

Town of Chesterfield, New Hampshire
Chesterfield Planning Board
Meeting Minutes – November 8, 2021
Public Meeting Convenes at 7:00 pm
Appointments scheduled to begin at 7:30 pm
In Person at the Town Offices with a Zoom option for the public

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

PRESENT: Chair James Corliss, Joe Brodbine, Joe Parisi, Roland Vollbehr, Selectmen's Representative Fran Shippee, and Alternates Maria Bissell and Bob Maibusch. Also present was Secretary Beverly Bernard.

CALL TO ORDER:

The meeting of the Chesterfield Planning Board was called to order at 7:01 p.m. by Chair James Corliss. The meeting was held at Town Offices, McKeon Conference Room.

Absent:

Jon McKeon

Seat Alternates:

Bob Maibusch was seated for McKeon

Others Present:

Southwest Community Services (SCS) Chief Development Officer Keith Thibault, Residents John Pieper, Ron Rsaza, Donna Roscoe, and Jeff Scott

MINUTES:

The meeting Minutes of October 18, 2021 were considered. **Motion** was made by Brodbine to approve the meeting Minutes of October 18, 2021, as amended fixing the spelling of Keith Thibault's name. There was a second to the motion by Parisi. All were in favor. **Motion passed.**

APPOINTMENTS

There were no scheduled appointments for this meeting.

ITEMS FOR DISCUSSION

Corliss spoke about the timeframe for providing application documents which is 21 days by regulation from the State of New Hampshire. He suggested making it 10 days instead for small changes. Vollbehr said it sounds good. Shippee asked what determines minor changes. Corliss said minor changes to an existing plan. Corliss said in his conversation with Attorney John Ratigan, it should be kept at 21 days for new applications. Brodbine asked if we could waive 21 days on an individual basis. He suggested 13 days. He said the rule is for 21 days unless the Board agrees to 10 days for minor changes.

Parisi said there should be a limit to giving notice. Koopmann said this could be limiting the opportunity for public input, and you need to provide that. Parisi said his opinion is that it should be no less than 13 days. He said he doesn't want to give the Board the ability to limit public input. Koopmann said he agreed with

Parisi, and we should be cautious and not limit the time. There was general discussion regarding no less than 13 days for minor changes for existing plans. Maibusch pointed out the Board meets within 14 days and an engineering company will not be able to get a plan done in one day. And we need 10 days to notify the abutters. Parisi said his opinion is to stick with the 13 days. Corliss noted the need for notification be sent to abutters. Corliss polled the members. Vollbehr didn't vote. Shippee wants 10 days. Parisi said 13 days and nothing less. Brodbine said he could accept 12 days. The applicant might not be able to have the time to submit the change. Shippee said 12 days is her vote.

*Corliss **moved** to change the procedures for minor changes to an existing plan to 12 days timeframe with a second by Brodbine. Corliss said the Board will have to come up with appropriate language. After more discussion Brodbine rescinded his second to the motion. **Motion failed.***

*Parisi **moved** to have a public hearing on November 22, 2021 at 7:30 at McKeon Conference Room for a change to rules and procedures for minor changes to an existing plan; there was a second by Brodbine. All were in favor. **Motion passed.***

PUBLIC HEARINGS:

The Board reviewed and discussed on proposed addition/amendment to the Chesterfield Zoning Regulations regarding allowable number of dwelling units in a building.

Public Hearing opened at 7:30 pm

Discussion: Corliss reviewed the purpose of the public hearing. He asked if the Board has an interest in pursuing the idea further. He said this came out of discussions with Southwest Community Services about housing. He noted zoning in Chesterfield doesn't allow for more than 5 units in a dwelling currently. Parisi asked if it is legal to allow more than 5 units for a specific purpose, and as an example for senior housing. Corliss said he believes you can do so. Brodbine said you can do it for work-force housing. He said what is the difference legally between work-force housing and senior housing. Brodbine said there is a requirement to make work-force housing possible from the State, but he is not sure where senior housing fits into that. Corliss said someone could come to the Board with a plan for age 65 and up citizens. Koopmann said there is State encouragement for work-force housing and doesn't that support senior housing. Parisi noted not all senior citizens still work. Vollbehr said there is subsidized housing for veterans. Parisi repeated his question about expanding units for a specific purpose.

Pieper said senior housing would be an allowed exception. Rsaza said some senior citizens like younger people present where they live. Discussion was held regarding the Town not having water and sewer and that most types of multi-family residences with lots of units need both. Residents would vote on senior housing for impact on schools said Rsaza. Koopmann spoke about waiting lists for senior housing for the City of Keene and citizens from outside of Keene take advantage of that housing. Chesterfield senior housing could have anyone. Rsaza said you might only advertise in Chesterfield. He noted that you have to find suitable land and then have to survey folks to find out who might be interested in moving into such a situation. He added that if you only advertise in town, then the folks on the waiting list would generally be from Chesterfield because they would be the only ones who knew about it.

Keith Thibault spoke via Zoom. He said that from said looking at the proposed change, he presumes that they would consult with Southwest Region Planning Commission (SWRPC) to craft the language and have

the Chesterfield Town attorney review the language as well. Proposed changes – criteria that must be met. He referred to the proposed criteria to be met and said that as the Chair for the Swanzey Zoning Board of Adjustment (ZA) items 2 through 6 are the purview of the ZBA. He said senior housing and work-force housing have been developed and there are waiting lists. He said this is a good start for the Town of Chesterfield. He said you need to take a step back and make sure it is done in an appropriate way. Talk someone at the Planning Commission and speak to the Town Attorney, but it would be ZBA to take it to the next level.

Corliss said this language is meant to get us started and to gauge interest. Corliss said he has spoken to the Town attorney, and he thought it would make sense to have the Planning Board do this. He said the language may change. He said what he is interested in is what folks like Thibault need from the Town of Chesterfield. Thibault said beginning the conversation is important. Having a clear path to doing it, having a path via ZBA and Planning is important. He said it is very risky to do this kind of development. There is a lot of risk. A clear path is important and to not put a lot of resources behind location until you know where it would work. He said these developments don't work well at the end of a five-mile road. They try to create housing close to a town center. Thibault said there has been a leadership change at Southwestern Community Services, so they no longer have capacity to develop these kinds of housing projects. And he added that they cannot propose new developments for the foreseeable future. Thibault said with retirements and transfer of knowledge, they do not have the expertise any longer. He said he would be happy to talk to Chesterfield Economic Development Advisory Committee (EDAC) as a community partner. He said the Planning Board is doing the right thing. He said condos and multi-housing is the future. He noted that a developer wants to put up at 208-unit apartment complex in Swanzey with clubhouse, swimming pool, and walking trails and it looks like a very nice development. He pointed out it is more expensive to put in private water and sewer.

Parisi asked if SCS cannot do this kind of development, who might? Thibault said there are well-qualified developers that could do this who are looking for good sites to develop. He said most of Rsaza asked if that would be a federally financed project. Thibault said there is funding available and NH Housing controls most of those resources. Developments for residents who are at or below 60% of median income have resources.

Pieper said they came to Planning Board for senior housing specifically. He said when you get into more general language it might be less likely to pass with the voters. He asked the Planning Board to discuss whether to limit to senior housing versus general purpose housing.

Brodbine said it makes sense to focus on senior housing for acceptance from the voters. Vollbehr said he agreed. Koopmann said his concern is that financial funding supports senior housing and workforce housing combined. Having a focus on only senior housing might restrict financing and a developer. Brodbine said the demand for senior housing will be high with aging population. Corliss asked the members if we should target senior housing. Brodbine said that seems to be what we want, even if more difficult to achieve it. Maibusch said he agreed with Brodbine. Bissel agreed. Shippee agreed. Parisi said the need is senior housing and that is what we should go after.

Corliss said everyone can work on language. Bissel said the Hudson, NH wording was good. Brodbine said less than 24 units is not worth developing. Thibault said in terms of feasibility of development you need to get to 24 units. Maybe a local builder could do it on their own without federal funding, but you usually need economies of scale to make financial sense. A developer could easily risk \$200,000 early in a project. He

added that the limits might be natural for Chesterfield without sewer and water. He noted State rules through the Department of Environmental Services (NH DES). He said the level of density will be limited by water and sewer. Koopmann asked who bears the \$200,000 investment and Thibault said that is borne by the developer. He said they must be very serious about it. It is a multi-year development cycle, and the developer expends the first investment. Brodbine said he likes 24 units.

Koopmann asked should we establish acreage per unit or other general guidelines. Vollbehr said that is determined by the State. Corliss referred to the Hudson NH Zoning for Housing for Older Persons ordinance. Brodbine said it would be good to include setbacks.

Parisi asked if SES manages the properties once developed. Thibault said they have been, but that is not typical. A typical developer will contract with a professional management firm. He said compliance and oversight is onerous and specialization is needed to comply with the tax credit regulations and federal HUD regulations.

Corliss asked the Hudson NH to be added as an addendum to the minutes.

Parisi said we could potentially craft a zoning change, but what are relevant dates to get on the March ballot. The response was materials ready for January. Parisi said either we take this one and make it a priority for the next month and a half or decide to move more slowly. Brodbine asked about creating a sub-committee. Corliss said we could do that. Parisi said we have a collective decision to make about ready for the ballot. Maibusch said there is somewhat a template with the Hudson NH example, and we could make changes based on needs of Chesterfield. Parisi said these things are not straight forward. Brodbine said there would be a lot of details. Brodbine said it won't happen at regular meetings. Parisi said we are proposing to change the zoning ordinance so that a developer wouldn't have to go to the ZBA. The ZBA would have very little to do with any specific project. Corliss said a developer doesn't want to have to go to two boards.

Jeff Scott said the Planning Board could have a consultant and Town attorney review the Hudson, NH ordinance specifically. He suggested there be a sub-committee to work on it review of the Hudson, NH ordinance as fitting to the needs of Chesterfield. John Pieper agreed to work with Vollbehr and Brodbine on the sub-committee. Corliss said they could produce something for the Planning Board to look at to see if it works for the town.

Motion was made by Corliss to Continue the public hearing on proposed addition/amendment to the Chesterfield Zoning Regulations regarding allowable number of dwelling units in a building to November 22, 2021 at 7:30 pm at the McKeon Conference Room at Town Offices. Second to the motion by Shippee. Parisi said he might not be here on November 22, 2021. All were in favor. Motion passed.

Parisi asked Shippee if the Selectboard had taken any position on this topic. Shippee said "no" on this specific ordinance but "yes" on senior housing.

Parisi asked for update. Shippee said they are all in favor of moving forward. Pieper said you could you change the motion to include senior housing. Corliss said the Minutes should reflect that.

Public Hearing closed at 8:35 pm

DISCUSSION/OTHER BUSINESS

There was a brief discussion about what the Board of Selectmen are working on. Shippee provided the Watershed Committee members. Parisi asked if there has been a Scope of Work given to the Watershed Committee. Shippee said that will be one of their first tasks.

Shippee said the Capital Improvements Program sub-committee also met and she said they would meet in four weeks. Chair has not been chosen. Vollbehr said Shippee is the Chair. Corliss asked Bissell to be the Chair.

ITEMS FOR SIGNATURE

None at this time.

Next Meeting: November 22, 2021

ADJOURNMENT

Motion to adjourn was made by Vollbehr. There was a second to the motion by Maibusch with no further discussion. All were in favor by roll call. **Motion passed.** Adjournment occurred at 8:42 p.m.

Respectfully Submitted,

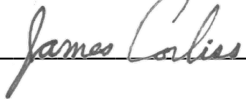


Beverly Bernard

Planning Board Secretary

Addendum: Hudson, NH Housing for Older Persons

Approved By:

Chair _____

Date 30NOV2021

Addendum

10/28/21, 12:31 PM

Town of Hudson, NH - 10016380

Town of Hudson, NH
Thursday, October 28, 2021

Chapter 334. Zoning

Article XIII. Housing for Older Persons

[Amended 3-14-1995 by Amdt. No. 12; 3-13-2001 by Amdt. No. 6; 3-9-2004 ATM, Art. 5; 8-12-2006 by Amdt. No. 1]

§ 334-70. Applicability; purpose.

- A. Housing planned specifically for older persons, in the form of multiple attached units or detached units, as defined as "Housing for Older Persons," in NHRSA 354-A:15 (I), (II), and (III), as the same may be, from time to time, amended, may be developed only in the R-2, TR and G Districts, in accordance with the provisions of this article.
- B. Purpose: to provide affordable alternative housing for the older persons population.

§ 334-71. Lot size.

- A. For housing which conforms to the definition of "housing for older persons," in NHRSA 354-A:15(II), as same may be from time to time amended, the minimum buildable land area shall be 7,500 square feet per bedroom and shall have Town water and Town sewer. For housing which conforms to the definition of "housing for older person," in NHRSA 354-A:15(III), as same may be from time to time amended, the minimum buildable land area shall be 10,000 square feet per bedroom and shall have Town water and Town sewer. Further, the maximum building ground coverage of each older persons housing development shall not exceed 20% of the tract and 3,000 square feet per unit. In addition, all such housing shall conform to the following additional standards:
 - (1) Each dwelling unit shall have no more than two bedrooms, and shall be specifically designed for occupancy by older persons.
 - (2) The occupancy of units within the development shall be limited to family units in which the head of household or spouse is at least 55 years old.
 - (3) The minimum tract area shall be 10 acres and the tract shall have at least 200 feet of frontage on a public road.
 - (4) The development shall, where possible, make provision for on- or off-site pedestrian access to the various community facilities.
 - (5) Emergency vehicle access shall be provided to all structures.
- B. For the purposes of this section, single-room or efficiency units are considered to be one bedroom.
- C. Units are to be no less than 600 square feet.
- D. Parking spaces shall be calculated as 1.4 spaces per unit.