

1 **Official**

2
3 **MINUTES**

4 **HOOKSETT PLANNING BOARD MEETING**
5 **HOOKSETT TOWN HALL CHAMBERS (Room 105)**

6 **35 Main Street**

7 **Monday, August 14th, 2023**

8 **6:00 PM**

9
10 **MEETING CALLED TO ORDER AT 6:02 PM**

11 **PROOF OF POSTING**

12 **PLEDGE OF ALLEGIANCE**

13
14 **ATTENDANCE: Christopher Stelmach (Chairman), Mike Somers (Vice-Chairman), Paul
15 Scarpetti, James Sullivan (Town Council Representative)**

16
17 **ALTERNATES: Rob Duhaime (arrived at 6:40, left at 7:25), Denise Pichette Volk, David Russel
18 (arrived at 7:30)**

19
20 **EXCUSED: Don Winterton, Sheena Gilbert**

21
22 **STAFF: André Garron (Town Administrator), Dana Pendergast (Code Enforcement Officer)**

23
24 **HOOKSETT LEGAL COUNSEL: Attorney Matthew Serge, Drummond & Woodsum**

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26 **1. WORKSHOP – RULES OF PROCEDURE TRAINING**

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28 C. Stelmach began by asking about the wording of closing public hearing/comment.

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30
31 Atty. Serge clarified that once it is closed, it is closed for everyone (applicant, engineers, abutters, etc.),
32 and that only the board should be speaking amongst themselves when it is closed or with town staff. It
33 can be continued to another meeting without closing it in order to receive more information. Once the
34 plan is accepted as complete, the 65-day deadline begins. The Chair sets the tone and is able to set the
35 order or the process, expectations, time limits, no repeats, removals if necessary. Once it is closed, no
36 letters can be received by the board. Deadlines can also be set for submitting letters by abutters so that
37 the board has appropriate time to review concerns.

38
39 M. Somers asked that a deadline be added to the Rules of Procedure for testimony and letters submitted.

40
41 D. Pichette Volk asked what reasons are legitimate to reopen a public hearing. Also, who decides how
42 significant a new piece of information is and if it warrants a reopening.

43
44 Atty. Serge clarified that if it a study they were waiting to hear back from that had a delay and came in
45 after it was closed, or a new significant piece of information that arose. Best to make sure there is a

46 board consensus that they are satisfied, and that the hearing can be closed. Same with reopening, it
47 should be a board consensus. Staff would present the fact that there is new information for the board to
48 weigh on considering it. After the Rules of Procedure document is reviewed thoroughly with suggested
49 edits and notes, another workshop in the future will take place.

50
51 P. Scarpetti brought up how often applicants or their representatives will pass out new plans the night of
52 meeting where board members have been reviewing an older dated version of the plans.

53
54 A. Garron suggested that there should be a deadline for revised plans to be submitted before the meeting
55 for distribution. Recommendation that anything new handed out by the applicant should signal
56 continuing it to next meeting.

57
58 J. Sullivan asked about the application process and noticing; if an abutter looked at the plan prior to the
59 meeting and did not have issues with it, but then the applicant submits a new plan at the meeting, that
60 poses an issue. Also, to add a time limit. For process, order is accepting application as complete (which
61 starts 65-day deadline), presentation made by applicant, then public hearing (either same meeting or
62 future meeting). Once a public hearing is closed, what can take place.

63
64 Atty. Serge clarified that discussion with staff is allowed. Urged to review everything prior to the
65 meeting and not come to the meeting unfamiliar with what is on the agenda.

66
67 M. Somers reiterated the importance of establishing that deadline so that developers and applicants will
68 know ahead of time and be aware of the board expectations.

69
70 D. Pendergast clarified that once these edits are made and adopted as the current Rules of Procedure, it
71 would be added to the Development Regulations, and that whatever deadlines are added to the
72 application as well.

73
74 Atty. Serge clarified that for adopting the amended Rules of Procedure, it is a board decision, not a town
75 vote. Once suggestions are made it will be reviewed and then voted on by the board.

76
77 J. Sullivan pointed to the current Rules of Procedure regarding submitting letters; clarification provided
78 that they do not have to each be read in, just needs to be noted.

79
80 Atty. Serge suggested that if materials are brought forth at a meeting, that is a reason to continue the
81 meeting so that the board has time to review and discuss further. Also, that if the applicant is changing
82 the plans, that is an implicit agreement to waive the 65-day deadline/resets the 65-day deadline.

83 Significant changes may include landscaping/buffer changes, moving the road, configuration changes,
84 drainage changes, even seemingly minor changes.

85
86 M. Somers added that once a deadline is established for submitting letters/information, it should be
87 added to the abutter notices so they are aware.

88
89 D. Pichette Volk suggested outlining the basic format of the public hearing at the start of each hearing to
90 set expectations.

91

The Board reserves the right to close the meeting at 9:00 p.m. and continue any unheard items to the next Board meeting.

92 J. Sullivan pointed to how for Town Council those basic rules/order of public hearing are on the agenda,
93 and suggested they do the same.

94
95 M. Somers asked if an application meets all criteria on paper, then what would give the board standing
96 to deny it.

97
98 Atty. Serge explained there are certain aspects that go beyond what is on paper as a checklist. But, it
99 cannot be based on personal subjectiveness such as not liking the developer or the project. There is
100 judgement that goes into it. A reason could be if there is a study done that shows some hang up, etc.;
101 traffic, flooding, safety. It has to be substantial to have standing.

102
103 D. Russel asked if property value is a considering factor; clarification that it is not considered for
104 Planning Board purposes and is not the function of the board to look at that. That alone would not be a
105 reason to deny an application.

106
107 Atty. Serge clarified how if it extends past the 65-day deadline, it shall go to Town Council; however if
108 there is sufficient information lacking to make a decision, the Planning Board can deny without
109 prejudice, allowing the applicant to resubmit the application and start the process over. The minute taker
110 needs to have the verbal agreement of the extension detailed in the official minutes. It does not have to
111 be a formal letter.

112
113 Discussion ensued on when a conditional approval is made, how it is translated to the Notice of Decision
114 letter and then implemented.

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116 **2. MASTER PLAN WORKSHOP – HOUSING PORTION**

117 D. Pichette Volk provided an introduction to the Master Plan, definitions of terms to be used, an
118 overview of the vision statement, and the housing goals (p. 5-6 in Master Plan). These housing goals
119 translate to the matrix. Definition of workforce housing: housing which is intended for sale and which is
120 affordable to a household with an income of no more than 100% of the median income for a 4-person
121 household, or rental housing which is affordable to an income of no more that 60% of the median
122 income for a 3-person household. A lot of the information is outdated at this point. Recommendation to
123 contract out updating the charts. Also, recommendation that the Housing Needs Assessment be an
124 appendix to the Master Plan.

125
126 Housing Matrix

127 1st – “Conduct a comprehensive housing needs assessment...” – removed.

128
129 2nd – “Convene a Workforce Housing Forum...” – removed.

130
131 3rd – “Provide opportunities for the development...” – keep as is.

132
133 4th – “Incentivize the development...” – keep as is.

134 5th – Change wording to: *Review the zoning at Exit 10 and Exit 11 to allow for residential development*
135 *in a Mixed-Use District. | Planning Board | Mid-Term*

136
137 6th – “Identify parcels of land...” – keep as is.

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7th – Change wording to: *Incentivize the Zoning Ordinance to require multi-family development and large subdivisions to provide onsite recreational opportunities for residents in lieu of recreational impact fees.* | Planning Board | Mid-Term

8th – “Draft a set of density...” – removed.

9th – Change wording to: *Provide various transportation options which effectively link residential areas with commercial areas and employment centers.* | Planning Board, DPW, NHDOT, Development Community | Long-Term

10th – “As infrastructure becomes...” – keep as is.

11th – Change wording to: *Identify and promote suitable parcels for development of older person and elderly housing to include assisted living facilities for the elderly.* | Planning Board, Economic Development Advisory Committee, Property Owners | Short-Term

12th – “Market select parcels...” – removed (merged with 11th).

13th – “Rezone areas adjacent...” – removed.

14th – “ Reinforce the Town’s conservation...” – keep as is.

15th – “Revise the Zoning Ordinance...” – removed.

16th – Change wording to: *Streamline the process of permitting Accessory Dwelling Units in order to reduce costs.* | Planning Board, Code Enforcement | **Short-Term**

17th – Change wording to: *Curate resources for first time homebuyers and provide educational assistance programs on mortgages, condominium bylaws, home maintenance, etc.* | Town Staff, Economic Development Advisory Board, New Hampshire Housing Finance Authority | **Ongoing**

18th – “Create incentives for adaptive...” – keep as is, timeframe changed to **Ongoing**.

19th – “Work with the development community...” – keep as is, timeframe changed to **Ongoing**.

20th – Change wording to: *Upgrade and enforce building codes to address neighborhood blight, such as parking on lawns, litter control, and deferred home maintenance.* | Code Enforcement, Planning Board, Local Residents, Non-Profits | **Ongoing**.

ADJOURNMENT

M. Somers motioned to adjourn at 9:08, seconded by P. Scarpetti. Motion carried unanimously.

Minutes respectfully submitted by Bridgette Grotheer, Community Development Administrative Assistant.

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