris – yes, Kidder – yes, Bradstreet – yes, and Ellsworth – yes.

VI. Other Business.

- (a) Election of Officers was deferred to the September 15, 2020 meeting.
- (b) Planning Director Karen Robertson and Board member Gregory Sagris provided a brief update on the Zoning Focus Group's efforts in reviewing the Zoning Ordinance Table of Uses and Definitions for potential amendments.

VII. Adjournment. The meeting adjourned at 7:03 PM. The next regular scheduled meeting of the Planning Board is scheduled for 6:00 PM on Tuesday, September 15, 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/82132875634> or by dialing the following phone # 1-646-558-8656 and using Meeting ID: 821 3287 5634. A mechanism for the public to alert the Board during the meeting if there were problems with access was provided.