



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON PLANNING BOARD PUBLIC NOTICE - AGENDA AUGUST 8, 2017

Notice is hereby given that the Hopkinton Planning Board will meet on Tuesday, August 8, 2017, at 6:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH, to review and take action on the following:

- I. **Call to Order** (Determine quorum, review attendance of Regular Members and seating of Alternate Members, if necessary).
- II. **Conceptual Consultations, if any.**
- III. **Review of Minutes and Notice of Decision of June 13 and July 11, 2017.**
- IV. **Other Business.**
- V. **Adjournment (Next regular meeting on Tuesday, September 12, 2017).**

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



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON PLANNING BOARD

MINUTES

JUNE 13, 2017

Members present: Vice Chairman Michael Wilkey, Jane Bradstreet, Celeste Hemingson, Cettie Connolly, Rich Steele and Alternate Jim Fredyma. Absent: Chairman Bruce Ellsworth, Ex-Officio Jim O'Brien and Alternates Timothy Britain and Clarke Kidder.

I. **Call to Order.** Vice Chairman Wilkey called the meeting to order at 6:30 PM in the Hopkinton Town Hall. Due to the absence of regular members, Mr. Fredyma was designated as a voting member.

II. **Review of the Minutes of May 9, 2017.**

Mrs. Hemingson, seconded by Mrs. Bradstreet, moved to **APPROVE** the Minutes of May 9, 2017, as presented. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

III. **Conceptual Consultations.**

There were no conceptual consultations.

IV. **Applications**

Lot Line Adjustment (#2017-04) Application of Catherine Tuttle for lot line adjustments involving properties owned by the Cole Family Trust, and Edith L. and Richard C. Houston. Properties located off Amesbury Road, shown on Tax Map 101 as Lots 64 and 69, R-1 district.

Peter Weeks of T.F. Bernier, Inc. addressed the Planning Board on behalf of the Applicant. Mr. Weeks presented a plan showing lot line adjustments between the Cole and Houston properties, consisting of a total of 639 square feet. There will be no change in total area for each lot. At some point in the future, the Applicant will come back before the Planning Board to subdivide the Houston property by creating one (1) building lot to be located off of Amesbury Road. Mrs. Tuttle, daughter of Robert and Edith Houston, intends to eventually build her residence on the property.

Mr. Weeks noted that the "notes" on the plan need to be corrected to reflect that in the R-1 district, the minimum road frontage required is 160-feet. The correction will be made at the time of submittal of the final plan for recording.

As part of submittal of the application, waivers of the following subdivision submittal items were requested:

- 1) 3.3.1(c) – Topography
- 2) 3.3.1(d) – Surveyed Exterior Property Lines

Subject to review and approval.

3) 3.3.1(f) – Drainage Features.

Mr. Weeks noted the reason for waivers was due to the fact that no new construction is proposed at this time. Additionally, Lot 69 is a large parcel, 62-acres more or less, and it would be costly for the Applicant to have it surveyed. T.F. Bernier, Inc. had performed a detailed survey within the area of the lot line adjustment and a complete boundary survey of Lot 64 (Cole). The remaining area of Lot 69 (Houston) is shown using information available from a recorded boundary plan and Hopkinton's Tax Map.

Mrs. Hemingson, seconded by Mr. Steele, moved to **ACCEPT** Application #2017-04 as complete and for consideration. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Vice Chairman Wilkey opened and closed the public hearing portion of the meeting as there was no public comment.

Mrs. Bradstreet, seconded by Mrs. Hemingson, moved to **APPROVE** Application #2017-04 as presented with waivers. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Site Plan Review (#2017-05) Application of 879 Maple Street, LLC for Site Plan Review for manufacturing uses in accordance with Zoning Ordinance Table of Uses 3.6.G.1. Property is currently owned by Crathern Family Holdings, LLC, and located at 879 Maple Street, shown on Tax Map 228 as Lot 25, M-1 District.

Bryan Pellerin and Earle Davis addressed the Planning Board explaining that 879 Maple Street, LLC intends to purchase the existing commercial building from the Crathern Family Holdings, LLC. As part of the purchase, 879 Maple Street, LLC wants to be sure that the uses that currently exist within the building receive all necessary permits from the Town. That being said, 879 Maple Street, LLC received a Special Exception from the Zoning Board of Adjustment for manufacturing uses in accordance the Table of Uses 3.6.G.1 of the Ordinance. The approval was granted on June 6, 2017.

The building was built in the early 1970's to the mid 1990's, and is approximately 40,000 SF of office, warehouse and manufacturing space. The Cratherns originally operated an engineering design and manufacturing of machinery business from 1972 to 2002. Currently, there are mixed tenants with IRG Building Products, LLC utilizing 23,000 SF for millwork/cabinetry manufacturing, warehousing and office, Microdaq utilizing 6,000 SF for office, warehousing and assembly, and KPMB occupying 4,900 SF for office and warehousing.

Mr. Davis provided a brief overview of his business, IRG Products, LLC. Most of the millwork/cabinetry is high-end and used in colleges, museums and other public places. He reviewed the existing and proposed dust collection system used in the production area to collect and reduce dust. All materials are used and disposed of in accordance with environmental standards. As the products being produced require an environment of little to no dust, a newer dust collection system will be installed. The building and proposed system had been reviewed by Fire Chief Sean Murray.

Subject to review and approval.

Mr. Pellerin reviewed the parking layout, explaining that there are currently a total of 35 employees at the facility with 70 parking spaces. There are no anticipated changes to the parking area.

Mr. Wilkey inquired about the lighting of the facility and whether it meets the requirements of the Lighting Ordinance. In response, Mr. Davis noted that the existing exterior lighting appears to be adequate and is on timers. Mrs. Hemingson noted that all exterior lighting must be shielded.

Brief discussion ensued with the Board agreeing that the Building Inspector should review the lighting to determine if it meets the requirements of the Lighting Ordinance.

Rich Steele, seconded by Cettie Connolly, moved to **ACCEPT** Application #2017-05 as complete and for consideration. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Vice Chairman Wilkey opened and closed the public hearing portion of the meeting as there was no public comment.

Celeste Hemingson, seconded by Jane Bradstreet, moved to **APPROVE** Application #2017-05 with the condition that all exterior lighting complies with Hopkinton's Lighting Ordinance. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

V. Adjournment.

Vice Chairman Michael Wilkey declared the meeting **ADJOURNED** at 7:30 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, July 11, 2017, at the Hopkinton Town Hall.

Karen Robertson
Planning Director



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON PLANNING BOARD NOTICE OF DECISION JUNE 13, 2017

Notice is hereby given that the Hopkinton Planning Board met on **Tuesday, June 13, 2017, at 6:30 PM** in the Hopkinton Town Hall, 330 Main Street, Hopkinton, and made the following decision(s):

I. Review of Minutes of May 9, 2017.

Celeste Hemingson, seconded by Jane Bradstreet, moved to **APPROVE** the Minutes of May 9, 2017, as presented. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

II. Applications.

Lot Line Adjustment (#2017-04) Application of Catherine Tuttle for lot line adjustments involving properties owned by the Cole Family Trust, and Edith L. and Richard C. Houston. Properties located off Amesbury Road, shown on Tax Map 101 as Lots 64 and 69, R-1 district.

Celeste Hemingson, seconded by Rich Steele, moved to **ACCEPT** Application #2017-04 as complete and for consideration. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Jane Bradstreet, seconded by Celeste Hemingson, moved to **APPROVE** Application #2017-04 as presented with waivers. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Site Plan Review (#2017-05) Application of 879 Maple Street, LLC for Site Plan Review for manufacturing uses in accordance with Zoning Ordinance Table of Uses 3.6.G.1. Property is currently owned by Crathern Family Holdings, LLC, and located at 879 Maple Street, shown on Tax Map 228 as Lot 25, M-1 District.

Rich Steele, seconded by Cettie Connolly, moved to **ACCEPT** Application #2017-05 as complete and for consideration. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

Celeste Hemingson, seconded by Jane Bradstreet, moved to **APPROVE** Application #2017-05 with the condition that all exterior lighting complies with Hopkinton's Lighting Ordinance. Motion carried unanimously in favor (Fredyma, Steele, Hemingson, Bradstreet, Connolly, and Wilkey). Vote: 6-0-0

III. Adjournment.

Vice Chairman Michael Wilkey declared the meeting **ADJOURNED** at 7:30 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, July 11, 2017, at the Hopkinton Town Hall.

Karen Robertson
Planning Director



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON PLANNING BOARD MINUTES JULY 11, 2017

Members present: Chairman Bruce Ellsworth, Vice Chairman Michael Wilkey, Celeste Hemingson, Rich Steele, and Alternate Jim Fredyma. Absent: Ex-Officio Jim O'Brien, Jane Bradstreet, Cettie Connolly and Alternates Clarke Kidder and Timothy Britain.

I. Call to Order. Chairman Ellsworth called the meeting to order at 6:30 PM in the Hopkinton Town Hall. Due to the absence of regular members, Mr. Fredyma was designated as voting members.

II. Review of the Minutes and Notice of Decision of June 13, 2017.

Review of the Minutes and Notice of Decision was deferred to the August 8, 2017 meeting.

III. Conceptual Consultations.

Michael Martin presented a conceptual plan of annexations and lot line adjustments involving his property off Maple Street (Route 127) and Emerson Hill Road.

Currently, there are three (3) separate tracts of land that were each purchased separately in the 1950's. The proposal is to annex property to the tract that contains the existing residence and to annex and adjust the remaining lot lines so that the middle tract, that currently has no road frontage, will have road frontage off of Maple Street. It was noted that the two (2) of the three (3) tracts will be less non-conforming and one (1) tract will remain conforming.

Chairman Ellsworth referred members to Section 5.2.2 of the Zoning Ordinance, which references the "reduction/increase in non-conforming dimensions". Again, it was noted that Mr. Martin's proposal will not cause the lots to be in greater non-conformity.

Mr. Martin will move forward with his proposal by submitting an application to the Planning Board.

IV. Applications.

Jonathan Duquette (#2017-06), Site Plan and Architectural Design Review to set-up one (1) mobile food cart with associated signage on property owned by the Contoocook Riverway Association, located at 896 Main Street, Tax Map 101, Lot 76, VB-1 district.

Mr. Duquette explained that his proposal is very similar to the 2015 approval of the operation of a mobile food cart by Sean Bohanan. The cart will consist of the sale of steamed hot dogs and will be located in the same location.

Subject to review and approval.

The Board compared the type and size of carts and determined that Mr. Duquette's and Mr. Bohanan's carts are very similar.

Mrs. Hemingson noted that the proposed hours of operation will differ from what Mr. Bohanan had requested. Mr. Duquette is proposing 8 AM – 8 PM, Monday through Friday from May through October. He anticipates actual hours of 11 AM – 2 PM on most days.

Mr. Wilkey, seconded by Mrs. Hemingson, moved to **ACCEPT** as complete and for consideration Application #2017-06. With five members voting, five voted in favor (Wilkey, Hemingson, Steele, Fredyma and Ellsworth). Vote: 5-0-0

A. David Dufault, resident of Stonybrook Lane, questioned whether the Board had considered the fact that other entrepreneurs in Town pay property taxes, while Mr. Duquette will operate his business without having to do the same. In response, Chairman Ellsworth noted that the only reason Mr. Duquette's proposal would be denied is if there a provision in the Zoning Ordinance or Site Plan Regulations that gives the Board a reason for denial.

Mr. Duquette responded to Mr. Dufault's comments by explaining that he will be the only business that sells steamed hot dogs. He did not believe that he would, in any way, directly impact the operations of other businesses in the area.

Mr. Robertson noted that Mr. Duquette was required to go through the same permitting process as the other businesses in the downtown. Furthermore, Mr. Duquette was required to obtain a Hawker and Peddler's permit, which included a background check. Additionally, he is paying rent to the Contoocook Depot Association in order to utilize their property.

Mrs. Hemingson, seconded by Mr. Steele, moved to **APPROVE** Application #2017-06 as presented with the following conditions.

1. The mobile food cart operation shall not take place in any drive aisles, parking spaces or within the public right-of-way; nor shall it impede on the circulation of motor vehicles.
2. Hours of operation are limited to: Weekdays from 8 AM – 8 PM.
3. Applicant shall obtain the necessary Transient Sales (Hawker & Peddler) license, which includes providing insurance coverage holding the Town harmless from any liability caused by the operation.
4. Applicant shall obtain the necessary Food Service License from NH Department of Health and Human Services.
5. No outdoor seating is allowed.
6. A-Frame advertising sign shall only be displayed during the hours of operation and placed within the vicinity of the food cart.
7. Use of propane or other heating method is subject to approval of the Fire Department. All waste and trash must be removed at the end of each day in order to maintain the health and safety of the public.

With five members voting, five voted in favor (Wilkey, Hemingson, Steele, Fredyma and Ellsworth). Vote: 5-0-0

V. Other Business.

Master Plan tasks through end of 2017:

- a) Transportation Chapter: CNHRPC staff will provide assistance to the Planning Board during the development of the Transportation Chapter that will include updating information on the Town's transportation system, including state highways, local roads, trails, road and bridge inventory, sufficiency ratings, and other transportation services, such as the regional volunteer driver program. The US202/NH9/NH127 intersection will be discussed, along with a summary of the state/regional/local transportation planning process. Mapping will be updated as necessary.

The Transportation Chapter will be funded through the CNHRPC's agreement with the NH Department of Transportation to undertake local transportation planning.

- b) Community Facilities Chapter: CNHRPC staff will provide assistance to the Planning Board during the development of the Community Facilities Chapter, including the Public Utilities and Technology Chapters. Information related to equipment, staffing, and facility needs, including the compiling of supporting data as necessary, will be updated. Mapping will be updated as necessary.

A portion of the work on the Community Facilities Chapter will be funded through the CNHRPC's agreement with the NH Office of Energy and Planning's Targeted Block Grant to undertake local planning. All remaining costs will be funded through the Planning budget.

- c) GIS Mapping: CNHRPC staff, with the assistance of the Planning Board, will update the following maps.

- Farmland, Forestland, Open Space and Trails
- Steep Slopes and Scenic Vistas
- Surface Waters, Aquifers, Wetlands and Drinking Water
- Water Resources and Sand and Gravel Excavation Sites
- Existing Land Use (parcel-based)

The GIS Mapping will be funded through the Planning budget.

VI. Adjournment.

Chairman Bruce Ellsworth declared the meeting **ADJOURNED** at 7:05 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, August 8, 2017, at the Hopkinton Town Hall.

Karen Robertson
Planning Director



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON PLANNING BOARD NOTICE OF DECISION JULY 11, 2017

Notice is hereby given that the Hopkinton Planning Board met on Tuesday, July 11, 2017, at 6:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, and made the following decision(s):

I. **Review of Minutes and Notice of Decision of June 13, 2017.**

Review of the Minutes and Notice of Decision was deferred to the August 8, 2017 meeting.

II. **Applications.**

Jonathan Duquette (#2017-06), Site Plan and Architectural Design Review to set-up one (1) mobile food cart with associated signage on property owned by the Contoocook Riverway Association, located at 896 Main Street, Tax Map 101, Lot 76, VB-1 district.

Michael Wilkey, seconded by Celeste Hemingson, moved to **ACCEPT** as complete and for consideration Application #2017-06. With five members voting, five voted in favor (Wilkey, Hemingson, Steele, Fredyma and Ellsworth). Vote: 5-0-0

Celeste Hemingson, seconded by Rich Steele, moved to **APPROVE** Application #2017-06 as presented with the following conditions.

1. The mobile food cart operation shall not take place in any drive aisles, parking spaces or within the public right-of-way; nor shall it impede on the circulation of motor vehicles.
2. Hours of operation are limited to: Weekdays from 8 AM – 8 PM.
3. Applicant shall obtain the necessary Transient Sales (Hawker & Peddler) license, which includes providing insurance coverage holding the Town harmless from any liability caused by the operation.
4. Applicant shall obtain the necessary Food Service License from NH Department of Health and Human Services.
5. No outdoor seating is allowed.
6. A-Frame advertising sign shall only be displayed during the hours of operation and placed within the vicinity of the food cart.
7. Use of propane or other heating method is subject to approval of the Fire Department. All waste and trash must be removed at the end of each day in order to maintain the health and safety of the public.

With five members voting, five voted in favor (Wilkey, Hemingson, Steele, Fredyma and Ellsworth). Vote: 5-0-0

Subject to review and approval.

III. Other Business.

Master Plan tasks through end of 2017:

- a) Transportation Chapter: CNHRPC staff will provide assistance to the Planning Board during the development of the Transportation Chapter that will include updating information on the Town's transportation system, including state highways, local roads, trails, road and bridge inventory, sufficiency ratings, and other transportation services, such as the regional volunteer driver program. The US202/NH9/NH127 intersection will be discussed, along with a summary of the state/regional/local transportation planning process. Mapping will be updated as necessary.

The Transportation Chapter will be funded through the CNHRPC's agreement with the NH Department of Transportation to undertake local transportation planning.

- b) Community Facilities Chapter: CNHRPC staff will provide assistance to the Planning Board during the development of the Community Facilities Chapter, including the Public Utilities and Technology Chapters. Information related to equipment, staffing, and facility needs, including the compiling of supporting data as necessary, will be updated. Mapping will be updated as necessary.

A portion of the work on the Community Facilities Chapter will be funded through the CNHRPC's agreement with the NH Office of Energy and Planning's Targeted Block Grant to undertake local planning. All remaining costs will be funded through the Planning budget.

- c) GIS Mapping: CNHRPC staff, with the assistance of the Planning Board, will update the following maps.

- Farmland, Forestland, Open Space and Trails
- Steep Slopes and Scenic Vistas
- Surface Waters, Aquifers, Wetlands and Drinking Water
- Water Resources and Sand and Gravel Excavation Sites
- Existing Land Use (parcel-based)

The GIS Mapping will be funded through the Planning budget.

VI. Adjournment.

Chairman Bruce Ellsworth declared the meeting **ADJOURNED** at 7:05 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, August 8, 2017, at the Hopkinton Town Hall.

Karen Robertson
Planning Director